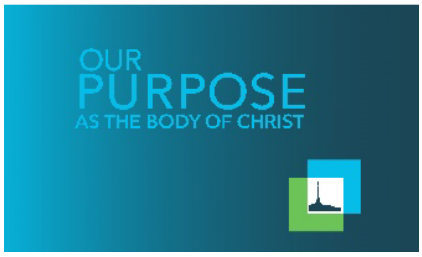
St. Peter's Lutheran School

INFORMATION GUIDE

2026-2027 School Year

BE ROOTED
IN CHRIST
CULTIVATE
LOVING
RELATIONSHIPS
REFLECT JESUS
IN ALL WE DO
FOR THE
TRANSFORMATION
OF LIVES
AND THE GROWTH
OF GOD'S
KINGDOM



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Foundations of Our School Ministry

Purpose Statement

Our purpose as the Body of Christ at St. Peter's is to:

- Be Rooted in Christ
- Cultivate Loving Relationships
- Reflect Jesus in All We Do

For the transformation of lives and the growth of God's Kingdom

Vision28

By 2028, St. Peter's is positioned to effectively connect the next generation to Christ and lead them to lifelong discipleship.

- Compelling Community

  Making space for people where the gospel is shared and revealed through real life.

- Resilient Faith

  Responding to the changing landscape of culture and life with the fullness of grace and truth.

- Potential of Each Person

  Capturing the uniqueness of each person and walking with them to experience the fullness of life in Jesus.

- Reaching the One

  Connecting people to Jesus for the first time and keeping them connected for a lifetime.

School Vision

Be the safest, best, Christ-centered, and affordable private school in our county, aiming to grow our students academically, emotionally, socially, and most importantly, spiritually.

Student Outcomes

Our School Ministry has the honor, privilege, and responsibility to equip students for many different facets of life. While there are many outcomes of a quality Christian education in a Lutheran School, we have narrowed our student outcomes to three categories: Spiritual, Academic, and Character.

Spiritual

Upon 8th grade graduation, students will consistently reflect the Heart of a Disciple. Students will:

- Know That They are Dearly Loved and Forgiven Children of God
- Put God First in All Things
- Trust God in All Things
- Be Willing to Endure Persecution Related to our Christian Faith
- Forgive All Who Wrong Them
- Act in Love Toward All People
- Be Reconciled with All with Whom They are at Odds
- Not be Judgmental or Condemning of Anyone
- Be Generous
- Act or Speak on Behalf of the Weak, the Oppressed, the Ignored, the Defenseless, and the Voiceless
- Not Boast
- Be a Conduit through Whom Jesus Touches Others

Academic

Upon 8th grade graduation, students will:

- Possess the Skills to Function Well in the 21st Century World
- Be Academically Responsible
- Possess Good Organizational and Study Skills
- Demonstrate the Desire to be Life-Long Learners
- Be Well-prepared for High School
- Demonstrate Problem Solving Skills
- Be Confident and Skilled Communicators
- Be Proficient in Current Applications of Technology
- Possess a Diversity of Experiences

Character

Upon 8th grade graduation, students will:

- Be Secure in Their Strengths and Weaknesses
- Be Confident
- Possess the Skills to Choose Friends Wisely
- Know that It is OK to Follow What is Right, But Not Necessarily the Most Popular Thing to Do
- See the Value of Choosing to Be a Positive Model for Others
- Be Self-Assured
- Respect Others
- Demonstrate High Integrity
- Live Healthy Lifestyles
- Practice “Balance” in Life
- Use Good Judgment and Common Sense
- Value Service to Others
- Be Passionate Toward All People

Administration

Accreditation

St. Peter's Lutheran School maintains accreditation through National Lutheran School Accreditation (NLSA), and the Indiana Department of Education (IDOE.)

Administrative Structure

Control and supervision of the school is exercised by the Voter's Assembly of St. Peter's Lutheran Church under the direction of the Principal and Assistant Principal. The School Ministry Board plays an important role in the administration of the school, providing advisory guidance and leadership to the Principal.

Awards

Several academic and activity awards and honors are available. Students are also recognized for their various achievements both in school and out of school. Students are typically recognized after chapel services or school assemblies.

8th Grade

- The Valedictorian, Salutatorian, and Class Motto presenter are based on the grade-point average from grade five until the end of the third quarter of eighth grade. Students must have attended St. Peter's for at least six (6) quarters to be eligible for these awards.
- The Scott Trimmer Award, given to a student who has shown academic excellence, athletic accomplishment, Christian leadership, and a positive mental attitude while at St. Peter's Lutheran School.
- The Daughters of the American Revolution Award is given to the top performing students in the area of U.S. History.
- The St. Peter's Christian Leadership Award is given to a deserving student who demonstrates positive Christian behavior and leadership in the classroom.
- Scholar Athlete Awards are given to students who graduate with an A- grade point average and have participated in St. Peter's athletics during their eighth-grade year.

5th Grade

The Richard Pinnow Academic Excellence Award is awarded to a fifth grader who has the highest academic standing in the class.

Honor Roll

Students in Grades 5-8 are recognized for academic success. The names of the individuals on the Honor Roll are published in the school news and in the local paper. Names are also posted in the hallway outside of the school office.

Bus Transportation

Students attending St. Peter's have access to the Bartholomew Consolidated School Corporation (BCSC) transportation system. Bus transportation is a privilege and students are expected to display proper Christian behavior and cooperation. Misconduct may result in a loss of riding privileges and/or administrative action. Questions about the bus schedule, procedures, bus discipline, and other bus-related issues may be directed to the BCSC transportation office at 812-376-4246.

Cancellation or Delay

Parents are also notified through our School Messenger emergency notification system. St. Peter's follows most weather-related delays and closures issued by Bartholomew Consolidated School Corporation (BCSC). On rare occasions, St. Peter's may choose to have school on days that BCSC chooses to close school. Parents may sign up for BCSC emergency text and email notifications by following the prompts on the BCSC website. Announcements are also posted on 107.3 FM QMIX, 102.9 FM KORN, WRTV 6, WISH 8, WTHR 13, and FOX 59.

Change of Family Information

Parents are asked to notify the school office immediately when a change of address, phone number, and/or email occurs, enabling our school administration to keep our roster and mailing list up-to-date. Notifying the school office of any changes in email addresses is also helpful. Also, parents are asked to notify the school office if there is a change of family relationship, health-related items, immunizations, sickness, etc.

Chapel Services

Chapel services are usually held Wednesday mornings in the church sanctuary at 8:05am. Times may vary for special services. The purpose of this service is to offer students an opportunity to worship and praise God as a school family. Each class will have an opportunity to lead a service. Parents, relatives, and friends are invited and encouraged to attend. Chapel offerings go toward various mission projects. Baptismal birthdays are celebrated every month during a chapel service.

Child Abuse and Neglect Reporting

Child abuse and neglect are complex problems that are not confined to any race, social, economic, or religious group. Various forms of abuse are physical abuse, sexual abuse, neglect, and emotional abuse. State law mandates teachers to report suspected cases of child abuse to the Child Protection Services of the County Department of Public Welfare. Procedures and guidelines will be followed, as able, to ensure a prompt, professional treatment of the reported case.

Child Protection Program (CPP)

All adults desiring to attend field trips or participate in classroom activities must be certified through our Child Protection Program. There are no exceptions to this rule. Please Call George Denholm at 812-372-1571 x 2128 for more information.

Children's, Inc.

Children's, Inc. provides professional after school care until 6:00pm. Children not picked up by 3:15pm should use Children's, Inc. services. Please call 812-379-2319 to obtain information pertaining to Children's, Inc.

Classroom Placement

St. Peter's teachers and administration seek to place each student in an environment where they can achieve school success and be assured of a quality Christian education. Such placement is made after careful consideration and prayer by our teachers. Many factors that go into this decision are academic needs of the student, classroom size, behaviors, class and student personalities, and any other special considerations or factors. Our school attempts to group students in classrooms that provide a good balance of students in each class based on the above factors. Specific requests from parents will not drive our decisions. We appreciate the trust you have in our teachers and their prayerful class placement of students.

Counseling

Short term counseling services are available through our school counselor or school social worker. Families needing long term counseling are referred to outside agencies. Counseling questions should be directed to our school counselor or administration.

Curriculum

The courses of study that make up the curriculum of the St. Peter's Lutheran School Ministry comply with the standards of the Indiana Department of Education. Our Faith is actively integrated in each course of study at each grade level. The areas of learning are:

Discipleship: Bible stories, memory work, church history, Christian doctrine, and singing

Fine Arts: Music, praise band, art, and after school drama club

Health and Drug Education: Sex education, D.A.R.E, nutrition, and other areas provided through various convocations and classroom activities

Language Arts: Reading skills, literature, writing, grammar, spelling, phonics, and handwriting

Mathematics: General arithmetic, pre-algebra, algebra, and geometry

Physical Education: Motor skills, muscle development, basic games, and knowledge of athletics

Science: General science, introduction to biological science, earth science, physical sciences, and Biology

Social Studies: History (Indiana and United States), world geography and government, and cultures

Spanish: Offered to students in grades 7 and 8.

Curriculum overviews are posted online. Complete curriculum guides may be obtained from administration.

Custody Notification

Please inform the school office and teacher(s) concerning any special parental rights and privileges.

Enrollment

Re-enrollment of students begins during the month of January. Kindergarten and new student registration also begins in January. New students may be enrolled after consultation with the Principal and completion of the enrollment procedures, including a mandatory academic screening. Students entering Kindergarten of the current year must be five years old prior to September 1.

Field Trips

Field trips may be conducted at various times throughout the year. These will be under the supervision of the classroom teacher. Level 1 Child Protection Program certified parents may be asked to help plan or supervise the activity. Parents who are not Level 1 Child Protection Program certified may not attend field trips. School Administration has final approval for field trip chaperons.

Parental consent forms must be completed by the parent and returned to school before the child may participate in a field trip.

These forms are in the school office and will be sent home by the teacher prior to the field trip. Parents are responsible for their admission costs, lunch costs, and transportation fees.

Parents who chaperone field trips may not bring other children in their family along on the field trip. Chaperones are expected to give their full attention to the supervision of the students in the respective class attending the field trip.

Chaperones are limited to parents/guardians or grandparents only.

Children should wear clothing appropriate for the occasion and should conduct themselves in such a way that manifests their Christian background. Their behavior should be a positive example to their Lord, their school, and themselves.

The privilege of participating in a field trip may be denied for lack of a consent form, poor behavior, or poor academic performance. The teacher and/or the principal reserve the right to withhold the privilege of participating in a field trip from any student, with just cause.

Parents may take their children home from field trips (and only their children) provided they have supplied written notification to the classroom teacher.

Grades 6, 7, and 8 Class Trips

Sixth grade students enjoy an outdoor education experience in a camp setting. Seventh grade students travel to Cincinnati for an experience that includes several destinations in and around the Cincinnati area. Eighth grade students annually travel to Gettysburg, PA, and Washington D.C. All students are encouraged to participate in these educational experiences.

The cost of these trips is not included in tuition. Money for the eighth grade trip may be raised through various activities and are assisted by parents. Students participating in these trips are also typically asked to bring additional money, depending on the overall cost of the trip.

Fire, Tornado, and Lockdown Drills

Fire drills, tornado drills, and school lockdown drills are required by state law and should be taken seriously. Students are expected to cooperate and follow teacher directions. St. Peter's follows all state requirements regarding the frequency of these drills.

Grading Scale

Progress report grades are given on the scale of A, B, C, D, and F. In some areas "E" for excellent, "S" for satisfactory, "N" for not satisfactory, "U" for unsatisfactory, and "I" for incomplete may be used.

St. Peter's Lutheran School mirrors our local high school letter grade and percentage equivalents:

A+	100-97.5%	B+	89.99-87.5%	C+	79.99-77.5%	D+	69.99-67.5%
A	97.49-92.6%	B	87.49-82.6%	C	77.49-72.6%	D	67.49-62.6%
A-	92.59-90.0%	B-	82.59-80.0%	C-	72.59-70.0%	D-	62.59-60.0%
						F	59.99% and below

Homework

Children are expected to prepare their work neatly, accurately, completely, and to submit their assignments on time. Parents should show an interest and concern in their children's work by frequently discussing it with them and by being willing to assist them with their work.

Grade levels will determine their individual consequences for incomplete or late homework. Penalties will not exceed a 50% reduction for one day late. Homework two or more days late may be counted as a zero (0). Additionally, recess time may be removed from students who have difficulty completing homework assignments on time. Parents can check Sycamore for any homework assignments. Children are given opportunities to complete many of their assignments in school. In cases where a child seems to bring home a large amount of work, parents should arrange to discuss this condition with the classroom teacher.

Typically, no student should have more than 60 minutes of homework on a given night. Younger students should have considerably less homework than older students. Keep in mind, this is only a guide and may vary from day to day and from student to student. All make-up work must be done to the satisfaction of the teacher.

Insurance

The St. Peter's Lutheran School Ministry does not offer accident insurance for students. It is advisable and beneficial for students to have some type of accident coverage. Most students are covered through a parent's home or occupational medical (or accident) insurance.

Library Services

Students in grades K-6 have regularly scheduled library time to provide opportunities for personal reading and the completion of projects. Books and other materials are expected to be returned on time. Most students also have periodic access to the Bartholomew County Public Library, located one block from St. Peter's.

Lion League

Our Lion League (formerly PTL) provides fundraisers and family activities to enhance our school ministry. Parents are encouraged to help direct this group by volunteering or when asked. This organization charges no dues, but it needs the support of parents and teachers through their attendance at meetings and their willingness to do their part.

Non-discrimination Policy

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

Parent-Teacher Conferences

Parent-teacher Conferences are provided during the last week of the first quarter. Schedules will be arranged for these conferences. Other conferences may be scheduled as needed throughout the year by either the parents or the teacher. The objectives of these conferences are to:

1) Promote understanding in the home/school relationship
2) Strengthen the mutual interest of the parent and teacher in the child's welfare
3) Give the parent information about the child's progress
4) Assist the parent and teacher in finding ways to work together for the good of the child

Participation at Special Events

Students are encouraged to participate in all school special events such as class trips, singing in church, etc. These events are considered to be part of the regular school program (exceptions to this would be when sister congregation members have special events occurring at their churches). Excuses from these events should be made to the teacher or to the person in charge of the event. St. Peter's will demonstrate great understanding and flexibility to families who cannot attend special events.

Partnership

The School Ministry of St. Peter's strives to offer an excellent Christian education for the children entrusted to its care. Students receive support, encouragement, and instruction to live in service to Christ, family, community, and the world. The educational program offers a balanced, comprehensive curriculum that prepares students for success now and in the future. The School Ministry supports a sensitive, caring, and supportive learning environment, which aids students in developing positive self-esteem and self-worth.

The home is and always will be the chief agency for the Christian training of a child. Our School Ministry exists to walk alongside parents in the journey to raise their children in a manner that pleases our Savior, Jesus Christ. To this end, the family is encouraged to evidence a Christian lifestyle, which includes regular church and Bible class attendance, and a devotional prayer life. Our teachers and administrators have this same exhortation. If the home and the school are both Christ-centered, children will receive the best education they can receive anywhere.

Policy Manual

The school's operating policies are collated for easy reference and are available upon request. The School Ministry Board assists the Principal in evaluating and revising policies as needed.

Policies Not Covered

Any school or classroom procedure not specifically discussed in this handbook shall be left to the discretion of the homeroom teacher or administration.

Questions or Concerns

In following the principles outlined in Matthew 18, teachers and administration are committed to contacting parents within 24 hours of a concern. Parents with questions or concerns are encouraged to follow this same principle. Parents should first contact the classroom teacher or person with whom there is a question or concern. Please note that issues should not be discussed with teachers during the school day and should never be discussed in front of other children or adults. Additional questions or concerns can then be directed to school administration.

Report Cards and Mid-quarter Reports

Hard copies of report cards are issued at the end of each quarter. Throughout the year, parents should review Sycamore frequently to monitor student progress.

Students receiving a C- or worse in any subject at mid-quarter will be given a hard copy mid-quarter report.

School Hours
The school day begins at 7:50am and ends at 2:50pm.

Search and Seizure
Schools may conduct reasonable searches that are motivated by reasonable suspicion; such searches may be targeted toward a specific student or group of students. Administration may search student lockers and desks since lockers and desks are the exclusive property of the school. Administrators, too, may search student clothing and book bags if "reasonable suspicion" exists.

Soliciting and Selling
In the interest of eliminating what may become a school nuisance, no solicitation or selling of any kind of product is allowed during the school day unless previously approved by the Principal.

Standardized Tests
Standardized tests are administered annually. Results of the testing program help determine a possible modification in curriculum and instruction techniques. State ILEARN checkpoints are given three times a year as well as ILEARN testing in the spring to students in grades 3-8. The IREAD-3 test is also given in the spring to students in second and third grade.

Sycamore
Parents are encouraged to use Sycamore, an online parent-teacher communication tool, as a way to stay informed with the academic progress of their children. Teachers are committed to updating Sycamore student accounts on an on-going basis.

Tuition
Tuition includes the costs of salaries, benefits, building operating costs, books, supplies, and some field trips. Families may pay their tuition bill in full by August 1 or set up an automatic withdrawal through checking or savings accounts.

Members of St. Peter's Lutheran Church receive a discount, and all students will receive additional financial assistance through the Indiana State School Choice program, which includes state vouchers. Money available through donations to the Lutheran Scholarship Granting Organization (SGO) of Indiana also provides financial support to families demonstrating financial need.

Previous St. Peter's tuition balances must be paid in full prior to new school year enrollment. Families with special financial circumstances are encouraged to speak with administration.

Blue and Company, LLC has been contracted to manage tuition collection.

Volunteers
The St. Peter's Lutheran School Ministry welcomes adult volunteers in many situations both in and outside of the classroom. Adults attending field trips or working with our students must be Level 1 Child Protection Program certified. Please look for announcements of dates and times for these training sessions in church and school newsletters.

Worship Services
In keeping with the program of Christian education and training in the church, families are encouraged to attend worship services regularly.

ARRIVAL AND DISMISSAL

Morning Arrival

- Teachers and staff members will monitor and direct traffic during the morning arrival time. Please follow directions to ensure a safe and orderly arrival.
- Bus service is available for all students who live within the boundaries of Bartholomew Consolidated School Corporation.
- Students may be dropped off at 7:10am. Supervision is not available before 7:10am.
- Students arriving before 7:35am should report to the cafeteria, while students arriving after 7:35am may report directly to their respective classrooms.
- Please follow the directions of our staff using orange lighted wands to direct traffic.
- Please note that the Drop Off Zone extends from the Chestnut Street entrance of the parking lot all the way to the South Entrance to the Church (Door H). Parents should pull forward as far as possible when dropping off children. This enables the maximum number of cars to enter our parking lot, which is helpful for the flow of traffic on Chestnut Street. Please do not stop at the Main Lobby entrance if there is room to pull forward.

Afternoon Dismissal

- Teachers and staff will monitor and direct traffic during the afternoon dismissal time. Please follow the directions to ensure a safe and orderly dismissal.
- All students will be dismissed at 2:50pm.
- Students have four options for afternoon dismissal:
    - Bus riders/Children's, Inc. dismissed to designated location
    - K – 3rd stay in the classroom to wait for carline
    - 4^{th} – 8^{th} graders follow teacher to designated space to wait for carline
    - Walkers are dismissed after carline through the front door to walk to designated location. Written parent permission is required for students to leave school via the "student walkers" route.
- Parents have two options to pick up their children after school:
    - Pick up children in the designated car line. A family name card must be presented to pick up children.
    - Pick up children by walking up to Door H (outside church sanctuary). A family name card must be presented to pick up children.
- Carline students will be picked up in the South Parking Lot. Cars will line up in the South Parking Lot (enter from Chestnut Street) and form six lines of traffic. Follow the traffic pattern and pick up students near the church lobby entry (Door H). Either exit through the Pearl Street gate, or loop around the parking lot and exit through the Sycamore Street gate.
- Curb-side pick-up is strongly discouraged along Chestnut Street, Fourth Street, Fifth Street and Pearl Street.
- To ensure the safety of all, students and parents are not allowed to cross through the car line, except in designated crossing locations.
- After school supervision ends at 3:15pm. Parents are expected to be on time in picking their children up at the end of school or after school activities. If students cannot be picked up by 3:15pm, the services of Children's, Inc. should be utilized. Parents running late MUST notify the school office.
- All families are required to display a family name card in their front windshield when driving through the carline to pick up their children. This will enable the teachers on duty to recognize family names so student names can be announced, and children can come more easily to their rides as quickly and safely as possible. Two cards are provided for parents. Parents requiring additional cards or replacement cards should contact the school office and another card will be prepared for you.
- To help ensure the safety of our children, please refrain from using cell phones while moving in the Car Line.
- Please contact the school office if you have any questions or concerns regarding our car line pick-up procedure.

Athletic Program

St. Peter's offers cross-country (boys and girls, Grades 5 – 8), cheerleading (Grades 5 – 8), volleyball (girls, Grades 5 – 8), and basketball (boys and girls, Grades 5 – 8. In Grades 7 – 8, students may participate with the Central Middle School student-athletes in football, wrestling, golf, track, and tennis.

Athletic Program Philosophy

St. Peter's Lutheran School trains students for a life of service to God and man. The athletic program is Christ-centered and is an important part of the school's educational philosophy. As an extension of the school day, the program provides experiences that will help athletes grow spiritually, physically, mentally, emotionally, and socially. Our bodies are temples of the Holy Spirit (see 1 Corinthians 6:19-20) and therefore we strive to develop and maintain these temples to the fullest by using our God-given talents for excellence and competence in our area of participation. Such participation is a privilege that carries a great responsibility to the school, the team, the student body, the community, the individual and most importantly to Christ. The joy that we experience from winning and the growth that comes from losing, help each of us to mature into contributing members of the body of believers.

Athletic Program Purpose

The purpose of the St. Peter's Athletic Program is to provide students opportunities through a variety of interscholastic athletic activities to grow as a child of God in a democratic society.

Athletic Program Objectives

The objectives of the St. Peter's Athletic Program are to:

1) Give all glory to God
2) Promote a working relationship and respect for others (teamwork)
3) Be successful
4) Develop Christian sportsmanship
5) Improve and better oneself to the fullest of God-given talents
6) Enjoy athletics now and in the future
7) Instill responsibility, commitment, and discipline
8) Develop desirable personal health habits
9) Learn acceptance of victory and defeat
10) Learn self-control in emotional situations
11) Instill a feeling of self-worth and belonging
12) Prepare for future athletic experiences
13) Instill an understanding of rules and strategy

STUDENT ATHLETE POLICIES

Attendance

1) A student-athlete who misses a part of the school day due to illness must have attended school for the LAST three (3) consecutive hours in order to participate in a contest/game or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate.
2) In cases other than illness, an athlete should always consult with his or her coach before missing any practice or game contest.

3) Athletes who attend school but are physically unable to practice for five (5) consecutive days due to illness or injury are to present to the athletic director a statement from a physician stating they are again physically fit to participate in inter-school athletics. This statement must also be signed by the parent.

Christian Sportsmanship

(Parts of this section were taken from the National Federation of High School Associations brochure)

The ideals of good sportsmanship, Christian behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by Christian generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by St. Peter's Lutheran School and the National Federation as a concrete measure of the understanding and commitment to fair play, Christian behavior, and integrity.

Expectations of Student Participants

- Treat opponents with respect; shake hands prior to and after contests.
- No "trash talk."
- Respect judgment of contest officials, play by the rules of the contest, and display no behavior that could incite the fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing St. Peter's Lutheran School and our community; display positive public action at all times.
- Live up to high standards of sportsmanship established by coaches and school.

Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department and St. Peter's Lutheran School. The school administration and the coaching staff strongly agree that high standards of Christian conduct and citizenship are essential in maintaining a sound program of athletics. Therefore, coaches and the athletic director have the right to suspend students from participation if the rules set down for the groups are violated. The principal has the right to suspend students from participation for violations such as unexcused absences, destroying or defacing school property, gross behavior infractions, etc. The welfare of the student is our major consideration and transcends any other consideration. Students who receive out-of-school suspensions are ineligible to participate in athletic events on the days of their suspensions.

A player who fails to display good sportsmanship that results in his or her dismissal from an athletic contest may be suspended from participating in the next scheduled game.

Each coach may create an additional list of "code of conduct" items for their particular sport, pending approval from the athletic director. Student athletes are expected to adhere to the guidelines and procedures established by the coaching staff.

Conflicts with Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities will undoubtedly be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It is our hope and desire that SPLS athletics would take precedence over other travel or off season sports. It also means notifying the sponsors/coaches involved immediately when a conflict does arise. When a conflict arises, the sponsors/coaches will work out a solution, so the student does not feel caught in the middle.

If a solution cannot be found, the athletic director and/or principal will make the decision based on the following:

1) The relevance of each event
2) The importance of each event to the student
3) The relative contribution the student can make
4) How long each event has been scheduled
5) Talking with the parents

Once the decision has been made and the student has followed that decision, he or she will not be penalized in any way by the school or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he or she should withdraw from that activity. Parents are encouraged to consider the time commitment required by participation in school, church, and community activities at the same time. In keeping with our school philosophy, it should be remembered that the LORD is first, the family second, academics third, and athletics somewhere else down the line.

Dropping a Sport

A student who quits may lose the privilege of participating in athletics in the future at St. Peter's. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

1) Consult with the immediate coach
2) Report the situation to the athletic director
3) Check in all equipment issued

Equipment

All athletes are responsible for the proper care and security of equipment issued to them. School equipment checked out by student-athletes is their responsibility. They are expected to keep it clean and in good condition. Loss of equipment is the athlete's financial obligation. Equipment used within the school should remain in the gym at all times unless prior approval has been arranged by the athletic director.

Grooming and Dress Policy

A member of an athletic team shall be well groomed. Appearance, expression, and actions always influence people's opinions of athletes, the team, and the school.

The following grooming and dress rules will be adhered to by team members:

1) An athlete shall dress presentably and in good taste at all times on trips and/or assemblies
2) Students are expected to avoid extremes that attract undue attention
3) Only uniforms issued by the department of athletics are worn for contests
4) Such uniforms are to be worn ONLY for contests and assemblies, and/or at the request of sponsors or coaches
5) Athletes will not be permitted to participate until deviations of the above rules are satisfactorily corrected
6) Athletes must conform to uniform dress code policies as stated in respective rulebooks
7) Athletes should adhere to the expectations of dress as outlined by his/her coach
8) Undergarments may not be visible at any time during practice or games

Locker Room Conduct

1) Roughhousing and throwing equipment or other objects is not allowed in the locker room
2) Hazing and/or harassment of any type towards other players are not allowed and will not be tolerated by the coach or school
3) No one except coaches and players are allowed in the locker room unless requested by the coach
4) No glass containers are allowed in the locker rooms
5) Athletes should be respectful of other teams using the locker rooms by placing gym bags and street clothing in the appropriate storage area when not in use
6) Items of value (i.e., electronics, and jewelry) should be stored elsewhere for safekeeping
7) All cell phone use is strictly prohibited in locker rooms

Player Expectations

1) Support the mission and ministry of St. Peter's Lutheran Church
2) Model the life of a Christian on and off the court
    a) Worship often
    b) Players who have met the necessary requirements of the church should participate in the Sacrament often
    c) Use the Bible as a guide for handling conflict
3) Display good sportsmanship
    a) Respect coaches on and off the court

b) Respect the decisions of referees
c) Respect opponents and their fans
d) Respect teammates on and off the court

4) Behave in a manner that is pleasing to our Savior, both on and off the court
   a) Stay out of trouble in school
   b) Stay out of trouble on the court
5) Maintain a “C minus” grade point average and not have any “F’s”
6) Complete and pass an IHSAA Physical before the season begins

Requirements and Guidelines for Participation

1) **PHYSICAL EXAMINATION:** A yearly physical examination is required. The physical form must be completed by the physician and submitted to the school office *prior* to participation. The physical covers all sports for the entire year provided the examination occurred *after* May 1st. The form will be on file in the school office.
2) **EMERGENCY MEDICAL AUTHORIZATION:** Each athlete's parent or guardian shall complete an emergency medical authorization card, giving permission for treatment by a physician or hospital when the parent(s) is not available.
3) **BASE LINE CONCUSION TESTING:** All students participating in athletics at St. Peter’s must complete base line concussion testing following the frequency requirements communicated by the state of Indiana.
4) **SCHOLASTIC ELIGIBILITY:** In order to participate on a St. Peter's Lutheran School athletic team, each athlete must have satisfied all of the scholastic eligibility requirements PRIOR to participation. If a student falls below a cumulative "C minus” average on a mid-quarter report or for a nine-week grading period and/or receives an "F" in any class on a mid-quarter report or quarterly report, he/she becomes ineligible and will be suspended from practice and competition according to the following cycle:

   - Week #1 – no practice or games
   - Week #2 – no games, but the student may practice
   - Week #3 – If the student meets eligibility requirements, he/she may practice and compete in games

   No more than two cycles of ineligibility will be granted to a student. If a student is ineligible after two cycles, the student will be removed from the team.

Reporting an Injury

All injuries that occur while a student is participating in athletics should be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an INJURY REPORT FORM completed. When under medical care, the athlete must obtain the doctor's permission to return to the activity.

Reporting for Practices and Games

Students participating in a practice immediately after school should walk to the gymnasium along with the students walking to the bus line.

All athletes who have practices or games starting after 3:15pm must make arrangements for going home and returning to school no sooner than 15 minutes before their scheduled practice time, or 30 minutes before game time. Coaches and faculty members cannot be expected to supervise athletes during these events. Parents are also expected to pick up their children as soon as practices are over. Coaches are encouraged to adhere to start and ending times for practices.

Uniforms

At times, athletes may be required to purchase a portion of the practice or game uniform, which will become their property; these items must be paid for in full before they will be distributed to players. School furnished uniforms are to be worn only for contests and practices and/or at the request of the sponsor or coach. Students losing or destroying school furnished uniforms will be required to replace the lost uniform at the full replacement cost.

Christian Sportsmanship

1) Be an exemplary Christian role model by *positively* supporting teams in every manner possible, including content of cheers and signs.
2) Enthusiastic and wholesome cheering is strongly encouraged.
3) Spectators should respect officials, athletic director, coaches, opposing fans, SPLS fans, and players on both teams at all times. Verbal abuse and/or inappropriate gestures will not be tolerated.
4) Taunting of players or use of bad language will not be accepted. Coaches and the Athletic Director will discipline appropriately.
5) Disrespectful remarks and booing will not be tolerated.

Communication

Parents have the right to understand the expectations that are placed upon their children. This begins with clear communication from the school and the coach of the team. Parents should expect the following from coaches:

1) Contact information and qualifications about members of the coaching staff who may be specifically working with the athletes
2) Locations and times of practices and games
3) Requirements, rules, or procedures specific to a team
4) Discipline procedures that may result in the denial of your child's participation

Coaches should expect the following from parents:

1) Advance notice of any commitment that will conflict with scheduling
2) Medical problems that could adversely impact the safety or performance of the athlete
3) Notification of illness or injury preventing the athlete from participating in a practice or game
4) Family concerns that may have an emotional impact upon children and their athletic participation

Effective communication guidelines:

1) Contact with a coach and parent should be held during an appropriate time. Refrain from initiating discussion with the coach during practice, as well as prior to, during, or directly after a game.
2) Concerns should be addressed by having the parent contact the coach to set up an appointment. If the coach cannot be reached, the athletic director can be contacted to help schedule a meeting.
3) Parents are encouraged to discuss the following issues with the coach: treatment of athletes mentally and physically, ways to help the athlete improve, and concerns about the behavior of athletes.

Grievance Procedure

Parents having problems with coaching procedures, etc. are asked to first talk with that coach in a Christian, caring way, and express concerns by following the guidelines of communication expressed within the Information Guide. If this does not resolve the situation, the chain of command is as follows: Athletic Director, Principal, Executive Director, and Lead Pastor. If the problem stems from policies within this Information Guide, the chain begins with the Athletic Director.

Parent Expectations

1) Support the mission and ministry of St. Peter's Lutheran Church.
2) Attend athletic director/coach's meeting for parents held at the start of the season.
3) Display good sportsmanship.
    a) Respect coaches on and off the court.
    b) Respect the decisions of referees.
    c) Respect opponents and their fans.
4) Allow coaches to coach during games. Do not approach the team bench during games to offer assistance to either coaches or players.
5) We ask that parents not attend practices unless arrangements have been made with your son/daughters coach prior to practice.
6) Follow Matthew 18 when dealing with conflict, following this chain of communication:
    a) Coach
    b) Athletic Director

c) Principal
d) Executive Director
e) Lead Pastor

7) Provide transportation to and from practices and games.
8) Communicate with coaches when their child(ren) will miss practice or games.
9) Pick up children promptly at the end of posted practice times.
10) Maintain constant supervision of children not participating in practices and games.
11) Help with clean-up after games.
12) Assume a volunteer duty (scorebook, time clock, tickets) at least 1 time each season.
13) Use the East parking lot during games.
14) Pay the required athletic fee before the start of the season.

Travel

Parents are responsible to see that their child/children are transported to and from each practice and contest. Players and spectators should secure travel arrangements prior to practices or games. The school does not provide transportation, nor does it provide transportation liability coverage. Drivers should inform riders of the rules in effect in their car. Seat belts should be worn at all times.

Vacation

Vacations by athletic team members during a sport season are discouraged. In the event of an absence due to a vacation that is unavoidable, an athlete must contact the sponsor/coach prior to the vacation and be willing to assume the consequences related to their status on that squad when they return as a starter, 2nd string, 3rd string, etc.

COACH POLICIES

Child Protection Program

All coaches and their assistants are required to go through training in the Child Protection Program set up by St. Peter's Lutheran Church and School. Before they are allowed to coach, all coaches must be certified through this process.

The Christian Coach's Creed

I BELIEVE that the sports sponsored by St. Peter's Lutheran School have an important place in education and therefore pledge myself to cooperate with other educators to administer sports so that the value of athletic competition will be understood and accepted as an integral part of Christian growth.

I BELIEVE that Christian sportsmanship is learned. I realize that I am a model to officials, players, and spectators. I believe that my actions will have a lasting effect on those who observe me.
Therefore, I will:

1) Accept and support the decisions of the officials
2) Contain my emotions and actions to the best of my ability in order to be a witness to my Christian faith, my church, and my school
3) To exercise patience, tolerance, and diplomacy in my relationships with all athletes, co-workers, parents, and spectators
4) Teach the game for the benefit of all and seek to coach according to the rules.

I BELIEVE that I have a unique calling and opportunity as a coach to influence student-athletes. My life as a Christian serves to show them the joy and importance of being a follower of Christ.

Coaching Expectations

All coaches and their assistants are to support the following Athletic Program expectations:

1) Support the mission and ministry of St. Peter's Lutheran Church
2) Completion of Child Protection Program training and certification requirements within the past three (3) years
3) Complete a concussion training course

4) Attend a pre-season coaches meeting to review expectations, game and practice schedules, etc.
5) Model the life of a Christian on and off the court
    a) Worship often
    b) Participate in the Sacrament often
    c) Use the Bible as a guide for handling conflict
6) Teach the fundamental skills of the sport
7) Prepare athletes for competition at the next level
8) Effectively communicate with parents, posting schedules well in advance
9) Hold a parent meeting at the beginning of the year to explain all policies concerning the team and the expectations you have of the athletes
10) Be fair and reasonable regarding player expectations
11) Remember that coaches are role model – children and parents are looking to coaches for guidance
12) Remember that coaches are extensions of our school ministry staff. As such, coaches are expected to remember that they are first and foremost witnesses of the Love of Jesus.
13) Follow the coaching guidance of our 8th grade coaches
14) Remain at school until all athletes have been picked up by parents
15) Make sure that all equipment is picked up and stored in its proper location
16) Finish practices at posted times
17) Provide appropriate supervision for members of the team during practice and games
18) Bring balls and first aid kits to all away contests
19) Refrain from personal use of cell phones during practices and games
20) Contact the athletic director if any problems or injuries occur
21) Complete an athletic injury report form when necessary
22) Review the season and give suggestions concerning the schedule for the following year with the athletic director
23) Inventory; turn in all uniforms, athletic equipment and supplies belonging to St. Peter's Lutheran School. Request needed repairs and replacement in writing to the athletic director.

Coach Selection Guidelines

While not intended to be "absolute" rules, the following guidelines are in place to help guide in the selection of coaches and are intended to be followed whenever possible:

1) All coaches will be approved by the Athletic Council
2) All coaches will be supported by the School Ministry Board
3) Incumbent coaches will be asked to return to the same level unless their conduct warrants removal from the program (see Coaching Expectations)
4) Our head coaches are asked to make a 3-year commitment to coach a given level
5) When possible, non-parent coaches are preferred
6) When coaching positions become available, the positions will be posted in the school and church newsletters
7) All interested coaching prospects will be interviewed by the Athletic Director with the help of the athletic council

The Influence of the Coach

The coach is in an excellent position to have an influence for good on the young of our school. With this opportunity comes awesome responsibility. Coaches have an obligation to help develop a personality and character that are above reproach. Most coaches are admired and imitated by young students. The example that the coach sets is of extreme importance. Athletic contests furnish a setting for demonstration of the attitudes of players, and these attitudes are a direct reflection on the coach. It takes a lot of self-discipline on the part of the coach to always let reason, rather than emotion, guide conduct.

To this end, coaches are expected to:

1) Use appropriate language at all times
2) Explain defeat, but do not make excuses
3) Be humble in victory
4) Not constantly challenge the decision of officials, particularly judgment decisions
5) Stay calm and poised
6) Organize well in advance, make a schedule, and carry it out promptly

7) Abide by the rules of the game
8) Give plenty of opportunity to your players for leadership training
9) Be a positive role model
10) Develop the players and the team into a cohesive unit
11) Model and promote good sportsmanship
12) Support the values of St. Peter's

Moving Players Up a Level

The following guidelines should be followed when considering moving players up a level:

1) Keep as many students as possible participating in sports
2) Players should not be moved up to make our 5th, 6th, and 7th grade teams better. Moving players up to 8th grade to make that team more competitive, however, is acceptable. When deemed desirable, this decision will be made by the athletic director, coaches, and parents, collectively. All must be in agreement that this action would benefit the player being moved up and the respective team.
3) Players may be moved up if the student is needed to field a particular team
4) When cuts are necessary, those cut will have the opportunity to practice with the team

Ordering Equipment and Supplies

It is the job of the athletic director to order uniforms, equipment, and supplies as needed for the athletic program. All athletic purchases must be submitted to the athletic director. The athletic director must approve all athletic account expenditures.

Playing Time

It is the desire of the athletic committee and our school administration that all children have the opportunity to participate in athletics. In accordance with that policy, we ensure that all members of our 5th and 6th grade basketball teams and our 5th and 6th grade volleyball teams will get playing time in each contest during all "regular season" games, provided the athlete fulfills attendance and eligibility requirements. At all other levels of competition, the coach determines the individual playing time, who plays, and who doesn't play. Because of this policy, there may be times that our teams will not be as competitive as the opposition who only play their best players.

Tournament Exception

Due to the competitive nature of sports tournaments, coaches at *all* levels have the right to waive this policy and play only those athletes that he or she feels are essential to "win" the contest. At this time, "team goals" supersede "individual goals."

Playing time at *any* level may be limited due to any of the following: eligibility, game and practice attendance, behavior and conduct, sportsmanship, attitude, effort, playing ability, and game situations.

Squad Selection

In accordance with the philosophy of athletics and the desire to see as many students as possible participate in the athletic program while at St. Peter's Lutheran School, coaches are encouraged to keep as many students as they can without unbalancing the integrity of the sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport.

To this end, all eligible students in grades 5 – 8 are encouraged to participate in a school-sponsored athletic activity. In fifth grade volleyball, fifth grade boys and girls basketball, cross-country, and fifth grade cheerleading programs, a "no cut policy" has been adopted. If the squad size for basketball reaches 18 or more participants, the team may be divided into two teams of similar ability, and the games are split as evenly as possible. The teams will be called St. Peter's Blue and St. Peter's White. The athletes will practice together. Coaches will split the squads for the games. Parental requests are not part of this process.

Due to the competitive nature of the area junior high athletic programs and the increased focus on the development of individual skills for high school sports, St. Peter's Lutheran School may limit athletic participation in sixth, seventh, and eighth grade volleyball; sixth, seventh, and eighth grade basketball; and in the sixth, seventh, and eighth grade cheerleading program. The limited participation results in guidelines concerning restricted team size and individual playing time.

Choosing the members of athletic squads is the responsibility of the coaches of those squads. Prior to trying out for teams where cuts may become necessary, the coach shall provide the following information to all candidates for the team:

1) Extent of try-out period
2) Criteria used to select the team
3) Practice commitment if they make the team
4) Game commitments

When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall have:

1) The opportunity to have completed in a minimum of 2-3 practices
2) Been personally informed of the cut by the coach, including the reason for the action
3) Students cut from teams may still have the opportunity to practice with the team

Teams will consist of minimum of 10 athletes, if cuts are needed, a minimum of TWO cut players are required.

Undue Influence for Participation

It shall be the philosophy of St. Peter's Lutheran School athletic department that athletes shall enjoy as many sport seasons as the student-athlete and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.

CHEERLEADING POLICIES

Cheerleading Expectations

The Athletic Council encourages all 6th, 7th, and 8th grade girls to participate in either basketball ***OR*** cheerleading during the winter sports season. Ultimately, however, parents may make this decision. If parents believe that their daughter is capable of participating in both basketball and cheerleading, the following rules apply:

1) Participation in basketball games always takes precedence over cheerleading activities, which holds true under all circumstances, even rescheduled games that suddenly conflict with previously scheduled cheerleading events
2) Cheerleading performances take precedence over scheduled basketball practices
3) Scheduled basketball practices take precedence over scheduled cheerleading practices
4) Cheerleading try-outs will be held in the spring or fall
5) For circumstances when spring try-outs are held, a separate fall session is reserved ONLY for students new to the school
6) Summer camps and/or summer activities are encouraged, but are not required
7) A cheerleader must maintain grades as mentioned under the Scholastic Eligibility, mentioned earlier in this handbook, to be eligible to participate in cheerleading
8) A cheerleader should be a good citizen of St. Peter's Lutheran School, in and out of class, and a good citizen of the community
9) A cheerleader should be dedicated and reliable in all duties given
10) A cheerleader should strive to be cheerful, enthusiastic, and cooperative, even when she might not feel that way.
11) A cheerleader should keep her responsibilities in proper perspective: God, Family, personal health, and church first; schoolwork and grades second; athletics and cheerleading third. A cheerleading squad performs as one and is dependent upon each member in order to accomplish their goals and perform their best. If even one member is missing or negligent in their duties, the entire squad suffers.
12) Athletes are expected to follow the rules and dress code dictated by the National Federation

Cheer Participation

When a grade level has a girls' game followed by a boys' game, cheerleaders are expected to cheer at both games unless they are playing in the girl's game. Cheerleaders who participate in basketball should join the squad after their game is completed unless prior arrangements are made with the cheer coach.

Purpose of Cheerleading Squads

The purpose of the cheerleading squads at St. Peter's Lutheran is to provide support to our basketball teams. The promotion of school spirit should be the primary motivation in cheerleading. This experience provides the opportunity for the girls to develop physically, socially, and emotionally.

GENERAL INFORMATION

Accessing Practice and Game Schedules

All practices and games are scheduled at the start of the season, but changes may need to be made throughout the season. Current information for all events and general news can be accessed through the Internet at www.stpeterscolumbus.org, Event Link, or Group Me. Paper schedules and announcements may also be available in the school office.

Awards

Scholar/Athlete awards are given to 8th grade students who participated in at least one sport at either St Peter's or Central for both of 7th and 8th grade years and maintained a cumulative grade point average of "A-" or a 10.0 on our 12-point scale.

The Scott Trimmer Award is given to an 8th grade student who has participated in athletics, has excelled in academic achievement, Christian leadership, and displayed a positive mental attitude while at St. Peter's

Coaches

All of the St. Peter's coaches are volunteers. As such, parents are requested to respect their time commitment and dedication to the programs. Coaches are authorized to set policy and structure for their respective sport as long as it is not in conflict with the policies stated herein.

Coaches are expected to model proper sportsmanship and conduct during game situations. A coach who fails to display good sportsmanship that results in his or her dismissal from an athletic contest shall not be allowed to participate in the next game.

Events per Week

Athletes will be allowed to participate in a maximum of five (5) events (this is the sum of practices/and games) per week for each sport. The number of events scheduled for all teams each week varies according to the availability of time the gym can be used, with dates assigned in proportion to the level of competition. During weeks that students participate in tournaments, this rule is not applicable.

Other Sports

St. Peter's Lutheran School students may participate in sports not offered here but offered at Central Middle School (St. Peter's Lutheran School eligibility requirements apply); football in the fall, boys/girls tennis in the fall, boys wrestling in the winter, boys/girls track in the spring, and boys/girls golf in the spring are the opportunities provided at this time. Since our junior high students attend Central Middle School for one period per day, all SPLS students must join the Central Middle School sports teams; it does not matter where the student resides.

The Columbus Parks and Recreation Department and the local FFY groups offer soccer, basketball, gymnastics, volleyball, and other sports programs in the community.

Postponing Practices and Games

If a game or practice must be postponed or canceled due to weather or any other factor not conductive to good conditions, the following factors will be considered:

1) Safe travel for the team
2) Safe travel for the opponents
3) Safe travel for the officials
4) Safe travel for students, fans, and parents
5) Safety to spectators in or on the school grounds

After considering factors it will then be up to the athletic director and/or principal to play, postpone, or cancel a game or practice. The athletic director will try to reschedule all games, if possible. If school is cancelled due to weather, games might not be held. Practices on snow days will be at the discretion of Administration and the Athletic Director by 12pm. Players will not be penalized if they are unable to participate.

Policies Not Covered / Exceptions

The Coach, Athletic Director, and/or Principal will handle policies not covered in this handbook or spelled out specifically. Exceptions to any of the above policy guidelines shall be made after joint consideration of the Athletic Director and Principal. Should they disagree, the Executive Director shall make final decisions.

Progressive Discipline Policy

St. Peter's has adopted a fairly simple 3 strike policy for those participating in sports.

Examples of offenses that would warrant an athlete receiving a strike are as follows:

- An athlete not doing what is asked or expected during a practice (being insubordinate)
- An athlete who is misbehaving in the locker rooms before practices or games
- An athlete who is mistreating teammates during a practice or game
- An athlete who uses obscenities during a practice or game
- An athlete who uses their cell phone during practices, games, or in the locker room.
- An athlete that is displaying a poor attitude and affecting the ability of their team to practice in a productive way
- An athlete who is using their cell phone in the locker room or during a practice or game without permission
- An athlete who is not picked up in a timely manner either before practices or games without a good reason

If one of these offenses or something else occurs during a practice that your son/daughters coach deems as detrimental to conducting a productive practice, the athlete will be asked to leave practice. If it occurs before or during a game the athlete will be benched and not allowed to play at the discretion of the coach. If it happens at time other than these the parent will be notified of the offense.

The following 3 strike policy will be followed for offenses:

1st Strike – The coach (or AD), if necessary, will notify the parents of the offense. If a child is removed from a practice or game the issue will not be discussed during that practice or game. The coach will not be required to discuss this with the parent until the following day. They may do so if time warrants, and the coach is comfortable discussing but is not expected to do so.

2nd Strike – The coach, AD, parent, and athlete will meet to discuss the offenses as they have occurred to make sure that everyone understands the consequences and what the expectations are for the athlete.

3rd Strike – The athletic director will notify the parent that their son or daughter has been removed from the team in which the offenses occurred.

All decisions may be appealed through our school principal and Athletic Council.

ATHLETIC COMMITTEE

The Athletic Committee is established to assist and support the Athletic Director in administering the St. Peter's Lutheran School Athletics program. This committee serves an important advisory role in the following areas:

1) Promote the athletic program of St. Peter's Lutheran School
2) Aid in setting up and running sports tournaments hosted at St. Peter's Lutheran School
3) Aid in the recruitment of coaches
4) Provide a forum for concerns and suggestions that arise with the athletic program
5) Long term planning for the athletic program
6) Provide a wide spectrum of ideas and viewpoints to the Athletic Director
7) Support and assist the Athletic Director in the development and implementation of athletics policies

The Athletic Committee of St. Peter's Lutheran School consists of the school principal, athletic director, one faculty member, two parents of students involved in the athletic program (preferably one male and one female), two coaches (one boys sport coach and one girls sport coach), and one School Ministry Board member. The Principal, Athletic Director, and School Ministry Board select the members.

Communication

Classroom Newsletters

Many teachers send home weekly classroom newsletters. These newsletters are designed to provide specific classroom information not included in the weekly Paw Points. Teachers have unique way of communicating this information. Some teachers will send an email, while others may send home a paper copy. Other teachers may communicate this information via classroom website. Parents should speak with individual classroom teachers for more information on this weekly communication.

Email

Using email is a quick and easy way to communicate basic information or to have simple questions answered. All members of our staff will have 24 working hours to respond to email given the busy nature of their school day. Please know that lengthy emails are not an effective way to communicate. For more serious questions or concerns, face-to-face communication is always best.

Face-to-Face

Much of the required communication can easily be handled through email, or school phone. However, there will be times when parents or teachers may wish to engage in a deeper level of communication, requiring a face-to-face conversation. All members of our staff are more than willing to speak with parents. When talking with teachers, please make arrangements to speak with them after school or during their daily prep time. Meeting with teachers before school is not the best time to meet.

Paw Points

On the last day of every week, an all-school publication called Paw Points is emailed home to families. Paw Points contains important information designed to keep all parents accurately informed of weekly school news. Our hope is that all parents will regularly read Paw Points.

Phone

Speaking with staff over the phone is a good way to communicate, especially when deeper a level of communications is necessary. If the staff you are trying to reach does not answer the phone, feel free to leave a voice mail message. All phones are equipped with this capability. Please note that classroom phones are disabled from receiving out-of-the-building calls between 7:50am and 3:00pm. Phone calls during the school day should be directed to the school office. Messages will typically be returned within 24 hours.

Sycamore

Our online grading program is through Sycamore. All parents and students receive login information at the start of the school year. Parents losing this information simply need to speak to office staff to access new information. Grades are updated weekly. Parents are encouraged to speak with classroom teachers regarding the academic performance of their children.

Texting

Many teachers utilize apps and email to send messages to parents/guardians regarding class information and notes. Teachers shall not be expected to text with parents/guardians, as we want to practice more professional ways of communication. Our teachers' primary responsibility between 7:50am and 3:00pm is to teach the children entrusted to their care. Parents needing to share important information with teachers during the school day should call the school office. Office staff will then communicate the information to the respective teachers. If a parent/guardian emails or leaves a voicemail for their child's teacher, they will receive a response within 24 working hours. In summary, parents/guardians, please contact teachers by calling the school and using their extension, calling the front office, or email the teacher directly. Please do not text or call teachers on their cell phones. Teachers will respond, "The best way to contact me is through the school phone or email. Please do not call/text my cell phone."

Website

The School Ministry webpages are embedded into the St. Peter's Lutheran Church website. Simply logon to **www.stpeterscolumbus.org**, click on the **SCHOOL** tab, and you will be able to have access to relevant school information. Some of the information is static, not changing throughout the year. Examples of this include handbooks, curriculum, and teacher contact information. Other information found on the webpage is dynamic, changing frequently throughout the year. Examples of this include athletic schedules, lunch menus, and special announcements. Please check out the website often to stay in touch with current School Ministry news.

Food at St. Peter's

St. Peter's participates in the National Lunch Program, administered through the State of Indiana Department of Education. The purpose of the lunch program is to provide well-balanced meals at a reasonable cost and to promote healthy eating patterns involving nutritious foods. Menus are printed on a monthly basis and sent home in advance.

The lunch program operates on a pre-payment basis. Meals, plus any "extras" purchased, are deducted from the student's account balance. Parents are expected to pre-pay for lunches on a regular basis through Sycamore.

2026/2027 school year prices for lunch and ala carte items are printed below.

- Student Lunch (K-8) $4.00
- Visitor Lunch $5.00
- Visitor Salad $5.00
- Extra Entrée (doubles) $2.25
- Student Salad $4.00
- Bread Item $1.25
- Fruit $1.25
- Vegetable $1.25
- Extra Milk $0.75

The students are able to order "doubles" when the lunch count is taken in the classroom. This means that your child will receive a double portion of the entrée. Other items are sometimes offered ala carte. These extra portions and extra milks are also deducted from the account. If you prefer that your child not order "doubles" or ala carte items, please discuss this with your child.

Breakfast

A light breakfast will be available from 7:15am – 7:45am. The cost for breakfast during the 2025/2026 school year will be $1.75 for students and $2.25 for adults. A typical breakfast will consist of cereal or a granola bar, fresh fruit or a fruit cup, and milk or a juice box. Breakfast fees may be charged to student lunch accounts. Students who qualify for free or reduced lunches will be eligible to receive breakfast for free.

Classroom Food Policy

Specific rules have been established to guide parents and teachers in the handling of food in the classroom.

1) Lunches should not be eaten in classrooms.
2) Candy will not be supplied from our teachers and staff to students, unless specifically connected with a reward or the curriculum.
3) Food given as classroom rewards must be consumed outside of the classroom and may not exclude students with food allergies.
4) Physical activity awards are encouraged to be given in place of food awards.
5) Birthday celebrations are allowed, but food may not be eaten at school during the celebration. Treat bags may be prepared and sent home.
6) Parties are allowed four times per year, once per quarter. Quarterly classroom parties may take place in the classroom with food.
7) Use of food connected with the curriculum must be approved by administration prior to the event.
8) Snacks should not be eaten in the classroom.

Contact Information

Please feel free to contact our Food Service Coordinator, Jurell Lawson, at 812-372-5266 x2503 if you have any questions regarding our lunch program.

Free or Reduced Priced Meals

Families who qualify financially are eligible for free or reduced priced meals. Families that experience a reduction in income for a short time period may be eligible for a month or two. An application for free or reduced-price meals is provided at the start of the school year. Extra applications are available in the school office throughout the school year.

Lunch Account Expectations

- If a family's account gets to -$25.00 (negative $25.00) at any given time, the child(ren) will not be allowed to purchase extra milk, doubles, or ala carte items until the balance is paid. Additional monies must also be deposited in the account to create a positive balance.
- The Cafeteria Manager will send weekly notices via email to those families with a negative balance.
- Payments may be made by Visa/MasterCard via Sycamore/PayPal, check, or cash.

Lunch Statements

Lunch Statements may be viewed online through Sycamore. Parents may also call our Cafeteria Manager, Jurell Lawson, at 812-372-5266 x2503.

Payments

Payments to a child's lunch account can be delivered by mail or in person at the school office or cafeteria. If paying with cash or check, please use a lunch payment envelope to ensure proper accounting. Credit card payments may also be made through Sycamore/PayPal.

Health Services

First Aid and Injury

St. Peter's Lutheran School is fortunate to have a Registered Nurse (RN) on staff. The RN (or school administration) will administer first aid in cases of minor injuries. In the case of major injuries or what is thought to be a serious injury, an ambulance will be called, and parents notified.

Illness

Children who do not feel well at home before school are requested to stay home for the entire school day. Students who vomit over the night or morning should not attend school. Students must be fever-free for 24 hours before returning to school. Should signs of a serious illness arise while children are at school or an accident occurs, parents will be contacted for further direction. Parents are encouraged to update their emergency card if there is a change in phone number, address, or contact person, etc.

Immunization

State law prescribes certain immunizations to be given at various ages. When children enroll in a school for the first time or any subsequent time and at any level, their parents must show either that they have been immunized or that a current medical or religious objection is on file. Parents are requested to provide the school with complete immunization records prior to the beginning of the school year.

Schools are required to report vaccination coverage rates for kindergarten, first grade, and sixth grade. Please contact your family physician or the Bartholomew County Health Department, 812-379-1555, for a complete immunization schedule.

Lice

Students with live lice will not be allowed to be in classrooms. Parents/guardians will be required to take their children home when their children are infected with live lice. The following morning, parents/guardians shall bring their children to the School Nurse immediately upon arrival to conduct a thorough search for additional live lice or nits. If live lice are found, parents/guardians will be required to take their children home. If only nits are found, the School Nurse and parents will remove all nits before the children will be allowed to enter classrooms.

Medication Administration

The state of Indiana does not allow staff to dispense medicines of any kind unless accompanied from home with parent permission and directions as to how to dispense the medication. Medicines that are brought from home should be taken to the school office, along with the permission slip, for safekeeping, and should be taken only in the nurse's presence and under her guidance.

2024/2025 School Calendar

1st Semester		
August 4	6:00pm – 7:45pm	Back-to-School Night
August 6		**First Day of School**
August 6	9:00am	Opening Chapel Service
August 16	8:00am	Sprint With the Spirit 5K Run
August 28		School Picture Day
September 1		**NO SCHOOL – Labor Day**
September 5		First Quarter Mid-term
September 10		Love the Hungry Day
September 17	8:00am	K-5 Grandparents Day
September 25 - 26		6th Grade Outdoor Education
September 30		School Picture Retake Day
October 8 – 9	3:30pm – 7:30pm	Parent/Teacher Conferences
October 9	11:30am	7/8th Grade Grandparents Day
October 9	1:30pm	Staff vs 8th Grade Volleyball Game
October 9		End of the First Quarter
October 10 - 17		**NO SCHOOL – Fall Break**
October 22	6:00pm	Winter Sports Parent Meeting
November 19		Second Quarter Mid-term
November 21	11:00am	Thanksgiving Luncheon
November 24 – 28		**NO SCHOOL – Thanksgiving Break**
December 5	9:00am	6th Grade Grandparents Day
December 19		End of the Second Quarter
Dec 22 – Jan 2		**NO SCHOOL – Christmas Break**

2nd Semester		
January 5		Classes Resume
January 16		**NO SCHOOL – Staff Professional Day**
January 19		**NO SCHOOL – Martin Luther King Jr Day**
January 20		Re-enrollment Opens
January 20	6:00pm	New Family Open House
January 26		Congregation Member Enrollment Opens
February 2		All New Student Enrollment Opens
February 2	6:00pm	7th Grade Class Trip Meeting
February 6		Third Quarter Mid-term
February 13	1:30pm	Pep Rally
February 13 – 15		8th Grade Girls Basketball Lutheran Invitational Tournament in Seymour
February 20 – 22		8th Grade Boys Basketball Lutheran Invitational Tournament in Seymour
March 2 – 6		IREAD-3 Testing
March 9 – 13		National Lutheran Schools Week Celebration
March 13	1:15pm	Staff v. 8th Grade Olympics
March 13		End of the Third Quarter
March 16 – 20		**NO SCHOOL – Spring Break**
April 3		**NO SCHOOL – Good Friday**
April 13 – May 8		ILEARN Testing Window (Grades 3-8)
April 22		Fourth Quarter Mid-term
May 5	6:00pm	8th Grade Class Trip Meeting
May 8	9:30am	Kindergarten “Kindy 500”
May 11 – 15		8th Grade Class Trip to Washington DC
May 14		7th Grade Class Trip to Cincinnati
May 19	11:00am	All School Cookout
May 20	1:30pm	Closing Chapel Service & Awards Assembly
May 20		End of the Fourth Quarter
May 20		**Last Day of School**
May 20	5:00pm	8th Grade Graduation

Sex Education

"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies."

I Corinthians 6:19-20

As a part of our Health curriculum, St. Peter's Lutheran School intentionally integrates Sex Education instruction into various grade levels. Sex Education can also be integrated into Religion and Science instruction. Whenever planned Sex Education instruction occurs, parents will be notified in advance to give them the opportunity to remove their children from this instruction. Our desire, however, is that all students would participate in this important learning opportunity because not only is it useful, especially in the day and age in which we live, but it is absolutely taught from a Biblical perspective. At the heart of our Sex Education instruction is the fact that God has wonderfully made us as a part of His unique and magnificent creation. Sexuality is truly a gift from God, and we all have a responsibility to honor Him through this gift.

Printed below is a brief description of our Sex Education curriculum taught at the given levels. Please note that all book materials were created by Concordia Publishing House, our primary Lutheran church publisher.

2nd Grade

Where Do Babies Come From is the title of the book used to guide instruction for our 2nd graders. There is a specific book designed for girls and a specific book designed for boys. These books are designed to introduce and explain basic human sexuality from a Christian perspective. The instruction also helps boys and girls better understand how a new baby develops, using simple and accurate language.

5th Grade

How You are Changing is the title of the book used to guide instruction for our 5th graders. As with our 2nd graders, there is a specific book designed for girls and a specific book designed for boys. Growing up means lots of changes and there are bound to be questions about these changes. 5th grade instruction provides Christian answers to the questions that many students have. The program shares Christian values through conversation on how kids are changing and how God views sexuality. The program also gives students answers they seek through an avenue in which they can easily relate.

8th Grade

8th grade instruction has been adopted from the book, Love, Sex, and God. This instruction encourages confidence, restraint, and an in-depth study of anatomy and how God's design for us is perfect. Topics such as dating, building God-pleasing relationships with members of the opposite sex, as well as various controversial topics related to sexuality will be covered in this instruction. 8th grade students also participate in a comprehensive Safe Dating program, equipping them to make right, safe choices when dating.

Student Behavior Expectations

Christ's perfect example of love defines and supports the conduct expectations for students at St. Peter's Lutheran School. Specific guidelines of respect, responsibility, and safety foster an atmosphere intended to lead students toward linking their Christian faith and own choices. Reflection of choices, past and future, help all students grow and mature as disciples of Christ and future leaders in the community.

Scripture shapes and supports our School Discipline Guidelines. Printed below are the Core Bible verses upon which our Discipline Policy Handbook is built.

Psalm 111:10
The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding. To Him belongs eternal praise.

Colossians 3:12
Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.

Romans 12:2
Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.

Job 5:17
Blessed is the one whom God corrects; so do not despise the discipline of the Almighty.

Philippians 4:8
Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

Rather than having an exhaustive list of negative behaviors and consequences, our Discipline Policy focuses on three specific principles. Each principle has an "I will" statement that clearly identifies the behaviors that are expected as they correlate to each Guiding Principle.

RESPECT
I will respect God, others, myself, boundaries, and property.

RESPONSIBILITY
I will accept responsibility for my choices.

SAFETY
I will choose to protect the safety of myself and others.

Attendance

Regular attendance is a vital factor in any student's academic progress. The responsibility for such attendance rests with the parent. Please call the front office by 9:00am to report an absence. Absences are ***REQUIRED*** to be excused in writing or by a telephone call to the school office absence line. Students will be marked unexcused if they are not called in from their parent/guardian.

Absences

School administration records student attendance patterns throughout the school year, noting full-day and partial-day absences, as well as any late arrivals (tardy) or early departures. Such information shall be recorded on students' official attendance records.

School administration shall assume leadership for all matters relating to school attendance. As the school's "attendance officer", the principal is obligated to report on and follow-up on suspected cases of habitually absent, tardy, or truant students. Such administrative action will be based on the available evidence and facts for each individual case. A high absenteeism rate will result in administrative action through the school office.

Administrative Action

10 Absences:	Contact will be made (email, phone, or letter)
15 Absences:	A meeting with administration may be required as well as required doctor's notes for any further absences. Absences after 15 that do not have a doctor's note will be unexcused.
20 Absences:	At 20 absences, a Certificate of Incapacity will be required, and if not, then suspension of educational services may occur.

Students with medically verified chronic illnesses or health conditions may be exempt from administrative action.
Students who do not have a call or email into the office (preferably by 9am) on their day of absence, will be unexcused.
Total absences include all excused and unexcused absences.

Doctor's Appointments

Doctor appointments during the school day are discouraged. Reasonable effort should be made to schedule doctor appointments after school.

Early Dismissal

Students are expected to remain at school until dismissal time.

Make-up Assignments and Tests

Students who are absent from school, whether such absences are excused or unexcused, are expected to independently make up any work missed during the absence. All students will be given the opportunity to make up work missed due to absence, except in the case of an Out-of-School Suspension. Students assigned Out-of-School Suspension will not be allowed to make up missed assignments and will receive a zero for assignments missed while serving their Out-of-School Suspension. Classroom teachers have developed their unique expectations and consequences regarding the timeframe for making up missing assignments and tests.

Tardiness

It is the parent's responsibility to see that the student arrives at school on time; classes begin at 7:50am. Children arriving in the classroom after the official start of the school day shall be considered tardy. Parents are REQUIRED to sign-in their children when arriving after 8:00am. Upon eight tardies, students will have lunch detention and School Administration will reach out to parent/guardian. Lunch detentions will occur with each remaining tardy after eight (tardies will reset quarterly). Upon 20 cumulative tardies, suspension of educational services may occur.

Vacations

Learning is not solely confined to the classroom. Absence from school for some types of vacations offers unique cultural advantages to the students. However, any extended absence from school may lead to an academic loss to the absentee and be counted in your total absences for the year. This loss is much greater with some students than with others, so vacation absences must be treated with attention to the needs of the individual student. During the school year there are days with no classes. Families are encouraged to use these times for vacations. However, should extended vacations occur during the school year, parents must assume full responsibility for the academic progress of their children. Parents should fully understand that lower grades and a lower academic standing are real possibilities in case of extended absence from school.

Bullying

St. Peter's Lutheran School is committed to providing a learning and working environment that is free from bullying. The atmosphere at St. Peter's should be such that all individuals and groups are treated with respect and dignity. It shall be a violation of this policy for a St. Peter's staff member, volunteer, parent, or student to bully another person physically, verbally, or relationally. St. Peter's will take preventative steps to discourage bullying from occurring. The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action being brought against the alleged bully.

Definitions

1) The State of Indiana defines bullying as *overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.*
2) "Staff member" includes any person employed by St. Peter's.
3) "St. Peter's family" includes anyone associated with St. Peter's, including students, parents, staff members, volunteers, extended family members, and other interested parties.
4) "School activities" includes classes, recess and break time, before and after-school time that the student is under school supervision, extra and co-curricular activities sponsored by the school, regardless of the location.

Responsibilities

1) All faculty, staff, students and parents will be issued the most current version of this policy within the first thirty days of the new school year. Members of the St. Peter's family are expected to:
2) Conduct themselves in ways that contribute to the positive environment at St. Peter's.
3) Avoid activities that may be considered bullying as defined by the State of Indiana.
4) Immediately inform people engaged in bullying activity that their behavior is offensive and unwelcome at St. Peter's.
5) Report all incidents of bullying, regardless of the age or position of the alleged bully, to people in positions of authority at St. Peter's.
6) Partner with others to provide a system of communication and support for positive behavior, valuing differences and promoting sensitivity to others.
7) Immediately stop behavior that is determined or perceived to be bullying.

Preventative Action

1) Teachers will establish classroom practices and integrate elements into the curriculum intentionally designed to create an environment free from bullying.
2) Staff members will monitor situations and conditions where bullying is more likely to occur, including lunch breaks, recess, and classroom exchanges.
3) Staff members will monitor persistent cases of alleged bullying, maintaining confidentiality and sensitivity toward the situation.
4) All members of the St. Peter's family will be encouraged to accept and embrace diversity, demonstrating sensitivity to others.
5) Teachers will visually display reminders of St. Peter's commitment to maintaining a bully-free environment (i.e. banners, signs, posters, etc.).
6) The policy administrator in conjunction with the School Ministry Committee will develop and implement a bullying prevention plan.
7) The policy administrator will effectively communicate the bullying policy and prevention plan.

Responsive Actions

1) Those who believe they have been subjected to bullying should report the incident to the policy administrator. Students may report the incident to any adult or staff member with whom they feel comfortable discussing the situation. The adult shall document and report the incident to the policy administrator.
2) Staff members shall investigate allegations of bullying promptly and thoroughly, maintaining strict confidentiality. The policy administrator shall be informed of all bullying investigations and may be included in the process if necessary.
3) Staff members shall determine and/or substantiate allegations of bullying by interviewing bystanders as appropriate. Upon determining and/or substantiating bullying behaviors as defined by the State of Indiana, the policy

administrator will inform the person conducting the bullying that the behavior is offensive and unwelcome at St. Peter's and must stop immediately. The policy administrator shall document the incident and determine an appropriate consequence. Repeat offenders may be subject to suspension and/or expulsion.

4) The policy administrator shall notify the complainant, the alleged bully, and their parents (if applicable) when the investigation is complete, informing all individuals involved of the findings of the investigation and the recommended course of action.

Retaliation

Retaliation against any person who reports alleged bullying behaviors or assists with an investigation will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

False Allegations

False allegations intentionally levied against another individual will not be tolerated.

Cafeteria Behavior Expectations

Students are expected to abide by the following rules:

1) Quiet voices
2) Positive conversations
3) Appropriate use of food and utensils
4) Sit in your seat
5) Good manners
6) No saving seats

Car Line Behavior Expectations

In order to expedite the after school car line student pick-up process, the following rules apply:

1) Students are expected to obey and respect all teachers serving on car line duty
2) Students should exhibit respectful behavior during carline
3) Backpacks must remain closed while waiting; no books, toys, balls, food, etc.…
4) Cell phones may not be used or any application while waiting in the car line, unless permission is granted by a supervising teacher
5) Students should pay close attention to the names being called on the radio and to the cars pulling up to the curb
6) Guest should only use designated crosswalks while crossing carline
7) Parents/Guardians should refrain from using cell phones while carline is moving
8) Parents/Guardians should ALWAYS have the yellow sign for carline or walk up, please let the front office know if you need additional signs

Damages and Vandalism

The St. Peter's Lutheran School Ministry and all of the materials, equipment, facilities, etc., belong to the members of St. Peter's Lutheran Church. Misuse or abuse of these facilities creates greater expense in maintenance and upkeep for everyone. This expense is eventually passed on to the owners (parents). It is hoped that a feeling of ownership would develop where all of the students would take greater pride in their school and would treat these facilities and materials with great respect and care. Any unnecessary hard usage or damage to books, desks, chairs, or any school property or equipment will not be tolerated. Replacement or repair of any item and the cost of labor applicable is the responsibility of the parent and/or the child. The principal in consultation with teacher will make judgment in all such matters. Failure to pay for damage may result in a suspension from school. Bathroom behavior is closely monitored. Failure to follow appropriate bathroom conduct will result in disciplinary action.

Dress Code

The School Ministry Board and faculty believe that a dress code is desirable since the dress of pupils reflects what the school represents. Our emphasis is on neatness, good grooming, and good taste. Students are expected to avoid extremes that attract undue attention. Research has shown that appearance and good grooming improve a student's general behavior and study habits. As children attending a Christian Day School, the clothing worn should be in harmony with Christian teaching. "Whatever you do, do it to the glory of God." The style and type of student attire should be God-pleasing. The students' personal grooming should reflect respect and care for their bodies. Clothing that is both modest and sensible is required. This will help create a positive personal image and positive school image.

General Dress Code Guidelines

- The style and type of student attire should be God-pleasing.
- The students' personal grooming should reflect respect and care for their bodies.
- Clothing that is both modest and sensible is required.
- Any article of apparel or the manner in which that apparel is worn should not provide a threat to the health or safety of the students.
- Any article of apparel or the manner in which that apparel is worn should not cause a disruption of the educational process.

Specific Dress Code Guidelines

- No clothing or accessories bearing pictures, drawings, or sayings (stated or implied) referring to drugs, alcohol, tobacco, obscenities, violence, sex, or any suggestive, distasteful message will be permitted.
- Sweatpants, athletic pants, and athletic shorts ARE allowed.
- Shorts and skirts, including athletic shorts, must be appropriate in length based on community standards. Final discretion will lie with school administration.
- Pajama pants are not allowed.
- Undergarments shall not be visible.
- Exposed bare midriffs are not allowed.
- Headwear (i.e., hats, caps, hoods) may not be worn inside the building.
- Footwear is required at all times.
- For safety purposes, closed-toe shoes are highly recommended.
- In grades K – 8, sleeveless shirts are allowed, but must have a two-finger width over the shoulder. Spaghetti straps, halter tops, and cut-out t-shirts are not allowed. While "cold shoulder" clothing is allowed, undergarments may not be visible.
- In grades K – 8, leggings and workout pants will be allowed. Please be sure one cannot see through them with no under garment showing.
- The school principal in consult with the Executive Director, School Ministry Board, and teaching staff, has the authority to ban any article of clothing or accessory that creates a disruption or is a potential health or safety hazard.

Students may be removed from class for repeated dress code violations until such time as a change of clothes can be obtained.

Electronic Equipment

Students are not permitted to use personal electronics (cell phones, gaming devices, etc.) or smart watches between 7:20am and 3:15pm on days that school is in session. Students will be required to put them out of sight (in their backpacks) for the day until 3:15pm or picked up by a parent/guardian. Personal electronic equipment, devices, or watches used while school is in session will be confiscated. Parents are required to pick up confiscated electronic equipment from the school office during open hours.

Harassment

It is the policy of St. Peter's Lutheran Church and School to maintain a learning and working environment that is free from harassment. St. Peter's is committed to an environment in which all individuals are treated with respect and dignity; each individual has the right to an atmosphere that promotes equality and is free from discriminatory and harassment practices. It shall be a violation of this policy for any member of the School Ministry Board, staff, volunteer, or student to harass another person through conduct or communications of a nature as defined below. St. Peter's Lutheran will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action being brought against the alleged harasser.

DEFINITIONS

1) "Harassment" occurs when an individual is subjected to treatment in a school environment that is hostile or intimidating because of the individual's race, creed, national origin, physical disability, or gender. It can be verbal, physical, and visual in nature, but is not limited to derogatory comments and jokes, unwanted physical touching, contact, assault, publicly displaying or making obscene gestures, discriminatory, derogatory, demeaning, or inflammatory posters, cartoons, written words, or drawing.
2) "Sexual Harassment" is harassment that is sexual in nature, but is not limited to unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical contact of a sexual nature.
3) "Staff member" includes any person employed by the St. Peter's Lutheran Church and School.
4) "School activities" includes classes, recess and break time, before and after-school time that the student is under school supervision, extra and co-curricular activities sponsored by the school, regardless of where the harassment may occur.
5) "Policy administrator" is the school principal, unless the complaint involves the principal. If so, the policy administrator is the Executive Director of Ministries.
6) If either the "complainant" or the "alleged harasser" is a student, the respective parent(s) is included.

RESPONSIBILITIES

It is the responsibility of St. Peter's Lutheran Church and School to:

1) Communicate to all staff, students, and parents so they are aware of this policy and the commitment of the church and school toward its strict enforcement. (Employees please reference Policy #205)
2) Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
3) Establish practices and curricular activities that are designed to create a school environment free from harassment.
4) Work in partnership with parents and students to provide a system of communication and support for positive behavior, valuing differences, and promoting sensitivity to others.

It is the responsibility of each teacher to:

1) Establish practices designed to create a classroom environment free from harassment.
2) Remain watchful for conditions that create or may lead to a harassing environment.
3) Use professional judgment in listening and responding to any student or staff member allegations of harassment or misconduct and report such cases to an administrative staff member (i.e., principal, assistant principal, nurse, counselor, executive director of ministries, pastors).
4) Work in partnership with parents and students to provide a system of communication and support for positive behavior, valuing differences, and promoting sensitivity to others.
5) Conduct him or herself in a manner that contributes to a positive school environment.
6) Avoid any activity that may be considered harassment.
7) Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome.
8) If informed he or she is perceived as engaging in harassment, discontinue that conduct immediately.

It is the responsibility of each parent to:

1) Work in partnership with the school administration and teachers
2) Remain watchful for conditions that create or may lead to a harassing environment.
3) Use parental judgment in listening to, responding to, and follow-through of any student or staff member allegations of harassment.

4) Immediately provide a written report to the teacher, cc: principal, all incidents of student harassment.

It is the responsibility of each student to:

1) Conduct himself or herself in a manner that contributes to a positive school environment.
2) Avoid any activity that may be considered harassment.
3) Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome.
4) Immediately, report to a teacher or trusted adult all incidents of personal or other student harassment.
5) If informed he or she is perceived as engaging in harassment, discontinue that conduct immediately.

CONFIDENTIALITY

The right to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when the misconduct is substantiated.

REPORTING

1) Reporting harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.
2) Any individual who knowingly and intentionally makes a false harassment complaint or statement shall be subject to disciplinary action.

CONSEQUENCES

1) A substantiated charge against a student shall subject such person to disciplinary action that may include suspension or expulsion from school attendance.
2) A substantiated charge against a staff member shall subject such person to disciplinary action that may include suspension or discharge consistent with the procedures established by St. Peter's Lutheran Church and School.
3) A substantiated charge against a School Ministry Board member or volunteer shall subject such person to disciplinary action that may include forfeiture of position and/or church discipline.
4) In all cases, a substantiated charge of harassment may result in criminal and/or civil charges being brought against the alleged harasser.

RETALIATION

Any individual who retaliates against a person who reports alleged harassment or who testifies, assists, or participates in the investigation of a complaint will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

PROCEDURES

Students or staff who believe they have been subjected to harassment or parents/guardians who believe that a student has been subjected to harassment shall**:**

1) Immediately report the incident(s) to the policy administrator (principal or assistant principal). If communicated verbally, a follow up email will be sent the same day by the student, if possible, and/or their parent.
2) Students may report the incident to any adult or staff member with whom he/she feels comfortable discussing the situation.
3) The adult shall then report the incident to the policy administrator, immediately, in writing.
4) The adult shall clearly communicate to the student subjected to harassment that he/she notified the policy administrator.
5) The policy administrator will respond via email and personally follow up with the adult reporting within one school day from receipt of the complaint.
6) The policy administrator will contact the adult and the student within one school day of the receipt.
7) The policy administrator will contact the parent(s), within one school day of the incident being reported that an investigation will take place, and this contact will be documented. The parent will be invited to meet with the

reporting student and the policy administrator. The investigation will begin within two school days of the report.

8) The policy administrator will also contact the parent(s) of the student that has been accused of harassing another student, and this contact will be documented. The parent will be invited to meet with the policy administrator and their child.
9) Upon receipt of the complaint, the policy administrator will inform the alleged harasser that the offensive behavior must stop; other administrative action may be enforced. The policy administrator shall notify the Executive Director of the initial complaint.
10) To the extent possible, complaints will be treated in a confidential manner, provided that the ability of the school or policy administrator to investigate or take corrective action is not adversely affected.
11) If the complaint is not satisfactorily resolved, the complainant must provide a written report of the incident; such report is filed for evidence. Upon receipt of the written complaint, the policy administrator shall notify the Executive Director of the alleged harassment.
12) The policy administrator shall notify both the complainant and the alleged harasser when the investigation is completed. At such time, the policy administrator shall notify both the complainant and the alleged harasser of the findings of the investigation. The findings shall include the disposition of the complaint, the rationale for the decision, and the recommended course of action.
13) If the policy administrator finds that harassment may have occurred, he shall determine the disciplinary consequences of such harassment. Such disciplinary action may include referral to law enforcement officials where appropriate.
14) Both the complainant and the alleged harasser shall have the right of appeal to the policy administrator's findings by filing a written notice of appeal to the Executive Director. The Executive Director of Ministries shall, upon receipt of the appeal notice, review the prior proceedings and the action taken. The Executive Director may, within his/her discretion, conduct further investigation. The Executive Director may, upon such review, make a determination and shall have the right to:
    A) Affirm the action reviewed, or
    B) Reverse the action reviewed, and/or
    C) Modify the action taken, and/or
    D) Modify the disciplinary action imposed.
15) The Executive Director's written decision shall advise the complainant of the right to appeal the decision by filing a civil action.

Nuisance Items

Items brought to school that are not part of the necessary or required school supplies or material may be considered a "nuisance" and may be confiscated by the teacher if used at inappropriate times. Students are strongly discouraged from bringing to school items of significant value.

Playground Rules

Students are provided with at least one recess period per day, supervised by staff members. As a general rule, students should not be permitted to play outside when the outdoor temperature feels like 15 degrees or lower (final determination will be decided by the teacher in consultation with school administration). Students are encouraged to use this time to visit and play with friends and classmates, practicing Christian sportsmanship on the playground. Students are encouraged to treat fellow playmates with respect. The following specific playground rules apply:

1) Students should go down slides only
2) Food is only permitted in designated locations determined by the teacher
3) Snowballs and/or ice are not allowed to be thrown on the playground
4) Students must ask permission to retrieve playground balls across the street
5) Personal recess equipment or balls from home are discouraged as we cannot guarantee these will be returned if they end up on the room. Bring at your own risk of loss or damage.

Possible Disciplinary Interventions

Because each student is unique, the best intervention for each disciplinary situation will vary.

There are two general tiers of interventions. For the most part, Tier 1 interventions do not involve administrative approval. Teachers will use sound professional judgment in determining appropriate interventions to administer when our Guiding Principles are not followed. Possible Tier 1 interventions include prayer, apology/forgiveness, clip system, Think Sheets, loss of recess, noon detention, and parent contact.

Tier 2 interventions require administrative action. Possible Tier 2 interventions include prayer, contracts, after school detention, in-school suspension, out of school suspension, parent conference, and expulsion. Possible Tier 2 infractions include sexual harassment, theft, bullying, fighting, drugs, alcohol, vaping, weapons, endangerment, cheating, pornography, destruction of school property (including bathrooms), and excessive and/or prolonged classroom disruption. For students caught using tobacco or vaping an intervention plan will put in place, and a first offense will result in a three-day out-of-school suspension, a second offense will result in a five-day out-of-school suspension, and a third offense will result in expulsion.

Weapons

Students possessing items which may pose a danger to students and staff (guns, knives, matches, fireworks, etc.) will be referred to administration. Consequences may include suspension or expulsion.

Student Services

The student population of St. Peter's is becoming increasingly diverse, especially in the area of academic performance. In order to reach as many students as possible, special services are provided. This information below outlines the services that St. Peter's Lutheran School and or our local public school corporation, in conjunction with St. Peter's, are able to provide.

Resource Program

One full time Special Education Director, two full time Lead Resource Aides, a Title 1 support teacher, and multiple resource aides are available to provide additional services to students. Some of the time spent by these staff members is in the classroom with all students, working in an "inclusion" environment, while at other times some students may receive one-on-one or small group care if needed.

Counseling Services

Student counseling services are provided by our licensed school counselor and social worker. Services are available to meet both the short-term and long-term counseling needs of our students. Additional child and counseling services are available through our church's Care Ministry team. This team includes a licensed marriage and family counselor, as well as an ordained minister.

Flexible Seating

Many classrooms provide flexible seating options, allowing some students to stand or sit while working on homework. Other devices, such as bicycle pedals, "bouncy" seats, and elastic bands attached to desks are available to allow for additional movement for some students.

Individualized Service Plan (ISP)

It may become necessary for some students to receive an Individualized Service Plan (ISP). ISPs typically outline special modifications necessary to encourage and/or facilitate the successful progress of students. Our teachers work with local public school personnel to create and implement ISPs. ISP goals are monitored by classroom teachers and public school psychologists and are updated on a yearly basis. ISPs are the non-public school equivalent to an Individualized Education Plan (IEP).

Minds In Motion

Minds in Motion is a research-based program designed to provide physical growth opportunities for students. Students work through a "maze" of activities that focus on balance, eye-hand coordination, eye tracking, and much more. Students will participate as needed.

Parachute Assessment Team (PAT)

The Parachute Assessment Team is designed to develop a plan to helps students and families who may be experiencing various difficulties in life. A school counselor, social worker, principal, and assistant principal serve on this team. This team meets on a weekly basis to discuss ways to provide assistance that encourages students and their families to experience greater success at St. Peter's and in life outside of St. Peter's.

Section 504 Plan

Section 504 plans are awarded to some students who may have physical disabilities. 504 plans are similar to ISPs in that individual modifications and goals are determined, implemented, and monitored. One major difference, however, is that public school personnel are not involved with 504's. 504 plans are the sole responsibility of St. Peter's staff.

Speech Therapy

Speech therapy is available on site through therapists provided by the local public school corporation. Students receiving speech therapy must a have an ISP established through public school personnel.

Teacher Assistant Team (TAT)

When teachers begin to notice that students are struggling, their first responsibility is to communicate with the parents and discuss possible strategies to improve the situation. If these strategies are unsuccessful, teachers are encouraged to utilize our Teacher Assistant Team (TAT). TAT is comprised of several St. Peter's teachers who have Resource or Special Education teacher experience, as well as a local public school corporation child psychologist. TAT meetings are generally held weekly and are designed to simply provide support and assistance for teachers who are trying to help struggling students. Specific goals are developed, implemented, and evaluated to measure their success. If the specific goals are not successful, then additional testing from the local public school corporation may be necessary.

Title 1 Services

Our local public school system provides Title 1 funding to qualifying students at St. Peter's. To qualify for Title 1 services, students must reside in a qualifying public "home school" *and* demonstrate an academic need.

Student Supply List

SCHOOL BOOKS

The following school items are included with tuition for all students at the respective grade levels:

Grades K-8:	Lantern (school yearbook)
Grade 4:	Bible (ESV)
Grade 3:	Luther's Small Catechism
Grades 4 and 5	Assignment Book

Lost or damaged materials will be replaced at student cost. Please contact the school office to purchase items.

GRADES 6-8 LOCKERS

Please do not use tape, stickers, or stick-ups on or in lockers… use "tack-it" or magnets. Locker shelves are helpful… 2 shelves work well.

PHYSICAL EDUCATION CLASSES

Students in all grades should have tennis shoes and nonrestrictive clothes for gym class. We do not expect them to have shoes for gym use only. Tennis shoes worn to school are acceptable as long as they can run and exercise in them.

KINDERGARTEN

- **Please print student name on all supplies and all outer wear.**

(1) Backpack (should be large enough to fit a regular size folder when zipped closed)
(2) 24 Packs of Crayons
(2) 8-10 pack (broad point) washable markers
(1) 4 pack (fine point) dry erase markers (with erasers)
(6) Large glue sticks
(1) Pkg. of plain regular size #2 pencils, sharpened
(1) Pkg. unlined 3 x 5 index cards
(1) Watercolor Paint Set
(1) Large eraser
(1) Pair child size scissors
(1) Spiral notebook
(1) Large Box of Kleenex
(1) Plastic tri-fold mat
(1) Reusable Water Bottle (to be filled at home each day)
(1) Lg. zip-loc bag w/a change of clothes (to be kept in locker for emergencies)
(1) Set of Inexpensive Headphones (not Earbuds) in a labeled Ziploc Bag
(1) Package of Kool aide mix (Raspberry, Grape or Cherry) for STREAM

* The following items **should be labeled** with your child's name:

Backpack, scissors, spiral notebook, rest mat, bag with change of clothing, bag with headphones.

FIRST GRADE

- **Please print student name on all supplies and all outer wear.**

(24) Regular Size #2 Pencils (no mechanical) Ticonderoga Yellow
(2) Large Hi Polymer White Eraser
(4) Glue Sticks (large size)
(2) Two-pocket Folder (3 prongs)-RED
(1) Two-Pocket Folder
(1) Small Pointed Scissors
(1) Boxes of Colored Pencils 12 ct.
(2) Boxes of Crayons 24 count

Continued 1st Grade….

(1) Watercolor Paint Set
(1) Washable, Wide-tip Markers 8/pk
(1) Highlighters 2 pk.
(3) Zipper Pouches (nylon or cloth)
(1) Lg. Ziploc bag with Change of Clothes (to be kept in locker for emergency)
(1) Headphones (over ear)
(1) Clorox Wipe Container
(1) Kleenex Tissues
(1) Package of Dry Erase Markers 8 pack – thin tip
(1) Empty shoe box for STEAM
(1) Boys-1" Roll of masking tape for STREAM
(1) Girls- 50 pk. of pipe cleaners for STREAM

SECOND GRADE

- **Please print first and last name on all supplies.**

(48) **Yellow** #2 Pencils sharpened Ticonderoga Brand if possible
(1) Package of Dry Erase Markers (fine- tip) 4/pk
(2) Package of Washable Markers, Wide tip, 8/set
(2) Box of Crayons 24/box
(2) Colored Pencils 12/set
(2) Red pens
(2) Sharpies – Black
(1) Index Cards
(1) Post-Its
(5) Folders w/prongs: red, green, blue, yellow, purple
(3) Zipper Pouches, (nylon or cloth)
(4) Highlighters different colors
(1) Pencil Box-Large
(4) Large Glue Sticks
(1) Child Size Scissors
(1) Box Pencil Top Erasers
(1) 1" binder with pockets
(1) Clipboard
(1) Large box of Kleenex
(1) Lysol Wipes (girls)
(1) Large Hand Sanitizer (Boys)
(1) Gallon Size Bags (Girls)
(1) Snack Size Bags (Boys)
(1) Headphones (not earbuds)
(1) Girls-Elmer's Liquid Glue
(1) Boys-Loose Leaf Lined Paper
(1) Boys- Deck of Cards for STREAM
(1) Girls – 1 Black Sharpie for STREAM

THIRD GRADE

- **Please print student name on all supplies and all outer wear.**

(4) Plastic Mead folders w/2 pockets & prong (red, yellow, green, blue) Please be sure to get the designated colors
(2) ½" binders with pockets
(24) Pencils
(1) Box of 12-count Colored Pencils
(1) Box 24-count Crayons
(1) Box of 10-count Markers, Washable
(4) Glue sticks-large size
(1) Fine tip dry erase markers (8) count
(1) Scissor
(2 Pouches or art boxes
(6) Highlighters (different colors)
(1) Black Sharpie
(2) Post-it Notes (3 pack)
(2) Composition notebooks (yellow and green) *Please be sure to get the designated colors
(1) Stereo Ear buds or Headphones
(2) Boxes of Kleenex
(1) Wireless Mouse (optional)

Continued 3rd Grade….

(1) Container of Clorox Wipes
(1) Container of Hand Sanitizer (8 oz.)
(1) Boys - Box of Kleenex for STREAM
(1) Girls - Small package of assorted rubber bands for STREAM

FOURTH GRADE

- **Please print student name on all classroom supplies.**

(20) #2 Pencils (mix of standard and mechanical is okay), keep extras at home
(1) Colored pencils, 12/set
(1) Zipper pencil pouch large
(1) Box of Crayons (24 count)
(1) Box of Washable Markers
(1) Pack of 4 highlighters-different colors
(2) Red pens
(1) Clipboard
(4) Pocket Folders (colors needed: red, green, blue, yellow)
(1) 12" Plastic Ruler (Standard/Metric), NOT bendable, flexible
(1) Pair of Scissors
(2) Large Glue Sticks
(4) Composition Notebooks
(1) Protractor, 6" 180 degrees (clear, plastic)
(2) Durable/sturdy 3-ring binders (1" wide)
(1) Pack loose leaf paper-wide ruled
(1) Stereo Ear buds 3.5mm audio jack, in-ear design (Classroom and computer) and extra pair at home inexpensive
(1) Plastic Art Box
(1) One empty shoebox for STREAM
(1) Boys: box of Candy Dots for STREAM
(1) Girls: Container of Unsweet Cocoa Powder for STREAM
Have access to: Umbrella and Public Library Card
PLEASE do not label the following supply items:
(2) Large box of tissues
(1) Pkg. of Skinny Dry Erase Markers
(2) Medium point Sharpie Markers (black)

FIFTH GRADE

Please print student name on all classroom supplies.

(1) Pocket folder
(2) Highlighters, of different colors
(4) Composition books
(1) Box of colored pencils 12/set
(48) #2 pencils without plastic covering or mechanical pencils
(1) Scissors, pointed tip (not small size)
(2) Large glue sticks or 4 small glue sticks
(2) Dry erase markers, any color, low odor
(1) Pencil pouch
(2) Packs of Loose-leaf Paper (wide or college-ruled)
(1) 1" Binder with front cover
(1) 2" Binder with front cover
(1) 8 Tab Dividers
(1) Index Cards (400) plain or lined
(4) Packages of standard post-it notes
(2) Packages disinfectant wipes
(2) Sets of stereo earbuds 3.5 mm audio jack, in-ear or headphones
(2) Box of Tissues
(2) Packs of Wide-Ruled Loose Leaf Paper
Girls: Soak proof 10" Paper Plates (25) STREAM
Boys: 2 Pk. cellulose 3 x 4.75 sponges for STREAM

SIXTH GRADE

- **Please print student name on all classroom supplies.**

(48) #2 Pencils (mix of standard and mechanical is okay), keep extras at home
(1) Colored pencils, 12/set
(2) Zipper pencil pouch large
(1) Box of Washable Markers
(5) Highlighters any color of light shade (different colors) for ELA
(2) Red pens
(1) Sharpie Black Medium Point
(1) 1.5" Binder w/clear cover for ELA
(1) 1.5 Binder w/clear cover for Math

Continued 6th grade……

(1) .5" Binder w/clear cover for ELA
(16) Binder dividers for ELA
(2) Packages of Wide-ruled loose leaf paper or college
(1) Pocket Folders w/3 prongs
(1) 12" Plastic Ruler (Standard/Metric)
(1) Pair of Scissors
(1) Package of 100 lined 3 x 5 notecards
(1) Post-it Notes (Package of 3)
(2) Boxes of Kleenex tissues
(1) Stereo Ear buds 3.5mm audio jack, in-ear design
(1) Bible, can be used or one from previous year
(1) Black Sharpie for STREAM
(1) Boys: 6ft. Tablecloth (plastic) STREAM
(1) Girls: 1-5lb. bag of Flour STREAM
Have access to: Umbrella
Public Library Card
PLEASE do not label the following supply items:
(1) Gallon sized Ziploc Bags Girls, and Boys Quart Size Ziploc Bags
(1) Package of blank cards w/envelopes (10 count) or more
(2) Large glue sticks

SEVENTH and EIGHTH GRADE

- **Please print student name on all classroom supplies.**

#2 Pencils (enough for your student for the year)
Blue or Black Pens (enough for the year)
(1) Box of Markers
(1) Box of Colored Pencils
Folders for each class or a binder/system
(5) 1.5" binder w/clear cover
(3) Composition Notebooks
(2) Spiral notebooks
(2) Highlighters
(1) Scissors
(1) Calculator, Scientific, TI 30 X II S
(1) Protractor
(2) Pencil Pouches/Cases
(1) Student planner/calendar (Required)
(1) Ear buds or headphones (wired, NOT wireless) (Required)

7th Grade Students: (1) Clorox Wipes
8th Grade Students: (1) Box of Tissues

Technology

Acceptable Use Policy

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use this gift wisely to glorify God and advance His kingdom. St. Peter's Lutheran School acknowledges the blessing the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

St. Peter's Lutheran School believes that technology is an important aspect of every student's life. Opportunities should be presented to use these tools as a part of their education. Teachers and students will be encouraged to use the Internet for research, information, and other learning opportunities. Students accessing the Internet must comply with the Internet Acceptable Use Policy found in this Information Guide. This policy and parent notification is used to provide the guidelines for and the monitoring of student activities involving the computer technology.

Computer use is a privilege. Students maintain that privilege by complying with the computer use guidelines. Using a computer in an appropriate way allows a student to retain the use privileges of our school computer network and continue his or her advancement into the world of technology.

Inappropriate computer use is defined as, but not limited to: 1) attempting to gain unauthorized access to system files to corrupt them, 2) using the system to engage in an illegal act, 3) accessing material that is profane or obscene or discriminates towards other people, or 4) participating in illegal sales. These inappropriate use acts are not acceptable and will result in a cancellation of privileges.

The following points of **technology etiquette** should be adhered to:

1. **Students' first names and/or last initial will identify any student work published on the Internet.** Other personal information will not be published. Personal photos should not be published. This is to ensure that students cannot be identified for negative purposes.
2. **Students must maintain security of the user ID and passwords.** Sharing of user ID or password is prohibited. Students will be responsible for any action taken in relation to their user I.D.
3. **Students' use of the Internet will be supervised by a teacher, teacher aide or assistant, or authorized parent volunteer.** These adults will make decisions regarding inappropriate use and will mark in student records.
4. **Students must use the computer to access only appropriate material.** Accessing obscene or inappropriate material is prohibited; violators will be liable for consequences of such actions.
5. **Students must respect copyright laws.** Violating copyright laws is prohibited; this action is against the law.
6. **Privacy should be respected.** Users will be educated in the proper and improper use of electronic mail.

Consequence for violations of the Acceptable Use Policy may include, but are not limited to:

1. Parent notification
2. Withholding of computer use privileges
3. In-school suspension
4. Out-of-school suspension
5. Expulsion

Internet Acceptable Use

St. Peter's Lutheran School is pleased to offer its students access to the Internet. The Internet is an essential tool of our current society. It helps students and teachers to communicate and collaborate with other individuals and groups around the world, and significantly expands their available information base. The Internet is a tool for life learning.

Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. We as Christians need to guard against improper use and instead be witnesses to share our faith by proper use of these resources.

While it is St. Peter's intent to make Internet access available in order to further educational goals and objectives, students may find ways to access other material as well. Even though St. Peter's institutes technical methods or systems to regulate students' Internet access, those methods will not guarantee compliance with the St. Peter's Internet Acceptable Use Policy. That notwithstanding, St. Peter's believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Teachers at St. Peter's will guide students to Christian standards in Internet usage. Parents and guardians may use the option of requesting for their children alternate activities not requiring Internet use.

The student and his or her parent or legal guardian must sign our Internet Acceptable Use Agreement prior to using the Internet resource in the school. This document will be kept on file at St. Peter's Lutheran School.

Classroom Technology

Every classroom is adequately equipped with the technology needed to meet the needs of students. All teachers use multi-media presentation software, including projectors, SMART boards, and document cameras as a part of regular instruction. Additionally, students have access to various technology devices:

- K – One-to-One iPads
- 1st – 8th Grade – One-to-one laptops

STEM

Science Technology Engineering Math instruction will be provided to all students in grades K-6, and 8th as a weekly "special" class.