

SAINT PETER EVANGELICAL LUTHERAN SCHOOL HANDBOOK

ORGANIZATION

Saint Peter Evangelical Lutheran School is part of the Wisconsin Evangelical Lutheran Synod School system, which spans this country and also reaches into other countries. Saint Peter Evangelical Lutheran Kindergarten was established in October, 1994, by resolution of Saint Peter Evangelical Lutheran Church in response to the Lord's command to "FEED MY LAMBS." In April, 1997, the Church voted to expand the kindergarten through third grade beginning in the 1997-1998 school year. In the fall of 2000, grades four to eight were added to the school. Thus, the responsibility for programming and maintenance belongs to the congregation. The direct responsibility for the supervision and direction of the school rests upon the Christian Education Committee. The Christian Education Committee carries out the desires of the congregation, also making recommendations for improvement and growth. Since the school is an arm of the church, the supreme head of the school is Christ, who is head of the church.

MISSION STATEMENT

Saint Peter Evangelical Lutheran School exists to serve as an arm of the congregation to nurture faith which began at baptism, to equip children to serve their Lord, and to reach out to the community with the gospel of Jesus Christ.

PHILOSOPHY

We believe that God's Word is true, inerrant and unchangeable. It is the sole foundation on which all subjects of education stand. In Ephesians 6:4, Paul says, "Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord."

Through Christian education, we obey the Lord's command to worship only Him by teaching the children that He is the one true God and the sole creator of an originally perfect world. Teaching these truths distinguishes Christian education from education affected by evolutionary philosophy. With a belief in creation as found in Scripture, science, geography and history become studies of the awesome power and love of the Lord, our God. Our school provides for the education of mind and body required by the standards set by the State of Minnesota. But more than this, our school provides education which is necessary for the body, mind, and soul to live eternally.

From the Bible we learn of people's sinful nature. We recognize the need to use the law to show children their sinful condition and their desperate need of a "savior." The predicament of sin directs us to the gospel, the central point of Christian education. The gospel is the leading of souls to salvation through faith in Christ Jesus - the only way to heaven.

We believe and teach that each child's abilities are gifts from God, to be nurtured and dedicated to God's service. Although these abilities and levels of godly living differ, each child of God grows in faith and its expression through the means of grace in word and sacrament.

PURPOSE AND OBJECTIVES

The purpose of Saint Peter Evangelical Lutheran School, as an arm of our congregation, is to serve all people with the gospel of Jesus Christ on the basis of Holy Scripture.

How does Saint Peter Evangelical Lutheran School serve as an arm of the congregation?

1. By assisting parents in bringing up their children in the training and instruction of the Lord.
2. By reaching out to families in the community who are interested in learning more about Jesus Christ and the way of salvation.

What are the goals of Saint Peter Evangelical Lutheran School?

1. To nurture believing students in faith and Christian living through the Word of God by:
 - a. teaching the Word of God faithfully so that students grow in their fear and trust of the Lord.
 - b. using the Word of God to lovingly help students to be patient and forgiving, and to show love, humility and compassion.
 - c. providing devotional experiences that extend into the student's life.
 - d. giving students an opportunity to live their faith in daily Christian fellowship.
2. To proclaim law and gospel, thus leading students to repentance and faith in Jesus Christ for life and salvation.
3. To help equip students for sharing the gospel of Jesus Christ with others by:
 - a. teaching all subjects from the perspective of God's Word.
 - b. developing use of the students' God-given abilities and management of their time and money in serving their Lord.
 - c. training students in methods of witnessing their faith in Jesus to others around them.

ENROLLMENT

It is expected that all who enroll agree with the stated purpose for which the school is established and will give their full cooperation in following the conditions set forth in this handbook. Children must be five years old by September 1st to enroll. Students will be received in Christian love under these provisions:

1. that the child(ren) will be enrolled for the entire school year.
2. that the parent(s) support the religious teachings of the school.
3. that the child(ren) participate in the activities of the school.

All applications will be subject to approval by the pastors, the principal, and the Christian Education Committee.

God has not restricted the ministry of his church to people of any race, color, national or ethnic origin. It is one of the stated purposes of our Wisconsin Evangelical Lutheran Synod and Saint Peter Evangelical Lutheran Church to share the gospel of Jesus Christ with all people. In keeping with this God-pleasing purpose, Saint Peter Evangelical Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Saint Peter Evangelical Lutheran

School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs.

Minnesota state law also requires that every child entering kindergarten must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 18 years old.

ENROLLMENT GUIDELINES, FEES, AND TUITION

An enrollment deadline for the next school year has been set at May 1. Enrollment will be accepted up to ten students per grade. Additional applications will be accepted for an appeal and approval process to consider the overall impact on school growth, classroom size, and financial resources. Tuition for members of Saint Peter Evangelical Lutheran Church is \$1,400 for kindergarten (whole or half days) through eighth grade. It is \$1976 for nonmembers using kindergarten (whole or half days) through eighth grade. A fee of \$200, which is applied to the tuition cost, must be paid at the time of registration and is non-refundable. The remainder of the tuition can be paid annually, semi-annually, monthly, or by special arrangement with the principal. Students with outstanding tuition from a previous year cannot begin the next school year until tuition is paid. Students who participate in athletics and/or band will be required to pay additional fees.

Late registration (after May 1) will be considered using the following procedures. A request is made to the principal to enroll in the school. A fee of \$400 per student, payable immediately, will be assessed. If the student is accepted, then \$200 will be applied toward tuition with the remaining \$200 to cover school expenses. If the principal declines enrollment, the case will be presented to the Christian Education Committee. If the Christian Education Committee declines the enrollment, then the case is presented to the Church Council. The Council will make a decision and its decision will be final. If the enrollment is not possible, then all the money will be refunded. The applicants will be given priority using these guidelines:

1. Current students and siblings
2. Members of St. Peter Evangelical Lutheran Church
3. WELS/ELS members
4. Little Lambs graduates
5. Others

CURRICULUM

The curriculum of Saint Peter Evangelical Lutheran School is based on materials developed through the Wisconsin Evangelical Lutheran Synod's Commission on Parish Schools. They include the philosophy, purpose, and objectives of the school as stated in this handbook.

The teachers, principal, and Christian Education Committee have the ongoing responsibility of evaluating the instructional programs of the school and modifying them to serve the needs of the students and their parents. The principal is responsible for initiating, leading and supervising this ongoing program.

BOOKS

All textbooks, including religion books (Bible, hymnal), will be provided by the school. All hard-covered books must be covered.

TESTING

Each year standardized tests are given to the children in grades 3-8. The purpose of these tests is to test basic skills, to compare our school's results with the national medians, to help us discover weaknesses in our curriculum, and to alert us so that we may help children in areas where improvement is needed. Parents will be informed of the results of these tests.

ATTENDANCE AND EXCUSES

The school day runs from 8:00 AM to 2:40 PM. Parents are to phone the church office if their child is going to be absent that day with explanation of the absence. Please try to phone between 7:15-8:00 AM. When this is done the student is excused and a written excuse is not needed. However, if your child returns to school and is not totally up to par, please send a note to alert the teacher.

Absences will be calculated as follows:

Full-day Student	
After 8:00 AM	Tardy
8:00 to 11:30	½ day
11:30 to 2:40	½ day
8:00 to 2:40	1 day

Appointments with doctors, dentists, etc., can generally be made outside school time. However, when this is not possible, the teacher should be notified at least one day in advance of the appointment. Absence from school does not excuse the student from the schoolwork.

It is important for parent(s) and student(s) to communicate with the teacher in regard to the severity of the illness which caused the absence.

Please notify the teacher in advance if the child will be absent for a reason other than illness.

Parent permission must be given for a child to leave during the school day. For insurance purposes, this must be in WRITTEN FORM.

HOURS

Doors open at 7:30 AM. If any child needs to be here earlier, the parent must make arrangements with the principal. Class begins at 8:00 AM. Students are encouraged to arrive early enough to enable the teacher to listen to memory work and carry out other duties. Dismissal is at 12:00 Noon for kindergartners through January. Full-day students will be dismissed at 2:40 PM to allow public school bus pick-up. No loitering is permitted on the church grounds. Students are to leave immediately unless special arrangements have been made with the teacher. **LATE PICK-UPS TAKE AWAY FROM THE TEACHERS' AFTER SCHOOL WORK TIME.**

SINGING AND PROGRAMS

Since Saint Peter Evangelical Lutheran School serves as an arm of the congregation, the children are expected to sing in three of the worship services during the school year. Unacceptable reasons for not attending will lower the student's religion grade. All absences must be excused by a written note or verbal communication from the parent to the classroom teacher prior to the event. Students are also expected to participate in all programs presented by the school. Unexcused absences will affect the student's grade for the subject related to the event.

CLOSINGS

If it is necessary to close school because of bad weather, notice will be given over radio and television. We follow St. Peter Public School closings. Please listen/watch for this information on local radio/TV.

CONDUCT

Students should strive to show Christian love and kindness toward everyone in the school and toward everyone they come in contact with in their school life. This requires them to strive to conduct themselves in such a manner that they will not interfere with the work, play or safety of others.

Children are to be thankful that God has chosen them to be His own and should strive to show their love for their Savior through proper Christian conduct. "THIS IS LOVE FOR GOD: TO OBEY HIS COMMANDS." (I John 5:3)

DRESS

Parents are asked to support the teacher and principal in maintaining proper school dress. Clothing befitting the Christian environment should be worn. Wording, pictures, or patches may be worn only if, in the opinion of the staff, it is befitting the Christian environment.

To avoid excessive tracking of dirt into the building, children must wear removable boots and snow pants in wet or snowy weather. It is also suggested that students have an extra pair of shoes and a change of clothing for kindergarten through second grade at school. If it is necessary to use this clothing, it will be sent home the same day. An extra change of clothing should be returned the following school day.

DISCIPLINE

Proper discipline in any situation uses God's law and his gospel. The law makes a student realize that he/she has violated God's holy will. When the student realizes his/her sin, the teacher uses the gospel to assure the student that his/her sins are forgiven by God. This gospel message also provides the right motivation for students as they strive to refrain from doing what is wrong and try to do what is God-pleasing.

Discipline is a means of leading children to practice self-control in keeping with Christian principles. The teachers, therefore, will deal with the children of our school in accordance with the teachings of Christ.

Children will be informed of general school and classroom rules and procedures at the

beginning of the school year. Each classroom will provide the parents with a list of classroom rules. When unacceptable behaviors occur, reminders will be given and the child will have opportunities to correct the behavior. If a child continues not to follow these rules and procedures, a recess will be taken away by the teacher. The teacher shall have discussed the sin with the child and if the child is repentant, the child will be assured of God's forgiveness.

If the student continues the unacceptable behavior after losing the first recess privilege, the teacher will contact the parent(s) that day to discuss the situation. The teacher may administer a second consequence such as revoking a second recess, writing, speaking with the pastor or principal, or assigning a service opportunity.

Further discipline will be determined by the teacher and parent(s) conferring. If an acceptable solution is not agreed upon, a meeting must take place with the parent(s), teacher, and the principal.

The matter may also be referred to the Christian Education Committee. This could lead to suspension or expulsion for repeated ill-behavior.

There are some actions which could lead to immediate suspension and/or expulsion.

Corporal punishment will not be used. State law presently prohibits the use of corporal punishment in Minnesota's public schools.

Documentation must be kept once the first recess has been revoked.

Written evaluation of a student's conduct will be provided to the parents for all mid-term and quarter report cards.

If a teacher chooses to detain a child beyond the limits of the school day, the parent must be contacted and the teacher should remain in the room with the child and discuss the problem with the child or assist him/her in his/her work. If the child uses bus transportation, the teacher will inform the parent(s) that the child will stay after school the following day and the parent is responsible for transportation. If the parent refuses to allow the child to be detained after school, the parent will be asked to provide an alternate solution.

DUE PROCESS

It is hoped that an open relationship will exist between parents, teachers, students, principal, and pastors at all times so that they can mutually assist each other in understanding and helping students meet their spiritual, educational, and social needs.

Showing interest in their child's school work and school activities, assisting their child in understanding and using the abilities God has given them, setting a Christian example to support Biblical instruction, and worshipping at home and in church are some very positive ways for parents to build strong home/school cooperation.

If problems arise, parents should seek the direction of God's Word as in Matthew 18:15-18 where Jesus guides us to:

1. Contact the teacher first and discuss the matter.
2. If the matter is not satisfactorily resolved, contact the principal.
3. If the matter is not resolved or being adequately addressed, contact the chairman of the Christian Education Committee or any of the members of the Education Committee.
4. Beyond going to the Christian Education Committee, one would need to address the Church Council and then the Voters' Assembly.

The above procedure assumes parents will address needs which their children bring to them.

FIELD TRIPS

A parent needs to sign permission slips for the student to participate in field trips. The cost for the transportation will be divided among the students equally. All children and chaperones must leave school and arrive back at school with the entire group.

GRADING

E (Exceptional), S (Satisfactory), P (Progress being made) and N (Needs more time to practice and develop) will be used in all areas for kindergarten. In grades one through eight, A (Excellent), B (Good), C (Average), D (Below Average) and F (Failing) will be used in many of the major areas of study. However, in other areas E, S, P and N will still be used. This will be left up to the discretion of the teacher. Our grading system is as follows:

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	Below 70

WORK NOT COMPLETE

Assignments that are not completed by the teacher's designated time will result in an F grade. The assignment must be completed but the grade will not be changed.

PROMOTION AND RETENTION

No child may be retained in any grade unless sufficient cause has been shown and a study of the child in question has been made by the teacher and principal in conference with the parent(s). A student should be promoted when the best interests of the child are being served thereby. For most students this means that they have satisfactorily completed the schoolwork and are ready to begin the next grade with an expected degree of success.

REPORT CARDS

To inform the parent of the academic progress of his child, report cards are issued each quarter. It is important that the parent evaluates these reports and discusses any questions with the teacher. The report card envelopes are to be returned with the parent's signature.

Informational mid-quarter reports are also given to the parent(s) to keep the parent(s) informed on their child's progress.

CONFERENCES

The teachers will make a home visit before the start of the school year. This way the child, parent, and teacher can meet each other and discuss any areas of concern. The teacher is also available to meet with parents at mutually agreeable times during the school year.

Conferences are individually scheduled with all parents for each child at the end of the first and second quarters. At the end of the third quarter conferences are scheduled as needed. Report cards will also be handed out at these conferences.

INSURANCE

Saint Peter Evangelical Lutheran Church provides insurance coverage for general liability. If more insurance is desired, the parent(s) must provide his/her own.

LEARNING PROBLEMS

When a student is having consistent difficulty in achieving a reasonable degree of success in a subject or subjects, parents, teacher, and principal are to meet. Any corrective procedures are to be established in writing. The teacher will monitor the individual's progress and report to the parents and principal. The parents, teacher, or principal may request additional testing. (Some testing can be requested at no cost through the public school district.)

SNACK / MILK / LUNCH

Parents will be asked to help supply a healthful snack for the students in grades K-2. We ask that the parent purchase milk for his child to drink during snack time. This should be paid for at the beginning of the school year. Snacks will not be offered for students in grades 3-8; however, exceptions will be granted for medically documented reasons. Those snacks will be parent-provided and kept in the office for the student.

Hot lunch, including milk, is available through the state hot lunch program prepared by the John Ireland lunch program. Families meeting income requirements may qualify for free or reduced meals. Students bringing cold lunch must daily provide their own beverage (no soda/pop) or may purchase milk through the hot lunch program.

HEALTH

Parents will be notified if the teacher feels a student may have a health problem. Responsibility for the general health of the child rests solely with the parents.

Some general guidelines about when students should stay home or attend school include:

1. If a student has a fever, the student should stay home.
2. If the student has vomited or had diarrhea, the student should stay home.
3. If the student has any rash that may be disease-related or is of unknown origin, check with your physician before sending the child to school.

Your consideration on these matters helps us keep all students healthy.

Vision and hearing screening services are provided for the students. A nurse from the Nicollet County Nursing Services is our school nurse.

Student medical histories and immunization records are to be filled out by parents upon enrollment. These become part of the student's permanent school records.

MEDICATION

Minnesota Statute 126.201 addresses the administration of medication by school personnel:

1. Non-prescription medications (over-the-counter medications such as cough syrup, Tylenol, aspirin, nasal spray, Maalox, etc.) and prescription medication are to be administered at school only when failure to take medication could jeopardize the child's health. NO medication will be given without written permission from the parent **AND** physician.
2. When medication is to be administered by school personnel:
 - A. the school shall have written, dated, and signed orders from the physician AND parent including: name of the medication, dosage, time of day to be administered, purpose of medication, side effects, and prescribing physician and/or dentist.
 - B. the teacher will personally supervise the taking of the medication.
 - C. medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician and/or dentist.
 - D. a written record of the administration of the medication at the school shall be kept, including signature of the teacher administering the medication.
3. Cough drops can be sent to school with a written parent permission slip. The cough drops must be given to the teacher and administered by the teacher.
4. When your child is on a prolonged outside activity, he or she will be required to wear sunscreen unless the parent notifies the school that his or her child can't use sunscreen.
5. The school will not be held responsible for self-medicating students.

SUBSTANCE ABUSE

Our Lord speaks to us about the care of our bodies when He tells us in His Word, "Your bodies are the temple of the Holy Spirit." Therefore, alcohol, tobacco, and drug use by the students is not permitted. Violations may result in suspension or expulsion.

DANGEROUS WEAPONS

Saint Peter Evangelical Lutheran School prohibits the possession, use, threat of use, or storage of a dangerous weapon or look-alike weapon on school property or at any school-sponsored activity. Any exception to this rule must be pre-approved by the teacher AND principal.

TELEPHONE

Teachers may be contacted before or after school, or at home. Except in the event of necessity, parents should refrain from calling the school while school is in session. An emergency phone exists for the school by calling 934-1954. (Please remember class is being interrupted when using this number.) Students are discouraged from using the school and

church phones. Exceptions may be made if deemed necessary by the classroom teacher. Cell phones should not be at school unless arrangements have been made with the principal.

BICYCLES

Bicycles/scooters may be ridden to and from school only. Upon arriving at school, the bikes are to stay in the racks provided until the students leave for home. Scooters are to be stored in the coatrooms. The school is not responsible for parked bikes or bikes/scooters left overnight at school.

BUS TRANSPORTATION

Bus transportation is provided for students to school and home at 2:45 PM for children residing in the St. Peter School District and who live more than a mile from our school. The kindergarten parents are responsible for the transportation of their child at 12:00 PM (noon) through January. Although the school can no longer be directly responsible for the children on the bus, it is expected that their conduct be an example of Christian respect and obedience to bus rules and drivers.

VISITORS

A student wishing to have someone visit the classroom must have his/her parent contact the classroom teacher and the principal a day in advance. The visitor's parent must also give written permission for the visit. An adult visitor must have permission from the principal who will make the appropriate arrangements with the classroom teacher. Most visits will be limited to only one school day.

EXTRA-CURRICULAR ACTIVITIES

As extra-curricular sports activities, the school offers soccer for grades 3-8 and basketball for grades 4-8. Soccer takes place during the fall and the basketball season runs from Thanksgiving through the end of February. There is a separate fee for both of these sports. Games will be played after school during the week and on Saturdays.

Track is part of the physical education curriculum and participation in track meets during the school year is required of all students in grades 5-8. The meets will be on Fridays in May and will require parents to pick up their child at the end of the meets from school.

Cheerleading will only be offered if there is a parent volunteer willing to coordinate and coach. This parent will be under the supervision of the athletic director.

Other extra-curricular activities include MATHCOUNTS and band.

EXTRA-CURRICULAR ELIGIBILITY

If a student is absent from school, he/she has the corresponding number of days to complete the necessary make-up work that is missed. For example, if one day of school is missed and the student is back in school the next day, make-up work must be completed by the class time of the following day. If the work is not finished in the appropriate time, the student may not participate in any school extra-curricular activity until the work is complete. A child that

is absent from school due to illness may not participate in any extra-curricular event unless he/she has been in school the last half of the day that the event occurs.

Additionally, work not completed by a teacher's designated time results in an F and the assignment must be completed to an acceptable standard. If the assignment is not completed before the end of the next day, the student will not be able to participate in any extra-curricular events or practices until the assignment is complete. After school of the day the work is to be completed, the teacher will notify the parent of the incomplete work.

BAND

At the beginning of the school year, student and parent must sign a commitment letter and pay the appropriate fees to participate in the band program. All band students must participate in all scheduled activities and take private lessons.

TECHNOLOGY USE

Parents must read and sign a technology use form before their child can have access to a computer and the Internet.

ANIMALS AT SCHOOL

The school recognizes that certain individuals, in particular those with asthma, may be sensitive to animal fur, body fluids, feces and may experience reactions to these allergens. Furthermore, individuals can become sensitized (made allergic) by repeated exposure to allergens. For these reasons, our school has developed rules and procedures for the care of and responsibility for animals in the classroom. Before a parent can bring an animal to the classroom, the parent must contact the teacher for the proper procedures and also sign a release form assuring the health status of the animal. This must be done well in advance of the animal visiting the classroom because the teacher must notify the parents regarding potential exposure to the animal. The school reserves the right to deny the animal on the school property if it will negatively interfere with the health, safety, and / or educational opportunities of the students and / or staff.

ELECTRONIC DEVICES

Students may not bring any kind of electronic device to school. This includes, but is not limited to cell phones and i-pods. If these devices are brought to school, they will be confiscated. If for some reason, a student would need an electronic device, the principal and teacher must be notified and the device must be kept in the office. The school is not responsible for lost, stolen, or damaged devices.

STUDENT PLANNING COMMITTEE

A student planning committee will be established to represent the entire student body. The members of the committee will consist of representatives of grades five through eight. Elections will be held for these positions during the month of September and representatives are committed to the council for the school year. The principal and the lower grade teacher will serve as advisors to the council. The students will learn about parliamentary procedures and

the running of a committee. The student planning committee will work on some of the following items during the year: class trip, mission offerings, spirit week, classroom parties, classroom concerns, etc. Meetings of the committee will be held one or two times a month during Friday's lunch hour or noon recess. If parents have questions about the student planning committee, the principal should be contacted.

BACKGROUND CHECKS

Backgrounds checks have been done on all teachers and pastors.

CHRISTIAN EDUCATION COMMITTEE

David Plamann - Chairman (931-0126)

Pam Harpestad (934-2820)

Lisa Westphal (931-2874)

Rob Roloff (931-6154)

Lee Daby (931-2394)

Sherry Nicolai (934-8005)

Dwight Stoll (344-0019)

CHURCH COUNCIL

Roger Block (931-0958)

Norm Kuhlman (934-3518)

Jason Gibbs (931-1013)

Mike Favre (934-6850)

Scott Lager (934-9242)

David Plamann (941-0126)

Steve Willett (317-4229)

Paul Hagen (934-3418)

James Nicolai (934-8005)

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