

Parent/Student Handbook



2023 – 2024

St. Peter's Lutheran School

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Reedsburg, Wisconsin

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MISSION STATEMENT

St. Peter's Lutheran School exists to provide a nurturing, Christian educational environment which assists families in their God-given responsibility of preparing children for an earthly life of Christian witness and eternity with their Lord and Savior.

Each year is another opportunity to celebrate our oneness in Christ at a Lutheran School. In any shared environment, limits are necessary to maintain an appropriate atmosphere for learning and growth.

Please familiarize yourself and your child(ren) with the following topics and then sign and return the Parent Statement of Cooperation. This form must be signed and on file prior to your child(ren)'s attendance.

VISION STATEMENT

We believe that God's vision for St. Peter's Lutheran School in our community of Reedsburg, Wisconsin, is to provide excellence in Christian education for His children, while integrating all learning with faith in Jesus Christ, so that we might be of service to Christ in our community and the world.

STATEMENT OF FAITH

It is important that you are aware of the doctrine St. Peter's teaches. A statement of Faith is included in the appendix that provides details.

NON-DISCRIMINATION POLICY

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

SCHOOL HISTORY

In 1865, two years prior to the founding of St. Peter's Congregation, Mrs. Christian Halvensleben started a Christian Day School in her home. She gathered the children of Lutheran families in and near the village of Reedsburg and taught them Bible History, Luther's Small Catechism, Reading, Writing and Arithmetic. St. Peter's Congregation was organized in 1867 and assumed the responsibility of the school.

ACCREDITATION

St. Peter's Lutheran School is accredited by the National Lutheran Schools Association, an agency of the Lutheran Church-Missouri Synod. This is a nationally respected agency and meets the expectations of Wisconsin for the purpose of recognition and approval of the school's program.

ADMINISTRATION

Principal

The primary responsibility for the daily administration of St. Peter's Lutheran School is given to the principal. He is responsible for providing supervision for all activities and functions of the school both within the school day and during extra-curricular activities outside of normal school hours. He reports to the Board of Christian Education of St. Peter's Lutheran Church.

Board of Christian Education

The Board of Christian Education is responsible for setting the policies for St. Peter's Lutheran School and ensuring that all policies are carried out.

Board meetings are open and may be attended by any member of St. Peter's or parent except when the Board votes to go into executive session. Observers should notify the principal or Board Chairman prior to the meeting, to ensure that the time and location of the meeting have not changed.

Individuals wishing to address the Board are asked to contact the principal or Board Chairman prior to the meeting and state the reason for their desire to address the Board. A time for comments will be provided. It is not appropriate to share comments or concerns about students or staff at the Board meeting unless the person attending has followed the Conflict Resolution policy of the school. (pg.9 & 20)

If the Board needs to go into Executive Session, all non-Board members will be asked to leave. Only Board members, the Principal, and Pastor may attend Executive Sessions. Items discussed in the Executive Session are confidential. The Board will determine what is to be recorded in the minutes in order to protect confidentiality and privacy of personnel or students.

NEW STUDENT PROBATION POLICY

All new students to St. Peter's Lutheran School will be placed on Enrollment Probation for 80 days. New students who have been suspended at another school will be placed on Enrollment Probation for 120 days. New students who have been expelled from another school will be placed on Enrollment Probation for 160 days.

While on Enrollment Probation status, a student may be removed from enrollment at St. Peter's Lutheran School for any reason deemed appropriate by the Board of Christian Education.

Note: Providing false information on records at admission may result in expulsion

ATTENDANCE POLICY (ABSENCE, ILLNESS, TARDINESS)

St. Peter's Lutheran School requires all its students to attend school regularly during the full period and hours of school operation. A violation occurs if the child is repeatedly absent from school without valid excuse. All absences must be excused to the school in person, by telephone, or in writing by the parent or legal guardian of the absent child. If a pattern of absenteeism without valid excuse exists, the Public School District attendance officer will be notified.

If a child has missed more than 20 days of school during one year, his or her name must be brought to the Board of Christian Education to determine whether the child will be promoted to the next grade. This decision cannot be made solely on the student's attendance record. In order to make this decision, the Board may request information and/or recommendations from the Principal, teacher, and/or parent(s). The decision of the Board in this matter will be final and binding.

During the course of the school year, a student may be absent from school for a portion of the school day. In order to be fair to all students, the following policy for recording attendance will be followed:

- If a student misses no more than two hours (1/3) of the school day, he/she will receive credit for a full day's attendance.
- If a student misses no more than three hours (1/2) of the school day, he/she will receive credit for ½ day's attendance.
- If a student was present for less than three hours (1/2) of the school day, he/she will be marked absent.
- Students are not only expected to attend school regularly, but also arrive on time. A student will be considered tardy to school if he/she arrives in the classroom anytime after 8:00 a.m. and must report to the office to get a tardy slip before going to class. Students will not be admitted to class after 8:00 without a tardy slip. (This is necessary since it gives us an official time of arrival for attendance records.)
- Four (4) tardies will equal one (1) absent day.
- If a student is absent for more than ½ of the school day (excused or unexcused), they will be ineligible for all extra curricular activities for that day.

COMMUNICATION

Communication is an important part of the regular school week. The following are the main ways in which this occurs.

Tiger Print: Announcements of activities and programs will be made each Thursday in the school newsletter called Tiger Print except when the week is shortened by days off of school. The preferred form of delivery is through email. Families without computer access may request a paper copy to be sent home with their oldest enrolled child. The newsletter will also be posted on the website.

Fast Direct: All enrolled families enrolled in 4K to 8th grade will be issued a Fast Direct Account. Parents are encouraged to regularly log into their Fast Direct account to check academic progress through its on-line grade book. Fast Direct can also be used to communicate with the teachers or office staff. A link to St. Peter's FastDirect system is on our web page. <https://stpetersreedsburg.com/school-home>

Teacher communication: Each teacher has their own method and frequency in communication to parents. Be sure you know the communication system your child's teacher(s) uses.

Parent/Teacher Conferences: Mandatory Parent/Teacher conferences are held after the first quarter. It is expected that all parents attend as part of our parent/school partnership. A second conference time is provided after the third quarter. Additional conferences can be arranged at any time.

VISITORS/VOLUNTEERS POLICY

All persons, except for persons attending scheduled school programs, who visit St. Peter's Lutheran School during the school day shall report to the school office upon their arrival. They will sign in and announce the nature and purpose of the visit. They will be issued a visitor pass before proceeding to their destination. This requirement applies during school hours.

All school visitors are expected to comply with school personnel's direction. This is required so that their visits do not disrupt the education environment or endanger the safety of students or staff.

After concluding the visit, school visitors are expected to report to the school office, record the time of their departure and return their visitor pass. A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school principal grants permission.

A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

PUPIL VISITORS

In the event that students who do not attend St. Peter's wish to visit with a class for a day or portion of a day, they may do so after advance arrangements are made with the principal and classroom teacher.

It should be made clear to all visiting students that all school rules apply to them as though they were enrolled in our school. Students who do not submit to the discipline of the classroom teacher and/or school will be required to leave.

Parents must leave emergency procedure information and telephone numbers at which they may be reached throughout the time when children will be at St. Peter's.

The above policy does not apply to recruitment visits in which parents visit with their children to become acquainted with the school.

FIELD TRIP VOLUNTEER

As a chaperone/driver you are to supervise and ensure the safety and well being of the children in your charge at all times. You need to be alert for the needs and/or problems of the children as individuals and as a group. **A background check is required and will be performed by St. Peter's School.**

Siblings of a child going on a field trip may not attend the trip. As an option, siblings aged three to twelve may be placed in Childcare if space allows. Volunteers may receive up to a total of 15 free childcare hours in one year starting on their first volunteer day. This applies if you are driving and/or chaperoning for a field trip. Please let the Childcare know as soon as possible that your child will be attending. If children are in Childcare attendance during lunch, the parent will need to supply a sack lunch or pay for the school lunch.

HELP YOUR CHILD GET THE MOST OUT OF THE EDUCATION OFFERED AT ST. PETER'S LUTHERAN SCHOOL BY:

- A. Praying for your child and all involved in his/her education
- B. Providing a Christian atmosphere in your home, which is the most vital influence on the child's life
- C. Worshiping as a family weekly
- D. Cooperating with and upholding the teachers in the exercise of Christian discipline and in the training of your child
- E. Encouraging your child to obey teachers and the school's rules cheerfully and promptly
- F. Taking an active role in ensuring that your child's assigned homework is completed, and by providing a place and opportunity to complete the task
- G. Taking into account your child's extracurricular involvement and encouraging completion of these activities
- H. Fulfilling your financial obligation to St. Peter's Lutheran School, realizing the importance of prompt payment

ACADEMIC EXPECTATIONS

Academic achievement of our students is important. The faculty of St. Peter's Lutheran School believes that each student should be given the opportunity to achieve up to and exceed his/her ability level. Students who apply themselves to fulfilling their daily responsibilities should be able to achieve at a desirable academic level.

Academic expectations are monitored throughout the year. Parents will have access to their students' grades throughout the school year by using Fast Direct. Teachers will have regular contact with parents and are willing to discuss student progress at any time.

STATEMENT OF PARENT/STUDENT EXPECTATIONS

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ(Acts 3:19-21; Romans 10: 9-10; I Corinthians 6:9-11) We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-3; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policy of St. Peter's Lutheran Church and School. Any family or student who openly refuses to adhere or abide by any of the policies of St. Peter's Lutheran Church and School may be asked to withdraw from school.

Ephesians 6:4 states "bring up a child in the training and instruction of the Lord." It is the obligation of each parent to set a Christian example for his or her child. This includes every aspect of faith, habits, and lifestyle. *As a condition of enrollment in St. Peter's Lutheran School, parents are obliged to support and accept the work, assignments, and decisions of those ministering to their children.* The teachers, staff, and volunteers at St. Peter's are engaged in a ministry of love, as well as a ministry of teaching. Parents must be Christ-like in their approach to teachers, staff and volunteers. When concerns or conflicts arise, they must be handled in accordance with Matthew 18.

HOMEWORK

Assignments give opportunities to practice newly learned skills and demonstrate understanding. Every day work is an important part in developing the talents God has given us. If students use their time wisely in school, they will be able to finish some of their homework before the day's end. Any assignments not finished are the student's responsibility. Difficulty with completing homework or long evenings of study should be discussed with the teacher. Teachers intend to plan reasonable assignments for students. Being aware of a student's difficulties will make it easier to serve that student's needs.

Each teacher is allowed to come up with his or her own procedures for dealing with missing assignments. Please, talk with your child's teacher(s) if you need to know what those procedures are.

HONOR ROLL

Student grade point averages will be calculated each quarter in grades 5-8. The points used will be as follows: A's=4pts, B's=3pts, C's=2pts, D's=1pt, F's=0pts. All subjects receiving a letter grade will be used in this calculation. Students with a GPA between 3.0 and 3.49 will earn Honor Roll and students with a GPA above 3.49 will earn High Honor Roll.

ACADEMIC ELIGIBILITY POLICY

St. Peter's Lutheran School exists to fully develop the whole child. Therefore, participation in extracurricular activities such as athletics, clubs, 5th - 8th grade school dance and any other extracurricular activities are strongly encouraged. However, primary consideration is given to the student's attitude and participation in the academic and religious education program. Therefore in an attempt to raise the academic level, students will be evaluated twice during each quarter (mid-quarter and at the end of the quarter). If a student earns a grade of an F or two D's (s)he will be considered academically ineligible for two weeks (10 school days) and participation in all extracurricular activities will stop. After that time, their grades will be reevaluated and if they have brought their grades up to meet the requirements, then they may resume participation. However, if they are still ineligible, then they will be out for the remainder of the grading period. If a student has an incomplete on their report, they are also ineligible for extracurricular activities until those assignments that are missing are turned in to the appropriate teacher and graded.

Any students who do not meet the academic requirements listed above may be allowed to participate in extracurricular activities if (s)he has been referred for special educational needs. The principal and teacher(s), will make this decision on a case-by-case basis.

Note: The principal will determine which activities are considered to be extracurricular.

GRADUATION

The 8th grade class will have a graduation service the night before the last day of school. A worship service will be held at the church in which the graduates are recognized, a message is shared by the pastor, and awards and diplomas presented. Each graduating class will have a Valedictorian and Salutatorian as determined by the 12 Point Method. Specifics of the 12 Point Method can be found in the appendix. Students' grades during their 6-8 years are used in determining the Valedictorian and Salutatorian. The Valedictorian and Salutatorian are entitled to give a short speech at the service. Only students who have attended St. Peter's during their entire 6, 7, and 8 grades are eligible for these honors.

PROMOTION AND RETENTION POLICY

Promotion of a child from one grade to the next shall be based upon the following:

- Successful completion of the objectives of the level.
- Attendance
- Achievement test results.

The child's ability to successfully perform at the next grade level shall be determined by the classroom teacher. The teacher shall use the above criteria as evidence of the child's achievement in making this decision. The principal's advice shall be sought in cases of possible non-promotion.

The principal shall be informed in writing of the possible retention of a student as soon as the evidence indicates. Parents are to be informed as soon as possible (preferably before the last quarter)

Promotion or retention may from time to time be conditional upon completion of some requirement such as, but not limited to, incomplete work. In cases of this sort the parent is to be informed of these conditions immediately.

The promotion or retention shall be recorded on the report card as well as the student record.

A student with more than 20 days absence in a given year cannot be promoted without special action of the Board of Christian Education. In that event, the teacher will be called upon to give evidence as to the child's aptness to succeed in the following grade.

GRADING SCALE

Below is the system of letter grades and their equivalent percentages that are used in all grades here at St Peter's

Letter Grade	% Range
A+	99+
A	94-98
A-	92-93
B+	90-91
B	84-89
B-	82-83
C+	80-81
C	74-79
C-	72-73
D+	70-71
D	64-69
D-	62-63
F	61 and below

END OF YEAR REPORT CARD

Report Cards are mailed at the end of the school year.

TRANSFER OF RECORDS

Student transfer of records may be released to another educational institution. All records and transfer of credits will be forwarded to other educational institutions after a written, parent-signed release has been received.

STUDENT USE OF SOCIAL MEDIA

“Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer.” (Psalm 19:14)

In this verse from Psalm 19 and in many other places in His Word, God reminds us that everything we say and do should glorify Him--and that includes our social media posts! We are responsible for our words and actions no matter where we are, even if we type those words instead of saying them aloud for people to hear.

The following guidelines apply to our St. Peter's family and how we will handle situations that are not acceptable in His sight.

- Facebook and other social media sites are not to be accessed by students at any time using computers owned by St. Peter's.
- Always keep in mind that you are representing yourself, your family, your school, and most importantly your Lord when you post messages and photos online.
- No inappropriate comments should be made about anyone. This includes but is not limited to those serving at St. Peter's (pastors, teachers, staff, etc.), parents, or other students of St. Peter's
- St. Peter's uses three simple questions to determine if a post is inappropriate: Is it kind? Is it true? Is it necessary? You must be able to answer yes to all three questions for it to be considered appropriate.
- Inappropriate posts referring to those serving at St. Peter's (pastors, teachers, staff, etc.), parents, or other students of St. Peter's should be shared with the principal.
- The principal will only address instances where there is documented proof of the post. The principal will not handle situations where there is no evidence of such a post.
- No matter when an inappropriate post is written about someone in our St. Peter's family, the principal has the right to get involved and give consequences when necessary.

A note for parents...

Be nosy! Know what is going on in your child's life. Students may complain, but they don't have a right to privacy when it comes to the parent/child relationship. You should know their Facebook password so you can monitor their account. Check their cell phone regularly to see if you approve of their text messages. It is easy to text or post something you would never say to someone face to face. This is a temptation that is extremely difficult to overcome, and it sometimes gets the best of us. But it is our job as parents to use those incidents as teachable moments to talk about what it means to *live for Christ* and, most importantly, to be *forgiven by Christ*.

INTERNET, NETWORK, AND COMPUTER USAGE POLICY

Acceptable uses of school technology are:

1. Activities that support learning and teaching.
2. Network and Internet users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: databases, Internet resources, conferences, and publishing.

Unacceptable uses of school technology include:

1. Violating the rights to privacy of any student, staff, and church/school member;
2. Knowingly transmitting and/or viewing profanity, obscenity, or other language which may be offensive to the recipient, or knowingly transmitting profanity, obscenity, or offensive language to any web site, news group, mailing list, or similar forum;
3. Knowingly transmitting graphics (including still or moving pictures) or sound files which are pornographic, obscene, or offensive to another user, or transmission of such files to any forum where the graphics or sound files are accessible by others;
4. Knowingly downloading, storing, or printing files or information (text, sound, still or moving graphics, or any combination thereof) that are pornographic or obscene or that use language, sounds, or imagery which offends or tends to degrade others (the administration will determine suitability in particular circumstances);
5. Knowingly transmitting any material threatening to another person, whether or not such material is transmitted to that third person;
6. Knowingly copying proprietary information, including software, in violation of applicable law;
7. Using the network for personal financial gain, business activity, or any illegal activity.

8. Knowingly or negligently transmitting computer viruses, or failing to scan downloaded files for viruses; (such acts will also be viewed as criminal activity under applicable state or federal law);
9. Deliberately trying to degrade or disrupt system performance (such acts will also be viewed as criminal activity under applicable law).
10. Knowingly re-posting personal communications without consent.
11. Others as determined by the Principal.

Students who do not follow this policy may lose the use of school technology resources and face disciplinary action. Parents will be financially responsible for any deliberate damage to school technology resources. (This includes the cost of repairing or replacing the damaged parts.) Students will be responsible for completing any assigned tasks independently and outside of school.

CURRICULUM

St. Peter's curriculum meets or exceeds the standards set by the State of Wisconsin and our students are accepted in all other educational institutions.

Religion is a part of the regular course of instruction for all grade levels in addition to the regular academic curriculum. Teachers are given the freedom to use a variety of teaching styles and plans to meet these standards. All curriculum, instructional materials or presentations to students by staff members or outside organizations or presenters must conform to the teachings of the St. Peter's Lutheran Church as found in scripture and the Lutheran Confessions.

It is our aim to instill into the hearts and minds of the children entrusted to us a Christian philosophy of life--a philosophy that will lead to interpretation and evaluation of every facet of experience from the Christian viewpoint.

In every classroom, worship, prayer, instruction in Lutheran doctrine, and Bible study occur daily. Church history and study of the Christian doctrines are added in the upper grades. Memorization is carried out in all grades.

God has provided spoken and written language as the means of communication between Himself and man, and between human beings. READING, SPELLING, HANDWRITING, and the study of ENGLISH are part of our language arts program. A phonics-based approach to reading instruction is emphasized.

God has created an orderly, intricate, and very beautiful world for man to live in and to enjoy. MATHEMATICS and SCIENCE/HEALTH are taught to help students better appreciate these wonders of His hands. God created man in a setting in which He interacts with other humans. Man, as a social creature, is studied through a SOCIAL SCIENCE program, which includes studies in all the social science disciplines. God gave man many special talents and abilities. Skill in the use of these talents is developed through a program of PHYSICAL EDUCATION, ART and MUSIC.

CURRICULUM EVALUATION AND REPLACEMENT SCHEDULE

Curriculum materials at St. Peter's are evaluated on a yearly basis. The criteria for these evaluations are: student performance, achievement test patterns and results, material effectiveness, and the relative consistency with our philosophy and objectives. In all cases the needs of the students are the top priority.

CHOIRS

St. Peter's Lutheran School has been a part of the ministry of St. Peter's Lutheran Church for over 150 years. Our mission statement for the school says, "We exist to provide a nurturing, Christian educational environment which assists families in their God-given responsibility of preparing children for an earthly life of Christian witness and eternity with their Lord and Savior."

Singing praises in a choir is one way we can put our faith into action and support families in developing faith in their children. Students and families are also able to share their appreciation to the members of St. Peter's for their continued commitment in providing a quality Lutheran education.

To these ends, students in Grades K-8 are automatically enrolled in a choir. Choirs are scheduled to sing for worship services at St. Peter's Church during the school year. Attendance at both worship services and special events will count on the student's Choir grade as well as qualify as one of the attendance requirements to receive a reduced tuition rate.

SCHOOL SAFETY

The safety of our students is our primary concern. Cooperation of students and parents is expected in order to maintain a safe environment for our students.

Students or parents must not open an exterior door for anyone unless instructed by school staff to do so.

ALL PARENTS, GUESTS AND VISITORS MUST USE THE PINE STREET ENTRANCE AND SIGN IN AT THE OFFICE AND RECEIVE A VISITOR BADGE. Notify the office if you see a non-staff member in the building without a VISITOR badge.

- School doors remain locked during school hours.
- Students are not allowed to leave the school with anyone other than who is listed on your contact sheet.

In the event the student will be riding home with someone else, please notify the school prior to the event. Children will not be allowed to call and ask permission to leave with someone other than their designated party. Please refrain from calling the school to make after-school arrangements unless it is an emergency. After-school arrangements should be made in advance so that written documentation is available.

ARRIVAL AND DISMISSAL

Student safety is a priority at all times. This is especially true during arrival and dismissal time. Details of the process can be found in the appendix.

GUIDELINES FOR AN ORDERLY SCHOOL

- Be kind and respectful to others, especially to those in authority.
- Be respectful of God's House and of others trying to worship.
- Be considerate of classes in session while walking in the hallway.
- NO GUM CHEWING on school property and during school activities and athletic events.
- WALK in the buildings, hallways, and walkways.
- Children must have adult supervision on school grounds at all times.
- Take good care of your textbooks and other school-owned books.
- Students are not to leave the school grounds during the school day.
- A student must have their teacher's permission to leave the room.
- It is the responsibility of all teachers and parents to correct any child out of order.
- Children must obtain permission from their teacher to use the office or classroom phone. The phone is for emergency use ONLY.
- Bringing electronic devices to school is done at the family's risk. St. Peter's is not responsible for any damage that occurs at school or at school-sponsored events.

STUDENT CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in a manner which demonstrates respect for God, others, and self. Students will be familiar with and observe school policies and guidelines. *These policies and guidelines can be found in the appendix.*

CONFLICT RESOLUTION

The manner in which concerns, disagreements and conflicts are managed can mean the difference between harmony and tension in a community. St. Peter's Lutheran School promotes a resolution that is based on biblical principles and practices. Our goal is to resolve disagreements and conflicts in a positive, constructive, and Christ like manner. Detailed information on how this is accomplished can be found in the appendix.

DRESS CODE/HYGIENE

It is important that children are dressed appropriately to maintain a Christian educational environment. Details of the dress code can be found in the appendix.

PHYSICAL EDUCATION CLOTHING

We require all children in grades 5 through 8 to wear the official St. Peter's P.E. uniform for P.E. Class. Official gym clothing is available through the school and may be purchased in the office.

All students in grades K-8 are required to have gym shoes. These gym shoes should be kept at school. All gym clothing must be marked with the student's name for easy identification. Please use indelible ink or "sew on" tags only.

LOCKER ROOMS

In order to keep personal items safe, students are expected to keep their lockers locked. Students are encouraged to supply their own locks. However, the school will provide a combination lock if needed. If the school supplied lock is lost or damaged, the replacement cost is \$5.00. Please be sure that gym clothes are taken home and washed every week.

BUS BEHAVIOR / TRANSPORTATION

The Reedsburg Public School District provides bussing for all children in the Reedsburg School District attending 4-year-old pre-kindergarten – 8th Grade. If you choose to use the bussing, all students will be transported at the end of the day through the transfer at Webb Middle School. We require all students riding the Reedsburg Public School bus to and/or from school, to ride the transfer bus to and/or from Webb Middle School (transfer station). The Reedsburg School District requires that an adult be present at the pick-up and drop-off for all 4 Pre-Kindergarten students. If you have additional questions, please contact the Reedsburg School District bus garage at 768-8940, or the St. Peter's School office at 524-4066, ext. 1.

Riding the school bus requires a special level of Christian witness. Certain rules are set in order to ensure the safety of the passengers. Please also note the discipline procedures of the Reedsburg District Transportation Authority. Improper bus behavior could lead to suspension of riding privileges.

St Peter's students who are cited for poor behavior on the school buses may be subject to additional disciplinary consequences at school.

CONFIDENTIALITY

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

GUIDELINES FOR KEEPING A SICK CHILD HOME

Children with contagious diseases and infections should be kept at home until the doctor releases them to return to school.

- Under no conditions should children with a fever of 100 degrees or above be sent to school. Children should be fever free (without medications--for example, Tylenol or Motrin) for 24 hours before returning to school.
- A child who has vomited within the last 24 hours must stay at home.
- Children with diarrhea should stay at home.
- If a child has been diagnosed with strep throat, he/she must have been treated with antibiotics for 24 hours before returning to school.
- Children with head lice will not be permitted to return to school until they have been treated and nits are removed.
- Students with other contagious disease will need to follow health department guidelines before return to school

GUIDELINES FOR SENDING A SICK CHILD HOME

If a child develops any of these symptoms listed below while at school, he/she will be sent home.

- Fever of greater than 100 degrees
- Diarrhea
- Vomiting
- Open sores on face and hands
- Red runny eyes
- Feeling too uncomfortable to participate at school

SCHOOL MEDICATION PROCEDURE POLICY

1. Students are encouraged to take medication at home, rather than at school, whenever possible.
2. Medication may be dispensed, when necessary, by designated school personnel if the following conditions are met:
 - a. The parent submits a signed and dated request for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. A form is available in the school office.
 - b. Prescription medication to be administered at the school must have a pharmaceutical label giving:
 - i. Child's name
 - ii. Name of drug and dosage
 - iii. Name of pharmacy and telephone number
 - iv. Name of physicianIt may be necessary to ask the pharmacy for an extra labeled container to send to school.
 - c. Non-prescription medication to be given at school must be labeled with:
 - i. Child's name
 - ii. Name of drug and dosage
3. It is the parents' responsibility to provide needed medication in appropriately labeled containers. All medicine is to be taken to the office unless it is to be self-administered or approval for the teacher to administer the medication has been given by the building principal. ie inhaler.
4. If the student is to be given adrenal injections by school personnel, the school will request the medication be sent to school in the form of a self-injecting cartridge, i.e., EpiPen.
5. If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the pupil on medication, the school nurse, building principal, or person administering medication will contact the physician or pharmacist directly.
6. All medication to be administered by school personnel will be kept in and dispensed only by designated school personnel.

7. All medications administered by school personnel will be documented on a student medication log that includes the student's name, name of drug, dosage, date and time administered (See Medication Record Form, Attachment B). The log will become part of the student's physical health record.
8. Medications shall under no circumstances be dispensed unless all of the above criteria are met. All changes must be in writing and all requests must be renewed each school year.
9. School personnel should, under no circumstances, provide aspirin, vitamins, over-the-counter cough preparations, or any other medication or drug to students without meeting the criteria in #2.
10. All medications left at school beyond the duration of permission to administer that medication will be destroyed. Parents will be notified of plans to dispose of any medication during the school year. It will, however, be the parents' responsibility to pick up medication at the end of the school year. All medication left at school after June 15 will be destroyed.

INFECTIOUS OR COMMUNICABLE DISEASES

Any infectious disease should be brought to the attention of the school office. Since the school is responsible for reporting illness statistics to the State of Wisconsin, it is important that parents state the nature of the illness when calling the school office. If a student has a fever of 100 degrees or more, the student may not return to school until they are fever free without the use of medication for 24 hours.

Since we want to avoid the spread of any type of illness we ask that families err on the side of caution.

TUITION RATES / CHURCH ATTENDANCE POLICY

Worship attendance responsibilities of school parents

St. Peter's Evangelical Lutheran Church provides for its members, and to parents or guardians in the community, a Christian Day School. This school, while it is designed for outreach into the community, has its central focus on the members of St. Peter's family. It is the desire of the Christian Day School to support parents or guardians in bringing up their children "in the nurture and admonition of the Lord."

Members of other Christian churches are encouraged to regularly and actively participate in the worship life of their home congregation with their children. Whether you worship at St. Peter's or in your own church, we encourage at least 50% attendance at worship.

St. Peter's Lutheran School is operated and based on Lutheran principles that are based on the word of God. One of these principles is worshiping together as the family of Christ.

Parents or guardians who are members of St. Peter's are expected to demonstrate and teach the faith to their children. One of the ways that parents or guardians can do this important and God-pleasing work is by regularly attending worship services with their children. It is also expected that they would want to demonstrate their faith by serving their Lord with their time, talents and treasures. Based on these expectations, the Board of Christian Education has determined to set up the following minimum standards for parents/guardians who are members of St. Peter's Evangelical Lutheran Church:

Members of St. Peter's are offered a tuition discount for their faithful attendance at St. Peter's Lutheran Church. While weekly church attendance is the expectation, the Board of Christian Education has established a guideline of a minimum Church Attendance of 26 times from August 1 - July 31 each school year to receive the member tuition discount.

Parents and guardians who are members of other LCMS sister congregations are offered the same tuition rates as St. Peter's members. Members of LCMS sister congregations must attend St. Peter's 9 times from August 1 - July 31 each school year to receive the discounted member rate. If they do not meet the requirement the tuition is the full member rate.

Parents or guardians who are not members of St. Peter's Lutheran Church are offered a tuition discount if they attend services at St. Peter's a minimum of 9 times from August 1 - July 31 each school year.

Church attendance information is provided quarterly throughout the school year based on the attendance cards returned to St. Peter's each Sunday. This information will also be included in the final report card

WISCONSIN SCHOOL CHOICE

Families who meet specified financial and residency requirements may also be eligible for tuition assistance through the Wisconsin School Choice Program. The application period is February 1 - April 15. Contact the school office for more information on this program.

SPONSORSHIP AWARD/FINANCIAL AID POLICY

St. Peter's Lutheran Church and School is committed to the principle that no child be denied a Christian education based on financial grounds. St. Peter's maintains funds to help families who are in financial need. A Sponsorship Application and supporting documentation must be submitted to the school office (attention: tuition assistance committee) The Board of Christian Education's tuition assistance committee will review applications on a monthly basis and make recommendations to the Board of Christian Education at the next regularly scheduled meeting.

PAST DUE ACCOUNTS POLICY

Tuition – Payment Policy / Delinquent Account

Tuition will be charged monthly over a 9-month period. Due to the fact that delinquent accounts cause financial hardship for both the church and school, it is critical that accounts be kept current so the best education possible can be provided for all students attending St. Peter's Lutheran School. If special circumstances arise each will be handled individually with Christian love and stewardship.

Accounts will be charged on the 1st of each month (September – May) and it is expected that payment will be made monthly and therefore be paid in full by June 1st of each year.

Balances not paid in full at the end of each school year could prohibit re-enrollment for the following year until the balance is paid in full or payment arrangements have been made.

Should a student transfer out/graduate from St. Peter's with a balance still owed, there will be 3 months granted for the account to be paid in full at which time it will be sent to collection.

Lunch Account Deposits / Delinquent Account

Those students participating in the hot lunch program and/or taking additional milk will be charged daily at the current rate. St. Peter's School Hot Lunch Program is a self-funding program and is extremely important that lunch accounts be kept at a positive balance so the program may continue to operate. Family lunch account balances that exceed a negative \$100.00 will prevent the student from taking hot lunch or additional milk until the account balance is brought to a positive balance.

Balances not paid in full at the end of each school year could prohibit re-enrollment for the following year until the balance is paid in full or payment arrangements have been made.

Should a student transfer out/graduate from St. Peter's with a balance still owed, there will be 3 months granted for the account to be paid in full at which time it will be sent to collection. Families that have account balances may provide a written payment plan. Any account that does not follow the payment plan will be turned over to collections.

LOST AND FOUND

Lost and found items are kept in a bin located in the office lobby area. Students and parents can look for lost items in this bin. Parents are strongly encouraged to mark all clothing belonging to their students, using either ink or tags. This procedure will hold lost items to a minimum. Unclaimed items will be donated to the Orphan Grain Train.

OFFICE HOURS OF OPERATION

Office hours during the school year are from 7:45 a.m. to 4:00 p.m.

OFFICE – STUDENT ACCESS

The church/school office is a place where business is transacted. Students should be in the office only when they have a definite purpose. Permission from their teacher is needed to go to any part of the building. In the event that a student needs to report to the office to call home, a permission slip will be given by the teacher indicating the reason.

Students are not allowed to use school phones except in emergency situations. Calls for school supplies, forgotten assignments, going home with a friend, and arrangements for regularly scheduled practices and games are not allowed.

SCHEDULES FOR GRADE K- 8 & PRE-KINDERGARTEN

Classes begin at 8:00 a.m. and end at 3:25 p.m. Staff will supervise students in the gym from 7:30 a.m. – 7:50 a.m. at which time they will be dismissed to their classrooms. Students arriving before 7:30 a.m. or remaining on school grounds after 3:40 p.m. will be placed in Childcare and the family will be charged.

3 Year-Old Class Schedule

Classes meet 8:00 - 10:00 am

4 Year-Old Class Schedule

Class meets 11:45 – 3:15 pm

LIBRARY

Each year a schedule of library volunteers is made to serve our pupil's library needs. Each class is offered a time during the week when pupils may check-out or return books. Students are encouraged to return books to the library on or before their due date so others may use them. When books are lost or overdue, fines may be charged. A lost book will be replaced at the current catalog cost.

DAY CARE

St. Peter's offers day care to families who have needs for before and after school care. Contact the Childcare Director or the Administrative Assistant for more information.

SCHOOL CANCELLATIONS

School closings, in the event of inclement weather conditions or other emergencies, will be announced through email. It will also be on local and social media outlets. St. Peter's will follow decisions of the Reedsburg District Schools for cancellations. St. Peter's Pre-Kindergarten classes will also be canceled. In the event of what is termed by the School District as a "late start" to the school day, our morning Pre-Kindergarten class will not meet.

PARENT TEACHER LEAGUE (PTL)

PTL Purpose

The St. Peter's Parent Teacher League (PTL) is a service and support organization of parents and teachers united to promote the educational and spiritual growth of the students and fellowship among families at St. Peter's Lutheran School.

PTL Mission Statement

St. Peter's Lutheran School exists to provide a nurturing, Christian educational environment which assists families in their God-given responsibility of preparing children for an earthly life of Christian witness and eternity with their Lord and Savior.

Membership in PTL

The membership of the PTL is inclusive of all faculty and staff of St. Peter's Lutheran School and all parents and/or guardians of students who are currently enrolled. Interested alumni of St. Peter's Lutheran School and parishioners of St. Peter's Lutheran Church may participate in an ex-officio role.

PTL Classroom Representatives/Room Parents

Classroom Representatives are suggested for each classroom PK-8 and will act as a liaison between the PTL and the classroom. Classroom Representatives are expected to attend all PTL General Meetings.

Classroom Representatives reach out to other parents with their assigned classroom to keep all families informed and involved. This is an extended role of the PTL and is important to stay up-to-date by attending PTL meetings as they are able.

Their duties may also include, but are not limited to, helping with school parties, serving refreshments at PTL events, serving at Open House, and assisting teachers with class projects and field trips when requested.

APPENDIX

ST. PETER'S STATEMENT OF FAITH

We believe that the Holy Scriptures differ from all other books in the world in that they are the Word of God. They are the Word of God because the men of God who wrote the Scriptures wrote only that which the Holy Spirit communicated to them by inspiration (2 Tim. 3:16; 2 Peter 1:21). Since the Holy Scriptures are the Word of God, it goes without saying that they contain no errors or contradictions, but that they are in all their parts and words the infallible truth, also in those parts which treat historical, geographical, and other secular matters (John 10:35). The Holy Scriptures are the sole source from which all doctrines proclaimed in the Christian Church must be taken.

We believe the article of the Holy St. Peter's; that is, we believe that the one true God (Deut. 6:4; 1 Cor. 8:4) is the Father and the Son and the Holy Spirit, three distinct persons, but of one and the same divine essence, equal in power, equal in eternity, equal in majesty, because each person possesses the one divine essence entire (Col. 2:9, Matt. 28:19).

We believe that God has created heaven and earth, and that in the manner and in the space of time recorded in the Holy Scriptures, especially Genesis 1 and 2, namely, by His almighty creative word, and in six days.

We believe that God created man in His own image (Gen. 1:26, 27; Eph. 4:24; Col. 3:10). We furthermore teach that sin came into the world by the fall of the first man, as described in Genesis 3. By this Fall not only he himself, but also his natural offspring have lost the original knowledge, righteousness, and holiness, and thus all men are sinners already by birth, dead in sins, inclined to all evil, and subject to the wrath of God (Rom. 5:12, 18; Eph. 2:1-3).

We believe that all human life is sacred. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139:1-18).

We believe that God wonderfully and immutably creates each person as male or female at conception and that these two distinct, complementary genders together reflect the image and nature of God (Gen. 1:27). We believe that God created marriage to be exclusively the lifelong union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Matt. 19:6, 1 Cor. 6:18).

We believe that God Himself entered into His creation by taking on human flesh in the person of Jesus Christ. Jesus Christ is therefore "true God, begotten of the Father from eternity, and also true man, born of the Virgin Mary." Out of His unconditional love, Christ died for the sins of all mankind therefore reconciling the world to God. Therefore, faith in Christ is the only way for men to obtain personal reconciliation with God, that is, forgiveness of sins, as both the Old and the New Testament Scriptures testify (Acts 10:43; John 3:16-18, 36). We cannot be saved by our own efforts, but by grace, through faith in Christ Jesus (Eph. 2:8-9).

We believe that all men, since the Fall, are dead in sins (Eph. 2:1-3), and inclined only to evil (Gen. 6:5; 8:21; Rom. 8:7). Because men regard the Gospel of Christ as foolishness (1 Cor. 2:14), faith in the Gospel is the work of the Holy Spirit and is given as an undeserved gift from God to sinful man (Rom. 6:23).

We believe that God would have us to be rich in good works (Titus 2:14). Good works never precede faith, but are always the result of faith in the Gospel. The only means by which we Christians can become rich in good works is through the working of the Holy Spirit (Gal. 5:16-18). It is impossible to produce truly good works by the compulsion of the Law or through human efforts (Isa. 64:6).

We believe that the means of grace are the actions of God by which He offers forgiveness of sins, life, and salvation to all who believe. These means of grace are the Word of the Gospel and the Sacraments of Holy Baptism and of the Lord's Supper. The Word of the Gospel promises and applies the grace of God, works faith and thus regenerates man, and gives the Holy Spirit (Acts 20:24; Rom. 10:17; 1 Pet. 1:23; Gal. 3:2). Baptism is applied for the forgiveness of sins and is a washing of regeneration and renewing of the Holy Spirit (Acts 2:38; 22:16; Titus 3:5). The Lord's Supper is given for forgiveness of sins through the eating and drinking of Jesus' true body and blood in, with, and under the bread and wine. (Luke 22:19, 20; Matt. 26:28, 1 Cor. 10:16).

It is the work of all Christians to confess the faith here described in words and actions, both public and private, for "we must obey God, rather than man." (Matthew 5:13-16, Acts 5:29)

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of St. Peter's faith, doctrine, practice, policy, and discipline, our Senior Pastor is St. Peter's final interpretive authority on the Bible's meaning and application, as long as he is in accordance with the Confessional Standard printed in our Constitution, Article II, which includes the Lutheran Confessions, and as long as he maintains the vows of his ordination.

Adapted from "A Brief Statement of the Doctrinal Position of the Missouri Synod" (www.lcms.org doctrine/doctrinal position)

ARRIVAL/DISMISSAL

Arrival

- **ALL students arriving prior to 7:30 a.m.** must go to Childcare using the Pine Street Entrance.
- **Bus Students** must ride the transfer from Webb Middle School to St. Peter's. Enter through the Pine Street entrance. Wait in the gym if you arrive before 7:50 a.m.
- **Car Line - CAN ONLY BE USED 7:30 - 8:00**
 - Students may not wait outside the gym doors.
 - Anyone arriving after 8:00 a.m. must enter through the North Pine Street Entrance to the office and stop at the office to receive their tardy slip.
- **Walkers and/or Parents who Park and Walk with their child(ren) to School 7:30-8:00**
 - MUST use the North Pine Street Entrance
 - Children must wait in the gym if they arrive before 7:50 a.m.
- **Kindergarten - 8th Grade Children Arriving after 8:00**
 - Must use the Pine Street Entrance.

- **PreK-4 Afternoon Students Not Already in the Building**

- Must use the Pine Street Lower Level Entrance
- Arrive no sooner than 11:35.

Dismissal PreK-3

- Students enrolled in PreK-3 will be dismissed promptly at 10:00 a.m.
- Students who are registered for Childcare will be walked there by a PreK staff member.
- Students who are being picked up will wait with the teacher until an adult meets them at the lower level door or the top of the stairs.
- **NOTE: DO NOT PARK IN THE YELLOW SCHOOL BUS ZONE ON PINE STREET**

Dismissal Between 3:15 - 3:40

Between 3:15 and 3:40 the ONLY options for dismissal are for students in PK-8 are:

- Car Line
- Bus
- Walk
- Day Care

General Procedure

- Students in K-8 Stay in the building until their dismissal group is called
- Walkie Talkies will be used to identify dismissal groups.
- Parents are **not** able to meet children in the building.
- Parents who are picking up their child(ren) and NOT using the Car Line are required to park at least a block or more from the St. Peter's block. This will help with congestion. Parents may meet their child(ren) outside the Pine Street Entrance. **NOTE: PK4 parents are allowed to meet their child(ren) in the classroom at 3:15.**
- Staggered Car Line Dismissal
 - Families **WITH ONLY** PreK or K children to pick up are asked to be the first in the Car Line. These families are given a blue family sign and are allowed to pass the car line and enter the parking between 3:10 and 3:15.
 - All other families are asked to wait until 3:15 before entering the parking lot.
 - A red flag is used to indicate no car is able to leave the parking lot. This is done while students in the dismissal group are loaded into their vehicle. **PLEASE HAVE YOUR VEHICLE IN PARK DURING THE LOADING PROCESS.**
 - Each group of loaded cars must wait until the entire group is loaded before leaving the parking lot. A green flag is used to identify when you may leave the parking area.
- PK students going to Childcare or the Bus are in a group. The group will stop at Childcare for Childcare students to check in. The PK bus students will be joined by the Kindergarten bus students and led to the bus. They will enter the bus when directed by the bus driver.
- The Car Line PK group is joined by the Kindergarten Car Line group and lead to the Car Line area. They stay in the Car Line area until called.
- **AFTER 3:40 STUDENTS CHECK INTO Childcare**

Additional Information

Morning Records: Teachers will ask students how they are going home each morning. Please be sure your child knows how they are going home each day when they arrive at school. Contact the school office if the method your child(ren) is/are going home changes during the day.

Family Signs: All families are provided with either a blue or yellow Car Line sign by the office. Please place it so it is visible to the teachers as you approach the pick-up area.

Middle Hall Doors Locked: The gym hallway doors will be locked during the day.

Playground: The playground is closed until 8:00 a.m each school day. The playground is also closed from 3:10 p.m. - 3:45 p.m. Children cannot be on the playground during these times even if a parent is watching them.

Meeting with Teachers in the Morning: It is possible for a parent or student to meet with a teacher between 7:40 a.m.-7:50 a.m. by making arrangements with the teacher. Realize that teachers are expected to be greeting all students at 7:50. Any topic that would require more time should be scheduled at a different time.

Traffic Flow: Please do not block the parking lot entrance and exit.

STUDENT CONDUCT AND DISCIPLINE POLICY

St. Peter's Christian Board of Education strongly believes that a school discipline policy developed from care, fairness and Christian values are essential to a healthy learning environment. We therefore support, without reservation, the policy below and entrust St. Peter's faculty, staff and administrator with the responsibility of the policy application. We also trust that the policy will be faithfully and consistently followed.

The school's purpose is to provide a full Christian education to all pupils equally. While the faculty is to show Christian understanding to all pupils with their different personalities and dispositions, no member of the faculty or Board of Christian Education shall at any time show favoritism to any pupil, in either instruction or discipline.

Since a teacher or staff member must, on the spur of the moment, determine the type of disciplinary action that is to be taken for a specific offense, a degree of latitude must be allowed to each individual teacher in the classroom or staff member. The principal or the Board of Christian Education shall not overrule or modify the discipline imposed by a teacher unless there is apparent abuse of discretion.

Since it is not always possible for a teacher to use recess or noon-time periods for disciplinary purposes, the Board of Christian Education permits the faculty to use extended day, after-school-hour detention. The teacher shall notify the parents when such action is taken and the parent will be responsible for the child's transportation.

A child is a precious gift from God. As parents, you are to educate your child for Him, to see that your child learns to pray and to believe and know Christ. Your Christian school is here to help you do this, as well as to give your child a well-rounded elementary education.

Sometimes parents have questions, problems, or complaints relating to the school. As Christians we believe that we should deal with one another according to Matthew 18:15-17. *15 If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16 But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

The parents should first contact their child's teacher. If the concern is not resolved, they should then contact the principal. If the concern is not resolved, they should then contact the Board of Christian Education. The pastor may be approached if the matter concerns spiritual guidance or religious doctrine.

Discipline Guidelines

St. Peter's School believes that a caring discipline policy stems from the word RESPECT. We show RESPECT to God in the following ways:

Respecting adults.

Respecting ourselves and others.

Respecting learning.

Respecting property.

St. Peter's further defines these four principals with eight rules:

1. Respecting adults, we
 - a. Follow directions the first time they are given;
 - b. Speak appropriately to all adults.
2. Respecting ourselves and others, we
 - a. Keep hands, feet and all other objects to ourselves;
 - b. Speak kindly to others.
3. Respecting learning, we
 - a. Have our homework completed on time;
 - b. Are prepared for class;
 - c. Maintain self-control.
4. Respecting property, we
 - a. Show respect for the property belonging to others and to the school, as well as our own.

In addition to the eight rules above, it is important to note that other offenses may be deemed severe. Severe offenses, which violate the policy's four basic principles, may abort the discipline procedure (below) and result in an independent action by the faculty, staff member or administrator.

LISTED BELOW ARE SOME GENERAL CONDUCT REGULATIONS FOR THE PUPILS AS THEY FOLLOW THE FOUR PRINCIPLES

1. Students are expected to treat fellow students, teachers and other helpers in the school program with politeness and respect.

2. Students are to demonstrate appreciation for the facilities at St. Peter's by helping to care for them and by not abusing the equipment, grounds or building.
3. Students should remember that everyone connected with our school – teachers, custodians, secretaries and other helpers – are here because they want you to be successful and they want you to learn to apply your God-given talents to the best of your ability. Faculty and staff are here to help you! Students are not to defy instructions of a teacher, staff member or volunteer.
4. Students are expected to be prepared for school each day, including having all necessary supplies for the school day and being ready to turn in all assignments and class work.
5. When so many people share one building, each student, teacher, and parent must remember that as children of God, we must respect others' rights and needs. Patience is an important tool when living in a school community.
6. Students will respect the property in the classroom and will not play with items without permission from the teacher in charge. (Examples: Students will not play the piano in the classroom without permission from the teacher in charge. Students will not play with science equipment without permission from the teacher in charge.)
7. Students will not have gum, candy, or drinks, other than water without additives of any kind, without permission from the teacher in charge. Students are not allowed to share food & drink items.
8. The students will not bring comic books, magazines or anything that could create a nuisance.
9. Students will not be allowed to tease, threaten or harass other students.
10. Stealing, cheating or lying will not be allowed.
11. Students will not use profanity or vulgarity.
12. Boxing, wrestling, fighting, or playing games which may be harmful to the body or clothing will not be allowed.
13. Students will not violate the Internet policy. (See Internet policy elsewhere in the Student Handbook.)
14. Students will not throw rocks or objects that could injure someone.
15. Students will not vandalize or willfully destroy property.
16. Guidelines for daily living are established by the teacher in each classroom. Students need to know that the guidelines may vary from classroom to classroom, but in every classroom the guidelines for Christian living that are a part of our lives will be followed.

Note: This is only a partial list of things students should or should not do. The teacher and staff member shall use his/her judgment in each situation, with the support of the school staff and parents/guardians, which is vital.

Pink Slip

St. Peter's uses a "Pink Slip" system to track student conduct. This is part of the teacher's classroom plan and is used when a student's behavior warrants. It is a communication tool between the teacher, parents and principal. It allows the teacher and parent to work together to improve the student's behavior. Students serve a 50-minute detention with their teacher should the student receive 4 pink slips in one quarter. Students will serve a 50-minute detention with the principal should the student receive 8 pink slips in one quarter. In addition to the principal detention, a meeting with the parents, teacher and principal will be held. The purpose of this meeting is to work together to improve the situation. All pink slip counts start at zero each quarter.

School Rules/Regulations

Drugs, alcohol, tobacco, vaping devices, fire starting devices and weapons

Illegal drugs, alcohol, all tobacco and vaping products, any type of fire starting devices (matches, cigarette lighters etc.) and weapons are not allowed on church and school property or at any school sponsored activity (this includes away events, class trips or field trips). Students caught in the possession of such items, having consumed such items, or having brought such items to school or on a trip will receive the following action.

1. Parents will be notified immediately.
2. Law enforcement authorities will be notified should the occasion dictate.
3. Depending on the severity of the offense consequences may include:
 - a. Hours of community service.
 - b. The student will meet with the School Resource Officer (SRO).
 - c. The severity of the situation or frequency may necessitate the Board of Education action, which might lead to in school suspension, out of school suspension or expulsion.

Hallways

1. Hallways in the school are to be used to move quietly from room to room or from activity to activity. Because the classrooms are close by, talking should be kept to a minimum and a quiet voice used whenever a conversation is necessary. It may be necessary sometimes for teachers to require a “no talking” time in the hall to respect the needs of students in other classrooms.
2. As a general rule, students should walk on the right side of the hallway. When a whole class is moving through the hall, students should walk in a straight line so others can get by easily.
3. Students should give special consideration to any adults who are in the building to be sure they can get through the halls easily. Be sure to watch for guests so that you can greet them with a smile and help them find their way through the building.
4. When moving up or down a stairway, students are to remain in single file and to stay to the right.

Restrooms

1. There are restrooms on each level of our building. Students should use the restrooms assigned to them by their teachers and return to their classes as quickly as possible. Restrooms are not a place for visiting.
2. Students should help keep the restrooms clean and free from clutter.

Playground

On a small playground such as ours the key is cooperation. On the St. Peter's playground the students are not to throw sticks, stones, or snowballs, use hardballs, interfere with other student games, or fight.

Special safety rules have been adopted for use on the playground, they include:

1. Watch for younger kids and let them play.
2. Move carefully, not quickly.
3. Use jump ropes and balls on the pavement, NOT in the playscape area.
4. Go down the slides feet first.
5. Climb down from the equipment, don't jump from the top.
6. Slide down the slide, don't run up
7. One pusher for the Spinami and Tire Swing. The pusher must remain on their feet.
8. Before and after school, the playground is not a playground, but is a parking lot. Playing during these times is not acceptable because it is unsafe and unsupervised.
9. Chase games are in the parking lot only.

The playground is closed until 8:00 a.m each school day. The playground is also closed from 3:15 p.m. - 3:45 p.m. Children cannot be on the playground during these times even if a parent is watching them.

Electronic Devices

Personal electronics, including smart watches, devices that can access the internet, send text or make phone calls are not allowed during the school day. It is possible that students might have these devices for entertainment or security reasons on their trip to and from the school; however, it is best for the academic environment that these devices remain in backpacks. Failure to comply with this policy will result in confiscation of the device. It will be returned to the student at the end of the day.

Damage to School/Church Property

The parent/guardian will be required to reimburse the church/school for the loss of or damage to property, textbooks, workbooks, library books, etc. Parents/Guardians are also financially responsible for the cost of repair or damage done by their child to school furniture, equipment, or property which is deliberately or carelessly defaced, destroyed, or marred.

Discipline Procedures

Students, parents, teachers, principal, and Board of Education share the responsibility for maintaining an environment conducive to productive learning. Because a favorable atmosphere is essential to the learning process, all personnel of the school in cooperation with the home will endeavor to help students maintain a good learning atmosphere. Students' and Teachers' individual rights and the rights of the school must always be protected.

Disciplinary problems are best handled in a one-on-one interaction between teacher and student. Many may be resolved by a simple conversation. However, serious or persistent misbehavior-including unsatisfactory grades- is grounds for formal disciplinary action.

In cases where the student's actions are criminal in nature, the principal or Board of Education maintain the right to contact law enforcement if they deem it necessary.

Unsatisfactory student behavior is classified in two categories: Minor Misconduct and Major Misconduct. Minor Misconduct results in a simple documentation of the misbehavior and communication with parents. Major Misconduct results in a Detention served after school and supervised by the principal or his/her agent.

Minor Misconduct

The Following are examples of Minor Misconduct that may result in a Discipline Notice (Pink Slip)

- Incomplete or missed homework assignments (at least three in one week for all subjects combined)
- Disobedience or disrespect toward a teacher or parent in a supervisory role
- Disrespect toward a fellow student(s)
- Disregard of School Rules
- Being late or unprepared for class (at least three occurrences in a week)
- Violation of dress code
- Disrespect toward personal or school property
- Any deliberate or willful conduct deemed detrimental to the normal functioning of any school activity.

When issued, a Discipline Notice (Pink Slip) must be signed by the parent and returned to the homeroom teacher the following day. The Principal and homeroom teacher will keep track of each student's behavioral records for the year.

Major Misconduct

The following are examples of Major Misconduct that may result in a Detention Notice or, if serious enough in view of the principal, suspension.

- 4 Discipline Notices (Pink Slips) in one quarter
- Repetition or a combination of any of the behaviors from the above list in one incident
- Fighting
- Truancy (Skipping School)
- Possession, use or sale of weapons, drugs, alcohol or cigarettes.
- Theft

Detention

When issued, a Detention Notice will result in the teacher contacting the parent directly by phone and/or email. The Detention Notice is sent home with the student and is to be signed and returned to the homeroom teacher the next day. Detentions will be served after school for 50 minutes on the following school day-including half days- and shall take precedence over all other school activities. A detention will result in ineligibility for the week-5 consecutive school days beginning on the day the detention was issued-following the issuance of the detention. A second detention in a quarter may be issued following the same guidelines as the first.

Suspension & Expulsion (Repeated Major Misconduct)

If the Major Misconduct is, in the opinion of the principal, sufficiently grievous or if a student earns a second Detention Notice in the same quarter, this may warrant a suspension. The decision as to whether a suspension is warranted or not, resides with the principal. In such cases the parent will be contacted personally and a Discipline Notice shall be completed indicating that a suspension has been assigned. In the case of any suspension, the Chair of the Board of Christian Education shall be notified immediately and a full report made at the next regularly scheduled Board Meeting.

A student earning a suspension of either type listed below will be ineligible for all extra-curricular events for seven consecutive school days for each day of suspension assigned beginning on the day that the suspension is issued.

The suspension may take the form of in-school or out-of-school. For an in-school suspension, the student will be required to spend the day or days stipulated in the principal's office and will complete whatever tasks the principal assigns. For an out-of-school suspension, the student is not to report to school at all for the day or days stipulated. The student will be required to complete all assigned work but all assignments will be marked down two letter grades.

The student, parent(s), teacher and principal will meet within 5 days of the offense in order to resolve the problem. Every reasonable means of resolving the problem will be explored. If the problem is unresolved by the above measures or the pupil continues the unacceptable behavior, the suspension may be continued or reinstated until the situation is decided by a special meeting of the Board of Education which will take place within 5 days of the previous meeting, if possible. All affected parties may be asked to attend. Board deliberations will be held after all interviews or reports have been completed and will be in private. The decision of the Board will be reported in writing within 5 days to all parties. The decision is to remain confidential. Under these circumstances, the student may be expelled from school by action of the Board of Education. The decision of the Board of Education will be final and binding.

In the event that a parent/guardian requests an appeal, a request in writing must be presented to the Board of Christian Education within 5 days of the Board's final decision.

BULLYING/HARASSMENT

St. Peter's Lutheran Church and School 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 practices.

We are so committed because God views our bodies, souls, and all that makes us up as sacred to Him. He calls us “temples of the Holy Spirit” and people who belong to God (I Cor. 6:19-20). We have been purchased with the blood of Jesus, and set aside to honor the Lord in word and deed. Most particularly as people who now love the Lord and desire by His Spirit to honor His will, there is not even “a hint of sexual immorality or any kind of impurity” among God’s people (Eph. 5:3). This is to include “obscenity, foolish talk or coarse joking which are out of place.” Furthermore, because we are God’s possession and His holy ones (I Peter 2:9-10), we are rather to live as children of the light (Eph. 5:9) who “show the fruit of goodness, righteousness, and truth.” Therefore, the Church strongly condemns, opposes, and prohibits bullying/harassment of individuals, whether verbal, physical, mental, or emotional. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Students who believe they are being harassed are encouraged to promptly notify their parents and teacher. Parents and teachers will work together to follow Matthew 18:15-20 for all concerned.

The school defines bullying as *a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.*

Types of bullying/harassment include but are not limited to:

1. Physical – Harmful actions against a person’s body
2. Verbal – Speaking to a person or about a person in a way that is unkind and hurtful
3. Non-Verbal – Behaviors that upset, exclude or embarrass another person
4. Intimidation – Behavior or repeated acts which cause fear or physical or psychological discomfort
5. Cyberbullying - Occurs when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using text messaging or the Internet via mobile phone, personal computer, or other type of digital technology; could occur on or off school grounds.

The following steps will be taken as appropriate when dealing with bullying incidents:

1. A clear account of the incident will be recorded and given to the teacher and principal.
2. The teacher/principal will interview all concerned, as appropriate, and record the incident.
3. Parents/guardians will be informed.
4. Punitive measures will be used as appropriate and in consultation with teachers and parents/guardians. These measures include, but not limited to:
 - a. Official warning
 - b. Detention out of classroom
 - c. Exclusion from certain activities, e.g. recess
 - d. School suspension
 - e. Expulsion

All adults in the school, including administrators, custodians, teachers, office personnel, aides, and food service staff, need to help in the prevention of bullying.

CONFLICT RESOLUTION POLICY

Parental Obligation

It is the obligation of each parent to set a Christian example for their child. This includes every aspect of their faith, habits, and lifestyle. Having sought a Christian education for their child or children, parents are obliged to support and accept the work, assignments, and decisions of those ministering to their children. The teachers, staff, and volunteers at St. Peter's are all engaged in a ministry of love, as well as a ministry of

teaching. Parents must be Christlike in their approach to the teachers, staff and volunteers. This means that when concerns or conflicts arise they must be handled in accordance with Matthew 18. When your child attends St. Peter's Lutheran School you (and the child) have agreed to abide by all policies and procedures.

Obedience and Discipline

Every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children fairly in accordance with God's Will. It must be understood by pupils and parents/guardians alike that the pupils owe implicit obedience to teachers, staff and volunteers, whether in the classroom, the school building in general, or on the playground. Defiance of teachers, staff and volunteers will result in disciplinary action.

If pupils feel they have been treated unfairly, they are encouraged to discuss the matter with the teacher. Parents/Guardians who feel that there has been a misunderstanding are requested to come to the teacher first. You are not to do this before school or during school hours. If no satisfactory agreement is reached, then the matter should be taken up with the Principal and then finally with the Board of Education and the Pastor.

CONFLICT RESOLUTION STEPS

Based on Matthew 18

1. Parent(s)/Guardians informally present concern(s) to the teacher involved.
2. If not resolved, the parent/guardian should notify the Principal in writing of the concern(s).
3. The principal shall discuss the concern(s) with the teacher involved.
4. The principal shall respond to the parent(s)/guardian in writing concerning the problem resolution.
5. If the concern(s) continue, the parent(s)/guardians should write a letter to the principal stating that the problem still exists. There will be a meeting between the Principal, the teacher(s) involved, and the parent(s)/guardian.
6. If there still is no resolution, the parent(s)/guardian should present documented evidence to the Board of Education in writing. The situation should be clearly stated using factual, objective statements.
7. The Board of Education will confer with the Principal and the teacher and hopefully resolve the issue with a clear plan of action for the parent/guardian, teacher, and Principal. The Principal will respond in writing to the parent(s)/guardian.
8. If the guidelines to the problem resolution are not met by the teacher or parent(s)/guardian involved, the Board of Education will meet with the principal, pastor and/or those involved.

Colossians 3:12

Then, as holy people whom God has chosen and loved, be tender hearted, kind, humble, gentle, patient; bear with one another and forgive one another if you have a complaint against anyone. Forgive as the Lord forgave you.

DRESS CODE/HYGIENE

A Christian's dress is to reflect an attitude of "a gentle and quiet spirit." (I Peter 3:4)

St. Peter's students will dress and groom themselves with taste and modesty, wearing clothing that is neat, clean, and appropriate for their age and the classroom setting. Attire should properly cover the student's front and back, with appropriate length to ensure modesty. Dirty, tattered, suggestive, sexual, overly tight, revealing, vulgar, and alcohol or tobacco related clothing will not be allowed. Sunglasses, coats and hats are not to be worn in class.

The teachers and principal will have discretion about the appropriateness of a student's dress, enforcing these standards in a consistent manner while also allowing for differences in student age and physical development. Students may be asked to change clothing or not to wear something again if it is found to be inappropriate or distracting. Repeated violations will lead to parent contact to assist with correcting the issue, and/or following the steps of the discipline process.

CONSEQUENCES FOR VIOLATING THE DRESS CODE

Teacher's will contact the parents and send a Dress Code Letter home with the student. Other Consequences could be but are not limited to:

- Offensive T-Shirt worn inside out
- Additional clothing added to cover the offending clothing
- Student call home for a change of clothing
- Student provided with a change of clothing by the school
- Schedule meeting with the principal
- Serve detention

Future violations, will result in the issuance of a Pink Slip and/or other action as deemed appropriate by the principal.

St. Peter's Lutheran School

Music/Choir Grade

St. Peter's Lutheran School has been blessed to be a part of St. Peter's Lutheran Church for over 150 years. Our mission statement for the school states, "We exist to provide a nurturing, Christian educational environment which assists families in their God-given responsibility of preparing children for an earthly life of Christian witness and eternity with their Lord and Savior."

Teaching and learning about Jesus and His love is at the center of everything we do. Providing opportunities for children to put their faith into action is part of building a relationship with our Savior. Singing praises in a choir is one way we can put our faith into action and support families in developing faith in their children.

The students work hard each week to learn the songs and the messages they convey to share with the congregation and to those who listen on the radio and watch us on video. Thanks be to God for giving our students these talents and for allowing us to spread this message through them.

Music Theory/Bells/Chimes and Choir Practice occur as part of the school day. In addition, Choir includes singing at St. Peter's Church Services. We understand that families may not be able to attend all opportunities to sing for many reasons. Please see the Courtesy Note System and Extra Credit listed below that are part of the Choir grading system.

Choir grades are based on a point system. Students may earn up to:

- 5 points for being in rehearsal each week and actively participating
- 5 points for singing at their scheduled worship service. This includes the Children's Christmas Service in December.
- Courtesy Note: We realize there may be situations that prevent a student from being able to attend a specific service. In those cases a Courtesy Note may be provided **prior to the service**.
 - The first Courtesy Note in a quarter will result in earning 5 points for the missed service.
 - Additional Courtesy Notes in the same quarter will result in earning 1 point.
 - A student who misses an opportunity to sing, and a Courtesy Note is not provided, will earn 0 points.
- Extra Credit: Students in grades 3-8 may write a devotion based on a hymn to earn up to 5 extra credit points per quarter. 4 points are possible for the content of the devotion and 1 point is based on the grammar, spelling and citing of sources if applicable. Students may choose from a list of hymns we will provide, or obtain approval of a hymn of their choice prior to starting the project. Extra Credit for students in grades K-2 will be determined on a case by case basis by the principal. The principal will grade the Extra Credit project.

12 POINT METHOD TO DETERMINE VALEDICTORIAN AND SALUTATORIAN

To determine the Valedictorian/Salutatorian an academic ranking of the students is created using the 12 Point Method. Each letter grade a student earns in each subject and each quarter of their 6th, 7th and first three quarters of their 8th grade year are assigned a point value based on the chart below. The points are then added together to arrive at a final point value. The student with the most points is ranked #1 and is the Valedictorian. The student with the 2nd highest points is ranked #2 and is the Salutatorian.

Students who do not attend St. Peter's for their 6th, 7th and 8th grade years are not eligible to be Valedictorian or Salutatorian. Please contact Mr. Tessendorf if you have any questions.

A+ = 12

B+ = 9

C+ = 6

D+ = 3

F = 0

A = 11	B = 8	C = 5	D = 2
A - = 10	B- = 7	C- = 4	D - = 1