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# **SAINT PETER EVANGELICAL LUTHERAN SCHOOL (SPELS)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.

## **VISION STATEMENT**

Saint Peter Evangelical Lutheran School will continue to partner with families in providing a quality Christian education where students can grow spiritually, intellectually, physically, socially, and emotionally. Saint Peter Evangelical Lutheran School will continue to teach the Word of God in its truth and purity and use God's Word as the foundation for its curriculum. Our school family will grow together in faith and love for one another and in service to the community. Saint Peter Evangelical Lutheran School is committed to:

1. Guarding the precious truth of the Gospel as it is taught throughout our curriculum.
2. Providing a Christian education that prepares our students both spiritually and academically.
3. Implementing the proper use of technology by students and teachers including both current technology and upcoming changes in technology.
4. Ensuring that the appropriate staff is in place to carry out various school and church duties.
5. Serving as an active mission arm of Saint Peter Evangelical Lutheran Church and maintaining an active presence in the community.
6. Increasing enrollment in our school.
7. Maintaining WELSSA accreditation.

## **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 leads 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.

## **PARENT AND SCHOOL RESPONSIBILITIES**

Saint Peter Evangelical Lutheran School exists to assist families. We strive to accomplish this by fostering and supporting Christ-centered homes and by facilitating and practicing positive, evangelical interaction with our families.

Therefore, it is essential that we develop and maintain communication and cooperation between home and school. We provide the following expectations in the hope that with God's help they will enhance our home/school relationships and improve our mutual efforts to accomplish our mission.

### **WHAT DOES THE SCHOOL EXPECT FROM THE PARENTS?**

1. Parents will bring their children to school on time at the start of each school day and pick them up promptly at the end of each day or after school activities.
2. Parents will monitor homework.
3. Parents will communicate with teachers about challenges and concerns (Due Process pages).
4. Parents will read all school communication carefully.
5. Parents will notify the school promptly when their children will be absent. Parents will also make regular school attendance a high priority and avoid unnecessary and inappropriate absences.
6. Parents will feed and clothe their children appropriately.
7. Parents will meet their financial obligations to the school.
8. Parents will monitor their children's time away from school to ensure wholesome activity. They should also ensure that the children get enough sleep.
9. Parents will have home devotions and prayers, bring their children to church regularly, and teach them good worship etiquette.

### **WHAT CAN PARENTS EXPECT FROM THE SCHOOL?**

1. The school will communicate with the parents in a clear and timely manner.
2. The school will report academic progress as scheduled.

3. The school will initiate communication with parents when concerns develop about the academic, spiritual, or physical well-being of the children.
4. The school will supervise student activities within and outside of the classroom to ensure a safe, orderly environment and to be available for and to provide emergency intervention as needed.
5. The school will exhibit consistent professionalism, friendliness, and concern for the children and families.
6. The school will provide age-appropriate academic instruction for all children within a loving, encouraging, Christ-centered environment.
7. The school will do its best to represent the parents (“in loco parentis”) during school hours.

## **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. The child will be enrolled for the entire school year.
2. The parents who are not members of our congregation or in doctrinal fellowship with the WELS will attend classes presented by our pastors to explain the religious teachings of our school.
3. The parents support the religious teachings of the school.
4. The child participates 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.

Kindergarten parents can choose either half days or full days of school until the beginning of the second semester. At the beginning of the second semester all kindergarteners must attend full days. A parent can have his child change from half days to full days anytime before the second semester begins. When a student moves to full days, he or she cannot change back to half days. There is no reduction in tuition for choosing half days. However, a tuition reduction is offered to students who have attended Little Lambs Preschool.

## **ENROLLMENT GUIDELINES, FEES, AND TUITION**

An enrollment deadline for the next school year has been set at April 15. 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 \$1,760 for kindergarten (whole or half days) through eighth grade. It is \$2,485 for nonmembers using kindergarten (whole or half days) through eighth grade. Information regarding the tuition reduction for Little Lambs graduates can be obtained from the principal. 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 or arrangements have been made with the principal. Students who participate in athletics and/or band will be required to pay additional fees.

Late registration (after April 15) 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:

- current students and siblings
- members of St. Peter Evangelical Lutheran Church
- WELS/ELS members
- Little Lambs graduates
- others

## **COMMUNICATION**

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. 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. A complete directory of contact information is at the end of the handbook.

## **LENGTH OF SCHOOL YEAR/DAYS**

The state of Minnesota does not regulate the length of the school year for students attending nonpublic schools. The principal is responsible for setting up the school calendar. The calendar will be based on the St. Peter Public School calendar, but does not need to follow the public school calendar exactly. The calendar should have between 170-174 school days. The principal will present the calendar to the faculty and Christian Education Committee for review before the end of the preceding school year. If snow days occur during the school year, the principal is responsible for deciding if additional days need to be added to the calendar.

## 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 half-day kindergartners through the first semester. Full-day students will be dismissed at 2:40 PM to allow public school bus pick-up. A teacher will supervise this 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.**

## 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.

## 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. The following are valid reasons for absences and should be used as a guideline: illness of the student, serious illness or death of a member of the student's family, emergency dental and medical appointments, severe weather conditions, and all religious holidays. Exceptions can be made for family vacations and other unusual cases or extraordinary circumstances. These exceptions should be prearranged with the principal and teacher. 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.

## **TRUANCY AND UNEXCUSED ABSENCES**

Absence from school without parent's/guardian's or school's permission is truancy. Being absent without a valid excuse for more than three days will be reported to the Assistant County Attorney.

## **CURRICULUM**

The curriculum of Saint Peter Evangelical Lutheran School is based on materials developed through the Wisconsin Evangelical Lutheran Synod's Commission on Lutheran 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.

Parents who would like to know more about the curriculum can contact the principal to see the curriculum maps that have been developed for all subjects. Arrangements can also be made to visit the classrooms to view the curriculum being taught. Any suggestions or concerns about the curriculum should be discussed with the principal. The school will keep the parents informed about curriculum that is being developed and evaluated.

### **Curriculum (course of study)**

#### **The Word of God**

Daily Devotions K-8

Bible Lessons K-8

Pastor's Bible Study 7-8

Hymnology K-8

#### **Language Arts**

Reading K-4

Literature 5-8

English 3-8

Handwriting K-6

Spelling 1-8

#### **Mathematics**

General K-6

Pre-Algebra 7

Algebra 8

#### **Science**

General K-6

Life Science (odd years) 7-8

Physical Science (even years) 7-8

#### **Social Studies**

Social Studies K-4

American & Minnesota History (odd years) 5-6



World History (even years) 5-6  
US History (two year course) 7-8  
World Geography 7-8

**Fine Arts**

Classroom Music K-8  
Classroom Art K-8

**Physical Education and Health K-8**

**Computer K-8**

**BOOKS**

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

**TECHNOLOGY USE**

Parents and children must read and sign a technology use form before access to a computer and the internet will be granted to the student.

**TESTING**

Each year standardized tests are given to the children in grades 2-8. 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.

**GRADING**

E (Exceptional), S (Satisfactory), P (Progress being made), N (Needs more time to practice and develop), and U (Unsatisfactory) 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, N and U 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.

## **LEARNING DIFFICULTIES**

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.)

## **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 of 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.

## **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.

## **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 should leave school and arrive back at school with the entire group. Electronic devices (excluding cameras) are not allowed on field trips.

## **TRACK**

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 in May and will require parents to pick up their child from school at the end of the meets.

## **EXTRA-CURRICULAR 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.

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.

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.

MATHCOUNTS, Meet Math, Geography Bee, Spelling Bee, Science Fair and Art Fair are other extra-curricular activities offered.

## **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.

## DRESS CODE

As members of the Lord's redeemed family, students of St. Peter Evangelical Lutheran School show their high calling as Christians through their dress as well as their conduct and behavior. Proper attire often has a way of influencing proper behavior. We urge parents to be responsible and see to it that their children are dressed in such a way that the Lord would be pleased with what He sees. We trust that you will use commendable Christian judgment. This includes what individual students wear at school and at school functions. In that spirit they will want their appearance to show that they are "a people belonging to God" (1 Peter 2:9). Keeping Christian modesty, appearance, manners, and safety in mind, students are expected to abide by the following guidelines:

### GENERAL:

- Tattered, torn, or dirty clothing is NOT allowed.
- Clothing needs to be appropriate for the weather. This includes coat, hat, gloves, snow pants, and boots for winter weather.
- Clothing needs to be appropriate for the activity.
- Clothing that has advertising or slogans not appropriate for a Christian school is NOT allowed.
- Pajamas or pajama style-pants are NOT allowed. (Exceptions will be made for special days.)
- Headwear may NOT be worn during the school day. (Exceptions will be made for special days.)

### TOPS:

- Any top which reveals cleavage is NOT allowed.
- Tops that expose skin or undergarments are NOT allowed. All tops must have sleeves.

### PANTS/SHORTS/SKIRTS:

- No undergarments can be visible.
- Hems must not touch the floor and must not be frayed.
- Cut-off or short shorts, or excessively short skirts or dresses are NOT allowed. The bottom of the hem should, at a minimum, meet the fingertips of the outstretched hands when arms are placed at the student's sides. Spandex shorts under appropriate-length shorts or skirts are allowed.
- Spandex pants and leggings must be covered by appropriate-length skirts or dresses.

### SHOES:

- Shoes must be worn at school.
- Closed-toed shoes must be worn for recess and physical education classes.

All students in violation of the dress code will be required to wear cover-up clothing provided by the school.

Violations of the dress code will result in the following:

Step One: The teacher will address the issue with the student.

Step Two: The teacher will address the issue with the student and inform the parent.

Step Three: The teacher will address the issue with the student, and the teacher meets with the parent and principal.

Step Four: The incident is taken to the Christian Education Committee.

## **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." (1 John 5:3)

## **ELECTRONIC DEVICES**

Students may not bring any kind of electronic device to school or on a field trip. 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.

## **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.

## **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 quarter report cards. Mid-term reports will be provided as needed.

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 him/her, 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.

## **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.

Due to increased inspections by the public health department, all snacks/birthday treats must be commercially packaged. (Fresh fruits and vegetables may be washed and sliced AT school, then served.)

Hot lunch, including milk, is available through the state hot lunch program prepared by John Ireland School. 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. All cold lunches must be stored in the refrigerator. Parent volunteers are needed to pick-up and serve the lunches. If parental involvement cannot be secured, our hot lunch program will be in jeopardy.

## **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 of 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.

## **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 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 half-day kindergarten parents are responsible for the transportation of their child at 12:00 PM (noon) through the first semester. 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.

## **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 and on school property. Before a parent can bring an animal to school, in contact with students, 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.



## **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: mission offerings, spirit week, classroom parties, classroom concerns, etc. Meetings of the committee will be held one or two times a month during lunch hour or noon recess. If parents have questions about the student planning committee, the principal should be contacted.

## **BACKGROUND CHECKS**

Background checks are done on all teachers, pastors, coaches, and volunteers. The principal is responsible for having these checks completed.

## **SAFETY AND SECURITY**

All doors into the building are kept locked except the Grace Street entrance. All visitors must check in at the office. Interior doors into the educational wing are also locked. Entry may be obtained with permission from the office or by phone with a classroom teacher.

Tornado drills, fire drills, and lock-down drills are conducted throughout the year.

## **RIGHT TO SEARCH**

SPELS policy allows teachers to search student lockers, desks, gym bags, backpacks, etc. The school will not conduct unnecessary searches; however, discretion will be used to conduct searches necessary.

## **COUNSELING**

Christian counseling is available through WLCFS Christian Family Counseling. Fees are the responsibility of the parents and depend on several factors. Call 1-800-438-1771 for more information.

## **INSURANCE**

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

## **CALLED WORKER AND STAFF DIRECTORY**

<b>Name</b>	<b>Address/Email</b>	<b>Phone</b>
Pastor Charles Degner	326 N. 9 <sup>th</sup> St., St. Peter <a href="mailto:charles.degner@wels.net">charles.degner@wels.net</a>	507-327-2426

Pastor Nathan Nass	866 Lower Johnson Circle, St. Peter <a href="mailto:nass.nathan@gmail.com">nass.nathan@gmail.com</a>	507-217-6276
James Bakken Principal, Staff Minister	1121 N. Washington, St. Peter <a href="mailto:jabakken@hickorytech.net">jabakken@hickorytech.net</a>	931-9190
Debra Bakken Middle Grades, Band/Children's Choir	1121 N. Washington, St. Peter <a href="mailto:debbak_3@hotmail.com">debbak_3@hotmail.com</a>	931-9190
Linda Degner Upper Grades, Athletic Director/Sunday School	326 N. 9 <sup>th</sup> St., St. Peter <a href="mailto:ldegner@saintpeterlutheran.org">ldegner@saintpeterlutheran.org</a>	931-2867
Jeanette Hewitt Middle Grades, Children's Choir/Sunday School	40258 281 <sup>st</sup> Ave., Le Sueur <a href="mailto:jhewitt@saintpeterlutheran.org">jhewitt@saintpeterlutheran.org</a>	931-5799
Arnold Jaster Janitor	1906 W. Welco Dr., St. Peter	934-6103
Bonnie Jaster Secretary	1906 W. Welco Dr., St. Peter <a href="mailto:bjaster@hickorytech.net">bjaster@hickorytech.net</a>	934-6103
Michelle Yotter Lower Grades, Organ/Outreach	1907 West Welco, St. Peter yotter.michelle@gmail.com	
Melissa Voigt Preschool	31723 Dog Creek Rd., Cleveland <a href="mailto:mvoigt@saintpeterlutheran.org">mvoigt@saintpeterlutheran.org</a>	507-779-4935

## **CHRISTIAN EDUCATION COMMITTEE**

Nate Otto - Chairman (615-497-0020)  
Pam Harpestad (507-317-3407)  
Lee Daby (931-2394)  
Sherry Nicolai (934-8005)  
Jim Bakken (931-9190)  
Kim Stoll (344-0019)

## **CHURCH COUNCIL**

Glen Asleson (387-1339)  
Steve Willett (507-317-4229)  
Larry Kistner (507-721-0977)  
Jim Bixby (934-4728)  
Gerald Stenzel (934-8923)  
Mark Blais (507-726-6698)  
Jim Siewert (934-4033)  
John Voigt (507-380-1157)  
Nate Otto (615-497-0020)

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