

SAINT PETER LUTHERAN SCHOOL
STUDENT HANDBOOK
2022-2023

*427 West Mulberry Street
Saint Peter, MN 56082
(507) 931-1866
www.saintpeterlutheran.org - school@saintpeterlutheran.org*

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ORGANIZATION

Saint Peter Lutheran School (SPLS) is part of the Wisconsin Evangelical Lutheran Synod school system. Saint Peter Lutheran Kindergarten was established in October 1994 by resolution of Saint Peter 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. The responsibility for programming and maintenance belongs to the congregation and 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 and makes recommendations for improvement and growth. The school is an arm of the church and the supreme head of the school is Christ, who is Head of the Church.

MISSION STATEMENT

Saint Peter 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 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 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 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 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 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 humanistic 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.

PARENT AND SCHOOL RESPONSIBILITIES

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. Saint Peter 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.

SCHOOL EXPECTATIONS OF 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.
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.
9. Parents should ensure that the children get enough sleep to allow learning to be most focused and effective at school.
10. Parents will have home devotions and prayers, bring their children to church regularly, and teach them good worship etiquette.
11. Parents are encouraged to volunteer at various events, in the classrooms, or in the parent organization.

PARENTS' EXPECTATIONS OF THE SCHOOL

1. The school will provide age-appropriate academic instruction for all children within a loving, encouraging, Christ-centered environment.
2. The school will communicate with the parents in a clear and timely manner.
3. The school will report academic progress quarterly as scheduled.
4. The school will initiate communication with parents when concerns develop about the academic, spiritual, mental or physical well-being of the children.
5. 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.

6. The school will exhibit consistent professionalism, friendliness, and concern for children and families.
7. The school will do its best to represent 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 1 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 be encouraged to attend classes presented by our pastors and principal 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 Christian Education Committee and the principal.

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 Lutheran Church to share the gospel of Jesus Christ with all people. In keeping with this God-pleasing purpose, Saint Peter 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 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 requires children to attend school.

ENROLLMENT GUIDELINES, FEES AND TUITION

An enrollment deadline for the next school year has been set at April 1. Enrollment will be accepted up to a determined maximum class size per classroom. 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 Lutheran Church is \$2,225 for kindergarten through eighth grade. It is \$3,120 for community members. The kindergarten tuition for Little Lambs Preschool graduates is \$2,000. 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.

A fee of \$200 must be paid at the time of registration and is non-refundable. The fee is \$100 for the second and third children in the same immediate family. Beyond the third child in a family, the

registration fee is \$0. For registrations made prior to April 1, this fee is applied to the student's tuition. After April 1, the fee is in addition to tuition.

New students will be considered using the following procedures. A request is made to the principal to enroll in the school. A registration fee of \$200 (\$100 for siblings as described above) will be assessed. Parents are asked to request records from their child(ren)'s previous school, to be sent to SPLS. The principal will review the records and make a recommendation to the Christian Education Committee. The decision of the Christian Education Committee will be final. If the enrollment is not possible, then the registration fee will be refunded.

The applicants will be given priority using these guidelines:

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

COMMUNICATION

Please be considerate with the teachers' time during the school day. Except in cases of necessity, parents should refrain from calling the school while school is in session. Teachers may be contacted through their individual email or cell phone, or through the school office, outside of school hours. 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 used at school unless permission has been given by the principal or the classroom teacher. A complete directory of contact information is at the end of the handbook.

SCHOOL CALENDAR

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 Saint Peter Public School calendar, but does not need to follow the public school calendar exactly. 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

Classes officially begin at 8:00 a.m. Doors open at 7:30 a.m. If a child needs to arrive earlier, the parent must make special arrangements with the principal. However, students are encouraged to arrive 5-10 minutes early to enable them to be fully prepared to begin their day on time. Students will be dismissed at 2:45 p.m. Teachers will supervise pick-up by parents and the public school bus at the Grace Street entrance. No loitering is permitted on the church and school grounds. Students are to leave immediately unless special arrangements have been made with the teacher. *Late pick-ups after 3:00 p.m. 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 by way of the school Remind app. You can also check radio and television through the local news channels, KEYC School Closings online, katoinfo.com under School Closings, or our Facebook page. We follow Saint Peter Public School closings for inclement weather—if St. Peter Public Schools are closed, St. Peter Lutheran School will be closed as well. In the event the school must close early (during the school day), parents and primary care providers will be contacted via the Remind app.

ATTENDANCE AND EXCUSES

Parents are asked to make contact with their child's teacher or the principal in person, by phone, or by email *in advance* for the exact day or days their child will be absent. (*In most cases a written notice is required.*) If you are unable to notify the teacher 24 hours prior to an absence, please do so as soon as possible and before 8:00 a.m. 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, dental and medical appointments that cannot be scheduled outside school hours, severe weather conditions, and all religious holidays. Exceptions can be made for family vacations and other unusual cases. These exceptions should be prearranged with the principal and teacher. Similarly, parent permission must be given for a child to leave during the school day. Parents, please make such a request in advance, in writing (hand-written note, email, or text to the teacher).

Absences will be calculated as follows: more than an hour absent is counted as a half-day absence; more than four hours absent counts as a full-day absence.

Absence from school does not excuse the student from schoolwork. In the case of severe illness, parents and teacher will communicate about the severity of the illness and make appropriate schoolwork plans.

TRUANCY AND UNEXCUSED ABSENCES

Absence from school without parent's/guardian's or school's permission is truancy. Parents will be contacted by the principal for absences of three days without a valid excuse. Unexcused absences for more than seven days will be reported to the Assistant County Attorney.

CURRICULUM

The curriculum of Saint Peter 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 guides 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 the curriculum that is being developed and evaluated.

Course of Study

Word of God

Confirmation 5-8
Daily Devotions K-8 Bible Lessons K-8
Catechism 5-6, 7-8 Hymnology K-8

Language Arts

Literacy K-2
Literature 3-8
English 3-8
Handwriting K-6
Spelling 3-8

Mathematics

General K-6
Pre-Algebra 7
Algebra 8

Handwriting K-6

Science

General K-6
Life Science (odd years) 7-8
Physical Science (even years) 7-8

Keyboarding 3-8

Social Studies

Social Studies K-4
American & Minnesota History 5-6
US History + World Geography (2-yr course) 7-8

Fine Arts

Classroom Music K-8
Classroom Art K-8

Physical Education and Health K-8

BOOKS

All textbooks, including history, social studies, math, geography, spelling, and religion books will be provided by the school. All hard-covered books must be covered.

TESTING

Each year standardized tests are given to the children in grades K-8. Their purpose is to assess basic skills, to compare our school's results with the national scores, 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

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, N and U will be used. This will be left up to the discretion of the faculty. The grading system is as follows:

KINDERGARTEN

- E (Meets/Exceeds Expectations)
- S (Meets Expectations with Some Support)
- N (Needs Support)
- U (Not Yet Able to Demonstrate)

1st THROUGH 8th GRADE

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%

PROGRESS REPORTS

To inform the parents of the academic progress of their children, report cards and conduct reports are issued each quarter. It is important that parents evaluate these reports and discuss any questions they have with the teacher. The progress report is either sent out electronically or by physical copy. The school uses JupiterEd, an online gradebook, to manage student grades and attendance. Parents of students in 1st through 8th grade will have online access to their children's grades. The program automatically sends a weekly grade report to keep parents informed of student progress.

STUDENT WORK NOT COMPLETE

Assignments that are not completed by the teacher's designated time, except in situations of excused absences, will result in predetermined consequences shared at the beginning of the school year by each teacher. Students and parents will be responsible for working out with the teacher an acceptable plan to make up missed work for days they are absent.

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 parents. 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. The teachers will make a home visit before the start of the school year when a child is new to a classroom or teacher. 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

Conferences are individually scheduled with all parents for each child at the end of the first and third quarters. Progress reports will be handed out at these conferences. At other times, conferences are scheduled as needed.

TECHNOLOGY USE - CHROMEBOOKS

Parents and students must read and sign internet, cell phone, and Chromebook use forms before access will be granted to use SPLS WiFi, obtain access to SPLS computers, or use the internet in class.

ELECTRONIC DEVICES

Students may not bring any kind of electronic gaming or video device to school or on a field trip. (This rule has some special use exceptions—for example, a digital camera or photo function of a cell phone for educational purposes.) If these devices are brought to school they will be confiscated for the day, then returned to the student as they leave for the day and reminded of the NO electronic devices policy. In the classrooms, cell phones are to be turned off and placed in the location the teacher has designated, and smart watches are to be in "do not disturb" mode.

The school is not responsible for lost, stolen, or damaged devices.

BUS TRANSPORTATION

Bus transportation is provided for students to school and to home at 2:45 p.m. for children residing in the Saint Peter School District. Although the school is not 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, in line with the SPLS Code of Conduct. Poor conduct on the bus can result in losing the privilege to use this form of transportation. When bus transportation is not available, parents are responsible for dropping off or picking up their child.

SNACKS

Parents will be asked to help supply a healthful snack for the students in grades K-6. Parents help support and reinforce the concepts of good nutrition for children by teaching them to read nutrition labels with their children at home or at the store and encourage them to choose healthy snacks throughout the day. Parents will be responsible to send a daily snack with their child to eat during morning snack time. No consistent, daily snack time will be offered for students in grades 7-8; however, exceptions will be granted for medically documented reasons.

To promote safety, consistency and equal access for the growing number of children who have life-threatening food allergies, classroom, birthday or celebratory snacks/treats provided for any class must be commercially packaged due to increased inspections and requirements from the public health department.

LUNCH

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. Parent volunteers are needed each day to pick up and serve the hot lunches. If parental involvement cannot be secured, our hot lunch program will be in jeopardy and could cease to exist. Students bringing cold lunch must daily provide their own beverage (no soda/pop) or may purchase milk through the hot lunch program. Cold lunches may be stored in the kitchen refrigerator at the discretion of each classroom teacher.

Microwave usage is available for students in grades 3-8 on a limited basis for lunches. All usage of the microwave will be supervised by a faculty or staff member.

SINGING AND PROGRAMS

As a child of God we worship Him with songs of praise, the playing of instruments, performance of speech and narration of His Holy Word. As a member of Saint Peter Lutheran School we proclaim the truth of the Gospel to all. We support the calling to sing, praise and pray as our Lord says in Psalm 149:1 *"Praise the Lord. Sing to the Lord a new song, his praise in the assembly of his faithful people."* Our school's participation in worship during church services is essential for all students. Throughout the school year students are expected to sing to the Lord in several of the worship services. **Classroom teachers reserve the right to lower the student's religion or music grade for unexcused absences.** Excused absences must be communicated from the parent to the teacher prior to the event. The expectation for participation for all students carries over to all school-sponsored programs, plays, concerts, or activities presented by the school.

FIELD TRIPS

Parental permission is required for all field trips. The fees for field trips are billed through TADS. All students, staff, chaperones, and/or extra parents traveling with the group should leave and arrive back at school with the entire group. Electronic gaming, music, or toy devices will not be allowed on the field trips. Cameras and/or phones will only be allowed on a per student/per trip basis; pending parental, teacher, and principal permission with supervision of direct and appropriate usage monitoring

throughout the field trip (refer to Code of Conduct).

DRESS CODE

As members of the Lord's redeemed family, students of St. Peter Lutheran School show their high calling as Christians through their dress as well as their behavior. Proper attire often has a way of influencing proper behavior. We urge parents to be responsible and raise their children to be responsible as they dress 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:

The following rules apply to all school functions, trips, and athletic practices and games.

Shirts/Tops:

1. No spaghetti-strap, see-through tops, halter tops, tube tops, or low-cut tops may be worn.
2. Tops with shoulder straps must have straps that go directly over the shoulder and that are at minimum the width of the index, middle, and ring fingers when held all together.
3. Tops must cover the waist when the arms are held in a "T" position.
4. Tops that have holes or cutouts designed to be inappropriately revealing by exposing skin or undergarments are NOT allowed.
5. Shirts that advertise objectionable products (e.g. alcohol, cigarettes, drugs, etc.) are not to be worn.
6. Shirts that have disrespectful or suggestive words or pictures (i.e. double-meaning phrases) are not to be worn.
7. Shirts that have pictures of music groups or individual performers are not to be worn.

Pants/Shorts/Skirts/Dresses:

1. Shorts, skirts, and dresses must be at least fingertip length when standing up (be at or below the fingertips when arms are relaxed at sides). A mark of modesty for all shorts, skirts, and dresses will be that they appear to cover about half the thigh when seated.
2. For grades 3-8, leggings or Spandex pants must be covered by appropriate-length skirts, shirts, or dresses. (See #1)
3. Jeans and other pants must not have holes, rips, or tears that are purposeful in design or that are a result of wear and tear.
4. Pants or shorts must be pulled up so as not to reveal undergarments or skin.

Footwear:

1. Sandal style footwear may be worn by students in the school building only.
2. Closed-toed shoes must be worn for all outdoor activity, recess, and physical education classes.

Piercings:

Ear piercings that are modest may be worn, but any other type of piercing must be covered or removed.

Headwear:

Headwear may not be worn inside the school building.

Winter Gear Required for Recess:

1. Snow pants are required any time visible snow covers the ground.
2. Boots are required any time visible snow covers the ground or the ground is muddy from melted snow.
3. Winter hats and gloves are required when the “feels like” temperature is 40 degrees or below.
4. A coat or jacket is required when the “feels like” temperature is 50 degrees or below. Sweatshirts will not be considered a coat.

Students that do not have the proper winter gear will not be able to participate in outdoor recess. We encourage students and parents to err on the side of caution and bring winter gear to school even if the forecast calls for temperatures slightly above when the gear may be required. Often, the high temperature isn't reached until late in the afternoon long after our mid-day recess is complete.

We realize that we cannot possibly list every kind of clothing that is or is not acceptable. Therefore, the faculty reserves the right to make judgments as to what is or is not acceptable.

Violations of the dress code will result in the following documented and verbal steps:

Step One: The teacher will address the issue with the student, and will document the violation.

Step Two: The teacher will address the issue with the student, inform the parent, and again document the violation. Written notice will be sent to the parents. The student will be asked to turn an objectionable t-shirt inside out, or wear another shirt from a supply the school has on-hand. If this cannot be done, parents will be contacted and asked to bring in replacement clothing before a child is allowed in the classroom.

Step Three: The teacher will address the issue with the student (as in Step Two above), and the teacher will meet with the parent and principal. All previously documented infractions will be addressed as well as dates, notifications and parental verifications of notice.

Step Four: This incident and all previous as well as all documentation is taken to the Christian Education Committee. All violations will be subject to penalization of either task, activities, privileges and/or may include suspension or expulsion.

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 strive 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 parents with a list of classroom rules.

When unacceptable behaviors occur, the teacher will give a reminder and the child will have the opportunity to correct the behavior. If a child continues in unacceptable behavior, this action will be documented and appropriate consequences will be given. 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 the first disciplinary actions have been taken, the teacher will document the actions of the student and contact the parents that day to discuss the situation. The teacher may administer a second consequence, again appropriate to the student's age and the situation.

Further discipline will be determined by agreement of the teacher and parents. If an acceptable solution is not agreed upon, a meeting must take place with the parents, teacher, and the principal.

The matter may also be referred to the Christian Education Committee. This could lead to suspension or expulsion for repeated unacceptable behavior. There are some actions which could lead to immediate suspension and/or expulsion.

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

Documentation will be kept once the first consequence has been given. A written evaluation of a student's conduct will be provided to the parents for all quarter progress reports. 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 and inexcusable behavior with the child or assist him/her in his/her work. If the child uses bus transportation, the teacher will inform the parents 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.

WHAT TO DO WHEN YOU HAVE A CONCERN

It is expected 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.

Parents should and are expected to show 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 worshiping at home and in church are some 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.

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

EXTRACURRICULAR ACTIVITIES

The school offers multiple sports and activities both athletic and academic in nature. There are separate fees for all activities depending upon length of the season, field costs, uniforms, officials, lessons, etc.

Games are typically played after school during the week and on Saturdays.

Soccer

Soccer for grades 3-8 takes place during the fall, typically from the first week of classes until mid-October. Practices are typically at Gault Park. Transportation to and from practices and games is the responsibility of the parents.

Cross Country

Cross Country is part of the physical education curriculum. Students in 3rd-8th have the option of participating in a fall meet held at Minnesota Valley Lutheran HS. Carpools are typically set up to transport to and from the meet.

Basketball

Basketball for grades 4-8 runs from Thanksgiving through the end of February. Transportation to and from practices and games is the responsibility of the parents.

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. There are opportunities for a couple of meets in May. The meets typically last 3-4 hours and will require parents to pick up their child from school at the end of the meet. Carpools are typically set up to transport to and from the meets.

Band

Band is for grades 4 to 8. Students have the opportunity to learn how to play an instrument. All band students must participate in all scheduled activities and take private lessons. This also requires the student to purchase or rent an instrument for the academic year as they take lessons and play in the band ensemble.

Other Activities

Art Fair, Geography Bee, Meet Math, Softball, Science Fair, and Spelling Bee are other extracurricular activities offered.

EXTRACURRICULAR ELIGIBILITY

If school work is not finished by the assigned due date, the student may not participate in any non-mandatory extracurricular activity until the work is complete. The teacher will notify the parent of any incomplete work that must be completed for participation. Once the parents are notified the teacher will also notify the principal, athletic director, and their coach of their eligibility. If a student is not performing up to their academic potential across multiple subjects and assignments, the teacher will approach the parent about the potential need to suspend participation in all SPLS extracurricular activities until academic performance improves to a satisfactory level as agreed upon by the parents and teacher.

STUDENT COUNCIL

A Student Council Committee will be established to represent the entire student body. The members of the committee will consist of representatives of grades 5 through 8. 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 will serve as an advisor to the council. The students will learn about parliamentary procedures and the running of a committee. The Student Council 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 Council Committee, the principal should be contacted.

VISITORS

A student wishing to have someone visit the classroom must have his/her parent contact the classroom teacher and the principal at least 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. Any/all visitors during the school day will have to check in at the church and school office prior to visiting the classrooms.

ANIMALS AT SCHOOL

The school recognizes that certain individuals, in particular those with asthma, may be sensitive to animals 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 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.

BICYCLES

Bicycles or scooters may be ridden to and from school only by those who own them. Scooters and bikes are to be stored in the main hall coat alcove. The school is not responsible for bikes or scooters that are lost or stolen.

HEALTH

Parents will be notified if the teacher believes 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 until 24 hours after the fever has subsided.
2. If the student has vomited or had diarrhea, the student should stay home for 24 hours.

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.

Parents are asked to be extremely careful about not sending their children to school if they are exhibiting any potential COVID-19 symptoms. Careful screening of children at home by all of our families before sending children to school will help keep our school safe and help preserve the ability to continue meeting face-to-face throughout the school year.

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 completed 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:
 - 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.
 - The teacher will personally supervise the taking of the medication.
 - Medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician and/or dentist.
 - 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 their 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.

BACKGROUND CHECKS

Background checks are performed on all teachers, pastors, coaches, and volunteers. The principal is responsible for having these checks completed. All background checks are completed and regularly updated according to state and federal regulations.

SAFETY AND SECURITY

Most doors into the building are kept under video surveillance and locked during the school day. The Grace Street entrance is the single point through which all visitors may pass. This entrance is managed by the office secretary and principal. After gaining entrance through those doors, please check in at the office. Interior doors into the educational wing are also locked; entry may be obtained only with permission from the office or by phone with a classroom teacher.

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

WEAPONS

Saint Peter Lutheran School prohibits the possession, use, threat of use, or storage of a 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 principal.*

RIGHT TO SEARCH

Saint Peter Lutheran School's Right to Search policy allows teachers to search student lockers, desks, gym bags, backpacks, etc. The school will not conduct unnecessary searches; however, school searches are justified according to the Supreme Court "*when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of school.*"

CHRISTIAN COUNSELING

Christian counseling is available through our synod. Please contact the principal or pastor for more information.

INSURANCE

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

DIRECTORY: CALLED MINISTRY AND STAFF

Called Workers	Email	Phone
Jack Kelly Pastor	jkelly@saintpeterlutheran.org	(224) 430-3925
Daniel Whitney Principal	principal@saintpeterlutheran.org	(952) 220-6341
Shawn Scherer Grades 7-8	sscherer@saintpeterlutheran.org	(608) 769-5038
Katherine Voss Grades 5-6, Athletic Director	kvoss@saintpeterlutheran.org	(920) 597-0882
Kimberly Youngerberg Grades 3-4	kyoungerberg@saintpeterlutheran.org	(507) 514-7478
Maria Klatt Grades 1-2	mklatt@saintpeterlutheran.org	(608) 535-2343
Nicole Tranberg Kindergarten/Staff Musician	ntranberg@saintpeterlutheran.org	(414) 881-5595
Melissa Voigt Preschool Director	mvoigt@saintpeterlutheran.org	(507) 779-4935
Candy Siewert Teacher's Assistant	candysiewert9@gmail.com	(507) 995-2975
Cari Kelly Teacher's Assistant	we5kellys@gmail.com	(224) 430-3926
Deena Lindstrom Band Director	band@saintpeterlutheran.org	(612) 310-8113
Kathy Horak School Secretary	school@saintpeterlutheran.org	(507) 720-4619

Christian Education Committee

Dan Coffman – Chairman (507) 508-6556
Alysha Coffman
Matt Horak
Cari Kelly
Joe Metzen
Nate Otto
Kim Stoll
Donna Thompson

Church Council

President - Alex Lindstrom
Vice President/Finance - Kurt Winkelmann
Secretary - Chuck Schultz
Treasurer - Dwight Stoll
Outreach - Norm Kuhlman
Elders - Paul Hagen
Building & Grounds - Tim Samuelson
Education Committee - Dan Coffman

STATEMENT OF COOPERATION

Parents are asked to sign the following Statement of Cooperation for SPLS. A Statement of Cooperation is an encouraging and unifying statement designed to support their children's Christian education and development. A Statement of Cooperation also serves as a helpful reminder that a child's spiritual and academic training will be most effective when the school and home work together. May God bless our efforts as we work together to raise and guide our children in a God-pleasing way!

1. We pledge to work together as a team with the teachers and staff of SPLS in the academic and spiritual training of our children.
2. We will attend as many school functions as possible.
3. We will bring any and all questions or concerns first to the teacher involved, then if the issue is unresolved, to the principal. If the issue remains unresolved, we will then bring concerns directly to the Christian Education Committee. Conversations that disregard this process may lead to ungodly communication, slander, and gossip.
4. Since the tuition charged does not cover the actual cost of educating our children, we will participate in volunteer opportunities and use our God-given gifts to assist with the mission of the school and with the education of our children whenever possible.
5. It is understood that we will pay tuition payments promptly. Payments are due according to the schedule set forth in this handbook. Requests for special payment arrangements must be presented in writing to the principal for approval. Students will not be able to re-enroll in SPLS until all financial obligations from the prior school year are met.
6. We understand that Saint Peter Lutheran School reserves the right to dismiss any student who does not cooperate with the educational process of the school. If a student is dismissed for any reason, tuition is due through the end of the calendar month.

REQUIRED: ALL PARENTS

Parents should read and discuss the contents of this before signing and returning this form before the first day of class.

+ I have read, understood, and agree to follow the Statement of Cooperation set forth above.

+ I have read and discussed with my child the expectations set forth above.

Parent's Signature

Printed Name

Date

Parent's Signature

Printed Name

Date

CODE OF CONDUCT AGREEMENT

As Christians, we cannot help but be motivated by the grace and forgiveness Jesus gives to us to want to live lives that reflect that love of Jesus to others. At Saint Peter Lutheran School, students will be encouraged and expected each school day to let their lives, words, and actions reflect the love of Jesus to others out of thanks for all Jesus has done for them!

Romans 12:1 "Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship."

1. All students are expected to dress according to the dress code in the student handbook.
2. All students are expected to refrain from inappropriate behavior (such as swearing, slang, theft, fighting, discourtesy to others, and teasing). Students are expected to demonstrate Christ-likeness appropriate to their age and level of development.
3. All students are expected to promote the good name of SPLS by their behavior and attitudes on and off-campus, whether it be sporting activities, school-sponsored events, church events, while in the community center or library, or playing in the park. We pray that God uses our words and actions to lead others to want to learn more about our Savior, Jesus, and His love that motivates us to want to live this way! (Matthew 5:16)
4. Students should strive to follow these words of Scripture: *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen"* (Ephesians 5:29).
5. All students are expected to obey and honor the rules of the school, all school personnel, and those in authority (Exodus 20:12, Hebrews 13:17).
6. All students are expected to follow 2-5 above while using electronic devices both on campus or off, especially when in communication with classmates, teachers, SPLS staff and pastors.
7. All students will be regularly encouraged by the staff to be positive Christian influences on one another (Hebrews 10:24-25). This involves speaking up and redirecting one another when others are violating the school's conduct policies. This also involves removing oneself from situations where conduct violations continue to occur despite encouragement (2 Timothy 2:22), and notifying a teacher or another staff member so they can intervene.
8. All students will be encouraged to repent of their sin when conduct in words or actions does not reflect the love of Christ. When students repent, they will be reminded of the forgiveness they have in Jesus and encouraged in that grace and forgiveness to live differently moving forward (Romans 12:2).
9. If the circumstances surrounding a violation of the Code of Conduct are serious (e.g. bullying, drugs, tobacco or alcohol) or if there are multiple violations, the concern will be brought to the Christian Education Committee for review and potential expulsion.
10. This Code of Conduct is not intended to be an exhaustive list of misconduct that will subject students to discipline; therefore, SPLS reserves the right to discipline a student for any conduct SPLS, in its sole discretion, considers worthy of discipline, even though the specific conduct is not mentioned in this Code.

REQUIRED: ALL STUDENTS 5-8th Grade + ALL PARENTS K-8.

Students and parents should read and discuss the contents of the Code of Conduct on page 14 of this Handbook before signing and returning this form to the principal the first week of school.

I have read, understood, and agree to follow the Code of Conduct set forth in this handbook.

5th - 8th grade student's signature Printed Name Date

I have read and discussed with my child the expectations and responsibilities of the Code of Conduct.

Parent's Signature Printed Name Date

Parent's Signature Printed Name Date