

**SAINT PETER LUTHERAN SCHOOL**  
**STUDENT HANDBOOK**  
**2025-2026**

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## **ORGANIZATION**

Saint Peter Lutheran School (SPLS) is part of the Wisconsin Evangelical Lutheran Synod (WELS) 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 the fall of 1997, the Church expanded the kindergarten through third grade. In the fall of 2000, grades four to eight were added. The responsibility for programming and maintenance belongs to the congregation, and the 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. 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 spiritually, academically, physically, and socially.
3. Implementing the proper use of technology by students and teachers.
4. Ensuring that the appropriate staff is in place to carry out the mission of the school.
5. Supporting the families of our school as they raise their children to walk with the Lord.
6. Provide opportunities for our children to serve their community through service projects and to grow through participation in extracurricular activities.
7. Serving as an active mission arm of Saint Peter Lutheran Church and maintaining an active presence in the community.
8. Reaching as many children with the gospel as we are able.
9. Maintaining 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 for 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. Saint Peter Lutheran School exists to assist families in this. We strive to accomplish this by fostering and supporting Christ-centered homes and by facilitating and practicing positive interactions 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 and 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.
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 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 their children receive proper nutrition and 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.

### **PARENT EXPECTATIONS OF THE SCHOOL**

1. The school will provide age-appropriate academic instruction for all children within a loving, encouraging, and Christ-centered environment.
2. The school will communicate with 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 children.
5. The school will supervise student activities within and outside of the classroom to ensure a

safe, orderly environment.

6. The school will exhibit professionalism, friendliness, and concern for children and families.
7. The school will 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 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 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.

## ENROLLMENT GUIDELINES, FEES AND TUITION

An enrollment deadline for the next school year has been set for May 1. Enrollment will be accepted up to a determined maximum class size per classroom.

Tuition for members of Saint Peter Lutheran Church is \$2,460 for kindergarten through eighth grade. It is \$3,435 for community members in first through eighth grade. The kindergarten tuition for Little Lambs Preschool graduates is \$2,100 and \$2,460 for any non-graduate. Tuition can be paid annually, semi-annually, monthly, or by special arrangement with the principal. All tuition is due at the end of the school year by June 30. 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. A registration fee of \$60 must be paid at the time of registration and is non-refundable. After May 1, the fee is \$90. Students who participate in athletics and/or band will be required to pay additional fees.

New students will be considered after a request is made to the principal to enroll in the school. 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 (CEC). The decision of the CEC will be final. The applicants will be given priority in the following order:

1. Current students and siblings
2. Members of St Peter Lutheran Church

3. Other WELS/ELS members, Little Lambs graduates
4. Community members

## **SCHOOL CALENDAR**

The state of Minnesota does not regulate the length of the school year for students attending nonpublic schools. The Christian Education Committee is responsible for setting the final school calendar. The calendar mirrors the Saint Peter Public School calendar as close as possible, 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. 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 3:00 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.*

## **SAFETY AND SECURITY**

All doors into the building are locked during school hours. The two main entrances and hallways are under video surveillance. The Grace Street entrance is the single point through which all visitors may pass. This entrance is managed by the office secretary and the principal. After gaining entrance through those doors by pushing the button, please check in at the office. Classroom doors are all locked; entry may be obtained only with permission from the office or by phone with a classroom teacher.

One tornado drill, five fire drills, five lock-down drills, and one bus evacuation drill are conducted each year.

## **SCHOOL CLOSINGS**

If it is necessary to close school because of bad weather, notice will be given by way of the school Remind app. We follow St. Peter Public School closings for inclement weather; if St. Peter Public Schools are closed, St. Peter Lutheran School will be closed as well.

## **COMMUNICATION**

Please be considerate of the teachers' time during the school day. In cases of necessity, parents can send a text to their child's teacher. If it is urgent, call the church & school office at 507-931-1866. In case of absences due to illness, please text or email the child's teacher before 8:00 a.m.

## **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 planned absences. If you are unable to notify the teacher 24 hours prior to an absence, please do so by phone or text 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, 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 the 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. For unexcused absences of more than seven days, the school is required to report the child's absences to the Assistant County Attorney or exclude the child from enrollment.

## **CURRICULUM**

Each year the faculty of St. Peter Lutheran School reviews and revises its written curriculum in one of the various subject areas. In the current year, we will be studying Math. During the year-long study, the faculty considers what we presently teach, what is found in the Minnesota State Standards, and what we have currently in our written curriculum. We use this study to help guide us as we update textbooks and curricular materials. Also, we discuss how these materials can be taught in the light of God's Word. The faculty works together with the Christian Education Committee in choosing the materials that fit our needs. No outside agency dictates which textbooks or materials we can use here at SPLS. If you have questions about our curriculum or would like to see a copy of our written curriculum, please speak with the principal. Arrangements can also be made to visit the classrooms to view the curricular materials that are used. The school will keep the parents informed about the curriculum that is being developed and evaluated.

## Course of Study

### Word of God

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

### 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 improve 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. We currently use NWEA MAP testing for Math, Reading, and Language.

## GRADING

The grading system is as follows:

### KINDERGARTEN through 2nd GRADE:

M (Mastery)  
P (Proficient)  
D (Developing)  
B (Beginning)

3rd THROUGH 8th GRADE: 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 (Excellent), S (Satisfactory), N (Needs improvement), and U (Unsatisfactory) will be used. This will be left up to the discretion of the faculty.

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 with the teacher any questions they have. 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 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 the 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.

### **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. 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.

## **CONFERENCES**

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 are individually scheduled with all parents for each child at the end of the first quarter. Third quarter conferences will be scheduled as needed. 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 SPS WiFi, obtain access to SPS computers, or use the internet in class.

More information will be provided about our new internet filtering and monitoring program at a later date.

## **ELECTRONIC DEVICES**

Any kind of tablet or handheld electronic game must stay in the child's backpack and not be brought out in the classroom or on a field trip. (This rule has some special use exceptions—for example, a digital camera or photo function of a cell phone may be used for educational purposes with the teacher's permission.) Otherwise, if these devices are found in the classroom, they will be confiscated for the day, then returned to the student as they leave for the day. In classrooms, cell phones and smartwatches must be turned off and placed in the location the teacher has designated. The school is not responsible for lost, stolen, or damaged devices.

## **BUS TRANSPORTATION**

Bus transportation is provided for students to and from school 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 SPS 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 students in grades K-8. Parents will be responsible for sending a daily snack with their child to eat during morning snack time. Homemade birthday or celebratory snacks/treats may be provided for any class. However, in the case of a food allergy in the classroom, parents will be given more information about foods that are safe.

## LUNCH

Hot lunch is available through the state hot lunch program prepared by John Ireland School. Volunteers pick up and serve the hot lunches daily. Students bringing cold lunch must daily provide their own beverage (no soda/pop). Cold lunches may be stored in the kitchen refrigerator for grades 1-8. 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. 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 part of the registration fee. Special field trips or overnight field trips may require additional fees. 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 which apply during school hours, at all school functions, trips, athletic practices and games:

### **Shirt/Top:**

**Requirements:** Shirt must cover waist when arms are held at a “T”. Tops with shoulder straps must have straps that go directly over the shoulder and are at least the width of the index, middle, and ring fingers when held all together.

**Not allowed:** Any shirt with cutouts or holes. Any shirt with objectionable products such as alcohol, cigarettes, drugs, etc. Any disrespectful or suggestive words or pictures. Any musical groups or

individual performers.

**Pants/Shorts/Skirts/Dresses:**

**Requirements:** 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. For grades 3-8, leggings must be covered by appropriate-length skirts, shirts, or dresses. Pants or shorts must not reveal undergarments or skin.

**Not allowed:** Pants with holes, rips, or tears that are purposeful in design or that are a result of wear and tear.

**Footwear:** Sandals are allowed in the school building, but close-toed shoes are required for outdoor recess and physical education classes.

**Piercings:** Modest ear piercings are allowed; other piercings must be covered or removed.

**Headwear:** Headwear may not be worn in 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 are not 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. The principal will be the final arbiter.*

**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.

For students in K-4, a student will be taken aside to discuss their actions in light of God's Word. If the behavior continues, the teacher will log the behavior, discuss the behavior with parents, and will develop strategies to correct the behavior. Should the behavior continue further, the teacher will again contact the parents and involve the principal. Consequences available to the teacher are lost time at recess, time out in the classroom or with another staff member, talks with the principal, or seating near the teacher.

For students in 5-8, a system of Conduct Referrals will be used. A Conduct Referral is issued when a student's behavior is disruptive to learning, puts him or others in potential harm, or is consistently and persistently showing disregard for good order in the school. A Conduct Referral is an official note sent home by the classroom teacher notifying a student's parents of unacceptable behavior. The Conduct Referral will indicate the reason for the referral and the corrective steps the teacher has taken with the student.

Types of behaviors that will receive Conduct Referrals are, but are not limited to: leaving the classroom without permission, stealing, fighting, inappropriate language, talking back, repeated disobedience, making disruptive sounds, running in the building, spitting, throwing objects, damage to property, harming or threatening harm to oneself or others, or willful disregard of rules.

Within each school year, three Conduct Referrals will lead to an hour of detention and a meeting between the parents and teacher. The fourth and fifth referral will result in an hour of detention each. After a sixth, seven, or eighth Conduct Referral, the parents are required to meet with the teacher and principal. The student will be given a one day in-school suspension. After a ninth Conduct Referral, the parents and student must meet with the teacher, principal, and the Christian Education Chairman. The student will be given a one-day suspension from school. After a tenth Conduct Referral the student will be given a three-day suspension from school. After an eleventh Conduct Referral the student will be given a five-day suspension from school. After a twelfth Conduct Referral the student will be removed from school pending an expulsion hearing by the Christian Education Committee.

A parent must return with the student to school whenever the child is suspended from school. SPLS's Conduct Code applies to students during the school day and at school-sponsored activities. The principal reserves the right to suspend a student immediately for a serious Conduct Code violation. Any student who displays a negative spiritual or moral influence upon fellow students or whose attitude is openly and persistently against the Christian faith may be suspended and eventually expelled. Expulsion may take place only after consultation with the student's parents by the administration and the Christian Education Committee.

## WHAT TO DO WHEN YOU HAVE A CONCERN

It is expected that a spirit of cooperation 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. 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.

## EXTRACURRICULAR ACTIVITIES

The school offers multiple 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.

### **Co-op Basketball**

Basketball is offered as a cooperative sport with Trinity in Nicollet. Information from Trinity about the season will be provided.

### **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 available 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 for a fee. 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, Meet Math, Softball, Science Fair, Forensics, and Spelling Bees 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. They will work on some of the following items during the year: mission offerings, spirit week, classroom parties, classroom concerns, etc. Meetings of the Council will be held one or two times a month during lunch hour or noon recess.

## **PARENT TEACHER FELLOWSHIP (PTF)**

All parents are invited to participate in the Parent Teacher Fellowship group. This group is responsible for assisting the school with coordination of volunteers, providing fellowship time and activities for all school families, and for fostering communication between parents and teachers regarding the school as a whole. Meetings will be held quarterly to discuss upcoming events and opportunities.

## **VISITORS**

A student wishing to have someone visit the classroom must have his/her parents 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**

Before a parent can bring an animal to school, 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 all 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 parked on the outdoor bike racks. 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 temperature of 100.4 degrees or above, 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 a rash, check with your physician before sending the child to school.

Vision and hearing screening services are provided for the students by the school nurse.

Student 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. For grades 7 and 8, students may carry over-the-counter medications in their backpacks. They may not share with others.
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 who work directly with children. The principal is responsible for having these checks completed. All background checks are completed and regularly updated according to state and federal regulations.

## **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.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible

student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service, or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **DIRECTORY: CALLED MINISTRY AND STAFF**

<b>Called Workers</b>	<b>Email</b>	<b>Phone</b>
Jack Kelly Pastor	<a href="mailto:jkelly@saintpeterlutheran.org">jkelly@saintpeterlutheran.org</a>	(224) 430-3925
Katherine Voss Interim Principal	<a href="mailto:principal@saintpeterlutheran.org">principal@saintpeterlutheran.org</a>	(920) 597-0882
Dawn Harting Grades 7-8	<a href="mailto:dharting@saintpeterlutheran.org">dharting@saintpeterlutheran.org</a>	(262) 203-6053
Katherine Voss Grades 5-6	<a href="mailto:kvoss@saintpeterlutheran.org">kvoss@saintpeterlutheran.org</a>	(920) 597-0882

Kimberly Youngerberg Grades 3-4	kyoungerberg@saintpeterlutheran.org	(507) 514-7478
Natalie Eckstein Grades 1-2	neckstein@saintpeterlutheran.org	(952) 367-7567
Elizabeth Hanson Kindergarten	ehanson@saintpeterlutheran.org	(507) 351-0583
Melissa Voigt Preschool Director/Teacher	mvoigt@saintpeterlutheran.org	(507) 779-4935
Alysha Coffman Release Teacher	acoffman@saintpeterlutheran.org	(507) 317-6429
Deena Lindstrom Band Director	band@saintpeterlutheran.org	(612) 310-8113
Kathy Horak School Administrative Assistant	school@saintpeterlutheran.org	(507) 720-4619

**Christian Education Committee**

Matt Horak – Chairman (507) 381-8089  
Alysha Coffman  
Joe Metzen  
Nate Otto  
Kim Stoll  
Candy Siewert  
Corey Fennell

**Church Council**

President - Alex Lindstrom  
Finance - Jim Siewert  
Secretary - John Voigt  
Treasurer - Dwight Stoll  
Outreach - Mike Spiess  
Vice President/Elders - Paul Hagen  
Building & Grounds - Corey Hofferbert  
Christian Education Committee - Matt Horak  
Stewardship - Curt Kephart

## 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 child(ren).
2. We will bring our child(ren) to worship services when our child(ren)'s class is singing. We will attend as many other 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.
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 the 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.

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Parent's Signature

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Printed Name

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Date

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Parent's Signature

---

Printed Name

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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 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