

St. Peter Lutheran School 2023-24 Handbook



The purpose of this handbook is to acquaint you with our school and its programs and policies. We strive to provide a strong educational experience for your child in a safe and friendly environment. We look forward to working with you as, together, we train your child academically and spiritually.

Updated June 2023

Our Scriptural Foundation

St. Peter Lutheran School is founded on these eternal truths revealed in the Holy Bible:

1. There is only one God in three persons: Father, Son and Holy Spirit.
2. God with his almighty power created all things in six days and created man as the crown of his creation.
3. Man's fall into sin corrupted the entire human race, making all people subject to God's eternal judgment.
4. In love, God sent his Son, Jesus, to suffer and die to pay for all man's sins. Now, through faith in Jesus, we may live with him eternally in heaven.

Mission

St. Peter Lutheran School exists to assist the parents of our church and community by providing a high-quality Christ-centered education for their children, preparing them for life on earth and eternal life in heaven.

Jesus tells us in Matthew 28:18-20, "Go and make disciples of all nations; baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you." This "great commission" guides us as we serve our Lord each day. The Apostle Paul tells us in Ephesians 6:4 to "bring them (children) up in the training and instruction of the Lord". In John 21:15-16, Jesus himself told the disciples and Peter to "Feed my lambs." and "Take care of my sheep." All subjects are taught in the light of God's word, to train the next generation of Lutheran leaders and to equip them for a life of service to their Savior, homes, churches, vocations, and communities.

St. Peter School Vision and Objectives:

1. Increased enrollment

Families of St. Peter Lutheran Church will consistently choose St. Peter Lutheran School to assist in the education of their children. Families will maintain their partnership with the school by participating in service opportunities throughout the school year.

Objectives:

- a. All SPLC families with young children or children not enrolled at SPLS will receive a faculty "encourager." Faculty members will encourage their assigned families to consider SPLS through specific communication at least twice per year.
- b. The School Ministry Board will revitalize the Parent Teacher Organization known as Crusaders In Action (CIA) by encouraging a core group of Parents to lead the team and promote service opportunities at the school. In each school year, at least 50% of families will have assisted in at least one service opportunity and 80% will have attended at least one gathering.
- c. The school secretary will coordinate a network of alumni and alumni families to encourage SPLC families through stories of faithfulness, achievement and connection. During each month of the school year, at least one alum or alumni family will share a story in the school section of the SPLC newsletter.
- d. The percentage of SPLC families with school-aged children choosing SPLS will rise from 34% in year 1 to 50% in year 2 and 60% in year 3.

2. System programming/Shared resources

As stewards of God's children and members of His kingdom on earth, the School Ministry Board and faculty will connect with leaders and faculty from other local WELS congregations, schools and day care facilities to share resources and encouragement that promote Christian education from birth through high school.

Objectives:

- a. The School Ministry Board will organize an annual meeting with the leaders and faculty of all other local WELS congregations, schools and day care facilities to identify opportunities to share resources that may be unattainable by any single organization.
- b. SPLS faculty will meet with local WELS day care and high school leaders and faculty to align the SPLS curriculum with needs from both constituencies.
- c. For the 2020-21 school year, at least one resource will be shared between SPLS and one or more other local WELS educational facilities.

3. School property / facility improvements

To display our thanks to God for the privilege of serving his little lambs, the School Ministry Board will work with the congregation's Properties Board and other external entities to create and maintain a safe, inviting and accessible learning environment.

Objectives:

- a. The School Ministry Board will work with the Properties Board to replace and realign the parking lot for better use by the school and church. The new design will allow for a better flow of traffic for a safer and more efficient drop off and pick up of students.
- b. The School Ministry Board will work with the Properties Board to replace the back doors and all windows in the school building to meet current safety standards and improve energy efficiency.
- c. The School Ministry Board will work with "Focus on Energy" to identify ways to improve the energy efficiency of the school building.

Expectations

Teachers and parents are encouraged to hold each other accountable for the following expectations. A spirit of Christian love guides us as we admonish and encourage one another in our callings (Colossians 3:16). May God help each of us to carry out these expectations to the best of our ability.

Teacher Expectations

We expect and encourage our teachers to do the following:

- Faithfully teach all subjects in light of God's Word.
- Discipline appropriately using Law and Gospel to point out sin and forgiveness.
- Pray for our students and their families.
- Respect our students as God's redeemed children.
- Provide a safe learning environment for your children.
- Be prepared for lessons on a daily basis.
- Present the curriculum to the students in a clear and engaging manner.
- Correct and return your children's work in a timely manner.
- Maintain regular contact with parents throughout the school year.
- Encourage students to use their gifts to serve God, especially in the public ministry as pastors, teachers, and staff ministers

Parent Expectations

We expect and encourage our parents to do the following:

- Worship regularly with your children, both at home and at church.
- Pray with your children and for them.
- Pray for the teachers.
- Teach your children to repent when they do wrong and then announce God's forgiveness, as well as yours.
- Send your children to school on time, rested, fed, and dressed appropriately.
- Teach your children to be responsible for their assignments and accountable for their behavior.
- Bring your children to sing when they are scheduled throughout the school year. We realize that those from other congregations may wish to worship in their home churches.
- Hear both sides of the story, your child's and the teacher's, before making judgment.
- Be supportive of the school, its teachers, and its policies.
- Respect and support the decisions of the administration and School Ministry Board.

Nondiscriminatory Policy

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

Admission Policy

St. Peter Lutheran School is operated by St. Peter Evangelical Lutheran Church, Schofield, WI. As a congregation, St. Peter Lutheran Church adheres to the doctrine and practice of the Wisconsin Evangelical Lutheran Synod (WELS). To gain admission, parents of prospective students must interview with the principal. Students are then approved for admission by the St. Peter School Ministry Board. Admission may be denied because of behavioral issues that could disrupt the educational process, because of educational needs that go beyond the ability of the staff of St. Peter Lutheran School, or because of a refusal to adhere to the policies and procedures of St. Peter Lutheran School and the doctrine and practice of the WELS, as laid out in the school handbook.

Wisconsin Parental Choice Program

St. Peter Lutheran School is a member of the Wisconsin Parental Choice Program (WPCP). This program assists families who qualify financially by paying the tuition for each eligible child. Families must apply for the WPCP by mid April for the next school year that begins the following fall. For more information, call the school office or check out the WPCP website at <https://dpi.wi.gov/parental-education-options/choice-programs>.

Non-Harassment Policy

St. Peter Lutheran School is committed to providing a caring, responsive, and safe environment for our students that is free of bullying and/or harassment. Bullying is defined as ... *unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.* Bullying/harassment includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

At St. Peter, we stress the relationship that our Savior wants us to have with all people, one of love, patience, kindness, compassion, and forgiveness. Even though God's Word is studied throughout the day at St. Peter Lutheran School, our students are still sinners, and they will be tempted to bully/harass one another in and out of the classroom. The Bible reminds us: *For all have sinned and fall short of the Glory of God.* (Romans 3:23). Teachers will do their best to identify bullying/harassment, but they will not always be able to identify bullying/harassment immediately.

The following steps will be taken if bullying/harassment is seen or suspected by a staff member or volunteer.

1. If a student is seen bullying and/or harassing or is accused of bullying and/or harassing, the teacher will talk separately with the students involved. The teacher will inform the principal, and together will determine if the principal will consult with the students involved as well. The teacher will also contact the children's parents and explain the matter. The teacher will keep a written record of the incident.
2. If further bullying and/or harassing occurs, the teacher and principal, will meet with the students to discuss the situation. The principal will contact the parents and arrange for a meeting among the teacher, the principal, and the students involved and their parents. The teacher and the principal will keep a written record of the incident. The principal will inform the Board of Education and the faculty of the incident.
3. Should bullying and/or harassment continue, the principal will arrange a meeting among the parents, pastors, teacher, principal, and Board of Education. At this time the child may receive an out-of-school suspension. The teacher and the principal will keep a written record of the incident.

The following steps will be taken if a parent brings a bullying/harassment accusation to a teacher or the principal.

1. The teacher or principal will provide the parent with a form to complete detailing the concern. The teacher, the principal, and the student involved will meet to discuss the situation.

2. The principal will contact the other parents and arrange for a meeting among the teacher, the principal, and the other student involved and their parents. The teacher and the principal will keep a written record of the incident. The principal will inform the Board of Education and the faculty of the incident.
3. Should bullying and/or harassment continue, the principal will arrange a meeting among the parents, pastors, teacher, principal, and Board of Education. At this time the child may receive an out-of-school suspension. The teacher and the principal will keep a written record of the incident.

St. Peter will provide parents with resources to talk to their kids about bullying/harassment. These resources may include, but are not limited to devotional books, educational articles, and Christ-Light materials.

When working through a school bullying/harassment issue, it is our goal for the sinner to be led to repentance, and that the others involved might feel safe and recover spiritually, physically, mentally, and emotionally. We also desire that the broken relationships might be restored. *Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.* (Ephesians 4:32)

Tuition and Registration Fees

Parents of children enrolled in St. Peter Lutheran School contribute to the support of our school through a registration fee and yearly tuition. The registration fee is used to purchase textbooks and supplies for the school. The tuition rate changes from year to year. Current rates can be obtained by contacting the school office.

Christian Conduct and Behavior

As children of God, students of St. Peter Lutheran School will be subject to classroom and school rules that they must obey. Students must also treat each other with love and respect just as Jesus reminds us when he says "Love your neighbor as yourself." Matthew 22:39. Yet we realize that children are imperfect sinners and will make mistakes. It is at such times that proper discipline must be used to help correct misbehavior. The Law and Gospel guide us in dealing with all discipline matters. The Law is used to show students that they have sinned. The Gospel is used to show students that, when they repent, they are forgiven for Jesus sake. Teachers will strive to be consistent in their use of the Law and Gospel when dealing with the misbehavior of students.

Discipline Policy

General Procedures:

- A. When general classroom problems arise, the classroom teacher will assign an appropriate discipline when necessary. Examples: loss of recess, time out, extra work, etc.
- B. When a problem continues, the teacher will notify the parents and plan a course of action. This action may include loss of extra-curricular activities, before or after school detentions, etc. At this point the principal will be made aware of the situation. The parents should be notified by the teacher within several days as to how the plan of action is proceeding.
- C. If the behavior continues and the above has not improved the behavior, then the teacher, principal, and parents will meet further to discuss the situation and to join in a united effort in disciplining the child further.

It is left to the discretion of the principal and classroom teacher as to when the following steps will be initiated:

- I. In-School Suspension (excluded from the classroom for a period of time.)
 - A. This action will be implemented by the principal after consultation with the teacher.
 - B. Parents must be informed as soon as possible.
 - C. Documentation will be completed and filed stating the misconduct, the punishment, and the consequences if the misconduct continues.
- II. One to Three Day Out-of-School Suspension
 - A. This action will be implemented by the principal after consultation with the teacher.

- B. Parents must be informed as soon as possible.
- C. Documentation will be completed and filed stating the misconduct, the punishment, and the consequences if the misconduct continues.
- D. Parents must meet with the principal and the teacher before readmission to class. The parents and student are informed of the next step if misconduct continues.
- E. The Chairman of the School Ministry Board will be informed. The entire School Ministry Board will be informed of the action at their next meeting.

III. Expulsion

- A. This action will be recommended by the principal and acted on by resolution of the School Ministry Board at a special meeting, after review of the situation with the principal and teacher.
- B. Parents will be informed in a meeting of the parents, student, principal, teacher, pastor, and chairman of the School Ministry Board.
- C. Purpose of the Expulsion
 - 1. To bring the student to the realization of their sin and to lead them to repentance.
 - 2. To prevent the student's misbehavior from having a detrimental effect on the other students.

Addendum:

- 1. Serious misbehavior such as: physically harming or attacking a teacher, staff members, or another student; bringing a weapon to school; open uncontrollable defiance, etc., may be cause for immediate expulsion.
- 2. Application for readmission may be brought to the School Ministry Board for consideration no sooner than twelve weeks after expulsion.
- 3. Parents who have concerns about a discipline problem should speak to the classroom teacher, then the principal, and if the concerns persist, to the School Ministry Board.

Family Educational Rights and Privacy Act (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*

General School Information

Hours

Our school day begins 7:50 and ends at 2:45 P.M. The school doors open at 7:30 A.M. If you need to speak to a teacher, please call or stop in the classroom before 7:50 A.M. or after school. You may also call a teacher at home to ask a question or to set up a meeting time. Children who do not ride the bus are to head home or be picked up by 3:00. Exceptions to this include students who stay after school for extra-curricular activities and special arrangements that have been made by contacting the classroom teacher.

Student Pick-up

If someone other than a parent or a designated emergency contact will be picking up your child, please send a note with your child or contact the school office. We want to make sure that all children leave with the proper individuals. When a last-minute change of plans occurs, notifying the office will be the surest way of getting the message through to your child.

Busing

Children within the D.C. Everest School District have bus transportation available to them through Lamers bus company. Our students are expected to follow all regular rules and policies on the busses. Disciplinary action will be taken with children who cause problems on the bus.

Some students in outlying areas may be able to have their children ride one of the buses of Northland Lutheran High School. Because these routes vary from year to year and because the area that Northland serves is quite large, please contact the Northland school office to see if your location is covered.

School Security

The safety of our students and staff is very important to us. Therefore, the school doors will be open from 7:30 to 8:15 A.M. and again from 2:30 to 3:15 P.M. In between these times, the school doors are locked. Visitors during the day must be admitted using the button located at the inside entry of school. Follow the posted directions. The school entrance is also monitored by video during the school day.

Kindergarten

Children are eligible for kindergarten at St. Peter Lutheran School when they are 5 years old on or before September 1st. A pre-school physical examination is recommended and should be completed by September of the Kindergarten year. Updated immunization records should be brought to school by registration day in mid August.

Preschool

St. Peter Lutheran School offers both three-year-old preschool and 4K classes at Key to Life Child Care and Community Center in Weston. Information about our preschool can be obtained by calling Key to Life directly at 715-359-5451.

Calendar

A yearly school calendar is given to each family at the end of the school year and again at registration time. Extra copies are available in the school office. Reminders of coming events and days off school are also included in the weekly newsletter, *The Crusader Communicator*, as well as on our website.

Attendance

According to state law, students are expected to be in regular attendance at school and to be on time for classes. We recognize that sometimes things happen causing students to arrive late, but we ask that parents make every effort to have their children at school on time.

Weather/Emergencies

Whenever the D.C. Everest School District closes school because of inclement weather, St. Peter Lutheran School will also be closed. When school is delayed because of weather, our school will follow the delay of the D.C. Everest School District. Please listen to one of the local radio/TV stations (WSAU 550 AM, WIFC 95.5 FM, and TV 7 & 9) for such announcements.

We will also use our school messaging system, SwiftK12, to notify families of weather-related closings **as well as other emergency situations**. At the beginning of the school year, parents provide the cell numbers and email addresses to which they would like these messages to be sent.

Absences

If your child is ill and not able to come to school, please send a note with a sibling or call the school office by 8:00 A.M. We will get the day's classroom assignments ready and send them with a sibling or follow whatever directive parents provide. When parents know ahead of time that their child will miss school, they should call or send a note to the classroom teacher. We ask that, if possible, parents try to plan vacations that coincide with the vacation days scheduled on our school calendar. If a student will be gone for an extended period (like a family vacation or a special family event that is some distance away), they may be given assignments ahead of time and can complete class work by the time they return. Please let teachers know at least a week in advance if your child will be gone for an extended period.

Illness/Emergencies

If a student becomes ill during the school day or has an accident at school, we will provide first aid appropriate to the injury. We will also contact the parent by phone. If we are unable to reach the parents, we will contact the person indicated on the emergency contact card. If we are unable to get in touch with anyone, we will make arrangements to get the child more advanced medical attention if needed. We will call 911 if the injury warrants it.

Health

Our school works closely with the Marathon County Health Department on health issues that affect our school. Yearly vision and hearing screening are conducted for grades K-3 and 5. Nurses from the Health Department are available to the school for consultation on other matters throughout the year.

Immunizations

State law requires that all children have a record of immunizations. Certification of these requirements must be on file at school. A printout from the doctor's office is acceptable. The school secretary will notify families who are behind in the recommended immunization schedule. The requirements can be waived only if a properly signed exemption is filed with the school.

Medicine

If your child requires prescription or over-the-counter medicine to be administered at school, you must complete a medication consent form which will be kept on file at school. We do not distribute any medication to students without parental permission. All medication needs to be in its original container and is dispensed in the school office by either the school secretary or principal.

Hygiene

As children grow, they become aware of their changing bodies and the need to keep themselves clean and neat. This is God pleasing. If necessary, teachers will speak privately with a student if they need to be reminded to keep themselves well-groomed and clean.

Curriculum

Our school's curriculum includes Religion (Bible History, Catechism, Hymnology, Memory Work), Mathematics, Reading, Language Arts (Writing, Grammar, Spelling and Phonics), Social Studies, Science, Art, Music, and Physical Education. These curriculum areas are reviewed regularly so that both the course content and the materials used are current and up to date. All subjects are taught from a Christian viewpoint. Parents are encouraged to ask questions and share their thoughts about the school's curriculum.

Technology

At St. Peter, we recognize the important role that technology can play in education. Students in grades 3-8 have access to and use Chromebooks throughout the day. Grades K-2 have tablets available to use as the teacher directs. We have interactive boards in all classrooms to help aid instruction.

We strongly recommend that each home have internet access for students to be able to do their homework. This is especially important if we need to use distance learning to instruct your students.

Homework

Students at St. Peter may have homework to do at night. The amount of homework always depends on the grade level, the study habits of the child, and the individual child's ability. Each teacher works to make any homework meaningful and appropriate for their students. Parents can help by providing encouragement and a quiet place to work at home.

Memory Work

Students at St. Peter will regularly have memory work to recite. Bible passages, hymns, and the chief parts of the Catechism are assigned appropriately at various grade levels. Parents should make sure their children know their daily memory work. Listening to memory work as part of your evening and morning routine at home is a great way to help your child learn the truths of God's Word and take them to heart.

Confirmation Instruction

To prepare young people for their lives as Christians and to help strengthen their faith in Christ as their Savior, St. Peter Lutheran School offers an introductory course of Catechism instruction in grades 5 & 6. All students of the Grades 5-6 are required to take this course as part of their religious curriculum.

Seventh and eighth grade students receive a two-year in-depth study of Christian doctrine covering the six chief parts of Luther's Catechism: the 10 Commandments, the Apostles' Creed, Baptism, Lord's Supper, Keys and Confession, the Lord's Prayer. This class meets twice a week on Tuesday and Thursday mornings and is taught by our Pastors. All students who are members of St. Peter Lutheran Church are required to complete this course to become eligible for Confirmation which is held on the first Sunday in May. All students will participate in this course as it is part of the school curriculum. They are encouraged to also be enrolled in the confirmation course of their own home congregation.

For adults who wish to learn the truths of the Christian faith or just wish to join our church family, St. Peter Church periodically offers a Bible Information Class taught by one of our pastors. For more information, feel free to contact one of our pastors or the school principal.

Athletics

St. Peter Lutheran School offers students in grades 5-8 an opportunity to participate in a number of sports. At the present time children have the opportunity to participate in girls' volleyball, co-ed soccer, boys' and girls' basketball, track and field, and co-ed softball. A nominal participation fee (per sport) is collected on registration day. Students are required to maintain their grades to be eligible for a sport. An exception may be made for a student if it is determined that they are giving their best effort in their schoolwork. Physicals are required of all students participating in team sports.

Music

Music is a regular part of the curriculum for all students at St. Peter Lutheran School. In addition, we have several opportunities for students to use their musical talents. Band (gr. 5-8) and piano (gr. 1-8) lessons are available at school for those who are interested. A separate fee is charged for these lessons. The lessons are scheduled during the school day and are worked around each student's class schedule. Another musical opportunity is our school hand bell choir (gr. 3-8) that practices weekly and plays for some church services throughout the year. Call the school office for more information.

Sex Education

Although sex education is primarily the responsibility of parents, please realize that there are some natural settings in which the topic will come up at school. Examples include religion class when the sixth commandment or the virgin-birth of Christ is discussed. Another area would be science class as the students learn about human growth and development. Remembering that sex is a gift from God reserved for a husband and wife, we will deal frankly and honestly with the students as appropriate for their grade level.

Church Attendance

The third Commandment reminds us to set aside time to worship God on a regular basis. We discuss this often with our students. We encourage all our parents to set a good example for their children by worshiping regularly at church. This is another way that the home and school can send the same message to our children to keep God first in our lives. Throughout the school year our students have opportunities to help lead worship by singing in church. We anticipate that all the students will be there when their class is scheduled to sing. If your child is not able to be there to sing, please send a note to the classroom teacher in advance so they will know the correct number of students for which to prepare.

Chapel/Mission Offerings

Each Wednesday morning, students at St. Peter Lutheran School gather for a chapel service in the church. This service is a great opportunity for the whole school to worship God together. Everyone is welcome to join us for chapel. The service begins at about 8:10 and usually last about a half hour. A special offering is gathered each week

at chapel. Students bring their gifts to help support various mission projects that have been designated for the current school year. Through this offering our students learn that they are able to share the message of salvation with others, just as Jesus commanded them.

Newsletter

School news is relayed to homes every Friday via the weekly "Crusader Communicator". An e-mail version of the newsletter is sent to those who supply an e-mail address. The newsletter is also posted on our school website (<http://stpetersschoolschofield.org>). Other notes and e-mails may be sent periodically as the need arises. Feel free to call or e-mail the school for any information you may need.

Communication

It is important that lines of communication between school and home be kept open. Teachers will generally communicate with parents through face-to-face conversation, phone calls, texts, and e-mails. Parents should feel free to do the same. Open communication can help prevent many misunderstandings. As Christians, we want to handle any problems as outlined in Matthew 18: 15-22. Let us deal with each other as Christians and let our love for Christ move us to handle disagreements in a God-pleasing way. If a problem does arise, please use the following steps in solving it:

1. Contact your child's teacher first when there is a problem.
2. If the problem is not resolved, contact the principal for additional help and input.
3. If you feel the problem is still not resolved, contact a member of the School Ministry Board for assistance in resolving the issue.

Lunch

Two or three times a week our school offers a nutritious meal prepared and served by volunteers. Students sign up for these meals a month at a time. On days when there is no hot lunch, students bring their own lunch to eat. Parents and children are responsible for the proper care of lunches brought from home. Milk cards may be purchased in the school office. For current rates, please contact the school office. If you would be willing to prepare and serve a meal or two for our students, please contact the school office.

Telephone

Students are permitted to use the telephone in the school office for necessary purposes such as illness, forgotten homework, no lunch, end of the day transportation issues, etc. However, they are not allowed to use the telephone for spur of the moment social plans which should be taken care of the night before. Students are required to get permission from a teacher before making a call.

Cell Phones and Electronic Devices

Cell phones and other electronic devices (including smart watches) that are brought to school must be put in student's backpacks (with the sound off) before school starts and be kept there during the school day. The school phone is available for making any necessary calls. After the students are dismissed at 2:40 P.M., they may use their phones and other devices. Students will be able to use their phones to contact parents in certain situations, such as early school closing due to the weather.

Fire Drills

The state of Wisconsin requires our school to conduct regular fire drills during the school year. Students are taught the correct procedure for dealing with such an emergency. Students in the lower grades also learn each year about fire safety directly from our local fire department.

Tornado Drill

Tornadoes can occur frequently in Wisconsin, especially in the spring. Our school has developed a safety plan to be used during tornado watches and warnings. Each spring we practice a tornado drill and talk to the students about what to do in case of severe weather.

Intruder Drills

Since we are always concerned about the safety of our students, our school also practices intruder drills. We have a predetermined plan for handling these potentially dangerous situations, and we want our students to be prepared to take action to help keep everyone safe.

Field Trips

On occasion, the various classrooms at our school will take field trips. Many of these trips are educational in nature. Others simply provide a fun experience for the students. All field trips are paid for by school funds. Field trips will be announced through the classroom teacher. Reminders are often included in the school newsletter.

Parties

From time-to-time classroom parties are held to celebrate various occasions such as Christmas or Valentine's Day. Teachers will communicate with their student's parents about such events. Sometimes parental help may be needed. This is a great opportunity for moms and dads to volunteer.

Clothing Labels

Articles of clothing such as caps, jackets, boots, etc. should be labeled with the child's name. This will help prevent lost and misplaced items throughout the school year.

Dress

When considering what clothing to wear to school, parents and students are asked to keep in mind that God encourages us to be clean, respectable, and modest in the choice of our clothes. We also hope to discourage competition in buying clothes and to eliminate clothing and dress that may become a distraction. With this in mind, we offer these guidelines for proper dress at St. Peter Lutheran School:

- Clothes that are excessively tight, short, or revealing should be avoided.
- No flip-flops. All shoes should be appropriate for playing at recess time.
- Make sure that clothes are free of offensive pictures, words, and expressions. Avoid clothes that advertise musical groups as well.
- Avoid excessive make-up, jewelry, hairstyles and hair colors.
- Students are allowed to wear shorts from the beginning of school through the end of October, and again from April 1 to the end of the school year.

Students will be asked to change clothes if they are not dressed appropriately. Parents will be notified if necessary. We appreciate everyone's concern and cooperation in following these guidelines.

Fundraising

Because our school relies primarily on the members of St. Peter Lutheran Church for support, we do not engage in regular fundraising programs. We are also blessed to have many friends who remember our school with special gifts and donations throughout the year. We do have an annual Packer Party/Silent Auction each fall. The proceeds from this event are used to purchase special non-budgetary items for our school.

Books, Textbooks

All textbooks and workbooks, except for religious books, are provided for the students and remain the property of St. Peter Lutheran School. Since the cost of these books is very high, we expect that all hardcover textbooks will be kept covered to help keep them clean and in good condition. Additional charges will be made for books that are damaged or destroyed.

Care of Property

At the beginning of each school year, our students are reminded that they have a responsibility to help take care of the school's property. Textbooks, desks, tables and chairs, athletic equipment and the like must be treated with care. We appreciate the equipment and furnishings that God has blessed our school with and encourage the children to take great care in their use of it. Damage to desks, textbooks, and other school property may require the student's family to reimburse the school. Parents can also help by properly supervising their children in the building during non-school hours. Children are also asked to help keep the school grounds free of litter.

Report Cards

Report cards are sent to parents one week after the end of each quarter. A parent/teacher conference will be held immediately following the first quarter of the school year. Conferences may also be held after the second or third quarter at the discretion of the parent and/or teacher. Parents are encouraged to contact their child's teacher at any time to discuss student progress, even if it is not the end of the quarter. **Student grades are also available to view on a daily basis through PowerSchool, an online grading program. Login and password information is sent home at the beginning of the school year.**

Records

The transfer of records is done directly between schools. When a student leaves St. Peter Lutheran School, we send their academic and health records to their new school. When we get a new student, we send a request for student records to their previous school. This applies for out-of-state transfers also. Parents do not have to worry about record transfers.

Testing

Our school uses the MAP (Measure of Academic Progress) Growth test to measure student progress in grades 3-8. This test is administered three times during the course of the school year. In addition to helping us see how our students are growing and learning academically, the test also helps monitor our instruction and curriculum.

Educational Services

St. Peter school children living within the D.C. Everest School District are eligible for all services of the district. This includes various testing, speech therapy, remediation, psychologists and more. These services can be requested by a teacher (working closely with the parents), or by the parents themselves. Feel free to call the school office or the D.C. Everest Administration Office for more information.

Library

We are fortunate to have a school library staffed by volunteers. Students are able to check out a variety of books that are appropriate for their grade level.

Volunteers

Our school offers many opportunities for parents to be involved at school. We encourage parents to take an active part in their child's education by participating in school activities. Watch the school newsletter for opportunities to help out at school.

Playground Rules

The following rules have been established for the playground equipment to ensure the safety of all students:

1. The playground will be used only during school hours with adult supervision.
2. The students will refrain from pushing others off the equipment or from jumping off themselves.
3. The students will avoid excessive pushing of swings.

4. No kicking or throwing gravel or stones.
5. Students must stay seated on the swings.
6. The students will only go down the slide in a forward sitting position.

Crusaders

Our team name for athletic events and other activities is the "CRUSADERS". Our school colors are red, white, and royal blue.

School Song:

(Sung to the tune of *On Wisconsin.*)

Go Crusaders! Fight Crusaders!
Bring us victory.
Play your best above the rest
For all to clearly see. U-rah-rah!

Go Crusaders! Win Crusaders!
We will stand by you.
Proudly we hail you as the
Red, White, and Blue!

(O.K.) U ,rah, rah, St. Peter Lutheran
U ,rah, rah, St. Peter Lutheran
U ,rah, rah, St. Peter Lutheran
Go Crusaders!