

ST. PETER'S LUTHERAN SCHOOL



STUDENT HANDBOOK

“Educating for Here and Eternity”

ST. PETER'S LUTHERAN SCHOOL

Address 1600 South Main Street
Fond du Lac, WI 54937

Phone 920-922-1160

E-mail School: info@stpetersfdl.net

Pastors Michael J. Zuberbier
Luke J. Boehringer

Faculty	Carl Manske	Grade 8; Athletic Director
	David Koepsell	Grade 7; Music/Worship Director
	Ben Raddatz	Grade 6; Principal
	Sarah Welsing	Grade 6 Release Teacher
	Michael Hinds	Grade 5; Technology Director
	Roberta Roecker	Grade 4
	Stefanie Hinds	Grade 3
	Heidi Zabel	Grade 2
	Erin Achey	Grade 1
	Erika Runge	Grade 1 Aide
	Cindy Mildebrandt	Kindergarten
	Kathrine Raddatz	PreK Teacher
	Amy Stibb	PreK Aide

Support Staff	Ashley Will	Administrative Support
	Anna Gilgenbach	Administrative Support
	Pam Zuberbier	Hot Lunch Administrator
	Rebekah Herbrand	Head Cook
	Jenni Jerabek	Assistant Cook
	Amy Stibb	Extended Care
	Rachel Zills	Extended Care

School Song

We're the Lakers, we're out to win.
We can take defeat on our chin.
Oh, victory is our goal as we fight.
We love our school, we'll do our best.
We'll win this game, we'll win success.
We're proud of the red and white.
You rah, rah, SPLS, You rah, rah,
SPLS, You rah, rah, SPLS.

School Hours

8:05am – 3:00pm
Pre-K Half Day: 8:05am – 11:30am
School doors open at 7:45am

School Colors

Red and White

School Mascot

Lakers

STATEMENT OF BELIEF

We believe that:

- The Holy Bible is the inspired, inerrant, infallible Word of God.
- The Triune God, as revealed in the Bible, is the one true God.
- God created all things in six days and created man as the crown of that creation.
- Man's fall into sin has corrupted the nature of everyone, making all people guilty of sin and subject to damnation.
- God, through grace, sent His Son, Jesus, to suffer and die for the sins of all people.
- Through the work of the Holy Spirit, all who believe that Jesus is their Savior receive forgiveness of sins, life, and salvation.
- As a believer in Jesus, a Christian will show his love for God by using his gifts and talents to spread the Gospel message around the world.
- As a believer in Jesus, a Christian will serve God by showing love and compassion to those around him.

MISSION STATEMENT

Empowered by God's Word, St. Peter's Lutheran School assists families in EDUCATING their children, EQUIPPING them for LIFE and ETERNITY.

STATEMENT OF OBJECTIVES

In keeping with the stated purpose of St. Peter's Lutheran School, the faculty and the governing school board strive to faithfully provide for the eternal welfare of all students and guide them in the maximum development of their spiritual, physical, and mental abilities given to them by God. Thus, the objectives of this school are:

- To nurture the faith of each student.
- To provide systematic and thorough instruction of God's Word.
- To teach all secular subjects in the light of God's Word.
- To strive for excellence in teaching the basic curriculum for Kindergarten and the eight grades.
- To provide students with a Christian school community in which God's Word rules supreme.
- To give students an opportunity to live their faith in daily Christian fellowship.
- To provide a rich devotional life centered in God's Word.
- To support Christian parenthood and home life.
- To encourage the students to use their time, talents, and treasures to glorify God with a life of faithful service.
- To encourage the students to live as obedient citizens of our country.
- To strengthen the WELS through the training of her future pastors, teachers, and lay leaders.

NONDISCRIMINATORY POLICY

St. Peter's 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 at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance funds and athletic and other school administered programs.

ENROLLMENT POLICY

St. Peter's Lutheran School offers the blessing of Christian Education to as many children in Grades PreK-8 as our facilities allow. In the event that enrollment needs to be limited, students will be accepted according to the following priority list:

1. Members of St. Peter's Lutheran Church & Good Shepherd Lutheran Church
2. Mission Prospects
3. Members of other WELS Churches
4. Members of Christian churches outside WELS fellowship

ADMISSIONS

Preschool

1. Preschool registration is held in January for members and March for all others.
2. Students entering preschool should have attained the age of 3 by September 1.
3. All immunizations and health forms must be complete before school begins.
4. All preschool students need to be potty trained.

Kindergarten

1. Kindergarten registration is held in February or March.
2. Students entering kindergarten should have attained the age of five by September 1.
3. Kindergarten screening is conducted by the teacher in May to help assess the educational levels of the children.
4. All immunizations and health forms must be complete before school begins.

Grades 1-8

1. Parents wishing to enroll their child/children in our school must contact the principal to set up a meeting to discuss possible enrollment.
2. An application form must be completed and returned to the school so that student records can be obtained from the previously attended school.
3. Students will not be admitted into the school after the first semester unless extenuating circumstances exist.
4. Online registration of current students will take place in March - May.

TUITION/FEE POLICY OF ST. PETER'S LUTHERAN SCHOOL

We understand that:

- +Parents are given the primary responsibility for the Christian training of their children. (Ephesians 6:4)
- +The congregation has been given the responsibility of assisting parents in the Christian training of their children. (John 21:15)
- +The congregation, along with the school, has also been given the directive from God to "make disciples of all nations." (Matthew 28:18)

Since financial responsibilities are included in the statements above, tuition will be charged of all students attending St. Peter's Lutheran School. In addition to the tuition, an educational fee is charged of all students to help cover the cost of teaching materials used and activities offered.

Terminology

Tuition is used for the general operating budget of St. Peter's Lutheran School.

A percentage of the tuition collected is used to cover the cost of textbooks. A portion of the amount is also used to help subsidize the purchase of physical education/athletic equipment, the cost of class trips, assembly programs and academic activities (Fine Arts, Spelling Bee, Meet Math, etc.).

Tuition Payment Policy

- All past due tuition must be paid in full for a family to enroll their children for the next school year.
- Students of families who are in arrears by more than one month, may not be allowed to participate in athletics or class trips.
- All enrollments for the next school year will be put on hold until accounts are paid in full.
- The School Board will take into consideration all extenuating circumstances a family may experience in enforcing this policy.

Collection of Tuition

All billing is done through TADS Management, which is an automated payment plan.

- All families are to pay the tuition through one of the plans offered.

Tuition Assistance Program

- The St. Peter's Tuition Assistance Fund was established to aid families who are members of St. Peter's congregation.
- Applications for current students are made available at registration in March.
- Tuition Assistance will be dispersed in a closed session of the School Board in May.
- Tuition Assistance is granted based upon family need and the availability of funds.

Tuition Rebate Procedure

- Students leaving school during the first quarter will be billed for 25% of the year.
- Students leaving during the second quarter will be billed for 50% of the year.
- Students leaving during the third quarter will be billed for 75% of the year.
- Students enrolling during the first quarter will be billed for 100% of the year.
- Students enrolling during the second quarter will be billed for 75% of the year.
- Students enrolling during the third quarter will be billed for 50% of the year.

ABSENCE/ATTENDANCE/EXCUSES

All students are expected to attend school regularly and punctually. It is the parents' responsibility to ensure that such attendance occurs. Illness, medical/dental appointments, funerals, and unforeseen circumstances are reasonable excuses for being absent from school. We encourage all families to schedule family travel during the scheduled school vacation time.

Excessive absenteeism can negatively affect the academic progress of a student. It may become necessary for the student to make up some of the missed time. If the pattern of excessive absenteeism continues, promotion into the next grade is jeopardized.

In the case of an absence, the parent/guardian should call the school office excusing the child. Voice mail for all the teachers is available 24 hours a day.

Absence from school does not excuse the student from making up any missed schoolwork. If an absence is planned, please notify the teacher in advance so that arrangements can be made to complete school work early. Students absent from school for more than one half of the day will not be allowed to participate in any after school or evening school activity. Attendance records are kept using the following guidelines:

Tardy - arriving at school between 8:05 and 9:05 without written excuse

½ day - absent from school from 1-4 hours

Full day - absent from school for more than 4 hours

ATHLETICS

All students in grades 5-8 are invited to participate in the athletic program of our school. The Athletic Director reserves the right to open up activities for 3rd & 4th grade when advisable. The teams may vary according to numbers.

Fall

Girls Volleyball

Coed Soccer

Coed Cross Country for Grades K-8

Winter

Boys Basketball

Girls Basketball

Girls Cheerleading

Spring

Coed Softball

Coed Track

ACADEMIC ELIGIBILITY POLICY

St. Peter's is proud of the strong academic and extracurricular offerings that benefit our students. The primary emphasis of our school is academic achievement and passing every subject should be the goal of every student. Participation in extra-curricular activities can and often does enhance a student's academic performance. However, extra-curricular activities require a tremendous amount of time and effort. Therefore, students will be required to maintain a satisfactory academic status (cumulative GPA of 2.0 or above – basically, a C average) in order to participate in extra-curricular activities. For the purpose of this Academic Eligibility Policy, extra-curricular activities are any non-credit bearing activities offered by the school, which include but are not limited to athletic activities, forensics, drama productions, and other extracurricular activities.

Policy:

1. The first four weeks of the school year all students will be eligible to participate.
2. An ineligibility list will be compiled based on the mid-quarter progress reports and report cards.
3. The list of ineligible students would be distributed to all coaches and teachers. Students not on the list will remain eligible for the next ½ quarter until progress reports/ report cards are once again distributed.
4. Any student on this list will be placed on academic ineligibility with the following stipulations:
 - a. Student will remain on the ineligibility list for a four-week period of time.
 - b. Student will not be eligible to practice, rehearse, etc, nor be allowed to participate in any extra-curricular activities/games.
 - c. Students with learning disabilities will be given due consideration by the teacher and administrator in regards to this policy.
5. A letter will be sent with the progress report/report card informing parents/guardians of their academic ineligibility.
6. At the end of the four weeks of ineligibility, the ineligible list will be re-calculated. Any students who are no longer carrying a cumulative GPA lower than 2.0 will be eligible for participation. Revised ineligibility lists will be compiled and distributed. Students who have remained on the list will now be ineligible for the next four weeks.

Notes:

1. A list of ineligible students will be published and distributed to all faculty, staff, coaches, and extracurricular advisors. It is the responsibility of the coaches and extracurricular advisors to enforce non-participation for those students on the academic ineligibility list.
2. Teachers are to calculate averages using the grades within the current quarter.
3. **Courses in which students have exceeded the number of allowable absences, as outlined in the attendance policy, will be regarded as an automatic failing course for the purposes of the academic eligibility policy.

BAND LESSONS

Students in grades 5-8 are invited to participate in the WLA Grade School Band Program. Lessons are held one day each week here at school, with full band rehearsals at WLA on Saturday mornings. All financial arrangements are made with the WLA Grade School Band Program. Students receiving band lessons will be excused from class for their lesson.

BEFORE AND AFTER SCHOOL

Students are not to arrive at school before 7:45 unless it is necessary due to transportation schedules. Students are not allowed into the building until the 7:45 bell rings. All are to wait outside except in cases of inclement weather.

All students are to leave school no later than 3:15. No students will be permitted on the playground while waiting for a ride. Teachers are not responsible for children after 3:15 unless previous arrangements have been made – those students will be sent to the extended care program at that time.

Those students staying after school for scheduled school activities must go to their supervised area. Unless previous arrangements have been made with a coach or teacher, students may not remain at school while waiting for a practice or rehearsal that begins later than right after school.

BOOK CARE

All textbooks are the property of the school. Students are required to have their textbooks covered. Any book that is lost or damaged beyond repair must be replaced by the student at the present replacement cost of a new book.

BUSING

Bus transportation is available through the school district for eligible students. Contact the Fond du Lac School District or the Principal of St. Peter's for more information.

CATECHISM INSTRUCTION

Students in Grades 5 and 6 receive Catechism instruction from their classroom teacher. Students in Grades 7 and 8 receive their instruction from the pastors. Students in grades 7 and 8 are required to supply their own Catechism, which can be purchased from the school bookstore.

CHANGE OF ADDRESS

Families are asked to keep the school informed of changes in telephone and cell phone numbers, mailing addresses, emergency information and contacts, and e-mail addresses. Changes may be made by accessing your TADS account as well.

CHAPEL

Each Friday morning all the students and teachers will gather in the church for a school worship service. The service lasts about 20-30 minutes. Parents and guests are welcome to attend.

CHOIR and HANDBELLS

Inspiration is the name of the school choir made up of interested students in grades 3-8. Depending on the number of interested students in grades 5-8, two handbell choirs may be formed. The Music Director reserves the right to open up the handbell choirs to fourth graders in years where having enough ringers to fill a choir becomes an issue. The main purpose for all of the choirs is to provide special music for worship settings. The choirs might also participate in other activities like the WLA Fine Arts Fair, special holiday caroling/ringing, and the like. Choir members are expected to sing/ring every time the choir is scheduled to do so. The schedules need to be taken into account before committing to any choir for the year. If a time comes when a student cannot sing/ring with the choir, parents should have their child excused with a written note to the director well in advance of the known absence.

CHURCH ATTENDANCE

“I rejoice with those who said to me, ‘Let us go to the house of the Lord.’”(Psalm 122:1) This statement of David exemplifies God’s expectations of our students and parents. The habits for worship attendance for our young are set now for their future life. For this reason our attendance at church is joyful and regular throughout the year. Knowing that faith comes from hearing the Word of God (Romans 10:17) we will be in church at every opportunity.

CHURCH SINGING

All grades are scheduled to sing in worship services throughout the year. Students are expected to sing when their class is scheduled to do so. If a time comes when a student cannot sing with the class, parents should have their child excused with a written note.

CLASS TRIPS

Teachers may schedule field trips throughout the year in addition to an end of year class trip. The cost of field trips is subsidized partially through a fee collected with the tuition payments.

CO-CURRICULAR ACTIVITIES

Besides sports, students of varying grade levels may participate in forensics, math competition, art fairs, science fairs, band, spelling bees, geography bees, choir, drama, bells etc.

CURRICULUM

Religion: Bible History, Catechism, Church History, Hymnology, Memory Work

Science: General Science, Physical, Earth, Life, Space

Mathematics: Arithmetic, General Math, Pre-Algebra, Algebra

Fine Arts: Art and Music

Language Arts: Reading, Literature, Grammar, Writing, Spelling, Phonics, Handwriting

Social Studies: Geography, History, Wisconsin History

Physical Education and Health

Computer: Keyboarding, Word Processing, Data Base, Spreadsheet, Slide Shows, Class Presentations

DISCIPLINE

In response to God's love to them through Jesus, students will not in any way persistently hinder the teacher from teaching, another student from learning, or engage in any behavior that is not in the best interest of the school and other students.

School Rules are put into place so that all things are done decently and in order. Rules have been established to give each of us a guideline for behavior in our school. The motivation for obeying the rules is not the fear of punishment, but response to the love shown us by our Savior Jesus Christ.

All students enrolled at St. Peter's Lutheran School are expected to abide by the rules set forth by the administration, teachers, and the school board while in attendance at school or school-sponsored activities. Any student who fails to comply with directions of the pastors, principal, teachers, student teachers, substitute teachers, teacher aides, kitchen staff, or other authorized school personnel at school or at school-related events shall be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

All discipline situations will be handled with loving concern for the student. The purpose of all disciplinary actions is to use the Law to show the sin and the Gospel to assure the student of God's love and forgiveness.

Discipline Procedure

1. Teacher will deal with the students involved.
2. If necessary, the parents will be contacted.
3. If the disruptive behavior continues, the Principal will be called in to deal with the issue. If necessary, the Pastor may also be called in to advise.
4. If positive change in the behavior does not occur, possible suspension/expulsion will be discussed.

Definitions

- *Detention* - a thirty-minute period of time served after school under the supervision of a teacher. The time will be spent sitting quietly or performing some task set forth by the teacher.
- *In-School Suspension* - physically separating the student from all other students while remaining in school for a period of one to five days. The teacher, in consultation with the Principal and the parents implement this action. It is to be used in cases of repeated misbehavior in which reprimand and the loss of privileges has not brought about a positive change.
- *Suspension* - removal of the student from school for a period of one to five days for disciplinary reasons. The Principal, in consultation with the parents and the School Board implements this action. This is to be used in cases of serious misconduct and in cases where other disciplinary actions did not bring about a positive change of behavior.
- *Expulsion* - removal of the student from school for the remainder of the school year. The Principal, in consultation with the parents and the School Board implements this action. This action is to be used in cases of serious misconduct where the student is showing impenitence by not correcting a behavior that is detrimental to the other students in the school.

School Building Rules

- Walk in the building; stay to the right.
- Quiet talking in the halls and while eating lunch.
- Gum, soda, and candy not allowed except for special circumstances.
- Snacks and beverages of any kind may only be consumed in the classrooms or commons under teacher supervision. Food and drink are not allowed outside.
- Students are not allowed on the stage without permission.
- Students are not to be in the gym, music room, library, kitchen, administrative hallway, church sanctuary, church narthex, or commons without adult permission.

Gym Rules

- Wear only approved gym shoes on the gym floor.
- No sitting or climbing on the bleachers when they are pulled in.
- Students are not allowed in the equipment room without permission.
- No food or drink allowed except for water, popcorn, and candy during athletic events.

Playground Rules

- When playing in the parking lot, students are not allowed beyond the school entrance to the north.
- Area around the school building, woods, and farm field are off limits for unsupervised play.
- Pushing, tackling, hitting, and the throwing of snowballs at others are not allowed.
- Balls and other athletic equipment are not permitted on the playground structure.

The following behaviors may result in an immediate loss of recess for that day and the next. If violations persist, the discipline procedure as outlined above will commence

- Not following school rules
- Not following classroom rules
- Violating the dress code

The following behaviors may result in an immediate loss of recess for that day and the next two days. Parents will be notified of the infractions and detention time will be arranged. If these behaviors persist, discussion regarding suspension/expulsion will occur.

- Inappropriate physical contact
- Abuse/destruction/theft of school or personal property
- Use of inappropriate language
- Treating peers disrespectfully
- Treating staff disrespectfully
- Fighting

The following behaviors may result in immediate suspension and possible expulsion.

- Possession or use of tobacco, alcohol, inhalants, controlled substances, and/or abuse of nonprescription drugs anywhere on school property or at any school-related event
- Possession of matches, lighters, knives, weapons, or anything considered dangerous by the teaching staff
- Threatening, intimidating, or causing bodily harm to any teacher, staff member, or fellow student

DRESS CODE

All students are expected to keep themselves well groomed and neatly dressed at all times. This includes attendance at school and at all school-related activities. In keeping with the scriptural guidelines to be moderate in all things (Philippians 4:5), the students will avoid extremes in his/her person and dress, regardless of what fashion may dictate. All attire should be modest and age appropriate for the students. Any form of dress or hair style that is considered contrary to good hygiene or that is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. The faculty reserves the right to declare certain styles of clothing/hair style inappropriate if it is felt that Christian modesty and/or lifestyle is not being demonstrated. Guiding principles to follow:

Examples of dress code violations:

General Appearance

- No sandals or open-toed shoes may be worn. Shoes must be secure on the feet. (e.g. If your child can kick the shoe off playing kickball, it's not acceptable.)
- Extremes in style or color of hair (e.g. non-natural highlight colors, mohawks, etc.)
- Excessive use of make-up
- Jewelry involving body piercing (earrings worn by girls acceptable)
- Tattoos and excessive writing or drawing on exposed skin
- No shorts during the months of November through March
- No hats, caps, or hoods in the classroom, lunchroom, or church

Shirts/sweatshirts

- References made to alcohol, drugs, tobacco products, bars, gambling
- Sayings, phrases, riddles, innuendoes, pictures of people, and other such content that may cause offense or promote an attitude unbecoming of a Christian
- Mesh style shirts and jerseys unless another shirt is worn underneath
- Showing of cleavage and/or midriff
- Tank tops (Shirts should have a sleeve.)
- Loose fitting sleeveless shirts which reveal bare skin or undergarments

Pants

- Leggings - when modesty is compromised
- Pajama bottoms/lounging pants
- Words or slogans on rear of pants
- Excessively torn or frayed, including those with manufactured holes and frays

EMERGENCY SCHOOL CLOSING

If it becomes necessary to close school because of bad weather or some other emergency, notice will be given using the Remind App. The same applies for early dismissal due to weather. Notification will also be sent directly to you using the Remind App.

EXTENDED CARE PROGRAM

This is a service offered to the families of our school who need to drop their children off earlier in the morning and/or pick them up later at the end of the day. This includes students who need to remain after school while waiting for a game/practice to begin. Students are under the supervision of an adult from 7:00-7:45am and from 3:00-5:30pm. There is an hourly rate set to cover expenses.

FIRE & SAFETY DRILLS

Drills are held periodically throughout the year as required by law. In April, a tornado drill is conducted. We also conduct safety drills two times per year.

FUND RAISING

Any fundraising effort must be approved by the School Board.

GRADING SCALE

Each teacher makes known to the parents and the students the criteria used in assessing the students' progress. Assessment may vary according to the grade being taught, the content being taught, the activity being used, and the ability of the student or class. Our grading scale is as follows:

A+	100%
A	97 – 99%
A-	93 – 96%
B+	90 – 92%
B	88 – 89%
B-	85 – 87%
C+	82 – 84%
C	80 – 81%
C-	77 – 79%
D+	74 – 76%
D	72 – 73%
D-	70 – 71%
F	0 – 69%

HEALTH SERVICES

The county health department serves in an advisory capacity to our school. Examples of such services are: vision and hearing tests, scoliosis screening, special immunization clinics, and kindergarten roundup. The county nurse does visit the school on a monthly visit to monitor any health concerns.

HOMEWORK

Homework varies with the age and ability of the child. It can be expected that homework responsibilities will increase as the student gets older. Parents and teachers need to monitor closely the amount of homework assigned. Each classroom teacher establishes guidelines for the completion of homework and the consequences of not completing the work on time in line with the school's incomplete work policy. Parents should express all concerns directly to the classroom teacher.

HOT LUNCH

St. Peter's Lutheran School is blessed to have an independent Hot Lunch program where the food is prepared fresh onsite every day. Students have a variety of delicious and nutritious options to pick from. To help keep costs low, we ask for volunteers to help the paid lunch staff. Students love to see parents, grandparents, and other family and friends helping out when they come through the lunch line. Students in Grades 5-8 help with cleanup duties each day. A computerized accounting system is used. Accounts can be checked online, and payments can be made online for a small charge (The link will be emailed the middle of August). Cash or a check payable to St. Peter's School Lunch can be sent in a labeled envelope to school, or placed in the lockbox in the Commons at no charge. Students from the same family are grouped into a family account. Notifications of negative balances are emailed to parents/guardians. Financial assistance can be applied for.

ST. PETER'S SCHOOL LUNCH MEAL CHARGE POLICY

I. Purpose

The goal of St. Peter's Lutheran School Hot Lunch Program is to provide student access to nutritious meals each school day as we recognize the important link between proper nutrition and academic success. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to provide oversight and accountability for the collection of outstanding student meal balances. Students are expected to pay for their meals at the time of service and parents/guardians are encouraged to prepay by the week or month. This may be done online or in the Commons. It is considered a charge when the balance of the student's account falls below zero. The intent of this policy is to establish procedures to address unpaid meal charges. St. Peter's Lutheran School Hot Lunch Program provides this policy as a courtesy to families in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited until the account is properly funded.

II. Policy

- Students will pay for meals at the school's published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for Hot Lunch financial aid. A student will be allowed to charge a maximum of 5 meals to their account after the balance reaches zero. After 5 charges, no meals will be provided until their account is properly funded.
- If a child's account has reached the maximum charge allowed, it is expected that parents/guardians will properly fund the account or send a cold lunch. We do not want children to go without lunch.
- Parents/guardians are responsible for meal payment to the food service program. Money can be put into family accounts by depositing remittances in the lockbox in the Commons or by online payment. Discreet notices of deficit balances will be sent to parents/guardians at regular intervals.
- Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.
- Refunds for withdrawn, and graduating students – Parents/guardians will be notified that they have a balance remaining. They may choose to get the funds back or donate them to our financial aid fund.
- Balances Owed - Collection of owed balances will follow the policies and procedures set forth by the school.

INCOMPLETE WORK POLICY

Late/Incomplete Work: If there is a legitimate reason why the student is unable to finish homework, please send a note the day it is due. (Legitimate excuses do not include ballgames or other sporting events.) The student will be expected to complete the homework assignment during the scheduled recess time in a teacher supervised study hall/detention. If the work is not completed within one week's time, a failing mark will be given for the assignment.

Make-up/Absent work: When a student is absent from school he/she is required to make up all the work and to take the tests missed. When the student returns to school he/she is responsible to speak with the teacher, to obtain the missing assignments, complete the work, and take the tests within the time specified by the teacher. As a general rule, the student has the week following the day of absence to make up the work. (This includes planned absences such as vacations, weddings, etc.) If the work is not completed after the week of grace, a failing mark will be given for the assignment. Multiple failing grades due to incomplete work could affect academic eligibility and possible grade level retention.

If your child is absent from school and you would like his/her class work please call the office by 10:00 am on the day of absence. The work and books you request will be available at the school office at the end of the day.

Projects and long-term assignments that have a specific due date are to be brought to the main office even if the student is absent from school. Projects not brought to school on the due day by 2:45 or 12:30 on a half day will receive a failing grade.

Planned Absences: A student may request work in advance of a planned absence, but teachers will provide at their discretion what could be completed without classroom instruction.

INSURANCE

The congregation's policy does not cover medical costs for students injured as a result of an accident on church/school premises. In the case of an accident on school premises, the family may file a claim with the church as secondary coverage.

INTERNET POLICY

Students are permitted to use the Internet as an educational resource in the classrooms. This technology opens a world of information to the students. At the same time, there is potential for misuse. The following guidelines are established to help students, parents, and teachers use the Internet in a God-pleasing manner.

Students are allowed to use the Internet with teacher permission and under teacher's supervision.

Student Rules

- Internet use is directly related to school activities
- Students are not allowed to go to or view inappropriate or unauthorized resources
- Students may not download or print material without teacher permission
- Students are not to give out names, addresses, phone numbers, or any other personal information online
- Students will not use chat rooms or web sites such as Twitter, Snapchat, or Facebook – this includes after school care or athletics study halls
- Any e-mail messages must be written and sent with teacher's permission, and be related to school work
- Not following these rules will result in immediate suspension of computer use
- All students will receive help and guidance from their teacher when making use of Internet resources. All rules have been reviewed by the teacher with the students

LAKER NEWS AND NOTES

Each Thursday a weekly announcement sheet is sent home. This sheet is the main communication between the school and the school families. We send home a paper copy with the youngest student in each family, as well by email to parents' inboxes. This is also posted on the web site weekly.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds during the school day without teacher permission.

MEDICATION

The school is prohibited from dispensing any medication to students. Should a student need aspirin or other medication, he/she may bring it from home with a note from the parent granting permission to dispense when needed. Prescription medication must be in a properly labeled container along with precise instructions for dispensing.

MISSION OFFERINGS

Mission projects are chosen each year for our support. Each week a mission offering is gathered during the chapel service. Children are encouraged to bring an offering each week. For older students, the encouragement to use their own money is in place. What better way to teach the giving of our first fruits back to God!

PARENT CONCERNS

With a teacher in this order

- Speak with the teacher
- Speak with the principal along with the teacher
- Speak with the School Board along with the principal and the teacher

With a coach in this order

- Speak with the coach
- Speak with the athletic director along with the coach
- Speak with the principal along with the athletic director and the coach

PARENT CONFERENCES

At the middle of the First Quarter of the school year, formal conferences are held in school to discuss the progress of each child. Parents and teachers are encouraged to schedule other conferences throughout the year when the need arises.

PARTIES/BIRTHDAYS

Students may bring a treat for the rest of the class on his/her birthday. Special gifts to the classroom can also be given by the child. Special holiday parties may be planned by the teacher. Please note any allergy notices from the teacher when sending a treat.

PIANO LESSONS

Piano lessons are offered to students in grades 3-8 on a first come first served basis through private teachers chosen by the school. Piano students are excused from class for their lessons. Every effort is made to schedule in such a way that the student misses a minimal of class time. All financial arrangements for the lessons are made with the individual piano teachers

PICTURES

School pictures are taken each fall. Picture packages are sold at a reasonable price. Throughout the year, activity and team pictures will be taken for inclusion into the school yearbook. Individuals may also submit pictures for consideration for the yearbook. Yearbooks are sold each spring at a reasonable cost.

PROPERTY DAMAGE

Any damage done to books, desks, or any building property will be repaired or paid for by the student causing the damage.

REPORT CARDS

Report cards are issued one week after the close of a quarter, except the fourth quarter report which is distributed at the close of the year. Many teachers also issue mid-quarter progress reports to the students. All report card envelopes and progress reports must be signed and returned to the teacher (except the final report card of the year) within a few days of receipt.

SCHOOL HOURS

School begins at 8:05 and ends at 3:00. Building doors will remain locked until 7:45 am. Those students who are in the extended Care Program will be let in upon arrival. All students must be picked up by 3:15. Beyond that time, the students will be placed into the Extended Care Program and billed accordingly. Reasonable exceptions will be made for those waiting for siblings coming from the high schools and parent work schedules that require a few more minutes for transportation to arrive at St. Peter's.

SCHOOL SUPPLIES

Every student is given a list of required school supplies at registration time. This list is also included in the summer mailing to all school families. It is the student's responsibility to replenish required supplies when needed.

TELEPHONE/CELL PHONES

Cell phones are not to be brought to school unless absolutely necessary. Cell phones that need to be brought to school should be turned off and kept in a safe place designated by the classroom teacher.

Parents are urged to avoid calling the teachers or students during the school day, unless it is an emergency. Please call before 8:05 or after 3:00 to speak to a teacher. Voice mail is available 24 hours a day, 365 days a year.

Students are not allowed to make a phone call without a teacher's permission. Permission may be denied if the teacher feels the phone call is unnecessary.

TESTING

Students in Grades 3 through 8 will take standardized tests each year to monitor student progress.

WINNEBAGO LUTHERAN ACADEMY

Our congregation supports secondary Christian Education at WLA. As a result, close contact is kept between WLA and St. Peter's. Each year representatives from WLA come to visit and talk to the students about the high school. Periodically, representatives from WLA make phone contact with families having children in grades lower than eighth grade regarding high school plans.

When one considers that this school is an aid to parents in bringing up their children in the nurture and admonition of the Lord, one can see how vitally important it is for home and school to cooperate with each other to the fullest extent. That is why we welcome discussion from our parents concerning the educational development of their children. Parents, you will be positive leaders in the educational process of your children by:

- ☺ Attending church regularly with your children and discussing the sermon with them.
- ☺ Having regular family devotions and table prayers.
- ☺ Letting the Word of God be the sole guide in all phases of daily living and conduct.
- ☺ Exercising Christian discipline at home and supporting Christian discipline exercised at school.
- ☺ Always projecting a positive attitude toward education, particularly Christian education.
- ☺ Refraining from being critical of school procedures in the presence of your child.
- ☺ Seeing to it that the child is regular and prompt in attendance.
- ☺ Encouraging sufficient hours of rest and sleep.
- ☺ Encouraging him or her to eat well-balanced meals.
- ☺ Encouraging him or her to play games suitable for his or her age and skill.
- ☺ Discouraging him or her from bringing any distracting items to school.
- ☺ Exposing the child to many wholesome experiences.
- ☺ Encouraging him or her to be considerate and courteous when riding on his or her way to and from school regardless of with whom he or she rides.
- ☺ Being active in his or her education. For example: show an interest in papers brought home, review assignments, provide a suitable homework environment at home, and help the child with homework difficulties.
- ☺ Giving positive comments and by being encouraging in words and actions.

