

Parent/Student Handbook



2019 – 2020

***St. Peter's Lutheran School
345 N Pine Street
Reedsburg, Wisconsin
608-524-4066***

www.stpetersreedsburg.com

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Mission Statement

St. Peter's Lutheran School exists to provide a nurturing, Christian educational environment which assists families in their God-given responsibility of preparing children for an earthly life of Christian witness and eternity with their Lord and Savior.

Each year is another opportunity to celebrate our oneness in Christ at a Lutheran School. In any shared environment, limits are necessary to maintain an appropriate atmosphere for learning and growth.

Please familiarize yourself and your child(ren) with the following topics and then sign and return the Parent Statement of Cooperation. This formed must be signed and on file prior to your child(ren)'s attendance.

Policies and Guidelines

Academic Eligibility

St Peter's Lutheran School exists to fully develop the whole child. Therefore, participation in extracurricular activities such as athletics, field trips, clubs, and Track & Field Day are strongly encouraged. However, primary consideration is given to the student's attitude and participation in the core academic and religious education program. Therefore, if a student earns a grade of 'F' or two grades of 'D' on the midterm or end of quarter report, that student will be considered ineligible during the 10 consecutive school days following the day the report was issued. This ineligible student will not be allowed to participate in sporting events, field trips, clubs, or Track & Field Day. On the 10th day of ineligibility, the student's grades will be re-evaluated and, if the requirements are met, the student may then be allowed to resume participation in extracurricular activities on the next day. If the requirements are not met, the student will remain ineligible for the remainder of the current midterm grading period.

Students who qualify for Special Educational assistance or have other special circumstances will have their eligibility determined on a case-by-case basis by the principal after consultation with the teachers, and parents.

New Student Probation

All new students to St. Peter's Lutheran School will be placed on Enrollment Probation for 80 days. New students who have been suspended at another school will be placed on Enrollment Probation for 120 days. New students who have been expelled from another school will be placed on Enrollment Probation for 160 days.

While on Enrollment Probation status, a student may be removed from enrollment at St. Peter's Lutheran School for any reason deemed appropriate by the Board of Christian Education.

Note: Providing false information on records at admission may result in expulsion

Attendance (Absence, Illness, Tardiness)

In accordance with Wisconsin's Compulsory School Attendance Requirement, St. Peter's Lutheran School requires all its students aged 6 years and older to attend school regularly during the full period and hours of school operation. A violation of this law occurs if the child is repeatedly absent from school without valid excuse. All absences must be excused to the school in person, by telephone, or in writing by the parent or legal guardian of the absent child. If a pattern of absenteeism without valid excuse exists, the Public School District attendance officer will be notified.

If a child has missed more than 20 days of school during one year, his or her name must be brought to the Board of Christian Education to determine whether the child will be promoted to the next grade. By law this decision cannot be made solely on the student's attendance record. In order to make this decision the Board may request information and/or recommendations from the Principal, teacher, and/or parent(s). The decision of the Board in this matter will be final and binding.

During the course of the school year, a student may be absent from school for a portion of the school day. In order to be fair to all students, the following policy for recording attendance will be followed:

- If a student misses no more than two hours (1/3) of the school day, he/she will receive credit for a full day's attendance.
- If a student misses no more than three hours (1/2) of the school day, he/she will receive credit for ½ day's attendance.
- If a student was present for less than three hours (1/2) of the school day, he/she will be marked absent.

- Students are not only expected to attend school regularly, but also arrive on time. A student will be considered tardy to school if he/she arrives in the classroom anytime after 8:00 a.m. and must report to the office to get a tardy slip before going to class. Students will not be admitted to class after 8:00 without a tardy slip. (This is necessary since it gives us an official time of arrival for attendance records.)
- Four (4) tardies will equal one (1) absent day.
- If a student is absent for more than ½ of the school day (excused or unexcused), they will be ineligible for all extra curricular activities for that day.

Bus Behavior / Transportation

The Reedsburg Public School District provides bussing for all children in the Reedsburg School District attending 4-year-old pre-kindergarten – 8th Grade. If you choose to use the bussing, all students will be transported at the end of the day through the transfer at Webb Middle School. We require all students riding the Reedsburg Public School bus to and/or from school, to also ride the transfer bus to and/or from Webb Middle School (transfer station). The Reedsburg School District requires that an adult be present at the pick-up and drop-off for all 4 Pre-Kindergarten students. If you have additional questions, please contact the Reedsburg School District bus garage at 768-8940, or the St. Peter's School office at 524-4066, ext. 1.

Riding the school bus requires a special level of Christian witness. Certain rules are set in order to ensure the safety of the passengers. Please also note the discipline procedures of the Reedsburg District Transportation Authority. Improper bus behavior could lead to suspension of riding privileges.

St Peter's students who are cited for poor behavior on the school busses may be subject to additional disciplinary consequences at school.

Tuition Rates / Church Attendance

St. Peter's Lutheran School is operated and based on Lutheran principles that are based on the word of God. One of these principles is worshipping together as the family of Christ.

Whether you worship at St. Peter's or in your own church, we encourage at least 50% attendance at worship.

Members of St. Peter's are offered a tuition discount for their faithful attendance at St. Peter's Lutheran Church. While weekly church attendance is the expectation, the Board of Christian Education has established a guideline of a minimum Church Attendance of 50% from August 1 - July 31 to receive the member tuition discount.

St. Peter's members have received their church attendance information quarterly throughout the school year. This information will also be included in the final report card.

Choirs

Grades K-8 students are automatically enrolled in a choir. This is done to enhance worship and as an opportunity to practice giving God praise. Choirs are scheduled to sing for worship services and will assemble 15 minutes before the service in Concordia Hall. Parents are asked to give advance notice if a child will be absent. Choirs will also sing for other special events throughout the year. Attendance at both worship services and special events will count on the student's music grade.

Conflict Resolution (Matthew 18)

Parental Obligation

It is the obligation of each parent to set a Christian example for their child. This includes every aspect of their faith, habits, and lifestyle. Having sought a Christian education for their child or children, parents are obliged to support and accept the work, assignments, and decisions of those ministering to their children. Teachers, staff, and volunteers at St. Peter's are engaged in a ministry of love, as well as a ministry of teaching. Parents must be Christlike in their approach to the teachers, staff and volunteers. This means that when concerns or conflicts arise they must be handled in accordance with Matthew 18. When your child attends St. Peter's Lutheran School you (and the child) have agreed to abide by all policies and procedures.

Obedience and Discipline

Every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children fairly in accordance with God's Will. It must be understood by pupils and parents/guardians alike that the pupils owe implicit obedience to teachers, staff and volunteers, whether in the classroom, the school building in general, or on the playground. Defiance of teachers, staff and volunteers will result in disciplinary action.

If pupils feel they have been treated unfairly, they are encouraged to discuss the matter with the teacher. Parents/Guardians who feel that there has been a misunderstanding are requested to come to the teacher first. You are not to do this before school or during school hours. If no satisfactory agreement is reached, then the matter should be taken up with the Principal and then finally with the Board of Education and the Pastor.

CONFLICT RESOLUTION STEPS

1. Parents/Guardian informality present concern(s) to the teacher involved.
2. If not resolved, the parent/guardian should notify the Principal in writing of the concern(s).
3. The principal shall discuss the concern(s) with the teacher involved.
4. The principal shall respond to the parent(s)/guardian in writing concerning the problem resolution.
5. If the concern(s) continue, the parent(s)/guardian should write a letter to the principal stating that the problem still exists. There will be a meeting between the Principal, the teacher(s) involved, and the parent(s)/guardian.
6. If there still is no resolution, the parent(s)/guardian should present documented evidence to the Board of Education in writing. The situation should be clearly stated using factual, objective statements.
7. The Board of Education will confer with the Principal and the teacher and hopefully resolve the issue with a clear plan of action for the parent/guardian, teacher, and Principal. The Principal will respond in writing to the parent(s)/guardian.

8. If the guidelines to the problem resolution are not met by the teacher or parent(s)/guardian involved, the Board of Education will meet with the principal, pastor and/or those involved.

Then, as holy people whom God has chosen and loved, be tender hearted, kind, humble, gentle, patient; bear with one another and forgive one another if you have a complaint against anyone. Forgive as the Lord forgave you. Colossians 3:12

Dress Code/Hygiene

May God be pleased with the way we dress. St. Peter's students will dress and groom themselves according to Christian standards of good judgment, good taste, and modesty. It is important to note that the Bible speaks to the dress and appearance of Christians. The Apostle Paul in writing to Timothy wrote: "women should adorn themselves modestly and sensibly in seemly apparel," 1 Tim. 2:8 (The New American Standard says, "with proper clothing modesty and discreetly.") God does not want the Christian to dress immodestly or in such a way to attract attention to their outward appearance, especially if that attraction causes offense and tempts someone to sin. A Christian's dress is to reflect an attitude of "a gentle and quiet spirit," (I Peter 3:4)

In their roles as educational leaders, staff and faculty will adhere to the dress code as a minimum standard.

As is the case with everything we do at St. Peter's, commitment and cooperation from our school parents is essential for this policy to be successful. Please understand the spirit and intent of this dress code. It is not an attempt to squelch or stifle a child's sense of self-expression or uniqueness. Neither is it necessarily making a "right or wrong" judgment about specific styles or expressions in clothing and appearance. Rather, it is an attempt to give our children the very best environment in which to learn and interact with one another.

Parents should carefully read through this information with their children and should be vigilant in ensuring the children are following the dress code/hygiene requirements each morning as they prepare for school.

It is parents' responsibility to ensure their children comply with this policy. The school will try to be as discreet as possible when dealing with this issue.

General Notes on Dress Code:

1. All clothing should be in good repair.
2. Head coverings, bandanas, sweatbands, hair nets, head laces, beanies, caps or hats are not allowed during class time. — Except for approved reasons by the Principal.
3. Principal's Authority —The principal will determine clothing, grooming, or attire not addressed in the policy, which creates a distraction to the educational process and may prohibit the clothing at St. Peter's.
4. Administrators have the discretion to determine the appropriateness of dress and grooming and to make special exceptions.

Please refer to the following chart for clarification.

Item	Acceptable	Not Acceptable	Additional Notes
All Clothing or Accessories	*Share a Christian Message *Is Modest	advertise or depict association with gangs, satanic groups, cults, tobacco products, alcoholic drinks, drug, lewd, offensive, vulgar and obscene writings or pictures.	
Sunglasses/Contact Lenses	*Sunglasses may be worn outside *Prescription Contact Lenses	*Sunglasses worn indoors *Non-prescription contact lenses	
Makeup	Non-distractive and not impair a slight makeup	*Distractive Impair student's vision *Dark makeup/ Goth appearance	
Shirts	*T-shirts either plain or with a positive message *Shirts with a	*exposure of undergarments *exposure of skin that should be	*All shirts must be worn properly - not backwards or inside out.

	<p>Christian message *Team Shirts*tank top *Properly fitting team jersey (remember that St. Peter’s PE uniform is only for PE) *Pass Midriff Home and School Dress Test.</p>	<p>covered *form fitting (undergarment lines visible) *fishnet *off-shoulder *see through *backless *crop-top *one strap *shirts with straps with less than 2” *sleeveless shirts with low armpit openings *corse knit *transparent and/or see through garments *Fail the Midriff Home and School Dress Test</p>	<p>*Midriff Home and School Dress Test — In the midriff area, no skin will be exposed when the student sits, stands or when arms are raised to shoulder height.</p>
Shirts/Ladies	<p>*Modest neckline that covers the entire female chest area.</p>	<p>*Showing cleavage (visible line) *exposure of undergarments *Tube tops</p>	
Shirts/Gentleman	<p>*Neck opening no lower than the second button or equivalent</p>	<p>*Neck opening lower than the second button or equivalent</p>	
Skirts, split skirts, culottes and dresses	<p>length is to the middle of the thigh or longer, all the way around and is modest when sitting or standing.</p>	<p>length is less than the middle of the thigh and/or is not modest when sitting or standing.</p>	
Form Fitting shorts, pants or leggings	<p>If worn with an outer garment that reaches the middle of the thigh or longer all the way around</p>	<p>Outer garment that is less than mid-thigh in length.</p>	
Shorts	<p>*length to the middle of the thigh or longer all the way around and be modest when sitting or standing.</p>	<p>*Short less than mid-thigh in length *Don’t pass the Baggy Pants Home & School Dress Test</p>	<p>Baggy Pants Home and School Dress Test — Without touching pants</p>

	*pass the Baggy Pants Home and School Dress Test		and with arms extended away from the body, the student must walk very fast and jump several times. The pants must stay on, fit securely.
Pants	*fit appropriately and securely. *Pant legs will not drag on the floor. *Pants must pass the "Baggy Pants Home and School Dress Test."	*Pant legs that drag on the floor. *Pants that don't pass the "Baggy Pants Home and School Dress Test."	Baggy Pants Home and School Dress Test — Without touching pants and with arms extended away from the body, the student must walk very fast and jump several times. The pants must stay on, fit securely.
Chains, Collars and Spikes	Never	Always	*Students may not wear chains which are designed to be worn on wallets, pants, or as dog collars, including collars with spikes.
Body Piercing	Earrings in the ear that do not jeopardize student's safety.	All other visible body piercing	
Tattoos	Never seen	Any visible	*Tattoos — With the exception of temporary "spirit" tattoos, tattoos must be covered.
Hair	*Neat, clean, well-groomed and non-destructive, not to obstruct the student's vision, and worn in a manner that does not	*Bald (Shaved) or designs shaved in the hair. Including Mohawks *hair color applications that are	(*Temporary colored hair for school spirit activities is acceptable. *hair accessories must stay in

	<p>endanger the student.</p> <p>*Hair Color: must be non-destructive and in a naturally occurring color.</p> <p>*Boy's hair: shall be no longer than the bottom of the shirt collar.</p> <p>*Facial Hair: must be neat and trimmed at all times, and sideburns are not to extend past the earlobe.</p>	<p>not a natural color (green, purple, red, blue etc.)</p>	<p>place so they do not become a distraction to the student who is wearing them or others around them.</p> <p>*Teachers may ask a student to remove an item that becomes a distraction.</p>
<p>Shoes must be safe, non-distractive, and stay securely on the foot in an emergency</p>	<p>*Tennis Shoes (Velcro or tie)</p> <p>*Security attached sandals.</p> <p>Pre-Kindergarten – Velcro tennis shoes only</p>	<p>*Flip Flops</p> <p>*Shoes with cleats</p> <p>*House Shoes/Slippers</p>	<p>Home & School Dress Test - While bending one leg the student will relax their foot and wiggle their shoe. If the shoe stays securely on the foot, the shoe passes the first test. Next the student must keep full control of their shoes while walking fast to simulate a fire drill or other emergency situation.</p>
<p>Hygiene</p>	<p>Clean bodies and clothes</p>	<p>Clothes or body that has an unpleasant aroma that has an adverse impact on the learning environment</p>	<p>The school will be in contact with parents/guardian of the student to discuss this issue on a case by case basis.</p>

CONSEQUENCES FOR VIOLATING THE DRESS CODE

Teacher's will contact the parents and send a Dress Code Letter home with the student. Other Consequences could be but are not limited to:

- Offensive T-Shirt worn inside out
- Additional clothing added to cover the offending clothing
- Student call home for a change of clothing
- Student provided with a chance of clothing by the school
- Schedule meeting with the principal
- Serve detention

Future violations, will result in the issuance of a Pink Slip and/or other action as deemed appropriate by the principal.

Field Trip Volunteer Policy

As a chaperone/driver you are to supervise and ensure the safety and well being of the children in your charge at all times. You need to be alert for the needs and/or problems of the children as individuals and as a group. **A background check is required and will be performed by St. Peter's School.**

Siblings of a child going on a field trip may not attend the trip. As an option, siblings age three to twelve may be placed in Daycare if space allows. Volunteers may receive up to a total of 15 free childcare hours in one year starting on their first volunteer day. This applies if you are driving and/or chaperoning for a field trip. Please let the Daycare know as soon as possible that your child will be attending. If children are in Daycare attendance during lunch, the parent will need to supply a sack lunch or pay for the school lunch.

Visitors / Volunteers

All persons, except for persons attending scheduled school programs, who visit St. Peter's Lutheran School during the school day shall report to the school office upon their arrival. They will sign in and announce the nature and purpose of the visit. They will be issued a visitor pass before proceeding to their destination. This requirement applies during school hours.

All school visitors are expected to comply with school personnel's direction. This is required so that their visits do not disrupt the education environment or endanger the safety of students or staff.

After concluding the visit, school visitors are expected to report to the school office, record the time of their departure and return their visitor pass. A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school principal grants permission.

A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

Pupil Visitors: In the event that students who do not attend St. Peter's wish to visit with a class for a day or portion of a day, they may do so after advance arrangements are made with the principal and classroom teacher.

It should be made clear to all visiting students that all school rules apply to them as though they were enrolled in our school. Students who do not submit to the discipline of the classroom teacher will not be welcome in the future.

Parents must leave emergency procedure information and telephone numbers at which they may be reached throughout the time when children will be at St. Peter's.

The above policy does not apply to recruitment visits in which parents visit with their children to become acquainted with the school.

Grading Scale

Below is the system of letter grades and their equivalent percentages that are used in all grades here at St Peter's

Letter Grade	% Equivalent	% Range
A+	100	99+
A	96	94-98
A-	93	92-93
B+	91	90-91
B	86	84-89
B-	83	82-83
C+	81	80-81
C	76	74-79
C-	73	72-73
D+	71	70-71
D	66	64-69
D-	63	62-63
F	35	61 and below

Graduation

The 8th grade class will have a graduation service the night before the last day of school. A worship service will be held at the church in which the graduates are recognized, a message is shared by the pastor, and awards and diplomas presented. Each graduating class will have a Valedictorian and Salutatorian. The Valedictorian will be the student having the highest GPA for grades 6-8 at St. Peter's and the Salutatorian will have the second highest GPA. Both will be entitled to give a short speech at the service. (Students who came to St. Peter's after grade 6 may be considered if their St. Peter's GPA puts them in contention for either honor, but preferably this honor should go to students who have attended St. Peter's longer.)

Homework

Assignments give opportunity to practice newly learned skills and demonstrate understanding. Every day work is an important part in developing the talents God has given us. If students use their time wisely in school, they will be able to finish some of their homework before the day's end. Any assignments not finished are the student's responsibility. Difficulty with completing homework or long evenings of study should be discussed with the teacher. Teachers intend to plan reasonable assignments for students. Being aware of a student's difficulties will make it easier to serve that student's needs.

Each teacher is allowed to come up with his or her own procedures for dealing with missing assignments. Please, talk with your child's teacher(s) if you need to know what those procedures are.

Missing three assignments in one week will result in a Pink Slip. Excessive missed assignments may require additional meetings with the teacher, parents, and principal.

Honor Roll

Student grade point averages will be calculated each quarter in grades 6-8. The points used will be as follows: A's=4pts, B's=3pts, C's=2pts, D's=1pt, F's=0pts. All subjects receiving a letter grade will be used in this calculation. Students with a GPA between 3.0 and 3.49 will earn B Honor Roll and students with a GPA above 3.49 will earn A Honor Roll.

Library

Each year a schedule of library volunteers is made to serve our pupil's library needs. Each class is offered a time during the week when pupils may check-out or return books. Students are encouraged to return books to the library on or before their due date so others may use them. When books are lost or overdue, fines may be charged. A lost book will be replaced at the current catalog cost. The Birthday Book Club is one means by which library books are purchased. Information about the club is sent home several times throughout the year.

Lunch

Our hot lunch program is designed to serve nutritious and tasty meals that are appealing to our students. We are not part of the federal hot lunch program but we operate our program using many of their guidelines for nutrition and food safety. All student lunches cost \$2.85 per meal and applications are available for families to apply for reduced price meals at \$1 per meal. Meal amounts will be offered to students so that all students leave the lunch room feeling content and as little food waste as possible is achieved. Students will not be allowed to consume soda or fast food items at lunch. Parents are strongly encouraged to ensure their child(ren) has packed a nutritious and appropriate lunch if not taking hot lunch.

Locker Rooms

In order to keep personal items safe, students are expected to keep their lockers locked! If a lock is lost or damaged, the replacement cost is \$3.00. Students are encouraged to supply their own locks. Please be sure that gym clothes are taken home and washed every week.

Non-Discrimination

St. Peter's Lutheran School admits students of any race, color, sex, 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, sex, national or ethnic origin in the administration of the educational policies, admission policies, scholarship and sponsorship programs, and athletic and other school administered programs. In the event that classroom space must limit enrollment, preference may be given to members of St. Peter's Lutheran Church.

Office – Student Access

The church/school office is a place where business is transacted. Students should be in the office only when they have a definite purpose. Permission from the supervising teacher to go to any part of the building should be sought first. In the event that a student needs to report to the office to call home, a permission slip will be given by the teacher indicating the reason.

Parental Expectation

Ephesians 6:4 states "bring up a child in the training and instruction of the Lord." It is the obligation of each parent to set a Christian example for his or her child. This includes every aspect of faith, habits, and lifestyle. *As a condition of enrollment in St. Peter's Lutheran School, parents are obliged to support and accept the work, assignments, and decisions of those ministering to their children.* The teachers, staff, and volunteers at St. Peter's are engaged in a ministry of love, as well as a ministry of teaching. Parents must be Christ-like in their approach to teachers, staff and volunteers. When concerns or conflicts arise, they must be handled in accordance with Matthew 18.

Past Due Accounts

Registration / Tuition balances not paid in full by September 15th of the current school year will require a Registration / Tuition Agreement Form to be on file in the school office. This form is to be completed so that outstanding balances will be paid in full no later than May 15th of the current school year. Balances not paid in full by May 15th will be charged 10% on the outstanding balance.

Past Due Accounts - Students transferring out of St. Peter's

Three attempts will be made to collect this debt. If payment arrangements have not been made (auto payment set-up, written promise to pay within 90 days) the account may be referred to collections. Student records will be forwarded to their new school once payment arrangements have been made.

Hot Lunch Account

It is the responsibility of the family to monitor your hot lunch account balances. This information may be found on Fast Direct or by contacting the school office. It is the discretion of the administration to discontinue lunches served to families with an excessive negative lunch account balance.

End of Year Report Card

All Report Cards will be kept in the office at the end of the school year. Families that have account balances will receive their child(ren)'s report card upon payment or signing a written payment agreement. The written agreement can be in any amount until paid in full.

P.E. Uniforms

Students in grades 5-8 must have the official St. Peter's P.E. uniform for P.E. Class.

Phone

Students are not allowed to use school phones except in emergency situations. Calls for school supplies, forgotten assignments, going home with a friend, and arrangements for regularly scheduled practices and games are not allowed.

Questions & Concerns

Throughout the year we will all have times where a question, concern, or frustration arises. When those times come, we need to remember God's direction to us in Matthew 18:15. We are first to come directly to the person with whom we have the concern. In most cases, concerns can be resolved quickly and with discretion when we do this.

Schedules for Grade K- 8 & Pre-Kindergarten

Classes begin at 8:00 a.m. and end at 3:25 p.m. Teachers will supervise students in the gym from 7:30 a.m. – 7:50 a.m. at which time they will be dismissed to their classrooms. Students arriving before 7:30 a.m. or remaining on school grounds after 3:40 p.m. will be placed in Christian Kid Zone Day Care and the family will be charged.

3 Year-Old Class Schedule

Classes meet 8:00 - 10:00 am

4 Year-Old Class Schedule

Class meets Noon – 3:15 pm

School Cancellations

School closings, in the event of inclement weather conditions or other emergencies, will be announced on Radio Station WRDB (1400). If all Reedsburg District Schools are cancelled, St. Peter's Pre-Kindergarten classes will also be cancelled. In the event of what is termed by the School District as a "late start" to the school day, our morning Pre-Kindergarten class will not meet.

School Technology Usage Policy

Acceptable uses of school technology are activities that support learning and teaching. *Unacceptable uses of school technology include:*

1. Violating the rights to privacy of any student, staff, and church/school member;
2. Knowingly transmitting and/or viewing profanity, obscenity, or other language which may be offensive to the recipient, or knowingly transmitting profanity, obscenity, or offensive language to any web site, news group, mailing list, or similar forum;
3. Knowingly transmitting graphics (including still or moving pictures) or sound files which are pornographic, obscene, or offensive to another user, or transmission of such files to any forum where the graphics or sound files are accessible by others;
4. Knowingly downloading, storing, or printing files or information (text, sound, still or moving graphics, or any combination thereof) that are pornographic or obscene or that use language, sounds, or imagery which offends or tends to degrade others (the administration will determine suitability in particular circumstances);
5. Knowingly transmitting any material threatening to another person, whether or not such material is transmitted to that third person;
6. Knowingly copying proprietary information, including software, in violation of applicable law;
7. Using the network for personal financial gain, business activity, or any illegal activity.
8. Knowingly or negligently transmitting computer viruses, or failing to scan downloaded files for viruses; (such acts will also be viewed as criminal activity under applicable state or federal law);
9. Deliberately trying to degrade or disrupt system performance (such acts will also be viewed as criminal activity under applicable law).
10. Knowingly re-posting personal communications without consent.

Students who do not follow this policy can lose the use of school technology resources and face disciplinary action. Parents will be financially responsible for any deliberate damage to school technology resources. (This includes the cost of repairing or replacing the damaged parts.) Students will be responsible for completing any assigned tasks independently and outside of school.

Security

In order to insure the safety of our student, school doors will be locked from 8:00 a.m. until 3:15 p.m. with the exception the Pine Street entrance. The Pre-school doors will be unlocked at times corresponding to their students' scheduled arrivals and dismissals.

All visitors, volunteers and sales persons are asked to enter the school using the Pine Street entrance to request permission at the office to enter the school halls.

Student Conduct and Discipline

St. Peter's Board of Christian Education strongly believes that a school discipline policy developed from care, fairness and Christian values is essential to a healthy learning environment. We therefore support, without reservation, the policy below and entrust St. Peter's faculty, staff and administrator with the responsibility of the policy application. We also trust that the policy will be faithfully and consistently followed.

Since a teacher or staff member must, on the spur of the moment, determine the type of disciplinary action that is to be taken for a specific offense, a degree of latitude must be allowed to each individual teacher in the classroom or other staff member. The principal or the Board of Christian Education shall not overrule or modify the discipline imposed by a teacher unless there is apparent abuse of discretion.

A child is a precious gift from God. As parents, you are to education your child for Him, to see that your child learns to pray and to believe and know Christ. Your Christian school is here to help you do this, as well as to give your child a well-rounded elementary education.

Sometimes parents have questions, problems, or complaints relating to the school. As Christians we believe that we should deal with one another according to Matthew 18:15-17. *"If your brother sins against*

you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

The parents should first contact their child's teacher. If the concern is not resolved, they should then contact the principal. If the concern is not resolved, they should then contact the Board of Christian Education. The pastor may be approached if the matter concerns spiritual guidance or religious doctrine.

Discipline Guidelines

St. Peter's School believes that a caring discipline policy stems from the word RESPECT. We show RESPECT to God in the following ways:

Respecting adults, Respecting ourselves and others, Respecting learning, and Respecting property.

St. Peter's further defines these four principals with eight rules:

1. Respecting adults, we a) follow directions the first time they are given and b) speak appropriately to all adults.
2. Respecting ourselves and others, we a) keep hands, feet and all other objects to ourselves and b) speak kindly to and about others.
3. Respecting learning, we a) have our homework completed on time, b) are prepared for class, and c) maintain self-control.
4. Respecting property, we a) show respect for the items belonging to others and to the school, as well as our own.

In addition to the eight rules above, it is important to note that other offenses may be deemed severe. Severe offenses, which violate the policy's four basic principles, may abort the discipline procedure (below) and result in an independent action by the faculty, staff member or administrator.

General Conduct Regulations

Note: This is only a partial list of things students should or should not do. Teachers and staff members shall exercise personal judgment in each situation, with the support of the school staff and parents/guardians.

1. Students will treat all others individuals with politeness and respect.
2. Students will demonstrate appreciation for Church and School facilities by helping to care for them and by not abusing them.
3. Students will be prepared for school each day, including having all necessary supplies and completed work for the school day.
4. Students will not have gum, candy, or pop in the school building without permission from the teacher in charge.
5. Students will not bring comic books, magazines, or anything that could create a nuisance.
6. Students will not tease, threaten, or harass other students.
7. Students will not steal, cheat, or lie.
8. Students will not use profanity or vulgarity in any manner.
9. Students will not box, wrestle, fight, or play games which may be harmful to body or clothing.
10. Students will not violate the Internet policy.
11. Students will not throw rocks, or objects that could injure someone.
12. Students will not vandalize or willfully destroy property.
13. Students will obey individual classroom rules and procedures.

School Rules/Regulations

Drugs, Alcohol, Tobacco Fire Starting Devices and Weapons

Drugs, alcohol, tobacco products, fire starting devices, and weapons of any kind are not allowed on church or school property or at any church or school sponsored activity. Students in possession or use of such items will receive the following action.

1. Parents will be notified immediately.
2. Law enforcement will be notified should the occasion dictate.
3. Depending on the severity of the offense, consequences may include hours of community service or meetings with Law Enforcement.
4. The severity of the situation or frequency may necessitate Board of Education action including school suspension or expulsion.

Hallways

Hallways in the school are to be used to move quietly from room to room or from activity to activity. Because the classrooms are close by, talking should be kept to a minimum and a quiet voice used whenever a conversation is necessary. It may be necessary sometimes for teachers to require a “no talking” time in the hall to respect the needs of students in other classrooms.

As a general rule, students should walk on the right side of the hallway. When a whole class is moving through the hall, students should walk in a straight line so others can get by easily.

Students should give special consideration to any adults who are in the building to be sure they can get through the halls easily. Be sure to watch for guests so that you can greet them with a smile and help them find their way through the building.

When moving up or down a stairway, students are to remain in single file and to stay to the right.

Restrooms

There are restrooms on each level of our building. Students should use the restrooms assigned to them by their teachers and return to their classes as quickly as possible. Restrooms are not a place for visiting. Students should help keep the restrooms clean and free from clutter.

Playground

On a small playground such as ours the key is cooperation. On the St. Peter's playground the students are not to throw sticks, stones, or snowballs, use hardballs, interfere with other student games, or fight.

Special safety rules have been adopted for use on the playground, they include:

1. Watch for younger kids and let them play.
2. Move carefully, not quickly.
3. Use jump ropes and balls on the pavement, NOT in the playscape area.
4. Go down the slides feet first.
5. Climb down from the equipment, don't jump from the top.

6. Slide down the slide, don't run up
7. One pusher for the Spinami and Tire Swing. The pusher must remain on their feet.
8. Before and after school, the playground is not a playground, but is a parking lot. Playing during these times is not acceptable because it is unsafe and unsupervised.
9. Chase games are on the parking lot only.

Electronic Devices

Radios, cassette/CD/MP3/DVD players, pagers/cell phones, or any similar items are not allowed to be used on school grounds. It is possible that students might have these devices for entertainment or security reasons on their trip to and from the school. Once on school property, these devices will remain in backpacks. Failure to comply with this policy will result in the confiscation of the device and it will be returned to the student at the end of each day. Repeated violations will result in a loss of this privilege.

Damage to School/Church Property

The parent/guardian will be required to reimburse the church/school for the loss of or damage to property, textbooks, workbooks, library books, etc. Parents/Guardians are also financially responsible for cost of repair or damage done by their child to school furniture, equipment, or property which is deliberately or carelessly defaced, destroyed, or marred.

Discipline Procedures

Students, parents, teachers, Principal, and Board of Christian Education share the responsibility for maintaining an environment conducive to productive learning. Because a favorable atmosphere is essential to the learning process, all personnel of the school, in cooperation with the home will endeavor to help students maintain a good learning atmosphere. Students' and Teachers' individual rights and the rights of the school must always be protected.

Disciplinary problems are best handled in a one-on-one interaction between teacher and student. Many may be resolved by a simple conversation. However, serious or persistent misbehavior-including unsatisfactory grades is grounds for formal disciplinary action.

In cases where the student's actions are criminal in nature, the principal or Board of Christian Education maintain the right to contact law enforcement if they deem it necessary.

Unsatisfactory student behavior is classified in two categories: Minor Misconduct and Major Misconduct. Minor Misconduct results in a simple documentation of the misbehavior and communication with parents. Major Misconduct may result in detention or suspension.

Minor Misconduct

The Following are examples of Minor Misconduct that may result in a Discipline Notice (Pink Slip). When issued, a Discipline Notice (Pink Slip) must be signed by the parent and returned to the homeroom teacher the following day. The Principal and homeroom teacher will keep track of each student's behavioral records for the year.

- Incomplete or missed homework assignments (at least three in one week for all subjects combined)
- Disobedience or disrespect toward a teacher or parent in a supervisory role
- Disrespect toward a fellow student(s)
- Disregard of School Rules
- Being late or unprepared for class (at least three occurrences in a week)
- Violation of dress code
- Disrespect toward personal or school property
- Any deliberate or willful conduct deemed detrimental to the normal functioning of any school activity.

When issued, a Discipline Notice (Pink Slip) must be signed by the parent and returned to the homeroom teacher the following day. The Principal and homeroom teacher will keep track of each student's behavioral records for the year.

Major Misconduct

The following are examples of Major Misconduct that may result in a Detention Notice or, if serious enough in view of the Principal, suspension.

- 4 Discipline Notices (Pink Slips) in one quarter
- Repetition or a combination of any of the behaviors from the above list in one incident
- Fighting
- Truancy
- Possession or use of weapons, drugs, alcohol, tobacco, or fire starting devices.
- Theft

Detention

When issued, a Detention Notice will result in the school contacting the parent either in writing or by phone and will include a detention notice being sent home to be signed and returned to the homeroom teacher the next day. Detentions will be served after school for 50 minutes on the following school day-including half days- and shall take precedence over all other school activities. A detention will result in ineligibility for 5 consecutive school days beginning on the day the detention was issued. A second detention in a quarter may be issued following the same guidelines as the first.

Pink Slip

St. Peter's uses a "Pink Slip" system to track student conduct. This is part of the teacher's classroom plan and is used when a student's behavior warrants. It is a communication tool between the teacher, parents and principal. It allows the teacher and parent to work together to improve the student's behavior. Students serve a 50-minute detention with their teacher should the student receive 4 pink slips in one quarter. Students will serve a 50-minute detention with the principal should the student receive 8 pink slips in one quarter. In addition to the principal detention, a meeting with the parents, teacher and principal will be held. The purpose of this meeting is to work together to improve the situation. All pink slip counts start at zero each quarter.

Tiger Ticket - Positive Reinforcement Program

The Tiger Ticket Program has been established for students in grades 4-8 to recognize good behavior and extra effort. Students receive a punch card which will entitle them special privileges as they fill their cards. Similar programs are implemented in each homeroom.

Suspension & Expulsion (Repeated Major Misconduct)

If a student has already earned one detention, a second Detention Notice in the same quarter may warrant a suspension. The decision as to whether a suspension is warranted or not, resides with the Principal. In such cases the parent will be contacted personally and a Discipline Notice shall be completed indicating that a suspension has been assigned. In the case of any suspension, the Chair of the School Board shall be notified immediately and a full report made at the next regularly scheduled board meeting.

A student earning a suspension of either type listed below will be ineligible for all extra-curricular events for seven consecutive school days for each day of suspension assigned beginning on the day that the suspension is issued.

The suspension may take the form of in-school or out-of-school. For an in-school suspension, the student will be required to spend the day or days stipulated in the Principal's office and will complete whatever tasks the Principal assigns. For an out-of-school suspension, the student is not to report to school at all for the day or days stipulated. The student will be required to complete all assigned work but all assignments will be marked down two letter grades.

The student, parent(s), teacher and Principal will meet within 5 days of the offense in order to resolve the problem. Every reasonable means of resolving the problem will be explored. If the problem is unresolved by the above measures or the pupil continues the unacceptable behavior, the suspension may be continued or reinstated until the situation is decided by a special meeting of the Board of Christian Education which will take place within 5 days of the previous meeting, if possible. All affected parties may be asked to attend. Board deliberations will be held after all interviews or reports have been completed and will be in private. The decision of the Board will be reported in writing within 5 days to all parties. The decision is to remain confidential. Under these circumstances, the student may be expelled from school by action of the Board of Christian Education. The decision of the Board of Christian Education will be final and binding.

Church & School Phone Extension List

Rev. Paul Crolius	5223
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Mr. Roger Tessendorf, Principal	5225
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Cindy Nellessen-Admin Assistant	5222
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Pre-K 3 & 4 - Krista Gunther	5227
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Kindergarten - Char Hillman	5246
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1 st Grade - Michelle Crolius	5228
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2 nd Grade - Lori Fry	5229
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3 rd Grade - Theresa Braun	5234
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4 th Grade – Rachael Vossen	5235
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5 th Grade - Phil Rogers	5232
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6 th Grade - Matt Dehn	5233
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7 th Grade - Theresa VanMeeteren	5230
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8 th Grade - Sharon Craker	5231
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Custodian – Connie Buelow	5236
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Lunch - Nancy Rufenacht	5237
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Day Care - Julie Thompson	5245
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Board of Christian Education

Brian Albrecht

Jessica Abbott

Tim Brandt

Linda Johnson

Amy Breidenbach

Mike Winthers

Elizabeth Mathews

Susan Halvensleben

*St. Peter's Lutheran School has been providing
Christian education for children in 3-year old
Pre-Kindergarten through 8th grade for over
150 years.*

Est. 1865

