

Dear Parents,

What is one of the greatest gifts you have ever received? Some might say a wife or a husband; others might say a financial gift or an opportunity to attend a special event or a vacation. But I doubt that anyone would argue that children are at or near the top of the list.

Having a child or adopting one into your family is one of the greatest experiences. The joy and excitement that exists is like none other. Parents are happy and feel extremely blessed to add these precious gifts from God to their family and watch them grow over the years. Often they will think back to the day that precious gift entered their family for the first time.

St. Peter Lutheran School is also a wonderful gift and blessing from our Lord. Our church knows the importance of building strong families through Christian education. They have included this school as an integral part of their ministry to children and their families. Our school rejoices each time we have the opportunity to welcome someone new to our school family. We are here to partner with parents and support them in their role of teaching children about their Lord and Savior. Together and with the Lord's blessing, we will develop a child's spiritual, academic, social and physical skills and pray they will use them to the best of the God-given ability.

St. Peter became nationally accredited in 2008 and again in 2015 by the Wisconsin Evangelical Lutheran Synod School Accreditation service, a member of the National Council for Private School Accreditation. This process ensures we have designed a program that is of the highest quality and meets the high standards our parents, students and community expects and deserves.

This handbook has information as to the programs and procedures at St. Peter Lutheran School. If there is a question that can't be answered in the handbook, please feel free to talk to any of our faculty or staff. We are ready to help you in any way we can!

If you are a family that is returning to our school, we look forward to serving you and your family once again. If you are new to our school family, we welcome you and are excited to have the opportunity to serve your family!

Parents have many choices to make each day, including the choice of education for their children. We are excited you have chosen St. Peter and pray the Lord will bless our time together.

In Christian Service,

Phil Punzel
Principal, St. Peter Lutheran School

Our Mission and Vision

Mission Statement

St. Peter Lutheran School is committed to assisting parents in

- providing an exceptional Christ-centered education,
- preserving a Christ-focused school culture,
- promoting spiritual growth and Christian service,
- preparing life-long disciples of Jesus Christ who look forward with joy to eternal life in heaven.

Vision

St. Peter Lutheran families are life-long disciples of Christ.

St. Peter Lutheran families witness to and teach others in their homes, congregations, and communities.

St. Peter Lutheran families are ambassadors of Christ in their homes, congregations, and communities.

St. Peter Lutheran families serve. They are actively involved in their homes, congregations, and communities.

St. Peter Lutheran students are well prepared for their high school education.

St. Peter Lutheran students realize their full academic, artistic, and physical potential.

St. Peter Lutheran students have been equipped with leadership skills to use in school, church, and everyday life.

St. Peter Lutheran School is recognized as an excellent school in the Freedom Area and northeast side of Appleton.

Guiding Principles

Ministry

- St. Peter Lutheran School is a ministry of St. Peter Lutheran Church and a non-profit organization. (See Appendix A copy of 501 (c) 3 letter from WELS stating that St. Peter Lutheran School is recognized by the I.R.S. as a non-profit organization.)

Spiritual

- God's Word revealed to us in the Bible is the only source of absolute truth. We pray the students will grow in their understanding of God's Word and apply it throughout their lives. **John 17:17, "Your Word is truth."**
- As a result of our sinful nature, we are in need of a Savior as **Romans 3:23** states, "**All have sinned and fall short of the glory of God.**"
- We have the comfort of knowing God has forgiven us through Jesus. **I John 2:2, "He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world."**
- We will actively support parents in their God-given role of teaching Christian principles to their children.

Academic

- God has blessed each one of us with different gifts as **Romans 12:6** says, “**We have different gifts, according to the grace given us.**”
- We will create a dynamic learning experience in all areas of the curriculum that prepares children to meet the challenges in our world today.
- The students will see the wonder of God not only in religion, but throughout the curriculum as **II Timothy 3:16** says, “**All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.**”
- St. Peter Lutheran School has adopted the pupil academic standards issued by the governor as executive order no. 326, dated July 13, 1998 (Wisconsin Model Academic Standards).

Social

- Everyone will have respect for each other in all settings.
- We will strive to cultivate a desire in all to live a life of service to their Lord.
- We all have a role and responsibility to live as Christian citizens.

Curriculum

The world in which we live is constantly changing. Our students need to learn the necessary skills that will allow them to be successful in today’s world. The curriculum at our school is challenging and meets the needs of all learners. Christian principles are taught not only in Religion class, but applied in all areas of the curriculum. Below is a summary of the curriculum and areas of learning:

Religion

Worship, Prayer, Bible History, Catechism, Hymnology, Church History, Memory Work

Language Arts

Reading, Literature, Phonics, English, Grammar, Forensics, Handwriting, Spelling

Foreign Language

Spanish

Mathematics

Arithmetic, Problem Solving, Pre-Algebra, Algebra, Geometry

Science

Earth Science, Life Science, Physical Science, Human Body

Social Studies

Geography, History, Current Events, Political Science, Economics, Sociology

Fine Arts

Vocal & Instrumental Music, Art

Physical Education

Movement Exploration, Fitness, Coordination, Individual & Group Skills, Team Games

Computer Science

Hardware Introduction, Drill & Practice, Keyboarding, Applications, Internet Usage

Academic Progress

Report Cards

Report cards will be issued quarterly.

Parent/Teacher Conferences

After the first quarter, teachers will meet with the parents of each of their students. This conference time allows the teacher and parent the opportunity to discuss the student's development in all areas. If a problem or concern arises before or after the conference regarding the student's development, the teacher will notify the parent. Likewise, the parents are encouraged to contact the teacher to schedule a special consultation. Please use care when discussing your child's progress with him/her and also with your child's teacher.

Online Grades

St. Peter offers an online grade program in addition to hard copy grades. These grades will be updated frequently in addition to reports sent home. The online grade book is accessible from the school grading and attendance website, www.schoolspeak.com. Information about how to log in will be provided to you during the first quarter of school.

Homework

The program of instruction at St. Peter requires that some study be done at home. The homework depends on the grade level and the study habits of the child, as well as his/her abilities. Parents can be helpful by providing encouragement and a quiet place to work. Providing too much help is to be avoided. Teachers depend on the supportive encouragement of parents for their children to complete all assignments promptly and neatly.

Policy on Incomplete Work for Grades 5-8

In order to have an efficient classroom, the following will be our policy for incomplete work for the school year. Although anyone can honestly forget to have an assignment finished on time, we do take certain measures to prevent and/or reduce the amount of incomplete work by individuals who have consistently had a problem in this area.

We realize our responsibility to help avoid this problem. We will strive to make sure that assignments are not longer than necessary, and that they are appropriate. Of greatest importance, we will encourage individual students and the entire class to have all work done on time, and done well, as an expression of their love for their parents, ourselves, themselves, and above all, their Lord.

Finally, the policy on late work will be reinforced by two factors. One is that at all times forgiveness and encouragement will be given by the teacher. The second is that there will be a consistent form of communication between teacher and parents via email.

Policy for Unexcused Incomplete Work

1st Offense—F grade; the teacher will forgive the child and encourage him/her to be more faithful in completing his/her assignments; an email will be sent home; the assignment will be handed in the next school day; the child will tell his/her parents of the offense.

2nd Offense—F grade; the teacher will forgive the child and encourage him/her to be more faithful in completing his/her assignments; an email will be sent home; the assignment will be handed in the next school day; the child will tell his/her parents of the offense.

3rd Offense—F grade; the teacher will forgive the child and encourage him/her to be more faithful in completing his/her assignments; an email will be sent home; the assignment will be handed in the next school day; the child will tell his/her parents of the offense. The student will be prohibited from participating in school related extra-curricular activities for 10 days.

4th Offense—F grade; the teacher will forgive the child and encourage him/her to be more faithful in completing his/her assignments; an email will be sent home; the assignment will be handed in the next school day; the child will tell his/her parents of the offense. The student will be detained after school for 45 minutes on either the next Tuesday or Wednesday, as cooperatively determined by the teacher and parent.

More Than 4 Offenses will be treated as the 4th offense.

- An offense will not be counted against a student who has a valid excuse submitted to the teacher by his/her parent.

Each week the slate will be wiped clean and the policy will start over for each student.

Forgotten Work

Work, which was complete but forgotten at home or lost, will be excused twice, providing the work is handed to the teacher the next school day together with a note of excuse from his/her parents. After two times, complete, but forgotten work will be treated the same as incomplete work according to the above policy.

We hope that this system will make students aware of how important it is that they try their best to do well on their assignments and get them done on time.

Grading Scale

100	A+	91-93	B+	83-85	C+	76-77	D+	0-69	F
97-99	A	88-90	B	80-82	C	73-75	D		
94-96	A-	86-87	B-	78-79	C-	70-72	D-		



Worship

Church

Gathering around God’s Word on a regular basis is important for the entire family. Parents are encouraged to discuss God’s Word in their home through devotions and pray about all things. Worshiping with others allows us to grow in our knowledge of God together and encourage one another in our faith. All families are encouraged to attend church as a family on a regular basis. St. Peter invites all families to join them for worship, especially those who do not have a church home. Throughout the year, the classes will beautify the worship through song. Students are encouraged to attend worship when their class sings.

Mid-week Chapel

Each week a special worship service is held at school. This is an opportunity for parents, students, teachers and others to praise our Lord and be reminded of his promises. Chapel services are at 8:30 a.m. every Thursday. Everyone is welcome!

Mission Offerings

Each year our school adopts a mission partner. Gifts are collected to support the Lord's work in various church ministries and schools in our country and around the world. Together and motivated by God's grace and love for us, we can support the growth of the church.

Parent Communication Guidelines

When problems and grievances relating to school incidents arise, as we know they will, it is a courtesy and in keeping with Christian charity to discuss these first with the teacher involved. If necessary, the matter can also be brought to the attention of the principal. In all such cases, it is important to remember that errors may be committed, since all of us are indeed sinful human beings. Let us approach such problems with prayer and Christian love, always following God's Word to lead us to a peaceful and God pleasing solution.

Open Meetings

The Board of Education of St. Peter Lutheran has established a new practice of inviting parents and students or other interested parties to attend a plenary meeting of the full plenary board two times during the school year. The regular meetings of the Board of Education in September and February will include a 20 minute "Open Meeting" segment to allow the St. Peter Lutheran School family members the opportunity to have time with the Board of Education if desired. This portion of the meeting will include the opening devotion followed by the administration report, and then opportunities for questions to be asked of the Board. The Board will then move on to the rest of the agenda in closed session at 6:25 pm.

The schedule is as follows:

October 2, 2017 – 6:00 p.m.—Ministry Center and February 5, 2018 – 6:00 p.m.—Ministry Center

This interaction with the School Board is designed to create more opportunities for open communication with the leaders at St. Peter Lutheran. It will always be important to keep in mind the guidelines established in Matthew chapter 18 as well as the Parent Communication Guidelines outlined earlier in this Handbook as things are brought to the School Board of St. Peter Lutheran.

May God continue to bless the ministry at St. Peter Lutheran as we work together as a team to nurture the growth of every student to live as Christ's child in their families, congregation, and communities.

School Policies

Nondiscrimination

St. Peter Lutheran School admits students of any race, color, national and ethnic origin to all 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, scholarship and loan programs, and athletic or other school-administered programs.

Alcohol, Tobacco and Drugs

The possession, use, or being under the influence of alcohol, tobacco, or any kind of illegal drug is strictly forbidden by any student attending St. Peter Lutheran School. This policy includes any church/school property or any church/school related activity. Proper disciplinary action, which could lead to expulsion, will be enforced for the welfare of the student body.

As Christians, God's Word guides us also in this area of our life. In the Fourth Commandment God commands us to obey those placed in authority above us. Government laws strictly forbid the illegal use of drugs, tobacco, and alcohol. In the Fifth Commandment, God commands us to be concerned about the physical welfare of our neighbors as well as our own. Impaired judgment, lack of self-control, possible permanent injury to ourselves or others are the results of drug, tobacco, and alcohol use and abuse.

Attendance, Tardies, and Absences

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement.

Reporting Absences

In the event of a child absence, parents are to call the school office (920-739-2009) and leave a voicemail or message with the secretary before 7:55 a.m. Parents are to specify reason for absence and indicate arrangements for homework pick-up.

Excused and Non-excused Absences

Student absences from school for all or part of a day are excused for the following reasons: illness of the student, severe illness or death in the immediate family, emergency of special need, prearranged medical and dental appointments (a doctor's or dentist's slip is required), prearranged court appearances, prearranged family trips, prearranged absences approved by the principal.

Half Day Absence

A student arriving to school after 9:30 a.m. will be marked absent for a half day. A student leaving before 1:30 p.m. will be marked absent for a half day.

Unexcused Absences and Truancy

Any absence from school for an entire day or any part of a day without acceptable excuse from parent or guardian and/or approval of the principal is considered unexcused. An unexcused absence is considered truancy.

If a student misses part or all of five or more days without an acceptable excuse in a school semester, the student is "habitually truant." The principal shall notify the parent or guardian of a child who is a habitual truant, by registered or certified mail, when the child initially becomes a habitual truant. The notice shall include all of the following:

- A statement of the parent's or guardian's responsibility, under Wis. Stat. sec. 118.15(1)(a), to cause the child to attend school regularly.
- A statement that the parent, guardian, or child may request program or curriculum modifications for the child under Wis. Stat. sec. 118.15(1)(d).
- A request that the parent or guardian meet with principal to discuss the child's truancy. The notice shall include a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five school days after the date that the notice is sent, except that with the consent of the child's parent or guardian the date for the meeting may be extended for an additional five school days.
- A statement of the penalties, under Wis. Stat. sec. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under Wis. Stat. sec. 118.15(1)(a) and 118.16(2)(cg).

All school work missed due to an absence is required to be completed. Students are given one day longer than the number of days absent to complete their assignments.

Tardiness

School doors open at 7:30 a.m., and the school day begins at 7:55 a.m. A 5K-8th grade student who enters his/her classroom after 7:55 a.m. is considered tardy. Three tardies during a quarter constitutes one absence. Habitual tardiness will result in principal referral. A plan of action will be developed with parent or guardian to resolve the problem. A student will not be marked tardy in the event of unforeseen circumstances such as severe weather or accidents.

Vacation Trips During School Session

Parents should consult the school calendar when planning family vacations. Family vacations on school days are discouraged whenever possible. This is very difficult for the child and the teachers, resulting in a lot more work and a lot less learning. Parents are responsible for contacting the child's teacher for their assignments and for seeing that their child's makeup work is made up on time. The teacher will prepare as many assignments as possible, but the parent is responsible for checking back with the teacher for any missed assignments during vacation.

Immunization

Students are required to have the following doses of each vaccine.

- 4 - DTP/DTap/DT/Td (Diphtheria-Tetanus-Pertussis)
- 4 - Polio (If a child received the third dose of polio after the fourth birthday, a fourth dose is not required.)
- 2 - MMR (Measles-Mumps-Rubella)
- 3 - Hepatitis B
- 2 - Varicella for 5K-8th grade students (chicken pox disease history is also acceptable)
- 6th, 7th, and 8th grade students- 1 dose of tetanus, diphtheria and acellular pertussis vaccine (Tdap)

Enrollment Guidelines

Children will be enrolled according to the following stipulations:

1. Children enrolling in 5 year old kindergarten must be 5 years old by September 1.
2. Parents must provide academic, attendance, and behavioral records from previous schools as well as results of psychological, cognitive, or academic achievement tests for the principal's review for students enrolling in grades 1-8.
3. Parents must be supportive of the school, its teachers, and its policies.
4. Parents must be faithful in making timely school related payments.
5. Children must meet state immunization requirements.
6. Final decisions concerning implementation of this policy are the sole discretion of the Board of Education and Church Council of St. Peter Lutheran.

The St. Peter School Board will apply the following standards in determining application acceptance and continued school enrollment:

- To become familiar with the teachings and beliefs at St. Peter, parents must agree to meet with our principal and youth and family pastor for a 1 hour informational meeting.
- Continued enrollment and re-enrollment of each student is based on the policies outlined in the handbook and quarterly reports of each student's progress in school.
- St. Peter also understands the need to educate children with special educational needs. Children with special educational needs will be enrolled on a case-by-case basis. St. Peter will evaluate each case to ensure it has the necessary resources to meet the needs of the child.

Application Appeals Process for WPCP

The steps below outline the approved method for any WPCP applicant to appeal an application that has been rejected:

Step 1. The parents should contact the Principal/WPCP Administrator to inquire as to the reason for the rejected application.

Step 2. If the parent is not satisfied with the information received in step 1, the matter will be brought to the attention of the Board of Education consisting of the following members:

- Chairman
- Board Members
- Pastor Glende - Pastor Board Liaison
- Mr. Phil Punzel - Principal/WPCP Administrator

Harassment, Threats, and Matters of Respect

St. Peter expects that students will treat others with respect and courtesy. The school will not tolerate harassment or bullying based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. The school will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

Statements on harassing behavior

St. Paul tells us, *“Be devoted to one another in brotherly love. Honor one another above yourselves” (Romans 12:10)*. Bullying has no place in the life of a Christian. Bullying is intentional, harmful behavior initiated by one or more students and directed toward another student and will not be tolerated. Not all conflict constitutes bullying. Any person who observes what he or she feels is bullying is to notify the classroom teacher or direct adult supervisor immediately. The teacher will then contact the principal if any further action is needed.

All complaints of harassment will be taken seriously and handled with respect.

The State of Wisconsin requires all schools to provide a safe, secure, and respectful learning environment for all students and teachers in school buildings and at school-sponsored events. The State of Wisconsin does not tolerate bullying and harassment behavior in school or at school events. This policy addresses the bullying or harassment issue for St. Peter Lutheran School.

Any behavior, whether physical, verbal, written, or non-verbal, that hinders the learning/teaching environment or that can be interpreted as threatening to others is not acceptable. Our school is committed to maintaining a learning environment that is safe where students and staff can work and study productively. St. Peter prohibits any form of harassment or violence. Examples of prohibited, un-welcomed, or unsolicited behaviors include but are not limited to:

- Physical: intentional, un-welcomed touch against another’s body, assault, or blocking free movement at school. As in all areas of conduct, it is expected that students would conduct themselves in a God-pleasing manner. If a student uses poor judgment in the areas of physical harassment these actions will be dealt with immediately.
- Verbal: suggestive or obscene comments, threats, jokes, as well as comments about a student’s body which are negative or embarrassing. Violation may result in disciplinary action, including detention, loss of privileges or dismissal.

- Written: display or sharing suggestive pictures and/or cartoons, messages through *Facebook or Twitter*, text messaging, instant messaging, mobile phone generated messages and images, internet postings, obscene letters, notes, and more...
- Non-verbal: suggestive or obscene looks, leering, or gestures.

If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the teacher. St. Peter will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances.

If you do not find that your concerns have been handled to your satisfaction, you should report the matter to the Principal. If still unresolved, you should report the matter to the Board of Education Chairman.

Response to Harassment

St. Peter is committed to the equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify your teacher or the Principal. If you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Principal.

As soon as possible, the adult notified will report to the Principal who will notify the authorities, if necessary. The administrator will investigate the matter in a swift and equitable manner and communicate a decision to all parties involved.

Retaliation Prohibited

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Principal. If this is not satisfactory, your concern should be brought to the Board of Education.

All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

Transcripts and Transfer Policy

St. Peter Lutheran School is a member of the Wisconsin Evangelical Lutheran Schools System and is listed in the Wisconsin Non-Public School Directory published by the Wisconsin Department of Public Instruction. Credits earned at St. Peter are transferable to other elementary and middle schools, both public and non-public, and to high schools upon completion of 8th grade. St. Peter Lutheran School will accept the transfer credits earned from any accredited institution.

Visitors

St. Peter Lutheran School maintains a closed campus during the school day. For the well-being of our students and the entire school community, guests are expected to be buzzed in by the school office to gain entrance into the school. All guests are expected to sign in at the school office. An unknown guest will be required to wear a visitor badge so the teaching staff will know who the guest is. Upon departure, all guests are required to sign out in the office.

Arrival/Departure Procedures

St. Peter Lutheran School is committed to ensuring the safety of all students. This goal can only be attained through a partnership between the school and the home. School staff, volunteers, parents, and students, all play a role in creating the safest possible school environment. To assist all in reaching that goal, the following arrival procedures have been created.

St. Peter School Dress Code

Since Christian love and respect should be reflected in all that we say and do, St. Peter faculty and students are expected to dress in a God-pleasing manner. Modesty, good taste, cleanliness and neatness must be important factors to consider when getting ready for school. **Modesty and good taste** refers to avoiding such things as inappropriate T-shirts, extremes in hair style, and short skirts. **Cleanliness and neatness** refers to your general appearance and the condition of your clothes which should not be worn-out, torn, or dirty.

The dress code is in effect as soon as students enter school until their departure, or when a student is representing the school in any activity. Failure to comply with any of the items in the dress code may cause a student to be sent home from school to remedy the situation. For the sake of order, when there are differences of opinion concerning dress, the judgment of the St. Peter Faculty and administration will be respected.

1. Clothing should be modest, neat, clean, and not frayed, worn-looking, or with holes.
2. Articles of clothing such as caps, jackets, gloves, boots, etc., should be labeled with the child's name.
3. To avoid excessive tracking of dirt into the building, all children should wear boots during the winter.
4. Shirts, jackets, caps, and accessories which have advertising or slogans relating to beer, alcohol, drugs, tobacco products, bars, professional wrestling, offensive music groups, gambling, or offensive messages or suggestive implications may not be worn.
5. Shorts may be worn at school during the months of August, September, October, and May.
6. Tank tops may be worn over or under another shirt but not alone. All outer shirts must have sleeves.
7. Extremes in style of hair for boys or girls are not acceptable regardless of style. Unnatural hair coloring is not acceptable.
8. No hats, caps, or other head gear may be worn in school.
9. No body piercing, other than for earrings for girls.
10. No permanent tattoos.
11. No flip-flops; sandals with back straps are permitted.
12. Clothing with writing or logos on the seat of the pants is not permitted.

Girls

1. It is recommended that the girls in our school wear **NO** make-up at all. However, if parents feel a need for their child to wear make-up, we ask that it be worn in a modest fashion appropriate for their age.

2. Sundresses can be worn, but they must be worn with a shirt underneath or a jacket over.
3. The following items are not acceptable: halter tops, tube tops without a blouse worn over them, see-through tops, bare midriffs, low-cut (front or back) blouses, sweaters, or dresses. Shirts must be long enough to be able to be tucked in and stay tucked in to cover midriffs in the front and back while standing or sitting.
4. Extreme shortness of dresses, skirts, or shorts is unacceptable.

Boys

1. Boys' hair should not hang lower than the bottom of the shirt collar.
2. Boys are not allowed to wear earrings.

Where there are difficulties in judgment, the Board of Education has placed its confidence in the principal to make the final decision on acceptable clothing choices. In times where a violation is deemed to be more of a behavior issue, disciplinary steps will be taken as necessary.

DRESS CODE VIOLATIONS

- 1st infraction– Teacher discusses infraction with student, violation recorded.
- 2nd infraction– Verbal warning, teacher calls parents, violation recorded, note sent home for parent signature. Student will be issued an appropriate shirt for the remainder of the day.
- 3rd infraction– Teacher calls parents, student will be issued an appropriate shirt, violation recorded, note sent home for parent signature and principal notified.
- 4th infraction– Principal notifies parents, parents must bring appropriate attire before the student is allowed back in the classroom, violation recorded, and note sent home for parent signature.
- 5th infraction– Student receives a detention, parents meet with the principal and school board to discuss continued enrollment.

School Management and Supervision

I. Before School

Teachers will arrive at school for devotion or morning duty to begin at 7:30 a.m.

A. Inside morning duty

1. One teacher will supervise students in the commons.
2. Students will wait in the commons.
3. At 7:45 a.m. students may go to their classrooms.

II. During School

A. Classroom

1. Students who are not in their desks and ready for school to begin by 7:55 a.m. will be considered tardy.
2. The school day ends at 3:10 p.m. Students should be picked up by 3:25 p.m. Please contact the school office if you are running late or if a problem occurs.

3. The student desks and hook space should be neat and will be checked routinely by the teacher.
4. Chewing gum is not allowed.

B. Hallways

1. Quiet voices should be used in the hallway/stairwell.
2. No running.

C. Playground & Outside Recess

1. At least one teacher will supervise the playground at all times.
2. Play in designated areas.
3. Do not throw rocks, snow or woodchips.
4. Stay out of flowerbeds, bushes, and rock gardens.
5. Only one person on a swing at all times and no underducks.
6. Monkey bars are for students at the teacher's discretion.
7. Share equipment.
8. Pick up all equipment and bring inside.
9. Students line up single file at the end of recesses to make a quiet and orderly entrance.
10. Each student will go outside with the class, unless recuperating from an illness, doctor's orders to stay indoors, or assigned to a study hall, in such cases the student will be assigned a place on campus with adult supervision.
11. Boots required for snow. Snow pants required to play in snow.

D. Gym

1. Only water allowed in gym.
2. Gym shoes are needed for Phy. Ed.
3. A teacher needs to be in the gym at all times when students are present.

E. Bathrooms

1. Use the bathroom facilities for intended purposes.
2. Keep bathrooms neat.

F. Church/Chapel

1. Enter God's house quietly and prepare your hearts for worship.
2. Be an active participant.

G. Library

1. A teacher/aid will oversee the library.
2. Show respect to the library volunteers.

H. Lunch

1. Pray and give thanks.
2. Follow good table manners.
3. Take your own trash with you.

I. Field Trips / Assemblies

1. Follow directions of adult supervision.
2. Be courteous.
3. Give attention to presenters, guides, and chaperones.
4. Use the opportunity to be a Christian witness.
5. Wear seatbelts (required by law) and use appropriate car/booster seats.

J. Emergency Procedures

1. Walk to designated areas in silence.
2. Assemble orderly and wait for instructions.
3. Remain silent until drill is complete.

III. After School

After School Supervision

The school day ends at 3:10 p.m. Teachers will supervise the exit of the main school building for students in 5K-8th Grades until 3:25 p.m. If a student is not picked up by 3:25 p.m., the teacher who has after school supervision alerts the school secretary and the child will wait in the office. Parents will be responsible for paying the after school care fee. Per handbook policy, if a child is picked up after 3:30 p.m., the parent will be charged \$10.00. If a child is picked up after 4:00 p.m., the parent will be charged \$20.00. Students need to be picked up by 4:05 p.m. Payment is required that day. Parents are asked to call the school office if they will not be able to pick up their child by 3:25 p.m.

After school extracurricular activities

A student who has an after school practice that starts before 4:30 p.m. can stay after school. For all home extra-curricular games, 7th and 8th grade students can stay after school without parent supervision. **Other students are welcome to stay after school before home extra-curricular games, but they must have parent supervision.**

Money collected from St. Peter Lutheran School's After School Student Care Policy will go into the school's operational budget. It is the parents' responsibility to make prompt payments. It is the principal's responsibility to collect payments.

Bullying Policy

“Be shepherds of God’s flock that is under your care, serving as overseers – not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.”

(1 Peter 5:2-4)

Statement of intent:

St. Peter Lutheran School is committed to providing a caring, friendly school environment for all of our students so they can learn in a safe and secure learning atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to speak up and know that their report of bullying will be dealt with promptly and effectively. We are a REPORTING school. This means that *anyone*, (including faculty, staff, and volunteers) who knows that bullying is happening is expected to report to the staff. We are a school that uses STOP, THINK, and REPORT to stop bullying.

What is Bullying?

Bullying is doing, saying, or acting in a repeated or intentional way that hurts someone else.

Bullying can be: Physical – touching you or your things, Emotional – using words to hurt, Social (Relational) – involving other people, and Cyber – using technology (ie: computer, cell phone) to hurt someone else. Bullying usually involves three parties: the bully, the victim, and the bystander.

Procedures in implementing this anti bullying strategy:

Objective of this Policy: The principal, teachers, staff members, school volunteers, students, and parents should have an understanding of what bullying is.

The principal, teachers, staff members, school volunteers, students, and parents should know what St. Peter Lutheran School’s policy is on bullying and follow it when bullying is reported. St. Peter Lutheran School takes bullying seriously. Students and parents will be supported when bullying is reported.

1 Thessalonians 5:11 – Therefore encourage one another and build each other up.

Communicate: Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Bullies need to be taught that bad behavior is not acceptable at St. Peter Lutheran School.

Teach: STOP – Put your hand out, look them in the eye, and say STOP.

THINK – Walk away, Have a plan, Find a friend

REPORT – Tell an adult (Reporting is getting someone out of trouble whereas tattling is getting someone into trouble.)

Romans 12:16 – Live in harmony with one another. Do not be proud, but be willing to associate with people of low position. Do not be conceited.

Responding to an incident

1. Students who report bullying incidents to school staff or school volunteers must follow through regardless of the report.

2. In all cases of bullying, the incidents will be recorded by school staff or school volunteers. One copy is given to the classroom teacher and 2 other copies are given to the principal.
 - Mrs. Jodi Ninmann – 5K
 - Mrs. Rachel Freiburger – 1st Grade
 - Mrs. Theresa Kramer – 2nd Grade
 - Mrs. Lori Eisenmann – 3rd Grade
 - Mrs. Angie Charron – 4th Grade
 - Mr. Jarrod Pfarr – 5th Grade
 - Mr. Nathan Schoenherr – 6th Grade
 - Mrs. Janelle Punzel – 7th Grade
 - Mr. Justin Ninmann – 8th Grade
3. In all cases, parents will be informed when there is an incident involving bullying.
4. In serious cases, parents will be asked to come in to a meeting to discuss the problem.
5. If necessary and appropriate, police will be consulted.

The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly. An attempt will be made to help the bully (bullies) change their behavior.

Disciplinary Responses to Student Misbehavior

Level 1

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of the principal.

Example of Misconduct: Classroom disturbances, inappropriate language, failure to complete assignments or carry out directions, violations involving misuse of technology and/or electric devices, disrespect to student/staff that is mostly verbal/visual, minor rule violations

Teacher Response to Misconduct:

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. Teacher will communicate with parent in written form and/or personal contact regarding misconduct.
3. Informal documentation by the teacher.

Response options: Options include but are not limited to verbal correction, special assignments, school community service, withdrawal of privileges, parent conferences and discipline notes.

Level 2

Misbehavior whose frequency or seriousness tends to disrupt learning climate of the school. These infractions which usually result from the continuation of Level 1 disturbances, require the intervention of the principal because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in the level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of Misconduct: Continuation of unmodified Level 1 misbehavior, truancy, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying and abusive language, minor acts of physical/normal conflict, unable to control behavior.

Teacher/Principal Responses to Misconduct:

1. The student is referred to the principal for appropriate disciplinary action.
2. The principal meets with the student and/or teacher and affects the most appropriate response.
3. The teacher is informed of the principal's actions.
4. Teacher will communicate with parent in written form and/or personal contact regarding the misconduct.
5. Principal will notify the Board of any suspensions.
6. Incident is formally documented by the teacher and principal.

Response Options: School community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, in-school/out of school suspension.

Level 3

Acts directed against persons or property but whose consequences may not seriously endanger the health or safety of others in the school.

Examples of Misconduct: Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespects, continuation of Level 1 and/or Level 2 behaviors.

Teacher/Principal Responses to Misconduct:

1. The principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. The principal meets with the student and confers with the teacher and parent about the student's misconduct and the resulting disciplinary action.
3. Principal will notify the Board of any suspensions.
4. Incident is formally documented by the teacher and principal.

Response Options: Options include temporary removal from class, community service, behavior plan/contract with parent involvement, loss of privileges, detention, in-school/out of school suspension.

Level 4

Acts which result in violence to another person or property or which pose direct threat to the safety of others in the school.

Examples of Misconduct: Continued Level 1, 2 or 3 misconduct, bomb threat, possession/use/transfer of dangerous weapons, assault/battery, vandalism, theft/possession/sale of stolen property, arson, furnishings/selling/possession and/or use of illegal substances, and fighting (serious), excessive physical/conflict/harassment, excessive physical/verbal violence or intimidation.

Teacher/Principal Responses to Misconduct:

1. The principal verifies the offense, confers with the staff/students involved and meets with student.
2. A complete and accurate report is submitted to the Board of Education by the principal.
3. Parents are notified by the principal.
4. A meeting is arranged between the Board of Education, principal and parents.
5. The Board of Education informs parents of disciplinary action.
6. Legal notification.

Response Options: Loss of privileges, community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school/out of school suspension, expulsion.

Due Process

The Word of God directs us to live in harmony with one another (1 Peter 3:8). We recognize that, on occasion, a decision (including but not limited to suspensions or expulsions) by the school administrator may be disputed by a parent. In order to maintain a spirit of harmony and good order in dealing with such matters of dispute, the following procedures will be observed:

1. If a parent, faculty, or staff member disagrees with an administrative decision, they will have two days to appeal the decision. The steps of appeal will be:
 - a. A written letter (hardcopy or email) outlining the grievance to the Principal.
 - b. A written letter (hardcopy or email) outlining the grievance to the Board of Education Chairman.
2. The Board of Education will handle appeals.
3. The Board of Education's decisions on appeals are final.
4. The agenda for the hearing of appeals by the Board of Education allow for separate presentations by administration and parent(s) or legal guardian(s). A sample agenda will be:
 - a. Presentation by administration.
 - b. Presentation by parents/guardians.
 - c. Questions by committee members.
 - d. Private deliberation by committee.
 - e. Decision of the committee.
5. The decision of the Board of Education will be communicated to the parent(s) or legal guardian(s), faculty, or staff member by the chairman or his designee. The administration will implement the decision of this committee.

Financial Aid

All school families are eligible to apply for financial aid. Financial aid applications are available in the school office during the month of April. Applications need to be turned into the school office by May 1. Financial aid will be awarded in June. If you have any further questions our school's tuition policies or financial aid program please contact our school principal, Phil Punzel.

Hot Lunch and Milk Program

Hot Lunch is served each day the entire school (3K through 8th grade) has a full school day. The cost per hot lunch for grades 5K-8 is \$3.00. This includes one choice of 4 entrées, a side item, fruit and vegetable bar, and a milk. The cost per hot lunch for 3K and 4K is \$2.70. This includes one choice of 2 entrées, a side item, fruit and vegetable bar, and a milk. Students can purchase hot lunch tickets from the office from 7:35 a.m. – 7:55 a.m. A minimum of 5 tickets need to be purchased at a time. Milk is available for students who take cold lunch. The cost for a carton of milk is \$0.25. Students can purchase milk tickets from the office from 7:35 – 7:55 a.m. Tickets need to be purchased in increments of 5 for a total of \$1.25. Students will have a choice of either 1% white, skim white, or chocolate milk. Parents can purchase hot lunch or milk tickets at any time from the school office.

Checks should be made out to St. Peter Lutheran School for hot lunch or milk tickets.

Transportation

Bus transportation is provided free only to those children living within the Freedom School District. All others must provide their own transportation to and from school. Students who ride the bus must obey the bus driver and follow the rules stated in the Bus Rules handbook drawn up by the Freedom School District. A Bus Rider Agreement must also be read and signed by students and parents who use this service.

Distribution of Medication

In order for any St. Peter staff to dispense either prescription medicine or over-the-counter drugs, such as ibuprofen or acetaminophen, the school must have written permission on file; this also includes the dispensing of cough drops. Medication will be administered by the St. Peter staff with appropriate written permission. Over-the-counter medications such as ibuprofen, acetaminophen, or cough drops must be supplied by the parents and will only be given upon written permission from the parent/guardian. Prescription drugs will be given only upon the receipt of written instructions from the student's physician and written parental permission. Medication must be brought in its original container. Forms for medication distribution can be found in your registration folder. Additional forms are available in the school office.

ALL MEDICATION, WHETHER OVER-THE-COUNTER OR PRESCRIPTION, MUST BE GIVEN TO THE OFFICE AND NOT KEPT IN BACKPACKS. STUDENTS ARE NOT ALLOWED TO SELF-MEDICATE.

Computer Use

As the use of the computer and the internet expands in the school, it is important that it be used wisely. An agreement on computer use will be signed by each student and their parents at the beginning of the school year.

Insurance

Accident Insurance coverage is included in the book rental and supply fee for the children. This insurance covers the children for bodily injury during school hours, and during school-sponsored activities, including travel to and from such activities on a bus.

Gym Use

To keep the wood floor of our gym looking its best, each student must have a pair of gym shoes with non-marking soles that are used only in the gym. Others who use the gym are also asked to wear shoes other than those worn outside or in other places.

Cell Phones

Students are allowed to bring a cell phone to school. Cell phones need to be turned off and remain in the student's backpack when he or she enters the school building at the start of the day. Students are allowed to use a cell phone after school. If a student chooses to use his/her cell phone during the school day, the cell phone will be taken from the student and given to the principal. The student's cell phone will be returned when the child's parent picks it up from the principal's office.

Health and Hygiene

If your child is complaining of not feeling well, has a stomach ache, or has thrown up, please keep him or her home until the next day when he or she is feeling better. A child who has a known contagious disease will not be admitted to the classroom. If there is any question as to whether or not your child has a contagious disease, please DO NOT send him/her to school. Check with your physician. A child should be without fever for 24 hours before returning to school.

A child who is found to have head lice or nits (eggs) will be sent home from school and will remain at home until all the lice and nits have been removed from his/her hair. Before returning to school, the student will be checked by a designated person to determine if the student is free from head lice and nits.

To promote good health, stronger friendships, and a more pleasant classroom atmosphere, parents should teach and encourage good hygiene habits such as: wearing clean clothes, washing, shampooing, bathing or showering on a regular basis, etc.

Instrumental Music Instruction

Children in grades 5-8 have an opportunity to receive instruction on a band instrument of their choice. This instruction is provided by a band instructor from Fox Valley Lutheran High School. Piano lessons also are available at school. The fees for these lessons are paid separately.

Christian Parent Teacher Association (CPTA)

All parents of children in our school are urged to participate in our Christian Parent Teacher Association. Our CPTA is a group that helps with numerous school activities. CPTA service opportunities and events are published in our school newsletter and via email alerts.

Pictures

Individual pictures of each child are taken in the fall. These are available for purchase in a variety of packages. A school yearbook with the pictures of all of the students in each class along with activity pictures is also available. Parents are under no obligation to buy these pictures, but they do make a nice remembrance of your child's grade school years.

Recess

All students will go outside during recess if weather permits unless a written excuse is sent by a parent or guardian, or the recess privilege is lost due to poor behavior or missing work. Please have your child dress appropriately.

Emergency School Closings or Delays

If it becomes necessary to close or delay school because of bad weather or other emergency, notice will be given to radio stations WHBY and WEMI and local television stations to broadcast before our school opens in the morning. Any time Freedom Public Schools are closed or delayed because of bad weather, we are closed or delayed also.

Safety

Fire drills and tornado drills are carried out periodically in preparation for possible emergency.

Birthdays

Treats are always welcomed but are certainly not necessary. If parents are planning birthday parties, great care should be taken that a child is not left out of what would otherwise be a logical group, such as: in a fifth grade classroom, inviting all the fifth grade boys except one. THIS IS VERY IMPORTANT, AS IT HAS LONG-LASTING SOCIAL EFFECTS ON A CHILD!

Juice and Water Machine

Students may purchase juice and water during the school day at a time designated by the classroom teacher.

Library

Children will have the opportunity to use the school's library on a regular basis. The library will be used under the supervision of teachers or parent helpers. The children will be responsible for library books that they check out. If a child does not return a book for any reason, he/she will be expected to either pay for the book, replace the book, or replace it with another suitable book. Parents are also encouraged to take their children to the larger libraries located in the area, such as the Appleton, Little Chute, Kimberly or Kaukauna Public libraries.

Lost and Found

Lost and found articles are kept for at least one month, after which they are given to charity. PLEASE MARK YOUR CHILD'S BELONGINGS!!

Opportunities for Parental Involvement

Parents are encouraged to take an active role in the education of their child by supervising homework, attending parent-teacher conferences, involving themselves with the C.P.T.A. and especially by worshipping with their child. Those with the time and abilities are invited to join our Parent Helper Program and assist teachers with copying, correcting, preparing bulletin boards, recess supervision, etc. Our Hot Lunch Program needs volunteers. Our various sports provide lots of opportunities for parental involvement as help is needed with coaching, scoring, driving to events, taking care of uniforms, selling concessions, etc.

Classroom Visitation

Parents are encouraged to visit their child's classroom at any time when they wish to learn more about their child's progress and interaction with others. You may visit at any time, but to be sure your visit will be the most beneficial and productive, call the teacher ahead of time.

Extracurricular Activities

The following is a list of all the different activities that students may get involved with during their years at St. Peter: spelling bee, art fair, forensics, Junior Choir, boys' basketball, girls' basketball, boys' wrestling, co-ed softball, track, cheerleading, Math Bowl, band, geography bee, piano, cross-country, co-ed soccer, and girls' volleyball.

School Song

Onward, Comets! Onward, Comets!
Show those guys your speed.
With your colors flying high
You'll always take the lead. U-RAH-RAH!
Onward, Comets! Onward, Comets!
Fight for future fame.
Fight, Comets, fight, fight, fight,
And win this game!

Telephone and Fax Numbers

The telephone number at school is 920-739-2009. Our fax number is 920-739-3615.

FACULTY

Mr. Phil Punzel, Principal, 423-3194 ppunzel@new.rr.com
Mr. Justin Ninmann, Technology Coordinator, Grades 7-8, 574-7191 jninmann@new.rr.com
Mrs. Janelle Punzel (Phil), Grades 7-8, 423-3194 jpunzel@newbc.rr.com
Mr. Nathan Schoenherr, Grade 6, 507-351-6145 nschoenherr@newbc.rr.com
Mr. Jarrod Pfarr, Assistant Principal/Activities Director, Junior Choir Director, Grade 5,
916-742-3104 jpfarr@stpetercares.com
Mrs. Angie Charron (Craig), Grade 4, 427-8909 acharron@newbc.rr.com
Mrs. Lori Eisenman (Mark), Grade 3, 659-8430 leisenmann@new.rr.com
Mrs. Theresa Kramer (Joel), Grade 2, 205-9385 tkramer@stpetercares.com
Mrs. Rachel Freiburger, Grade 1, 734-5963 rlfreiburger@new.rr.com
Mrs. Jodi Ninmann (Justin), 5K Teacher, 205-6599 jodinmann@newbc.rr.com
Mrs. Melinda Bigelow (Jeff), 5K Teacher, 358-5586 mbigelow@stpetercares.com

BOARD OF EDUCATION

Mr. Mike Wichman, Chairman, 730-0341
Mrs. Leann Vosters
Mr. Gaetan Philippon
Mr. Karl Schwerin
Mr. Shaun Paluch
Mr. Kyle Krautkramer

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5K-8th Grade Parent Handbook

*St. Peter Lutheran School
N2740 French Road
Appleton, WI 54913*

920-739-2009

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