



1049 1<sup>st</sup> Ave. North  
Sauk Rapids, MN 56379  
(320) 251-0158

[www.petraschool.org](http://www.petraschool.org)



2018-2019 School Handbook

*Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the door frames of your houses and on your gates. Deuteronomy 6:5-9*



This Student-Parent-Teacher Handbook is a guidebook that contains information on policies regarding our school and its students. May it prove helpful to students, parents, and teachers. Let us recognize our children as gifts of God and do all we can for their welfare here on this earth as well as for their eternal welfare.

# 2018-2019 Petra School Handbook

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## Staff

Pastor Bryan Prell  
Office: (320) 252-0120  
Cell: (507) 276-5225  
[pastor@petralutheran.com](mailto:pastor@petralutheran.com)

Mr. Terrence Graf  
Teacher 3<sup>rd</sup>-8<sup>th</sup> Grade, Principal  
School: (320) 251-0158  
Cell: (651) 558-1043  
[tgraf\\_2@hotmail.com](mailto:tgraf_2@hotmail.com) or [terrenceagraf@gmail.com](mailto:terrenceagraf@gmail.com)

Mrs. Becky Prell  
Teacher, K-2<sup>nd</sup> Grade  
School: (320) 251-0158  
Cell: (507) 276-5795  
[beckyjprell@yahoo.com](mailto:beckyjprell@yahoo.com)

Mrs. Carol Wandersee  
Church & School Administrative Assistant  
Church: (320) 252-0120  
Cell: (225) 939-5017  
[secretary@petralutheran.com](mailto:secretary@petralutheran.com)

Mrs. Michelle Savage  
After School Care  
Church: (320) 252-0120  
School: (320) 251-0158  
Cell: (320) 345-1705

# General

## **Reasons for a Lutheran School**

In the book of Deuteronomy God tells us, *"These commandments that I give you today are to be upon your hearts. Impress them on your children."* Deuteronomy 6:6-7

Solomon, by inspiration of the Holy Spirit, admonishes parents with the words, *"Train a child in the way he should go, and when he is old he will not turn from it."* Proverbs 22:6

In the New Testament, Jesus Christ tells his followers, *"Feed My Lambs,"* and the apostle Paul says the same in his letter to the early church, *"Bring them up in the training and instruction of the Lord."* Ephesians 6:4

From the above passages it becomes apparent that we have a definite obligation as parents, to God, to do all that we can to see that His children, of whom we are merely caretakers for a time, receive the fullest measure of training possible in *"the one thing needful,"* namely, the Word of God. Luke 10:38

Responsibility for the training of God's children rests upon the parents of the child and the Christian congregation. The congregation has established a Lutheran school and maintains the same for carrying out its responsibility. This school is also set up to aid parents in carrying out their personal obligation for the Christian training of these children.

## **Aim of a Christian Education**

Every educator has a philosophy of life and education in which he believes and by which he will attempt to guide his own life and the lives of his pupils.

There are two basic philosophies. A person has either a world-centered philosophy or a Christ-centered philosophy.

People with a world-centered philosophy will strive to develop the idea that man, through his ingenuity and resourcefulness, can improve the world in which he lives. The ultimate result is that people think that they can save themselves or make themselves right with God through their own morality and good works.

People with a Christ-centered philosophy will strive to develop the idea in the child, that all people, from Adam and forward, are lost and condemned sinners, and that we rely solely upon Christ, our eternal Savior, for salvation.

Our acceptance of this salvation comes only by grace through faith, worked in our hearts by the Holy Spirit. Such a faith instills in our hearts a deep love for our Redeemer, and as a result, a Christian love for our fellow people.

The philosophy of Petra Lutheran School is a Christ-centered philosophy, and all subjects are taught from that viewpoint.

### **Purposes of a Christian Education**

We group the objectives that we strive to attain with our students into three general classifications:

#### **Spiritual Growth**

1. To strengthen the faith of the student through the Holy Spirit by increasing the student's knowledge of God, His Word, and His plan of salvation through His Son (Justified Christian)
2. To assist the student in sharing these truths with others (Witnessing Christian)
3. To aid the student in applying these spiritual truths in his/her everyday life (Sanctified Christian)

#### **Intellectual Growth**

1. To evaluate the abilities of each student, to make the student aware of his/her potential and to provide the opportunities and the guidance of maximum development of these God-given abilities
2. To assist the student in developing a thorough knowledge of the basic skills essential to mental and educational development and future professional work as a steward of God's Kingdom
3. To promote more critical and rational thinking in conformity with Holy Scriptures to enable the student to evaluate, choose, accept or reject information, ideals, and situations that he/she may encounter

#### **Physical Growth**

1. To guide the student in developing Christian habits and attitudes which promote physical and mental health
2. To provide the student opportunity to develop physical fitness and muscular coordination through a sound program of physical education and interscholastic sports, and at the same time to experience the recreational values of individual and team sports
3. To promote God-pleasing use of recreational and leisure time

### **Our School**

Petra Lutheran School is owned and operated by the members of Petra Evangelical Lutheran Church, a member of the Wisconsin Evangelical Lutheran Synod. It was established in 1985 to provide our children with a Christ-centered education in secular fields. The congregation has called a staff of qualified, licensed teachers to instruct the children in kindergarten through eighth grade.

## **Parental Cooperation**

Enrollment of your child at Petra Lutheran School is a privilege made possible by the members of Petra Lutheran Church. The Education Committee at Petra feels a strong obligation to maintain a positive Christian educational experience for all children. It is therefore assumed that by enrolling your child, you agree to abide by all the rules and policies as set forth in this handbook.

Any disagreement with school policies or feelings of discontent should be dealt with according to our Lord's directive in Matthew 18:15-18, and in keeping with the spirit of the Eighth Commandment. You should speak privately with the teacher involved first. Next, if the matter still is not settled, go to the principal. Then, if the matter still is not settled, you should go to the chairman of the Education Committee in order to arrange a meeting with the Committee and our Pastor.

It is not wise to display feelings of discontent or disagreement in front of a student. Talking to other parents about the matter before first going to the teacher, not only does not help resolve the matter, but also can cause irreparable damage to the parent/teacher/student relationship.

## **General Concerns**

Teachers, parents and students working together toward the common goal of a Christ-centered education may have differences of opinions or special concerns to express. So that parents may always feel free to express their concerns and know that their concerns will be addressed in a timely manner, the following guidelines have been established:

1. If the concern of parents is about the classroom, a program, or a specific staff member, the parents should speak directly to the staff member involved.
2. If, after meeting with the staff member, the parents feel that the staff member has not addressed their concerns, the parents should then speak to the principal.
3. The concerns will be documented and an agreed upon response format will be established between the parents and staff.
4. If an occasion were to arise where the parents were still in disagreement with the responses of the staff member and the administration, they will be invited to speak with the chairman of the Education Committee.

## **Home and School Cooperation**

In the best interest of the student, the home will desire to work closely and cooperate with the school. This loving concern will further cause parents to show an interest in the school and its training. Parents can help themselves and their children by:

1. Letting the Word of God be the sole guide in all phases of daily living and conduct
2. Attending church regularly as a family
3. Seeing to it that the child is regular and prompt in attendance
4. Encouraging sufficient hours of rest and sleep
5. Discouraging children from bringing any distracting items to school
6. Having the children wear appropriate clothing in inclement weather
7. Encouraging the child to complete his/her homework
8. Participating in cleaning the schoolrooms on a scheduled basis.

When parents are concerned about their student's progress in a certain class, the following procedures/steps should be followed:

1. Arrange with the teacher for a teacher/parent/student meeting.
2. If, after step one is completed, further issues need resolution, arrange a principal/teacher/parent/student meeting.
3. If, after steps 1 and 2 are completed, issues continue to be unresolved, contact the Education Committee Chairman.

### **Incomplete School Work**

The following policy will be used when a student fails to complete their homework.

#### **Grades K-2**

Parents and teachers will work together so that the child will learn and in addition, demonstrate responsibility.

1. By completing homework on time
2. By bringing books and completed assignments to school
3. By managing time wisely

Students will use recess time to complete the unfinished work, and if the problem persists, the student may be required to stay after school.

#### **Grades 3-8**

Parents and teachers will work together so that the child will learn and in addition, demonstrate responsibility. If schoolwork is handed in late, grades will be reduced as follows:

1. One day late will result in a full letter grade reduction
2. Two days late will result in 2 full letter grade reductions
3. Three or more days late will result in an automatic F and the student will still be expected to do the assignment.

We are sinful human beings, and children may forget their homework at times. **There will be one free late or missing assignment per quarter allowed because sometimes there are extreme circumstances.**

## **Awards**

We recognize that all of our students receive their talents and abilities from the Lord. We encourage them to be good stewards by faithfully and energetically utilizing these talents fully. It is our policy, then, to recognize the God-pleasing use of our students' talents and abilities in various areas by the presentation of awards.

Awards may be presented in all areas of student endeavor, both curricular and co-curricular. Qualifications for some of these awards are established according to school policy.

## **Discipline**

Upon enrolling a child at Petra Lutheran School, parents submit their authority to the teachers and the principal in matters of discipline while the child is at school. This discipline will be in keeping with the Word of God and will be administered in the spirit of the Gospel. The children enrolled at Petra Lutheran School are expected to respect all those in authority and behave in accordance with the rules that their teacher has set. Disciplinary action will be taken according to the following guidelines:

1. If a problem develops, the teacher will contact and discuss the child's behavior with his/her parents.
2. If the problem continues, the principal and teacher will meet with the parents to discuss and resolve the behavior problem the child is having.
3. If the problem still continues, the parents will be asked to meet with the Petra Education Committee, the principal, and any concerned member of the teaching staff to find a solution to the child's behavior problem.

If, after these steps are taken and no solution to the problem can be found, the Education Committee may expel the child and the parents will be informed that their child cannot return. This is a very important set of guidelines that will be followed closely with full support by the Education Committee.

## **Expulsion of Students from a Class**

If a student is disruptive to the point where the class cannot be productive as long as the student remains in it, the student will be dismissed from the class and sent to the principal. The staff will contact the parents concerning the problem and both the teacher and principal will meet with the parents if necessary. If the student is disruptive enough to be removed a second time, he/she is again sent to the principal. If the behavior does not improve after these steps and the student is removed from the same class for a third time, a meeting with the parents, teacher, and principal will take place.

### **Substance Abuse**

Our Lord speaks to us about the care of our bodies when He tells us in His Word, "Your bodies are the temple of the Holy Spirit." Therefore, alcohol, tobacco and drug use by the students is not permitted. Students who use prohibited drugs or alcoholic beverages on our campus will be subject to disciplinary actions including possible immediate expulsion. The police will be notified in all such situations because it is a civil matter.

### **Dangerous Weapons**

Petra Evangelical Lutheran Church and School prohibits the possession, use, threat of use, or storage of a dangerous weapon or **look-alike** weapon on school property or at any school-sponsored activity. Any exception to this rule must be pre-approved by the teacher, principal and the Education Committee.

### **Counseling Services**

In the event that counseling services are needed, Petra Lutheran School recommends Bachmann & Associates, Incorporated. Their clinic specializes in anger management; communication-conflict resolution; individual, family and group therapy; marriage counseling; medication management; self-esteem; and workshops, seminars and presentations.

Bachmann & Associates believes in providing all clients with quality Christian counseling in a sensitive, loving environment and in treating all clients with the utmost professionalism, dignity, and care.

Counselor specialties include abuse issues, addictions, adolescent issues, adoption issues, adult children of alcoholics, ADD/ADHD children, co-dependency, depression, eating disorders, family of origin issues, grief and loss, marital problems, men's and women's issues, parenting and family issues, shame, and spiritual issues.

Call either location to set up an appointment.

Lake Elmo: 651-379-0444

Burnsville: 952-892-8495

[www.bachmanncounseling.com](http://www.bachmanncounseling.com)

# Enrollment

## **Notice of Nondiscriminatory Policy**

Petra Lutheran School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## **State Requirements**

The state of Minnesota requires children between the ages of seven and 16 to attend school or receive an equivalent education through homeschooling. "Good cause" exceptions are determined by each school board, but generally include:

- Physical or mental limitations
- Early completion of graduation requirements
- Family emergencies
- Death or serious illness of immediate family member
- Active duty in the U.S. military

Any student 17 or older who wants to leave school before graduation must (along with his or her parents) attend a meeting to discuss alternatives and sign a written election to withdraw from school.

## **Enrollment Policies and Requirements**

Students desiring admission to Petra Lutheran School should login to the Petra Lutheran School website or call the school and ask for an application form. This form, together with a **non-refundable registration fee of \$50** should be mailed to Principal, Petra Lutheran School, 1049 1<sup>st</sup> Ave. N., Sauk Rapids, MN 56379. Upon acceptance into the school, the \$50 fee will be applied toward tuition rates.

Children are admitted into our school by action of the Education Committee following the priority scale listing:

1. Children of whom one or both parents are members of Petra Lutheran Church
2. Children of whom one or both parents are members of another WELS or ELS congregation
3. Children of prospective members
4. Children not listed above.

Children who are five years old before September 1 may enroll in kindergarten at the opening of the fall term. They must be six years old by

September 1 to enter first grade. Only in unique or special situations may a child enter Petra Lutheran School before these dates. Special testing may be utilized for these situations. Please see the principal for additional information.

**Enrollment Procedure for Students**

In addition, the following items should be provided:

1. The student's school health record
2. Physical exam form filled out by the student's physician
3. A transcript of the student's grades
4. Copy of birth certificate.

**Petra Lutheran School Tuition Fees**

Petra Lutheran Church subsidizes a large share of the cost of education for Petra Lutheran School; the remaining cost is covered by tuition and fees. *Tuition and fees are subject to change.*

**Tuition grades K-8:**

Church member: \$1,680 first child	Non-member: \$2,940 first child
\$ 850 second child	\$2,310 second child
\$3,150 max per family	\$5,250 max per family

**Fees:** \$235 activity fee per student to help cover the cost of field trips, workbooks, and general supplies used during the school year; \$60 milk fee for milk for lunch daily; \$36 pizza fee for once a month hot lunch of pizza.

**Tuition Payment Policy:**

We utilize the tuition management service called FACTS. By doing so, we are able to offer flexibility to all and streamline our billing process accordingly. We offer the following payment plans through FACTS:

Payment Option	Due Date	Billing Fee
<b>Payment in Full</b>	August	\$0
<b>Two Payments</b>	August & January	\$10
<b>Four Payments</b>	August, October, January, April	\$43
<b>Ten Monthly Payments</b>	Starting in August and made on the 1st, 5th, 10th, or 15th of each month	\$43

Other payment plans can be discussed with the principal. Financial aid can be requested through the Facts website.

# Academics

## **Curriculum**

By curriculum, we mean all the experiences of the child for which the school accepts responsibility. In our school, the curriculum places religion as the most important subject. However, religion is not merely taught as a separate subject. Instead, it permeates the entire teaching program. The major areas of the religion curriculum are Bible History and Christ Light, Catechism and Hymnology lessons. These are presented to acquaint children with God's loving plan of salvation as it unfolds in His Word and as it affects their lives. Memory work of Scripture is an important part of this program so that children can state their beliefs simply and concisely and have a ready arsenal of defense against error and temptation. Other subjects include Reading, Literature, English, Social Studies, Science, Mathematics, Physical Education, Music, Art, and Computer.

## **Confirmation Preparation**

The upper grade teacher of Petra Lutheran School will meet with the students in grades five and six on a regular basis during the school day to instruct them in the Word of God.

The pastor of Petra Lutheran Church will meet with the students in grades seven and eight on a regular basis during the school day to instruct them in the Word of God. The culmination of their study is confirmation for those students who are prepared to make this important commitment to their Lord. Children of the congregation in grades 5-8 who do not attend Petra Lutheran School will meet on a mutually agreed upon evening for their instruction in God's Word.

## **Distribution of Books**

Most books and workbooks are furnished by the school for use during the year. Each student is responsible for his/her books. A student will be asked to pay for lost or damaged books. In the upper grades, some additional religious books are necessary. These are to be purchased by the student and are kept from year to year.

All school texts are to be covered in the first week of school and recovered as needed throughout the year. NO CONTACT PAPER is permitted to cover books. Do not use tape to hold the book covers to the inside of the book.

If school textbooks or library books are defaced in any way or unusable, the student is expected to pay for a replacement book.

## **Report Cards and Parent/Teacher Conferences**

Midterm grades will be sent home each quarter to parents. Report cards are issued at the end of each quarter of the school year. It is important that the report cards are carefully evaluated and discussed with your child.

There is one mandatory parent/teacher conference during the fall of the school year, with the option of a second parent/teacher conference in the spring. These are mandatory for teachers and we expect full parental participation. Sign-up sheets are posted in the hallway by each classroom door two weeks prior to the conference. We encourage parents to contact the teacher whenever they feel some problem exists. Parents and teachers should work together for the best interest of the child. The best time to contact a teacher for such discussion is after 2:45 p.m.

## **Grading Scale**

The grading by teachers is done by percentage or modified curve. Depending upon the grade level and the teacher, any of the following may be given:

100%	A+	81.9% - 79%	C
99.9 - 96%	A	78.9% - 77%	C-
95.9% - 93%	A-	76.9% - 74%	D+
92.9% - 90%	B+	73.9% - 72%	D
89.9% - 87%	B	71.9% - 69%	D-
86.9% - 85%	B-	68.9 % - 0%	F
84.9% - 82%	C+		

Percentage grades are given based on the above scale for daily work, tests and report cards.

The following symbols may also be used in the lower grades:

- (E) Exceptional
- (S) Satisfactory
- (N) Needs Improvement
- (U) Unsatisfactory
- (I) Incomplete

In addition plus (+) or minus (-) may be used to indicate degree of the letter grade.

## **Testing Program**

Standardized tests for grades 3-8 are given at school during the fall using the Terra Nova testing application per Wisconsin Evangelical Lutheran Synod of Schools.

# Attendance/Absences

## **School Hours**

School hours are from 8:00 a.m. to 2:30 p.m. for grades kindergarten through eight. Students are asked not to arrive at the school before 7:15 a.m. unless special arrangements have been made with the teachers. When children arrive at school, they are expected to immediately get ready for their school day. Any child not in the classroom and ready to go for the day by 8:00 a.m. will be considered tardy. Children will remain in the classroom until parents arrive to pick them up or 2:45 p.m. comes, whichever occurs first. Children are expected to go directly home when school is dismissed. Any child remaining after 2:45 p.m. will be automatically enrolled in our After School Care Program.

## **After School Care Program**

Petra Evangelical Lutheran School currently offers an after school care program available to all students of the school. Rates for the after school care program are \$4 per hour, billed in 1-hour increments. The hours for the program are from 2:45 p.m.–5:30 p.m. Any child remaining at the school after 2:45 p.m. will automatically be enrolled in the after school care program. Snacks are provided at a cost of \$0.75 per day as a part of the program.

The parent(s) will be responsible for signing their children out at the time of pick-up. We reserve the right to bill you until 5:30 p.m. if you do not sign out your child each day.

## **Absences and Excuses**

We recognize three types of absences.

1. Unexpected and unavoidable (e.g. illness, transportation difficulties)
2. Advance notice (e.g. dentist or doctor appointments, funerals, weddings)
3. Unexcused (family vacation or other absences without notes)

On the days children are absent, parents/guardians must call the school before 7:55 a.m. to explain the reason for the absence. If the school is not notified of an absence, the parents will be contacted. Any student who misses more than 20 school days during the school year will be placed on probation and/or may be asked to repeat the grade. Absences considered unexcused will be noted as such on the student's record along with tardies.

Children may be excused by their teacher for doctor or dentist appointments upon receipt of a request in writing from the parents. The school will excuse

emergency appointments at any time. **However, we discourage scheduling doctor or dentist appointments during the school day since the child's departure is usually disruptive and may hurt the child's studies.**

Children may not leave the school grounds during noon hour or any recess period unless they have written permission from their parents. **If, for health reasons, a child is not to go outside or engage in physical activities, a written note is required, along with a note from the child's doctor.** The teacher should be notified in case of prolonged illness.

Parents are responsible for picking up their child's homework when their child is absent. Make-up work is to be done no later than the day following their return to school.

### **Making Up Absences**

Students are responsible for making up all work (including tests) missed because of absences. It is the student's responsibility to ask teachers for assignments and make-up work for the period of their absence.

It is the policy of Petra Lutheran School to communicate to parents that their children may need an education plan that is different from the usual in order to satisfy the educational requirements for the student.

Any time absences are deterring the learning process, the classroom teacher will communicate with the parent in order to help correct the situation.

**If absences are more than 15 days, the teacher will arrange a meeting with the parents and offer alternatives that will help the child make up for lost instructional time.**

**If absences exceed 20 days, the teacher, principal and parent(s) will agree upon a course of action that is designed to make up for lost instructional time. This education plan will go to the parents and into a cumulative file. This may include home instruction, summer school or retention.**

**The teacher will notify the principal when a child has been absent for more than 20 days. If summer school becomes necessary, an additional fee will be charged to compensate for this service.**

### **Excused Absences**

Excused absences are illness, serious illness or death in the family, home emergencies, and health care appointments. The parent is to call the school

office by 7:55 a.m. if the child will be absent that day. Notes excusing a child because of illness need to be sent to the classroom teacher upon return.

### **Unexcused Absences**

An unexcused absence is an absence for reasons not listed in "Excused Absences." Absences with or without a parent's knowledge may require a parent conference prior to the return to school. Vacations taken during scheduled days are considered unexcused absences. Excessive absences may be addressed and need to be forwarded to the Sauk Rapids/Rice school district for further action.

### **Tardiness**

The child will be considered tardy if he/she is not in the classroom by 8:00 a.m. This is kept on record. Excessive tardiness will result in a conference with the parent.

### **Truancy**

The principal handles cases of suspected truancy. Parents will be notified as soon as possible if their child is truant. Cases of extended truancy will require the involvement of the Benton County Truancy Officer.

Parents should call the school to inform the teacher that their child will be absent. If the school is not notified of an absence, the parent/guardian will be called.

**Children who have been absent from school are not eligible to participate in extra-curricular events on that day.**

### **Emergency School Closing and Inclement Weather**

If it becomes necessary to close school because of inclement weather or some other emergency, Petra Lutheran School staff will make every attempt to contact parents. If Sauk Rapids/Rice or St. Cloud school districts close, Petra will close automatically. Please do not call the teachers of Petra to check if school is closed. If you are not contacted, school is open.

# Student Activities

## **Weekly Chapel Devotion and Mission Offering**

In addition to the daily devotions conducted by the individual teachers in their classrooms, the pastor or principal conducts a weekly morning devotional service on Friday mornings at 8:00 am in the church. A free-will mission offering is taken at the weekly morning service. Our mission program and offering are to impress upon our children the fact that they are all individual missionaries who carry on the Lord's work at home and in faraway places of the earth. Your own attitude toward missions and the way you talk about missions determines in great measure your child's attitude toward missions. Donations are designated for a specific mission project each year.

## **Singing in Church**

The children will be singing periodically as part of the Sunday worship service and at times for other special services. Parents will be given ample notice concerning the day and time. (We ask for your cooperation in bringing your children to church regularly as well as to the services in which they are asked to sing.)

## **Field Trips**

Field trips are conducted for each classroom. The Supply Fee paid at the beginning of the school year covers the field trip costs. Additional field trips might be added to the schedule as the year progresses. If this happens, you will be notified of any additional expenses. **The red Petra shirts are to be worn on any field trip or off-campus school event.** These are classroom-learning activities and all students are required to attend.

Transportation for all field trips uses parent volunteers and/or congregation members. If we do not have enough parent volunteers or congregation members, teachers and staff may be asked to drive.

Due to state law requirements, booster/car seats may be necessary for some of the students during transportation to field trips. Parents are encouraged to leave the students car seats on field trip days. The school has two booster seats available in case students forget theirs on the day of the field trip. Teacher cell phone numbers will be given out for contact in case of emergencies.

### **Extra-Curricular Activities**

This includes any school related activity which takes place, for the most part, outside of regular school time. These activities could include spelling bee, plays, science fairs, art fairs, open gyms, family game nights, basketball, etc.

**All students wishing to participate in extra-curricular activities must maintain a "C" average for the previous report period.**

### **Band**

Petra Lutheran School offers band instruction through the Sauk Rapids-Rice school district to students in 6–8 grade. Lessons are during the school day and the school band will meet once a week. Parents are responsible for transporting the students to band on their assigned day.

### **Dress Guidelines**

We expect our students, as Christians, to remember that their bodies are the temples of the Holy Spirit and that therefore they should keep those bodies neat, clean, well groomed, and modestly dressed. Our motto for dress and personal grooming is: Be clean, neat and modest!

Students are granted the privilege of wearing shorts of appropriate length during August, September, October, April and May.

Any teacher who notices students whose appearance is not in conformity with the above-mentioned guidelines may speak to that student. If a teacher is in doubt about the appropriateness of any student's appearance, he/she should mention this to the principal. Since what is considered appropriate dress for a student in a Christian elementary school is not always agreed upon, the decision of the principal is final.

Daily winter outerwear includes coat, hat, boots, mittens or gloves, and snow pants. Please put the name of the child on all outerwear such as mittens, boots, etc. If a child wears sandals or flip-flops to school, they **MUST** bring a pair of tennis shoes to be worn outside for recess and physical education.

To enhance school spirit, the Petra shirts may be worn on Fridays.

# Miscellaneous

## **Health Program**

The school nurse for the Sauk Rapids/Rice school district is in charge of coordinating all health programs.

## **Vision and Hearing Screening**

The school nurse will do vision and/or hearing screening tests on a scheduled or referral basis. Teachers who feel such screening might be beneficial should give such information to the administrative assistant who will contact the school nurse.

## **Scoliosis Screenings**

The school nurse will perform scoliosis screenings on students as required. Prior notice will be sent home to parents. There will be an observer in the room with the nurse for all scoliosis screenings. Parents will be notified by letter and/or phone of all children failing to pass the screening tests. These letters usually indicate that examination by a doctor is recommended. Please consult the nurse if there are any questions regarding these referrals.

## **Immunization & Illness**

All immunizations must be up-to-date before attending classes. Your child's health is a matter of importance to us. **If your child has allergies or health problems, please make the school aware of this.** Parents are asked to check their children for illness carefully each day. Please do not send a child to school who is running a temperature over 99 degrees or who shows any other signs of illness.

Petra Evangelical Lutheran School will notify parents in writing when a communicable disease has been identified in the classroom (e.g. strep throat, chicken pox, lice, and pink eye). Parents also have the responsibility of notifying the school immediately upon learning that their child has a communicable disease. Return-to-school policies established by the local health officer will be followed. The school may be contacted if a parent has questions or concerns.

## **Distribution of Medicines**

Students who must take any prescription medication must keep this medication in the classroom and obtain it from the classroom teacher as needed. If non-prescription medicine is needed during the school day, every attempt will be made to contact the parents prior to distribution. Permission slips will be signed for all non-prescription medicines.

### **Student Illness while at School**

Students who become ill while they are at school should report it to the classroom teacher. If it is deemed advisable, the student should then go home for the day after the parents or guardians have been notified. If the student cannot go home or it is felt that a brief rest might help the student to feel better, the student may be permitted to lie down in the administrative assistant's office.

### **School Lunch**

Petra Lutheran School currently does not offer a hot lunch program. Students will need to bring their own lunch to school. We ask that you keep in mind those students who have peanut allergies when you consider lunch choices. **Microwave time is limited—please plan accordingly.**

The school does have a milk program. One-percent white milk or chocolate will be available to the students each day for lunch. The cost per child is \$60.00 for the year.

### **Gum Chewing**

Students are not to chew gum on school property.

### **Room Helpers**

At the beginning of the school year, the classroom teachers will look for parent volunteers who are willing to serve as Room Helpers. These helpers may help make and hand out treats, help get drivers for field trips, help in the classroom for special activities, listen to memory work, and provide remedial help for the students as directed by the teacher.

It is the policy of Petra Evangelical Lutheran School to perform background checks on all volunteers of the school. There will be no cost to the volunteers for the background checks.

### **Transportation**

Parents are responsible for transportation of their children to and from school.

### **Petra Parent Group**

This is an organization of parents of Petra school children and other members and friends who are interested in Christian education. The purposes of the Petra Parent Group Organization are:

1. To assist the Education Committee in fostering the cause of Christian Education and in promoting and assisting with the work of Petra Lutheran School
2. To extend the members' knowledge of Christian training and education

3. To promote close cooperation between the parents, teachers, and friends of the school.

### **Fund Raising**

Organizations such as the Petra Parent Group may wish to hold fund raising activities during the year. The number and kind of fund-raising activities in any given year are limited. Fund-raising activity coordinators should request approval well in advance of the activity from the Education Committee.

### **School Property and Grounds**

It is expected that all students will show the utmost respect for school and church property. Anyone found defacing or destroying church or school property will be required to make full restitution for all damage done.

### **Visitors**

A student who wishes to bring a visitor to school must receive permission from the teacher/principal on the day prior to the visit. The visitor is expected to follow the school's rules and remain with his/her host.

### **Telephone Calls**

Parents wishing to contact students during the school day are encouraged to contact the school and leave a message. Parents are asked to keep this to a minimum.

### **Volunteers**

Volunteers are involved in many of the activities of Petra Lutheran School. Petra is truly blessed by having volunteers involved in such things as:

1. helping with plays
2. correcting
3. assistance in art classes
4. driving for field trips
5. working with students on an individual basis.

Volunteers are asked to check in at the school during school hours.

### **Electronic Devices**

Students may not bring any kind of electronic device to school. This includes, but is not limited to, cell phones, gaming devices, iPad and iPods. If these devices are brought to school, they will be confiscated. If for some reason, a student would need an electronic device, the principal and the teacher must be notified. The classroom teacher will keep the device. The school is not responsible for lost, stolen, or damaged devices.

## **Videos**

With the amount of television and video watching done by children in our society today, teachers will do their part to limit the watching of videos or television in the classroom. All movies will be rated G. If there is a PG movie that has a portion which applies to concepts being studied, teachers will use good judgment on the short portions to be shown.

## **Photo Use Agreement**

Petra Evangelical Lutheran School takes photographs of students at various activities. Occasionally we will upload photos to the school website. All parents will be asked to complete a photo use authorization form giving the school permission to use photos that may be available to the general public. Names of the children will not be included without prior authorization.

## **Tornado/Fire/Intruder Drills**

In accordance with state laws, Petra Evangelical Lutheran School will conduct one tornado drill, five fire drills, and two intruder drills throughout the school year. Please contact the school if you have any questions on these drills.

## **Blood Borne Pathogen Law**

According to the blood borne pathogen law, students whose clothes become bloodied at school are not permitted to remain with their class because of the possibility of students coming into contact with infected blood. We have changes of clothes at school that students can slip into before returning to class. The student's bloodied clothes will be placed in a plastic bag and sent home. The school's clothes should be washed, dried in a hot dryer, and returned to school as soon as possible.

## **School Cleaning**

Petra Lutheran School has no janitorial services; parents are scheduled to clean the school periodically throughout the year. The schedule will come out the first week of school. If you cannot clean as scheduled, it is your responsibility to get a substitute.

## **Child Neglect and Abuse**

Pursuant to Minnesota's Child Protective Law, any suspected case of child abuse or neglect must be reported to the Department of Social Services. This law requires any school personnel who observe suspicious or unexplained bruises, injuries, or behaviors of a child that may have resulted from abuse or neglect on the part of one responsible for the health or welfare of the child, to report such suspicions to the Department of Social Services immediately.