

Prairie Lutheran School Handbook

PRAIRIE LUTHERAN



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Dear Parents,

This handbook acquaints you with the school and with its programs and policies for the coming year. We hope that the following information may be helpful and valuable to you. You might want to keep it for further reference during the school year.

Prairie Lutheran Schools Faculty

Pastor Paul Meitner	Zion	507-647-5582
Pastor Steven Bauer	Immanuel	507-834-6105
Pastor Jesse DeDeyne	St. John and Emanuel	507-426-7007
Mr. Macord Johnson	Principal, Grades 5-8, Fairfax	507-317-3653
Mr. Jeff Seehafer	Activities Coordinator, Grades 5-8, Fairfax	507-276-4594
Mr. Mark Leitheiser	Grades 5-8 Fairfax	507-276-5349
Mrs. Ardith Seehafer	Grades 3-4, Gibbon	507-276-9208
Mrs. Connie Weilage	Grades 1-2, Gibbon	920-905-2765
Mrs. Katherine Wenner	Kindergarten, Gibbon	507-766-6321
Mrs. Naomi Evenson	Pre-Kindergarten 3 & 4, Gibbon	507-276-3972
Mrs. Barb Rogotzke	Choir Instructor, Fairfax	507-794-3712
Mrs. Sally Kiecker	Secretary, Fairfax	515-576-9166

Board of Education

Mr. Al Cole-Chairman	507-766-0819
Mr. Isaac Hahn- Vice Chairman	320-583-9839
Mr. Chris Bebeau-Secretary	320-522-4893
Mr. Jesse Diehn-Treasurer	507-995-3430
Mr. Joe Mages	507-276-9750
Mr. Chad Klages	507-828-2288
Mr. Brian Kiecker Jr.	507-766-8223
Mr. Brian Doehling	507-382-0750
Mr. Grant Christensen	507-469-8678

School Contact Information

Note: The mailing address for Prairie Lutheran School is:
P.O. Box 130, Fairfax, MN 55332 (*No mail is received at the Gibbon site*)
School Phone Numbers: Fairfax 507-426-7755 - Gibbon 507-834-6136
Website: www.prairielutheran.us
Email Address: prairielutheranschool@gmail.com



Mission Statement

Prairie Lutheran Schools are operated by the congregations of the Wisconsin Evangelical Lutheran Synod in the Fairfax-Gibbon-Winthrop area to assist parents in providing a Christ-centered education for their children to strengthen them in Christian faith and life.

Little children to come unto Me.

Objectives

The infallible Word of God is taught daily and underlies all instruction and activity so that the children of God are led to:

1. Confess their faith in the Triune God;

- A. The Father who has made them and cares for them and the world in which they live.
- B. Jesus Christ, the Son of God, who has died for the sins of all, including theirs.
- C. The Holy Spirit, whose temple they are, and who by Word and Sacrament seeks to strengthen and preserve their faith.

2. Love the Word of God, and therefore seek its instruction in school, church and home and to accept its authority in all matters both spiritual and temporal.

3. Be faithful stewards of God's gifts:

- A. By recognizing that their time, talents and treasures come from God and use them to God's glory.
- B. By sharing the comfort and joy of the Gospel with others.
- C. By using their gifts in their congregation, community and synod.

4. Accept authority:

- A. Of God their heavenly Father, who has power to help in time of need.
- B. Of God's representatives in the home, church, school and state, and to give them honor and respect.

All subjects are taught and all activities pursued so that our children:

- 1. Receive a quality elementary/middle school education.
- 2. Are prepared to enter high school.
- 3. Develop their full potential as individuals.
- 4. Learn to evaluate all of life from a Christian perspective.
- 5. Become useful Christians in their home, church, school and community.

Enrollment Policy

Christ's commission to teach and make disciples of all nations (Matthew 8:18-20) identifies those who should receive the benefit of our school ministry. Our school exists to nurture the Christian faith of children whose parents are members of the association of Prairie Lutheran School and to introduce the Christian faith to children who do not yet know Jesus Christ as their Savior from sin. Prairie Lutheran School will therefore enroll students in four categories on a priority basis:

1. Children of members of the Association
2. Children of members of sister congregations of the Wisconsin Evangelical Lutheran Synod (WELS or ELS).
3. Children of families who neither hold membership at a church home nor regularly attend another church.
4. Children of families who hold membership in or regularly attend other churches not in fellowship with the Wisconsin Evangelical Lutheran Synod.

Because it is our expressed intent and purpose to minister to those in categories one through three, applications for children in these categories will be processed first. Those accepted from categories one through three will be enrolled throughout the spring as applications are received.

Applications of children in category four will also be processed when received; however, those accepted will be done so on a tentative basis and will be placed on a temporary waiting list until May 1, at which time they will be enrolled as space availability allows. If there are more students on the waiting list than available spots, the Prairie Lutheran's School Board will determine which families will be enrolled.

All students no matter what category will be reviewed each year for school enrollment. Future enrollment can depend, but is not limited to; excessive tardiness, excessive absenteeism, bill status, academic achievement, and general school behavior. The principal will inform parents if the child is under consideration for future enrollment. The principal will also inform parents of the School Board's decision.

Student capacity is 12 students for Kindergarten and grades 1-8 twenty-four students per classroom. Category four students will no longer be enrolled in grades K-2 when enrollment reaches twenty and will no longer be enrolled in grades 3-8 when enrollment reaches twenty-two. The last two spots in each classroom will be left open to accommodate students in categories one through three throughout the summer and into the school year. If there is no space available because the classroom limit has been reached, the applicant may ask to be placed on a waiting list in the event an opening occurs. Final classroom enrollment will be determined by PLS School Board.

Application Process

The school staff will make arrangements for campus tours and classroom visits. Parents who are interested in enrolling their children at Prairie Lutheran may obtain an application from the school principal, who will meet with them to become acquainted and to discuss the needs of their children, the mission and policies of our school, and to answer any questions they might have.

There is no application fee; however, upon acceptance, parents are required to pay a registration fee to reserve their child's space.

For children transferring from another school, report cards, attendance records, and test results from the previous two years must be submitted with the application.

If desired by either the applicant family or the school, one of the pastors may meet with the applicant family to discuss any spiritual needs or concerns.

Parents are informed by letter whether their child has been accepted, declined enrollment, or placed on a waiting list. The Prairie Lutheran School Board will be informed of all enrollments and, in special circumstances, may make the final decision whether a student will be accepted.

All new students are enrolled on a probationary basis for the first full quarter they attend our school. Category three and four children and their siblings will be re-enrolled each year as long as

they display appropriate conduct and academic effort and their parents have met all enrollment requirements.

Enrollment Requirements

Children in nonmember families (categories three and four) will be enrolled according to the following stipulations:

1. Parents and/or guardian of the applicant must agree to attend the School Parents' Bible Information Class to acquaint them with the religious instruction their children receive at Prairie Lutheran School. The class meets once a week for four weeks and is offered as scheduled with any of the Prairie Lutheran congregations' pastors. It is best if both parents/guardians attend the same session, but it is allowable for the mother and father to attend different sessions. There is no fee for this class. Most parents find this class to be very spiritually invigorating, and each parent is invited to complete the entire Bible Information Class over an additional fifteen-week period. (The full nineteen session class can lead to membership at one of the four congregations.)
2. Parents/guardian must agree to allow their child to attend the worship services in which his or her class is scheduled to sing (several times each year). Singing in worship is an integral part of our religion curriculum and provides our students an opportunity to praise God and confess the Biblical truths they are learning in school.
3. Parents/guardian must be supportive of the school, its teachers, its religion classes, and its policies.
4. Parents/guardian must be faithful in making timely tuition and other school related payments.
5. Parents/guardian 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.

Church Responsibilities

Our Lord invites each and every one of us to come and worship throughout the entire church year. Let us as parents not take our responsibilities lightly, let us teach our children to continually praise and thank God for His undeserved grace and love that He has so freely given us and to hear the Word preached regularly.

Non-Discriminatory Policy

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

Educational Aid to Non-Public Schools

Prairie Lutheran Schools makes use of the Educational Aid to Non-Public Schools from the State of Minnesota. These monies are used for textbook purchases. Parents are asked to fill out participation forms at registration.

Kindergarten Enrollment Requirements

1. All children who are 5 years old on or before September 1 are eligible for Kindergarten at Prairie Lutheran Schools.
2. Eligibility is determined upon the child's cognitive, neurological, academic, physical, medical, social, behavioral, and organizational readiness for Kindergarten.
3. A copy of your child's Pre-school screening is required at registration (or shared at Kindergarten Round Up).

Registration Fees

\$250.00 educational materials and insurance fee is charged for each student in Grades K-8. Pre-Kindergarten fees are listed in this handbook.

Yearbook

Yearbooks will be available for \$10 per copy to be paid at time of registration.

Monthly Statements

Account statements (which include: registration fee balances, lunch and milk fees, etc.) are emailed on a monthly basis. Families wishing to have a printed or mailed copy will pay an additional \$15.00 fee (per year, per family), which is included on the registration form.

Tuition

Adult communicate member of the four congregations contribute to PLS through weekly offerings at their church services.

Non-member tuition will be billed monthly for all families without one adult communicate member. The annual amounts for non-member tuition:

\$2670.00 Grades K-8 (1st child)

\$1600.00 Grades K – 8 (Additional children)

Financial Assistance is available. Please contact Macord Johnson, Principal, 507-426-7755 for more information.

Non-Sufficient Funds Policy

If a check is returned to the office, the family will be responsible for paying the full amount of the check that was returned as well as any applicable fees.

Insurance

The school board has elected to insure all students under the School Time Accident Plan. The cost for this plan has been placed into the educational fee. Under this plan, each child that is injured will first use his/her parent's insurance. After that, this company will pay a portion of your expense, which is not payable under your other insurance policy. If you carry no insurance at all, then this company pays immediately. You are welcome to choose the 24-hour coverage, which will be \$85.00. In addition a Dental Plan is also available for \$8.00. Benefits are listed in the brochure. You may download a form from: go to www.sas-mn.com (then find K-12, then look up Minnesota, then Prairie Lutheran).

Kindergarten

Kindergarten will be in session **all day every day for the full year**. Notes are sent home if there would be a change in the kindergarten schedule.

Daily Schedule

Pre-Kindergarten (see Pre-K page)

Kindergarten (All day, every day Monday – Friday)

Grades K-4 8:00 - 3:00

Grades 5-8 8:20 – 2:45



The school will be open at 7:45 a.m. Children will take their seats for study when they arrive at school. Parents who need to drop off their child before 7:45 are asked to contact the School Board.

No child is permitted to leave the school yard during school hours for any other purpose except by written request from the parents and permission from the teachers, or by a telephone call to the principal.

Children will take home usual transportation unless teacher receives a note or phone call from the parent.

Missions

A Chapel Service will be held at 8:20 a.m. on the last Friday of each month on both campuses. Mission offerings will be collected. Students chose each semester which mission they are supporting through their offerings.

Report Cards

Report cards will be issued every nine weeks. These should be carefully evaluated and if needed, a consultation with the instructor should be arranged.



Parent Consultation

Consultations will be held at the end of the first quarter. Pre-kindergarten will have consultations after the second quarter. If any parents wish to meet with a teacher during the subsequent quarters, they are asked to call the school and set up an appointment.

Absences from School

Regular school attendance is one of the most important ingredients in achieving a successful education. Minnesota State Law (Minnesota Statute 260.015) requires attendance. A student is labeled a “habitual truant” if he/she misses school seven or more days without lawful excuse. Valid excuses are defined as a “bodily or mental condition that prevents attendance.”

If your child is absent from school for any reason, we ask that you, the parent(s), call school or write a note stating the reason for your child’s absence that day.

If your child regularly misses school (more than five absences in a quarter) the principal will use the following action(s):

1. Nothing – the student’s absences related to a family vacation, medical appointments, etc.
2. Call parents – voice the concern
3. Contact Human Services according to county guidelines
4. Further action as decided by parents, teachers, and school board.

School Cancellations and Emergencies

In the event of bad weather, WCCO, KNUJ, KARP and KARE 11 will announce school closings for the public school as well as for Prairie Lutheran Schools, or it may just announce that GFW schools are closed. You can also check GFW or PLS webpage for cancellations:

Error! Hyperlink reference not valid. www.prairielutheran.us

Each family is asked to fill out an emergency housing form at registration. This form is for information to house your children in the event of a sudden snowstorm.

We have an automated phone call / text / email notification service for all Prairie Lutheran families called One Call Now. Each family is responsible to pay a fee for this service of \$7/family. Families are to identify the best way to be reached (ex. text, phone, email) by indicating this information on the emergency pre-consent form at registration. The school uses this service to send notifications about school closings, late starts, athletic events & practices, meetings, etc.

Hot lunch notice: If school is cancelled prior to 11:15 a.m., no lunch will be served. If school is called off at 11:15 a.m., or later, your child will be provided lunch through the hot lunch program.

Discipline

Every attempt is made to maintain Christian discipline at all times. Discipline is a prime requisite for a school to operate smoothly and successfully. It is therefore necessary that the faculty, parents, and students work together to maintain God-pleasing order.

When discipline is used, the Law is used to point and show the student his/her sin and then the Gospel is used to embrace them with the blessed assurance that Christ died for all sins, therefore redeeming all of us from the curse of the Law.

Such things as any form of disrespect for any teacher, willful and repeated disregard for the school’s rules and policies, resentment toward correction, a careless indifferent attitude toward work, poorly or unprepared assignments and the like, are not in keeping with our Christian atmosphere and need to be curbed and corrected.

If a parent feels that their child has been unfairly treated they are asked to speak to their child's teacher first. If no satisfactory agreement is reached, the matter is to be brought to the Principal and Pastor, and if the matter is not resolved, a meeting will be scheduled with the Principal, Pastor, and Board of Education.

Bullying

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.



Bullying can be:

- | | |
|-----------|--|
| Emotional | being unfriendly, excluding, tormenting |
| Physical | pushing, kicking, hitting, or punching |
| Racist | racial taunts, graffiti, gestures |
| Verbal | name-calling, sarcasm, spreading rumors, and teasing |

Discipline will be handled by teacher's discretion. If continued misbehavior occurs the teacher may choose to use the cheating policy format of discipline.

Stealing Policy (Grades K-8)

1. First offense
 - a. Note will be sent home that was written by the student involved in stealing.
 - b. One detention will be served the next school day.
 - c. The student will not participate in the next activity ((basketball game, field trip, etc.)
2. Second offense
 - a. Note will be sent home.
 - b. The student will not participate in the next 3 activities.
 - c. A total of 5-day detention starts the next school day after the stealing.
3. Third offense
 - a. Suspension the following day.
 - b. The child will come and help in the next school cleaning day (the day before Christmas break or the day before summer break).
 - c. The parents, teachers, school board will meet to discuss further action.

Cheating Policy (Grades 5-8)

1. First Cheating
 - a. Note will be taken home that was written by the student explaining the cheating.
 - b. One detention will be served the next school day.
 - c. "F" for the grade of the cheating paper.
 - d. The student will not participate in the next activity
2. Second Cheating
 - a. Includes **a&c** from above
 - b. The student will not participate in the next 3 activities (basketball game, field trip, etc.)
 - c. A total of a 5-day detention starts the next school day of the cheating.
3. Third Cheating
 - a. Suspension the following day.
 - b. The child will come and help in the next school cleaning day (the day before Christmas break or the day before summer break) till 3:00.
 - c. The parents, teachers, school board will meet to discuss further action.



Please use the principles of Matthew 18:15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over."

Dangerous Weapons

It is the policy of Prairie Lutheran School to maintain a working and learning environment that contributes to the safety of its students, faculty, and staff. Prairie Lutheran School in accordance with Minnesota State Law declares that school property is a GUN FREE ZONE! In the case of firearms, vehicular storage is legal but it is illegal for a person with or without a permit to carry a handgun on school property (includes game and practice fields). PLS also prohibits the threat with and /or use of look- alike weapons on school property, in a school facility, in a school vehicle, or at any school-sponsored functions. Exceptions to this policy can be made if a weapon is handled in a legal manner for the purpose of education or as part of a program approved by the school administration, or in the exercise of a legal activity.



No minor is allowed to have possession of a weapon on school property. "Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. Exceptions to this policy can be made if a weapon is handled in a legal manner for the purpose of education or as part of a program approved by the school administration, or in the exercise of a legal activity.

Personal Appearance

Students of Prairie Lutheran Schools are asked to be dressed each day as they would appear before Christ their Savior. We ask that you, the parents, assist us by not permitting your children to wear extremely short or tight clothing. Students may be allowed to wear shorts in the months of September and May, or at the teachers' discretion.

Christian modesty and decency, as opposed to what the world thinks to be decent or appropriate, suggest certain types of clothing not be worn in our school. While it is impractical to list all the various styles of dress that would fall under this category, we suggest that such items as shirts with offensive or suggestive slogans or pictures, bare midriff fashions, tight-fitting jeans or pants, shirts unbuttoned to an unseemly degree, etc., at the decision of the staff be avoided. The students in Grades 5-8 will have sleeves on their shirts. Pre K-Grade 4 students need to have shoes that fit according to their foot size that will not easily come off during play/gym.

Telephone

Please use the school telephones for important matters only, and when possible, while classes are not in session. The school number is 507-426-7755 (Fairfax), and 507-834-6136 (Gibbon).

Students may use the telephone only by permission from a faculty member.

Electronic Devices

Cell phones, tablets, laptops, and iPods are not permitted in school classrooms without consent of a faculty member.



Bicycles/Scooters/Skateboards

Children who ride their bikes to school are asked to park them in the rack during the day. Bicycles, scooters, and skateboards are not to be used by anyone but the owner, and then only to go to and from home and school.

Athletics

All boys and girls from Grades 5-8 may participate in basketball, also girls in grades 5-8 may participate in volleyball. A student may play for a parochial and public school at the same time (not including volleyball or basketball). If you decide to play at the public school in addition to our PLS program, we ask that when there is a conflict, you would choose to represent the school you attend--PLS.

Continual absence from school without a doctor's permission, or deliberate neglect of studies or other displays of non-Christian conduct give the principal, teacher and the coach the right to withhold the privilege of participating in these events.

The school sponsors volleyball, basketball, softball, soccer, and track teams.

Piano – Band



Students may take piano lessons during school hours for a price determined by the piano teacher. Lessons are planned during non class lesson time, but there are occasions this is not possible and children are responsible for missed class work Mrs. Barb Rogotzke (507-794-3712) and Mrs. Julie Trebelhorn (507-647-3216) give piano lessons in our school. Please contact either one of them if you are interested in having your child receive piano lessons. Please contact the school for information on band lessons.

Junior Choir-Junior Choir is available for grades 5-8 for an annual cost of \$20.

Hot Lunches

Prairie Lutheran Schools offers a complete hot lunch program. The cost of student lunches for the 2023 - 2024 school year is: Free for all students in grades K-8. Either white or chocolate milk is served at lunch. At the beginning of each month, the parents will receive a bill for their child's meals. Families must not fall behind more than \$50 per child for hot lunch payments by the beginning of the 4th quarter or child (ren) will not be allowed to participate in hot lunch until it is paid, unless they make special arrangements with the Principal.



A form is available at Registration, or from the principal to apply for the Free and Reduced Lunch Program. We encourage all parents to fill this out.

Lactose reduced milk is available upon written request. If your child needs special milk due to lactose intolerance, or has any special dietary needs, please speak to Mr. Johnson.

Adult meals are charged at a rate of \$5.00.

In the fall, volunteers get together to freeze tomatoes, apples, and sweet corn for our meals. Call Mr. Johnson or Kathy Ahlbrecht if you wish to help.

All food donations for the Hot Lunch Program will be appreciated. We ask that you contact Mr. Johnson or Kathy Ahlbrecht when you wish to make a donation.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 200250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

This institution is an equal opportunity provider.

School Cleaning

It has been the practice at Prairie Lutheran School to get together and give both school buildings a good cleaning twice a year. We do this on the afternoon of the last day of school before Christmas vacation, and the last day of the school year in spring. The children attend school for a regular school day and regular bussing schedule will be followed. We then get busy with mops and rags and do our best to make the school sparkle! Cleaning day is actually a fun day when friends all get together and scrub for PLS.



Library Fee

Books that are not returned will be fined \$5.

Alcohol, Tobacco, & Drugs

Prairie Lutheran School's policy on the use of alcohol, tobacco, or drugs by students is not permitted anywhere on the school or church property, or in its vicinity.

First Violation: Penalty: The parents will be notified and a meeting will be scheduled with the parents, Principal, and Pastor. The student will be suspended from the next three extracurricular activities or 3 weeks, whichever is greater.

Second Violation: Penalty: The parents will be notified and a meeting will be scheduled with the parents, the child, and the Board of Education, and faculty. The student will be suspended from school for 2 days, and will be suspended from the next 3 extra-curricular activities or three weeks whichever is greater.

Asbestos

All asbestos has been removed from our school except that which is found in the floor tile. The asbestos in the floor tile is non-friable, which means that it is non-hazardous to the health of the students, faculty, or anyone else entering the building.

Pesticide Notice

In 2000, a Minnesota state law went into effect that requires schools to inform school employees and parents if they apply certain pesticides on school property. Schools that apply these pesticides must maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides of the class of chemicals to which they belong may not be fully understood.

Prairie Lutheran School Song

The Prairie Lutheran School Song is sung at athletic events pep rallies, and other gatherings. Parents and children are encouraged to learn the song, and join in when it is sung, in support of our school.



Bloodborne Pathogen Law

All schools are required to have a Bloodborne pathogen policy. Teachers are to consider all body fluids (blood as well as vomit, sputum, urine, and feces which may contain blood) as dangerous because they have the possibility of carrying the HIV (AIDS) and HBJ (hepatitis) diseases. Note the parts of the policy listed below.



Bloodborne Pathogens

1. When blood is involved in an injury, children will be encouraged to self-administer first aid. Appropriated first aid materials will be provided. School personnel will monitor their use.
2. In situations where school personnel must become directly involved in treating an injury, he/she will use protective gear where body fluids are involved. E.g. Rubber gloves.
3. Children whose clothes become bloodied will be required to get a change of clothes from the school office. The soiled clothes will be sent home in a plastic bag for proper washing. You may leave a set of extra clothes in your child's classroom.

Medication Guidelines

Responsibilities of the Parent or Guardian

1. The school will need a written order from the physician requesting medication to be administered during school hours. The physician's order should include the following information.
 - a. Student's Name
 - b. Name of medication
 - c. Diagnosis and reason the medication is needed and why it is needed during school hours.
 - d. Time of administration
 - e. Possible side effects
 - f. Termination date for administration
2. We also need a written request from parent or guardian authorizing the school to administer medication.
3. When medications are brought to school it must be in the original container appropriately labeled by a pharmacy of physician. The following information should be included on the label:
 - a. Name, address, and telephone number of pharmacy
 - b. Student's name
 - c. Name of prescribing physician
 - d. Name of medication, dosage, and directions for use
 - e. Name of manufacturer of the drug and identification number
 - f. Auxiliary labels as needed
 - g. Date of original issue or renewal
4. All nonprescription (over-the-counter) medication must be in the original container and be accompanied by written permission from the parent or guardian to administer the medication during school hours. Make sure this note is dated.
5. We recommend that medication be brought to school by a responsible adult. Many medications look like candy and if seen by other children could be mistaken for the same, particularly if lost by the child carrying it to school.



We cannot dispense medication at school unless the above guidelines have been met.

Emergency Health Forms are kept in the school office and reviewed with the School Nurse. Please identify any medical conditions that may affect your child's ability to learn or participate in activities.

Pre-Kindergarten Program

Staff

Our teacher for Pre-K 4 is Mrs. Naomi Evenson and received her training from Martin Luther College.

Costs

- There is a \$77.00 tuition charge for each PreK 3 and PreK4 student, per month.
- The first month's tuition is payable upon application. The remainder is billed and paid monthly.
- Pre-K materials and a one- time fee of \$39.00 is payable at registration.

Enrollment

To be enrolled in the 3-year-old Pre-Kindergarten class, a child must be:

- At least 33 months of age

- Potty trained and able to perform basic bathroom skills independently

Children ages 33-35 months at the start of Pre-K 3 will be asked to repeat Pre-K 3 the following school year. Children ages 33-35 months will be registered for Pre-K 3 when class size allows for this, preference will be given to children 36 months and older at the start of school. Please contact the teacher or principal regarding additional questions regarding eligibility and enrollment.

Transportation

Parents are responsible for transporting Pre-K children to and from school. GFW School District could provide bussing for your child if there is an older sibling riding the bus.

Schedule

Wednesday & Friday: 8:00 –11:00 a.m.

PreK3

Tuesday & Thursday: 12:00 – 3:00 p.m.

PreK4



Schedule is subject to change depending on enrollment numbers. Our schedule also follows closings as announced by GFW School District. In the case of a late start, class time is cancelled.

Activities Include

Playtime Devotion
Singing Bible Lessons
Stories Large Muscle Activities

Pre-Math Activities
Small Muscle Activities
Pre-Reading Activities Games

For more information, call:

507-834-6136 Prairie Lutheran School Elementary Campus
507-317-3653 Mr. Macord Johnson (Principal)
507-276-3972 Mrs. Naomi Evenson (Pre-K 3& Pre-K4 Teacher)

Parents, Teachers, and Friends Society (PTF)

PTF Board

President: Emily Ahlbrecht
Vice President: Naomi Johnson
Secretary: Sara Bunkers
Treasurer: Sally Kiecker



The Parents, Teachers and Friends (PTF) of Prairie Lutheran Schools, recognizing our school to be the primary educational arm of St. John / Emanuel / Zion / Immanuel Evangelical Lutheran Churches, has been organized for the following purposes:

1. To promote interest in Christian education within our school.
2. Provide an organization by which parents and friends of the school can help support and carry out the policies of the Board of Education, Pastors, and Teachers.
3. All parents, teachers, relatives, and interested friends of our congregations shall be welcome to attend the PTF meetings. All are encouraged to participate and vote.
4. Regularly scheduled meetings will be held quarterly.

We want to express to you our sincere appreciation for your kindness in cooperating with us in the requests we have made. These arrangements have been made in order that the school year begin smoothly and continue effectively. This is also being done



so that your children may receive the greatest possible benefit from their school attendance. Your help and cooperation in these matters are vital and important to the success of this endeavor.

In closing, we ask that you join us, your school staff; in making a joyful noise to our Lord for the blessings He has given us, in teaching and training your children according to His will. Without you and your prayers now and throughout the school year this work will be hampered--with them, it cannot fail.

Student Accident Insurance

Prairie Lutheran School provides student accident insurance for all students in pre-kindergarten through 8th grade. This insurance is purchased from Student Assurance Services, Inc., and provides the following coverage to students (please refer to the attached Policy Schedule for exact coverage's):

- a) attending regular school sessions,
- b) participating in or attending school-sponsored and supervised extracurricular activities,
- c) participating in school-sponsored and supervised interscholastic sports, and
- d) traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.

Please be advised that the coverage the school is purchasing is a supplement to your family health insurance. It pays only *after* your family health or auto policy and then within the limits of the policy's benefits (explanation of benefits attached). This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.

CLAIM PROCEDURE

Filing of the claim is the parent's responsibility.

- 1) Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it's a school injury.
- 2) Parents complete Part B. Answer all questions.
- 3) Parents submit copies of your itemized bills to your own family insurance first, even if you have a large deductible. You will be sent a report called an Explanation of Benefits (EOB).
- 4) Parents send the claim form, copies of itemized bills and the EOB to:

STUDENT ASSURANCE SERVICES, INC.

POBOX 196

STILLWATER, MN 55082

- 5) The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact Student Assurance Services, Inc. at 1-800-328-2739.

NOTE: Students must have been treated by a licensed physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year.

2023 – 2024 School Calendar

August	TBD	Registration-
	20	Installation @ Zion @ 9am during church
	TBD	Elementary Open House, 5-7 pm, Gibbon
September	5	First Day of school
	29	Early Release Day
October	18	Early Release Day
	19-20	MEA – NO SCHOOL
	27	End of 1st Quarter
November	1	Conferences-Wednesday Night
	2	Conferences during day-NO SCHOOL
	22	Early Release Day
	23-24	Thanksgiving Break - NO SCHOOL
December	TBD	Joint Advent Service
	20-21	Staff Development Days
	22-1	Winter Break – NO SCHOOL
January	2	School Resumes
	15	NO SCHOOL-Martin Luther King
	19	NO SCHOOL-End of Second Quarter
February	2	Early Release Day
	TBD	B Team Tournament in Fairfax
	TBD	Grade School BB Tournaments in New Ulm
	19	NO SCHOOL-Presidents Day
March	4-8	Staff Development Day/School break
	17-23	Lutheran Education Week
	28-29	NO SCHOOL-End of Third Quarter/Easter Break
April	1	Easter Monday- NO SCHOOL
	TBD	Pre-Kindergarten/Kindergarten Round-Up
May	24	Last Day of School
	24	Kindergarten Graduation@ 2pm

Upon review of the school handbook, please sign below, remove this page from the book and return to school office or a faculty member.

Prairie Lutheran School Handbook

I have read and understand the policies and procedures set in place by the joint school board and printed in this handbook.

Parent's Printed Name: _____

(Required)

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(Optional)

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

