

# Peace Lutheran School Handbook 2022-2023

Making  
Disciples  
for Life



Peace Lutheran  
School

Antigo, WI



School  
Choice  
WISCONSIN

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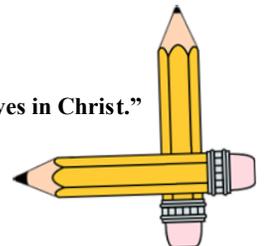
*"Peace will nurture and educate families in our community, beginning with children,  
so that they live abundant lives in Christ."*



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“Peace will nurture and educate families in our community, beginning with children, so that they live abundant lives in Christ.”





Welcome to the 2022-2023 academic school year of Peace Lutheran School (PLS). This is our 134<sup>th</sup> academic year. Since the beginning, God has blessed our school. PLS serves the community, shares the Gospel of Jesus Christ with children and their families, and equips them to become caring servants. Academically, our graduates continue to shine in the secondary and collegiate levels. We thank God for His blessings of excellence and provisions over the years!

God has blessed our past and has much in store for our future. As we seek His wisdom and guidance for the future, we can be assured of His promise to us.

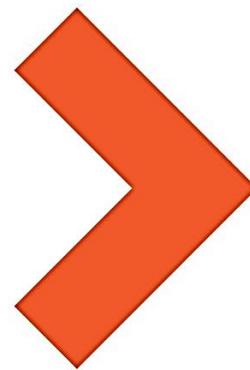
We are excited for our theme this year – “Making Disciples for Life”. This gets at the core function we have as a Lutheran school. Jesus gave us this directive in Matthew 28:19-20: Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.”

We ask that parents review the pages of this School Handbook. Please keep this book handy for reference throughout the school year.

Working Together in Christ,

The Staff of Peace Lutheran School

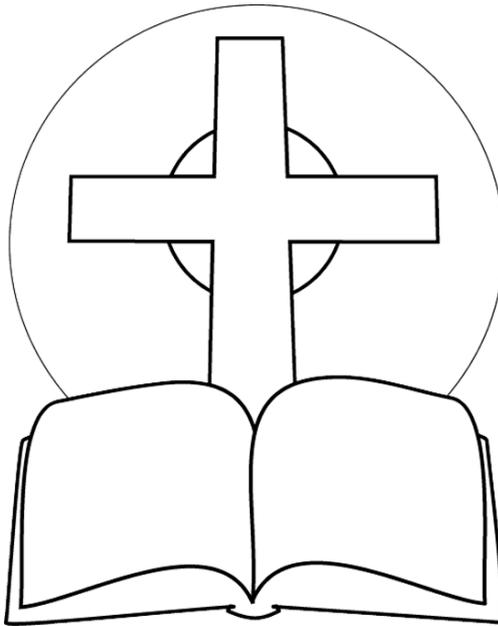
# Making Disciples for Life



## Mission & Philosophy

### Our Mission Statement

**“As followers of Jesus Christ, our purpose is to strengthen each other in Him so that we share His love and Good News with everyone.”**



### Our Vision Is...

**“Peace will nurture and educate families in our community, beginning with children, so that they live abundant lives in Christ.”**

### Philosophy

The purpose of Peace Lutheran School is to provide an education for children from a Scriptural point of view. It serves Peace Lutheran Congregation, the city of Antigo, and the many communities surrounding Antigo. Peace provides this education so that the children may, through God’s Word and Spirit:

- know God and His forgiving love which He extends through His Son, Jesus Christ,
- respond to that love with lives of Christian faith, worship, and service,
- become disciples of Jesus,
- identify themselves as children of God, members of Christ’s body,
- grow in self-understanding and self-acceptance,
- relate responsibly to God’s creation by acquiring knowledge and understanding,
- develop talents and skills for responsible living and Christian service,
- share their faith as God provides opportunities in His Kingdom.

Peace Lutheran School will provide teaching, learning, and other experiences to enable children to:

- learn and master the basic skills of reading, writing, and mathematics,
- learn about the world around them through the study of science, art, music, computer science, and the social sciences,
- learn more about themselves and their capabilities through health and physical education,
- develop attitudes and skills to become a lifelong learner,
- develop skills of self-discipline appropriate for home, classroom, school, and the community,
- develop understandings and skills in the interpretation and use of the Bible.

Affirmation of our purpose

- Peace Lutheran School was established and is maintained by the members of Peace Lutheran Congregation.
- Peace Lutheran School is, and will remain, distinctively Lutheran.
- As Peace Lutheran School reaches out to the Antigo community, our Lutheran Christian doctrine will remain the central focus in our efforts to integrate the faith and make disciples.

## **Sycamore Education**

Sycamore Education is a comprehensive online tool to help parents stay up to date on what's going on at school. Parents can log in to view students' grades, attendance, homework assignments, school calendar, and more! Check with your student's teacher to find out what they will be posting on Sycamore. The office staff will keep the calendar and lunch balances up to date.

Our office staff and teachers also use SYCAMORE to communicate with parents via email. Check your email for the most current information. If you'd like to change the email address that we have on file, please contact the office.

Contact the office to get your username and password. This is a wonderful tool to help us communicate with you more effectively!

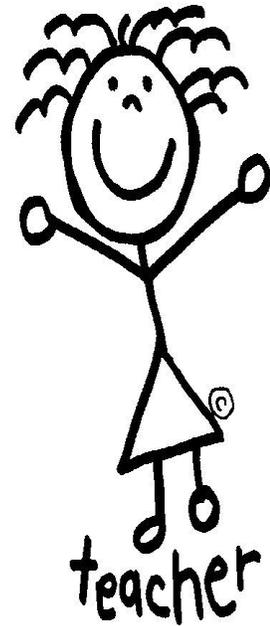
## **Teaching Staff**

Peace Lutheran School values high academic standards and puts great value on the teachers and their qualifications.

The basic requirements for teachers at PLS are:

- They profess a close relationship with God through prayer, study of the Bible, and living a life that reflects a relationship with Jesus Christ.
- They hold a bachelor's degree and have knowledge appropriate to the grade and/or subject area taught.
- They clear a criminal background check.

A list of staff and their contact information is located at the end of this handbook.



## **SCHOOL HISTORY**

Peace Lutheran Christian Day School had its humble beginning in 1888. The first-class sessions were held in an upper room of the parsonage during Pastor H. Daib's pastorate. Ministerial students did the teaching. After two years, in 1890, a school building measuring 18' x 26' was erected and the first permanent teacher was called. When the initial school building no longer met the growing needs of the school, the old building was remodeled to serve as a school.

In 1929, the present two-story building was built for the cost of \$28,439. In 1940, this building was remodeled to accommodate four classrooms and a gymnasium. In 1957 and 1958, the gymnasium was remodeled into two more classrooms with an added entrance from the west side, a storage room, and a school office.

In 1962, another addition was made to the school on the west side for a cost of \$135,000. In 1984-85, a major remodeling and addition project was completed. An additional classroom, conference room, library, and storage room were added, as well as new pitched, shingled, and insulated roofs. "Building In Christ" -- Phase II was completed in 2001. At a cost of \$2.6 million, a new gym with four locker rooms,

a youth room/classroom, new kitchen, music room, new library/computer room were added. The old gym was converted into a fellowship hall and the old kitchen turned into a new conference room and hallway. The gym and fellowship hall entrance were wrapped around an expanded narthex. The 1961 hallway was carpeted and had a lowered ceiling installed.

Approximately 95 teachers have served our congregation and school since its beginning. We thank and praise God for allowing these dedicated servants to minister to our children and ourselves over the years. In May of 1988, Peace Lutheran School received the Award of Excellence from the North Wisconsin District. Through 1995 and 1996, we conducted an extensive self-study leading to a visit by a team of educators. Two things were confirmed by the self-study and visiting team report:

- (1) We have an excellent school.
- (2) There are still areas that we need to improve.

In September of 1996, Peace Lutheran School was presented with National Lutheran School Accreditation. In August of 2003, Peace was reaccredited by the National Lutheran School Accreditation commission for another 7 years. During the 2009-10 school year, Peace Lutheran School began the process of re-accreditation with the National Lutheran School Accreditation program. After completing the self-study and creating a school improvement plan containing 4 goals, Peace was reaccredited in September 2010. The re-accreditation process took place over the 2015-16 school year and was granted accreditation through 2021. During the 2021-2022 school year Peace Lutheran School completed the next re-accreditation and was granted accreditation through 2027.

In February of 2013, PLS invited a team of consultants to help us evaluate and strengthen our school and church ministry. The “Strengthening Schools and Congregations” team helped us identify some key areas on which to focus our energy. During the 2013-14 school year, we added a new student management system, iPad Minis in each of our classrooms, and the introduction of the assessment tool, MAP (Measurement of Academic Progress).

In August of 2014, we took the opportunity to expand our education ministry to children and families in our community with the addition of Peace Childcare Learning Center. God has blessed the fruits of this faithful effort! Five years later, we have run out of space! In 2017, our school became a part of the Wisconsin Parental Choice Program, giving families in our community a choice for their child’s education at no cost to them! This has been very successful for giving families the opportunity to have a Christian education. Not only has our school grown, but our congregation has also grown as well with families connecting because of relationships made. God is doing remarkable things!

#### BY THE NUMBERS:

- Our Childcare Learning Center started in August of 2014 with a Director and 4 children. In 2022, we are serving over 150 different students and families.
- In 8 years, our school has gone from 82 to 212 students.

On June 29, 2020, Peace Lutheran Ministries approved plans to move forward with “Building Families in Christ”. We will provide a new and modern childcare learning center, new early childhood education classrooms for 3K, 4K, and 5K, to regain single grade classrooms to accommodate our growing elementary school, provide a modern and secure entrance with a safe drop off and pick up zone, add a welcoming reception area, update our STEAM lab, and create an efficient administrative hub for all of Peace Lutheran Ministries.

Groundbreaking for this exciting new addition took place in September of 2020. The project was completed in the fall of 2021. Dedication of our new building took place on October 31 of 2021. We have

been very blessed with a beautiful and functional building that has enabled ministry and support to many children and families in the brief time it has been open! We look forward to the future God has planned for Peace and how our school can support our families in their faith and make disciples for life.

May God continue to bless our educational ministry.

## **Admission Policy**

### **Nondiscriminatory Policy**

Peace 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 based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, and athletic and other school-administered programs.

### **Student Admission Procedures**

Decisions on admission of a child(ren) to Peace Lutheran School will be made based on the ability of the school to keep "reasonable order" within the school environment.

### **General Considerations for Admitting Students to Peace Lutheran School**

1. Age requirements
  - 3K students must be 3 years old on or before September 1.
  - 4K students must be 4 years old on or before September 1.
  - 5K students must be 5 years old on or before September 1.
  - Grade 1 students must be 6 years old on or before September 1.
2. Completion of an application for enrollment.
3. Classroom size.
4. Peace Lutheran School admits students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

### **Enrollment Procedure**

1. Enrollment for the next school year will begin in January.
2. Enrollment for all classes (4K - Gr. 8) will occur under the following timetable:
  - Last week of January to those presently enrolled in the School, Childcare, and Members of the Church will be able to register for the school. All students currently enrolled in the school will be enrolled in the class, and any new student to the school will be placed on the waitlist until the end of June and enrolled as a first come first serve basis until the class is full.
  - Community Members enrollment begins on February 1<sup>st</sup>, these students will be added to the waitlist until the end of June and will be enrolled on a first come first serve basis until the class is full.
3. Enrollment forms are online using Sycamore, the information will be sent home with current school and childcare students, can be found in the church or online at [peaceantigo.org](http://peaceantigo.org). A nonrefundable registration fees (Book & Tech fee) can be paid in the office, or online at [peaceantigo.org](http://peaceantigo.org). This fee is not paid by Wisconsin Parental Choice students or students on the waitlist unless enrolled.
4. After the first week of school, students will be accepted into grades 4K – 8<sup>th</sup> grade on a case-by-case basis dependent on the class size, the teacher's discretion, and the school administrator's approval.

## **Conditions of Re-enrollment at Peace**

Current Peace students are eligible for re-enrollment upon review of the child's school record including, but not limited to:

- School performance, conduct, and special needs
- Payment of any outstanding fees

## **Conditions of New Enrollment at Peace**

Acceptance to Peace Lutheran School is conditional upon receipt and approval of the following:

1. Paid registration fee
2. All previous school records and appropriate immunization records
3. Parent(s) and child(ren) interview with the School Administrator
4. Special needs of the child disclosed and addressed
5. Completed registration materials

*Peace reserves the right to assess students for proper academic placement. When considering advancement or retention of students, the areas of academics, social development and work habits will be documented and evaluated by teachers, administrator, and parents.*

## **CIVIL LIBERTIES AND BIBLICAL STANDARDS**

### **Introduction**

The following policy, regarding civil liberties and Biblical standards addressing sexuality, is designed to ensure that Peace Lutheran Ministries operates in a manner consistent with the Word of God. Our policies are rooted in the Bible because we believe that the Bible is the inspired written Word of God. Our understanding of human sexuality begins with our belief that each human being is created in the image of God as either male or female (Genesis 5:1-2), a biological sex and gender that is encoded genetically and manifested physiologically prior to birth. We also believe that sin has brought brokenness and corruption to the created order. This, at times, has caused disorder and confusion regarding gender identity and/or sexual attraction. God calls us to “love one another” (John 13:34-35) despite the disorders, brokenness, and pain of our sinful world. However, despite sin and its consequences, we seek to honor the created order of “male” or “female” as defined above, from conception.

We also believe marriage is the union of one man and one woman (Genesis 2:24). All sexual activity is to take place within the God-given boundary of marriage. The family units thus formed on these principles provide the foundation of civil society.

We also believe in the transformational grace and love of God (Romans 12:2), who in love gave His life on the cross and rose from the dead. The power of His grace and resurrection can bring healing and help to those who struggle with these issues. (Ephesians 3:20)

### **School Admittance Policy**

Peace Lutheran School will permit the enrollment of children, regardless of home background, so long as the behavior and speech of the child and parents while at school functions or on school property comport with the School's Biblical behavior standards. Each child, no matter their family composition, will be given equal enrollment opportunity.

Peace Lutheran's Mission Statement, however, unashamedly states that the school seeks to strengthen each other in Jesus Christ with the “Good News” of the Gospel, applying the teachings of Scripture to life's situations in an age-appropriate manner, in all things. Therefore, it is the responsibility of the child's parent(s) to determine if they agree with and accept the doctrinal teachings of Peace Lutheran School. Biblical teachings relating to family units will not be amended to proclaim something that is not supported by the Gospel and God's Word.

## **Facility Usage**

As previously stated, biological sex is either male or female. Gender is encoded genetically, and manifested physiologically, prior to birth. The Bible teaches that modesty is to be exercised between the sexes. For these reasons.

1. Any student enrolled in Peace Lutheran School shall, when utilizing a multiple-occupancy restroom, locker room, or shower room on School property, utilize the facility corresponding to that student's biological sex, as recorded on the student's birth certificate.
  - a. Nothing herein shall prohibit a school from designing or designating restroom or locker room facilities for use by one (1) person at a time. Such facilities may be designated for use by both sexes.
  - b. Nothing herein shall prohibit a person entering a restroom or locker room facility designated for use by a particular sex:
    - i. For custodial, maintenance or inspection purposes.
    - ii. For rendering medical or emergency assistance.
    - iii. For accompanying a person needing assistance; or
    - iv. Where a facility has been temporarily designated for use by individuals of the opposite sex as defined herein.
2. Any student enrolled in Peace Lutheran School shall, when participating in an athletic program offered by the school, participate on the team that corresponds with the student's biological sex, as recorded on the student's original birth certificate, except that a biologically female student may seek to qualify to participate on a male team if a female team is not available for that sport.
3. Any student whose external biological sex characteristics are irresolvable ambiguous may utilize the facility or participate on the sports team appropriate to the student's physical condition upon submission of a signed statement by a physician stating that the student was born having 46,XX chromosomes with virilization, 46,XY chromosomes with under virilization, or both ovarian and testicular tissue, or that the physician has otherwise diagnosed a disorder of sexual development (DSD) wherein the physician has determined through genetic testing that the student does not have the normal sex chromosome structure for a male or female.

## **WISCONSIN PARENTAL CHOICE PROGRAM POLICIES**

### **Appeals Process**

All schools in the Wisconsin Parental Choice Program (WPCP) must provide to every WPCP applicant "A copy of the appeals process used if the private school rejects the applicant." The following is the school's policy adopted by our School Leadership Team to satisfy state requirements, which states: Any pupil in grades kindergarten to 12 who is a resident of Wisconsin may attend any private school if all the following apply:

- The pupil is a member of a family that has a total family income that does not exceed an amount equal to or below 2.20 times the poverty level determined in accordance with criteria established by the Director of the Federal Office of Management and Budget.
- In the **ENROLLMENT POLICIES AND PROCEDURES APPEALS PROCESS, TUITION POLICIES AND PROCEDURES of the Wisconsin State Code**, family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be verified by the School Choice Administrator or Designee.
- A pupil attending a private school under this section whose family income increases, including a pupil who attended a private school under this section in the 2022-23 school year and whose family income has increased, may continue to attend a private school under this section.

Under the School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the School Leadership Team that the applicant was improperly rejected. The evidence must include income and residency documentation from the original open enrollment period. The School Leadership Team Chair or School Administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance.

### **High School Diploma Policy**

The school has no policy for high school graduation because it only goes through 8<sup>th</sup> grade.

### **Coursework Acceptance Policy**

Under State Code, all schools in the Wisconsin Parental Choice Program (WPCP) must provide to every WPCP applicant "A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school under this section for the satisfactory completion of coursework at another school."

The following is Peace Lutheran School's policy adopted by our School Leadership Team to satisfy those requirements:

Peace Lutheran School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Peace's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the School Administrator.

### **Visitor Policy**

In the interest of providing a safe and consistent learning environment, we have an installed security system throughout the facility. Upon arrival at the school, visitors will ring the doorbell on the left side of the vestibule of the door off Lincoln Street and provide identification when asked. The door will then be unlocked by the office staff, and all visitors must sign in, where a badge and sign out once complete.

*Peace Lutheran School is a nonprofit organization. A copy of the certificate issued under section 501 (c) (3) of the Internal Revenue Code verifying that Peace is a nonprofit organization and is exempt from federal income tax is available upon request.*





**PEACE LUTHERAN SCHOOL \*\*\* [2022/2023 TUITION PAYMENT AGREEMENT](#)**

At Peace Lutheran School, we place a high value on the instruction that we provide. Our hope is to provide the best possible education for all students regardless of their financial situation; however, we are also called by God to be good stewards of the resources with which He has provided us. The tuition fees outlined in the attached fee schedule covers less than 50% of the actual cost of a student’s education; therefore, it is critical to the continued operation of our school that all fees are paid on time.

**[BOOK/TECHNOLOGY FEES](#)**

Book/Technology Fees are due at the time of registration and are non-refundable. The Book/Tech Fee is required to secure your student’s seat in our school. This Fee is not included in the price of tuition.

If you are on the waitlist, the Book/Tech fee is due upon acceptance.

**\*\*Note** – families that enroll after August 1, 2022 and before the start of school must still fulfill their tuition obligations as outlined below. This means that their first month’s payment and Book/Tech Fee will still be due upon acceptance.

<b><a href="#">TUITION FEES</a></b>		<b>Book/Tech Fee</b>	<b>Full Payment</b>	<b>4 Equal Payments</b>	<b>10 Equal Monthly Payments</b>
<b>3K</b>	<b>All Families</b>	\$75.00	\$500.00	\$125.00	\$50.00
<b>4K</b>	<b>All Families</b>	\$75.00	\$1000.00	\$250.00	\$100.00
<b>5K-8</b>	<b>Active Peace Family</b>	\$175.00	\$2080.00	\$520.00	\$208.00
	<b>Active Other LCMS Family</b>	\$175.00	\$2580.00	\$645.00	\$258.00
	<b>Community Rate</b>	\$175.00	\$3080.00	\$770.00	\$308.00

**[TUITION ESTIMATES AND STATEMENTS](#)**

**Tuition Estimates** will be mailed out in July for the upcoming school year. This estimate will include the full tuition amount and any discounts including but not limited to: 5% Paid in full, Multi-child, Scrip, & Staff.

**Tuition Statements** for quarterly or monthly payment agreements will be mailed out on the first of the month which the payment is due. You may choose to pay earlier if you are able.

**[PAYMENT PLAN OPTIONS – Please check your preferred method of payments.](#)**

- Full Payment:** If you choose to use this option, your entire tuition bill must be paid by July 27, 2022. A 5% discount will be applied to your account if paid in full by this date.
- Quarterly Payments:** This plan will allow you to pay your tuition over the course of the school year in four lump sum payments. These payments are due on August 15, 2022; November 15, 2022; February 15, 2023; and May 15, 2023.
- Monthly Payments:** Under this plan, the entire amount of tuition is paid over a period of 10 months, beginning in August and ending in May. Monthly statements will be mailed to you. Payments are due on the 15<sup>th</sup> of each month (unless the 15<sup>th</sup> falls on a weekend or holiday; then payments are due the next business day).
- School Choice:** If you choose this option, you will register for school choice on the DPI website, provide all documentation, and the Book/Tech Fee is not paid unless not accepted into the program.

**[MAKING PAYMENTS](#)**

**Office:** Cash, check or card are accepted in the Peace Office.

**Online:** Go to [peaceantigo.org](http://peaceantigo.org). Click Donate.

**Re-occurring Payments:** Option 1) Go to [peaceantigo.org](http://peaceantigo.org). Click Donate. Create Profile. Set up re-occurring payments.

Option 2) At the Peace Office pick up and submit a Simply Giving Enrollment Form.

**Late Fees:** Each month that payments are not made, you may be subjected to a \$25 late fee.

**Non-Payment of Fees:** All tuition fees must be paid by June 15, 2023. All tuition fees must be current as of December of that school year to register in January for the upcoming school year. Families who have not fulfilled their obligation by those dates and are considering re-enrollment in the 2023-2024 school year must meet with our school administrator to format a plan by which both years’ tuition can be paid in an agreeable manner for both parties.

TUITION ASSISTANCE

Multi Child Discount (5K-8)			Scrip	Wisconsin Parental Choice Program	Tuition Assistant Grants	Early Pay Discount
	Child	Discount	Available All Year Round	Apply February 1 – April 13	Deadline June 17	Deadline July 27
Members	2	\$150	Buy gift cards from Peace Lutheran and earn dollars towards tuition and childcare.	School Choice applications accepted online through Wisconsin Department of Public Instruction.	Applications are available in the Peace Office.	5% Discount on tuition when paid in full.
	3 or more	\$300				
Other LCMS & Community	2	\$200				
	3 or more	\$400				

SCRIP FUNDRAISER

All families are encouraged to use our SCRIP program to help offset the cost of tuition. Stores and restaurants, you already patronize will donate a percentage of what you spend back to Peace. SCRIP is a substitute for cash in the form of gift certificates and/or prepaid cards from retailers, both local and national. You can earn your gift certificates/cards, make a payment on an account or for more information contact the Office. For example: If you purchase a \$100 Shell gas card, \$10 will be donated to the school. \$5 is credited to your account and \$5 is credited to the Peace School general fund and missions accounts. SCRIP profits earned from June 1, 2022 – May 31, 2023 will be applied to your account in June 2023 for the 2023-2024 school year.

PEACE TUITION ASSISTANT GRANTS

In-house Peace Tuition Assistant Grants are available to those families in need. An application form can be picked up at the office and must be turned in no later than June 17, 2022. If you are awarded a grant, you will be enrolled in the Monthly Plan. You are also required to purchase at least \$100 of SCRIP per month.

WISCONSIN PARENTAL CHOICE PROGRAM

Wisconsin Parental Choice Program (WPCP) is also known as School Choice and is provided through the Wisconsin Department of Instruction (DPI) – Apply online between February 1 and April 13. Both current and new families must complete the WPCP enrollment process and the Peace Lutheran School registration process and provide the appropriate documentation by the deadlines laid out by each program.

Apply online at <https://dpi.wi.gov/sms/choice-programs/student-applications>

*We understand that situations may arise throughout the school year that may prevent you from fulfilling your obligations. Should this become the case for your family, PLEASE contact the School Administrator, Pastor ‘Bo’ Wes Baumeister, as soon as possible so new arrangements or accommodations can be made. He can be reached at 715-623-2200 or by email- [pastorbo@peaceantigo.org](mailto:pastorbo@peaceantigo.org).*

## **ATTENDANCE & CLASS SIZE**

Punctual and regular attendance trains children “in the way they should go.” Peace Lutheran School believes that its students must be punctual and regular in their attendance at school as a vital part of their Christian citizenship.

Parents must notify the school office of student absences by 8:00 A.M. by phone, email or remind giving the reason for the absence. If your student is absent and no phone call has been made the office will contact, you regarding the missed attendance. If a parent cannot be reached regarding the student’s attendance the student will be marked as unexcused.

A student may be excused under this provision for not more than 10 days in the school year. After 10 days, a doctor medical excuse is needed.

Please keep your children home if they are sick and call the office, it is better to keep them home then have them become sicker at school and the office must call a parent throughout the day.

If a student is going to be absent from school for reasons other than illness, the student should ask for work in advance, to be given at the discretion of the teacher. Make-up work will be given when the student returns to school. The work, including quizzes and tests, should be made up in as many days as the student was absent from school.

Children who miss more than half a day of school will not be allowed to participate in after school activities that day. The school administration reserves the right to review unusual and extenuating circumstances to this practice and make exceptions on an individual basis when the conditions surrounding the absence warrant such an exception.

### **Absences/Tardies/Truancy**

Continued or frequent absences will be brought to the attention of the School Administrator who will take the necessary action. Truancy is defined as absent from school for a day or any part of a day without legitimate excuse. Chronic truants will be referred to the Dept. of Social Services and the courts. Chronic truancy is 5 unexcused absences in a semester.

### **Extended Absences**

The School Administrator and Pastor should be notified immediately when children from the classroom are hospitalized or involved in serious family problems. Likewise, when the Pastor or School Administrator receive such information, they will immediately inform the respective teachers.

When the child is homebound for a prolonged period, the parent will contact the teacher and arrange for the child to continue with schoolwork as much as possible. In these cases, home visitations should be arranged as the teacher has time and opportunity.

### **Tardy Policy**

This policy is to establish a uniform code for student’s punctuality in attending a normal school day. All students are to be prompt at the beginning of the school day. We believe that consistent tardiness not only disrupts classroom procedures, but also creates a negative impact on the student’s general welfare and development.

Students are considered tardy if they are not in their seats when the bell rings at:

4K – 6<sup>th</sup> Grade: 8:00 a.m.

7<sup>th</sup> & 8<sup>th</sup> Grade: 7:50 a.m.

By this time, they should have their items put away, visited the bathroom, sharpened pencils, turned in papers, and have the materials ready for their first class.

**If a student is tardy, the student needs to be signed in by their parent or guardian and record a statement of the reason for being late in the office.**

If a student is more than 2 hours late, it will be counted as half-day absent.

Students missing more than 5 hours will be counted as a full-day absence.

After five days of being tardy, the student will serve a detention after school from 3:15-3:45.

### **Daily School Schedule**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30 am	doors open				
7:45 am	first bell				
7:50 am	grades 7-8 start				
7:55 am	second bell				
8:00 am	grades 4K-5 start	grades 3K-5 start	grades 4K-5 start	grades 3K-5 start	grades 4K-5 start
11:00 am	4K AM dismissal	4K AM dismissal	4K AM dismissal	4K AM dismissal	4K AM dismissal
12:00 pm	4K PM start	4K PM start	4K PM start	4K PM start	4K PM start
3:00 pm	grades 4K-8 dismissal				
3:15 pm	All students should be picked up. Any exceptions must be prearranged with supervising faculty members.				

### **Before/After School Care**

Peace Childcare Learning Center provides care for school-aged students before and after school from 6:00am – 6:00pm. Families need to fill out an application for their children to attend Before & After Care using ProCare and be approved by the Childcare Director prior to attending. The fee for this program is in the Childcare Handbook and online at [peaceantigo.org](http://peaceantigo.org).

### **Classroom Size**

Physical capabilities of the classroom will determine the maximum number of children within a classroom. This is not to mean that the maximum is necessarily the ideal or is to be automatically attained. A prime factor to be considered (in reviewing the applicant) is meeting the obligation of carrying out a full-time Christian education.

If the classroom size is felt to be detrimental to a quality education by either the teacher or School Administrator, a conference must be held among the parties and special provisions should be made.

**Maximum class sizes are:**

<u>Grade</u>	<u>Capacity</u>	<u>Aide Consideration</u>
1 – 8 (or combo classes)	25	20
5K	25	15
4K	22	10

**Further evaluation will determine if the class size may exceed these limits.**

**School Delays/Cancellations**

Inclement weather during the winter months occasionally demands that sessions be delayed or called off for the day. We follow the Antigo School District Delay/Cancellation announcements. Announcements are sent via Text Message Alerts through REMIND. School listings can also be found on the local Wausau stations. When school is delayed, our morning 4K classes will be cancelled. (Students pre-registered with our childcare can use drop-in care in case of school cancellation. Daily rates apply.)

**Home, School, & Church Cooperation**

When parents enroll their children in Peace Lutheran School, they imply that they pledge the cooperation of the home in training their children to worship regularly, pray regularly, and strive to live in a way that is God-pleasing.



When God is the Head of the house, many problems are solved and avoided. Therefore, family worship and togetherness in Christ is so important.

**GENERAL ACADEMIC INFORMATION**

**Chapel Services**

Chapel services will be held at 8:10 a.m. each Wednesday. If there is no school on Wednesday, the service will be held on Tuesday. The chapel services will be held in the church and 7<sup>th</sup> & 8<sup>th</sup> grade students will be scheduled to usher during our weekly chapel service.

Chapel offering envelopes will be given to all students. The offerings will be designated towards missions selected monthly. The missions will be published in the newsletter you receive from your student's teacher weekly.

**Report Cards**

4K & 5K- Report cards are issued three times per year. Conferences are scheduled at report card time to discuss student progress.

1<sup>st</sup> – 8<sup>th</sup> Grade - Report cards are issued quarterly. First Quarter parent teacher conferences will be scheduled with all parents, and the remaining parent teacher conferences are optional.

3<sup>rd</sup> – 8<sup>th</sup> Grade – will receive mid-quarter reports will be send home according to the schedule on the school calendar.

Parents and Teachers may schedule a parent teacher conference during a scheduled time anytime during the school year. This must be scheduled between the parent and the teacher to meet both schedules

The following is the grading scale used in grades 1-8:

100 - 94	A
93 - 85	B
84 - 75	C
74 - 65	D
64 - 0	F

### **Honor Roll**

1. All students in grades 5-8 are eligible for the honor roll.
2. All subjects will receive letter grades.
3. Only one grade can be a C or C+.
4. A grade point average of B will place the student on the Honor Roll.
5. A grade point average of A- will place the student on the High Honor Roll.

### **Standardized Tests**

Students will be given the MAP assessment to track their academic progress during the year. The results are shared with parents and included in the student's permanent record. We will also administer the Wisconsin Forward Exam as needed to appropriate grades. The results of the Wisconsin Forward Exam will either be given to you in your back-to-school packet or mailed to you when received by the State of Wisconsin (normally in August).

### **Band**

Children in grades 5<sup>th</sup> – 8<sup>th</sup> Grade are eligible for band – this is to be determined for the 22/23 school year.

### **Choir**

The children have an opportunity to actively participate in the worship services. All choir members are expected to be present for all performances in which the choir is involved.

### **Celebration Guidelines**

During a school year, holidays, and special days, both sacred and secular, are marked and observed by our church and our society with various types of activities. Peace Lutheran School is dedicated to the instruction/learning process. It is occasionally desirable to change the pace of daily classroom activity to include celebrations, which may highlight the importance of holidays and special days.

### **Recess**

We believe the children need to have an opportunity to be outdoors and play. However, the children's safety and health are priorities. All appropriate outerwear for the season must be worn to for the children to be able to go outside such as snow pants, gloves, hat, and boots. If you do not wish for your student to go outside due to health reasons a note must be provided by the parents.

4K – 4<sup>th</sup> grade students – are expected to go outside during recess unless in the case of inclement weather.

5<sup>th</sup> - 8<sup>th</sup> Grade students will spend their noon recess in the gym, outdoors, or studying in the designated study room.

**Library** The library is available to all students and parents. Each classroom is assigned a specific time weekly to check out materials. Books are checked out from the library for a two-week period. (One week

for early childhood students.) Books are to be returned to each classroom. There are no weekly fines for overdue books, but if items are not returned in a timely manner, library checkout privileges will be suspended. After a month overdue, the student must return the book, or he/she will be charged the cost to replace the book. Students are also expected to pay for any books damaged beyond use. Library privileges may also be taken away for inappropriate behavior in the library, disrespect towards the volunteers, or careless handling of materials.

Parents or students who feel that a book is not appropriate should pick up a "Library Materials Concern" form from the office, fill it out, and return it to the office. Concerns will be reviewed and discussed by a committee of teachers and parents. A written response will be made to the concerned parties.

## **TECHNOLOGY – Acceptable Usage Agreement**

Peace Lutheran is pleased to make available computer technology to our students. It must be noted, however, the use of the technology is a privilege. It is in each student's best interest to protect that privilege. To ensure that every student benefit from his or her time spent with the school's technology, and to prevent technical problems, it is important that all rules be followed:

1. All student activity will be monitored by the teachers, and unauthorized use will be shut down.
2. Any actions that might damage, degrade, modify, vandalize, or disrupt computer equipment, software, files, or system performance will not be tolerated.
3. Students may not reveal any personal information about themselves or others while on the Internet. They may not purchase any goods or services.
4. Students may not send or receive personal e-mail, go to chat rooms, play music, access the Internet, unless instructed to by a teacher. Students may not upload, download, or otherwise gain access to any materials not authorized by the instructor.
5. Students with school assigned emails through Peace Lutheran Ministries are for school/class related work only. No private information is to be shared through these email accounts. The school reserves the right to search and read student email at any time.
6. Students will use only the computer/iPad/Chromebook assigned to them. They may not copy, change, read, or use anyone else's software or files without prior permission from the instructor.
7. Students and parents will sign this Acceptable Usage Agreement and abide by these rules.

Student use of the school's technology is a privilege, which, at the discretion of the instructor or administration, may be revoked by the school at any time. The school reserves the right to seek financial restitution for any damage(s) caused by a student or other users.

# THE TRINITY



## **All SCHOOL & EXTRA CURRICULAR ACTIVITIES**

### **Back to School Open House**

This day is an opportunity for students and parents to see their classrooms, meet the other students and teachers, and drop off their school supplies.

### **Grandparents Day**

All students are encouraged to invite their grandparents or 'adopted' grandparent(s) to visit school on this special day. The grandparents are invited to a special program prepared by the students and chapel.

### **Chapel Worship Assistants**

7<sup>th</sup> & 8<sup>th</sup> grade students take part in assisting in the chapel worship service. The students serve as ushers and acolytes.

### **Spelling Bee**

Students in Grades 3-5 are eligible to try out for the Antigo Unified School District Spelling Bee if there is one taking place.

### **Educational and Art Fairs**

Students participate in Art and Educational Fairs throughout the school year. During this time, work is on display for parents and visitors to view.

### **Advent Worship**

Students share the wonder of Christ's birth as they participate in an evening Advent Worship Service in December.

### **Spring Musical**

All students participate in the annual school musical. School musicals are age appropriate, child-centered and honor Christ. Students in 7<sup>th</sup>-8<sup>th</sup> grade will do the speaking parts. All other students are members of the chorus and may have cameo appearances.

### **Christmas Gala**

This is a social evening for adults only. The evening includes silent and live auction items, fellowship, refreshments, and entertainment. The purpose of the event is for fundraising.

### **3-On-3 Basketball Tournament**

This event is for students in grade 3-12 from the area and surrounding communities. The weekend includes basketball, concessions, silent auction, raffle items, and fellowship. The purpose of the event is for fundraising.

### **8<sup>th</sup> Grade Graduation**

Eighth grade graduation takes place during an evening worship service near the end of the school year. Students are honored for their achievements at PLS. Students in our choir also participate.

### **Outside Organizations**

Several Scouting/4-H groups & sports organizations meet after school on our facilities. Our school does not directly sponsor these groups. These groups are composed of children from our school family and the community. Contact group organizational leaders for membership opportunities.

## **STUDENT ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES**

Peace Lutheran School activities are reserved for full-time Peace Lutheran School students. Students who wish to participate in extracurricular activities must maintain an average consistent with their ability and must have the consent of the teacher, parents, and director of the activity. Other students may petition to participate in extracurricular activities and will be considered on a case-by-case basis.

### **1. Student Ministry Opportunities**

Student ministry is a great way to invest your time and serve the Lord! The purpose is to train, develop and equip Godly student leaders to impact their generation for Christ. They will plan school spirit and servant work activities for the student body. Students will meet to prepare activities and grow in their Christian leadership skills. Fifth-eighth grade students who have a growing commitment to Christ and desire to care for their peers will make up this group.

### **2. After School Clubs and Workshops**

The staff of Peace Lutheran School would like to offer after school opportunities for the students. Parents or members of the community interested in leading a club or workshop, please contact a staff member. Current areas of interest are art, technology, drama, cooking, foreign languages, etc. Let us know if you'd like to share your God-given talent.

### **3. Sports**

Peace Lutheran School participates in an athletic program with other schools in the area, as well as Lutheran schools in Central Wisconsin. The Athletic Director schedules and arranges for all athletic activities. The athletic program for grades 4-8 includes basketball and volleyball. Sports not offered at Peace may be available through the Antigo Middle School for grades 7-8.



## **Athletic Policy**

*The following paragraphs are taken from the Peace Lutheran Athletic Policy*



### **Introduction/ Philosophy**

The purpose of interscholastic athletics is for the athlete to improve his/her God-given talents and for the child to grow in his/her skills and abilities, and to have the opportunity to use those skills in competition against other teams.

The child will develop the fundamental skills at the B-Team level, grades 4 (as needed), 5 and 6, through active participation. It is our goal to give all team members at the B-Team level a chance for meaningful participation in games and practices.

Those who desire to continue to use their skills at a more competitive level will have the opportunity to do so on the A-Team. The focus of the A-Team is competition. The level playing time in games may vary according to the player's ability level and his/her effort in practice. The A-Team will consist of students from grades 7-8. If there are not enough students to field a team, the administration and Athletic Director will determine the best course of action at that time.

As a Lutheran Elementary School, Peace Lutheran School also applies Christian attitudes in these various activities. 1 Corinthians 10:31 tells us, "So whether you eat or drink or whatever you do, do it all to the glory of God." We must never forget that this includes athletic events and that, as God's children, parents, students, teachers and coaches will use these opportunities to reflect the love of their Savior. Since many of the teams our children compete against have the same general attitude toward interscholastic athletics, we look forward to enjoyable, competitive contests. We expect our players, coaches and spectators to conduct themselves in a "Christ-like" manner at all games and practices.

The following **guidelines** have been established for our athletic program so that all things can be done decently and in order, and that all words and actions may glorify our Savior, Jesus Christ. If there are any questions, contact the coach in charge of that specific activity or the athletic director.

- **Athletic Fee:** To help cover the costs of referees and tournament fees, students in volleyball and basketball will be charged a per-sport athletic fee of \$30.
- **Prior to the first practice, all students participating in a sport must have a WIAA-recognized physical exam.**
- **Concussion Policy-** Peace Lutheran School is requiring that students in grades 7 or 8 wishing to participate in volleyball, basketball, football, track, wrestling, tennis or soccer take the IMPACT test. This will be available per the Antigo High School concussion testing schedule. Your athletic director will make known the dates and times.
- All practices and games should be attended unless excused by a parent prior to the event, either verbally or by a note. If sick during the school day, the individual should not attend games or practices. The coach need not be contacted if the child leaves school because of illness.
- The individual must be present at practices and games 75% of the time to receive recognition as being part of the team.
- One unexcused absence will result in suspension from participation in the next game or practice. The individual is still expected to attend the game and/or practice.

- On the third unexcused absence the individual may no longer be a part of the team for the sport in session. Three unexcused absences show lack of interest and/or commitment to the team.
- Students will be allowed to participate in activities outside of Peace (band/play practices, other sports, etc.). However, they must maintain a commitment to their respective team and advise coaches of any known conflicts with team activities. Players will be held to the same criteria as above. If you choose to miss a practice/game for another extracurricular activity, their playing time may be limited.
- To show the desire to learn skills of any extracurricular activity, the student must be willing to cooperate with the coaches and/or assistants.
- The student should practice willingly and enthusiastically.
- The student should show respect for those in authority, based on the 4th commandment, for example...
- There should be no talking back, no grumbling or complaining, and students should show willingness to follow directions.
- To reflect the love of our Savior, we should portray Christian sportsmanship always toward each other and opposing team players, coaches and assistants, fans and referees.
- As Christians, we should always respect the property and facilities of others, for example:
  1. personal property
  2. gymnasium
  3. locker rooms
- If an individual fails to show cooperation or Christian conduct, he/she will receive one warning of reprimand. After the second occurrence, he/she will be placed on suspension for one game. He/she will be expected to attend the game, but not play during suspension.

### **Disciplining Athletes**

These guidelines are to be followed so the mission of the school and athletic programs is accomplished.

### **Handling Discipline Problems**

In all cases, the coach is responsible for the actions of the children under their supervision at the time of games or practices. Thus, it is your judgment, along with the mission of the school that guides the course of action you take during an event of misconduct.

All major disciplinary actions will be reported to the Athletic Director and the School Administrator.

Steps for Handling General Misconduct are as follows.

Step 1 - Set the child out of practice or game and notify parent(s).

Step 2 - The coach will notify the parent(s) and meet to plan a course of action.

Step 3 - The coach, Athletic Director, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.

Step 4 - Disciplinary actions will be taken by the Athletic Director and the School Administrator.



Acts of Gross Misconduct – All acts of gross misconduct will be reported to and handled by the Athletic Director and School Administrator.

- Fighting
- Stealing
- Open defiance or disrespect to coaches or referees/umpires
- Vandalism of property
- Use of alcohol, other drugs and tobacco

**Transportation** is the responsibility of the parents for all away games. We ask that the parents make phone calls to other parents to make travel arrangements for their child.

### **Academic Eligibility**

Students receiving a grade of "D" or "F" because of poor performance (failure to do homework, classroom disturbance, etc.) will not be allowed to participate in extracurricular activities until their performance is graded at a "C" or better.

**If you have any questions regarding the Peace Lutheran School Athletic Handbook, please contact the Peace Lutheran School Athletic Director.**

## **PERSONAL GROOMING & DRESS CODE**

Proper grooming must be taught along with other rules, manners, and morals. No aspect of our Christian testimony is so readily obvious as the matter of appearance. Children, like adults, perform and conduct themselves better when they feel good about themselves.



It is the responsibility of parents to ensure their children wear clean, neat, safe, and modest clothing. Scripture tells us that God desires “9 ... *that women should adorn themselves in respectable apparel, with modesty and self-control, ... what is proper for women who profess godliness—with good works*” - 1 Timothy 2:9-10 (ESV) All areas of our lives should reflect our love of God.

### **Student Dress Code:**

#### **Required attire for the school day**

1. Clean Gym shoes that should be left at school
2. Appropriate attire for the weather
3. Shoes that are appropriate for outside play, not a distraction, and fit properly.
4. (During winter months) Hat, Gloves, Snow pants, and Boots.

#### **Unacceptable attire for the school day**

1. Shirts exposing midriff, back or chest.
2. Clothes advertising alcohol, tobacco, or illicit substances
3. Clothes depicting antichristian images which are in nature overtly sexual, satanic, violent, or that promote antichristian behavior.
4. Clothes using vulgar, sexist, or demeaning language or symbols
5. Any clothing that is cut or torn to the extent of overexposure of skin.
6. Any clothing that is dirty to the extent of being a distraction to learning
7. Shorts, skirts & skorts shorter than mid-thigh
8. Body piercings that are so distracting they cause an interference in learning
9. Hoods, caps, and hats may not be worn inside the school (except on approved dress up days)

The teaching staff shall determine the proper dress and appearance.

If students have inappropriate clothing parents will be called to provide proper clothing.

## **Lost and Found**

Lost & Found items are in the hallway by the office. All students should check the lost and found often and reminders for parents will be sent via Remind throughout the year. Labeled clothing helps return the items to the proper children.

All unclaimed items will be given to charity at the end of each semester.

## **STUDENT TRANSPORTATION**

***ANY CHANGES IN TRANSPORTATION ARRANGEMENT NEED TO BE BY NOTE TO OFFICE OR PHONE CALL BY PARENT BEFORE 2:00 P.M. (i.e. not riding bus; walking; or car line changes)***

### **Drop Off Procedure – Students may be dropped off starting at 7:30 AM.**

3K & 4K Parents will park in Lincoln Street parking spots and walk their children into the building.

Students in grades 5K-8 will be dropped off on the West side of the church at gym door #8. Please enter the parking lot at the Weix Street entrance and proceed north to the sidewalk that goes to door #8. When the bus drops off kids, please stop and wait for kids to safely enter the school. Exit onto Deleglise Street. Traffic patterns are developed to maintain a safe environment in our parking lot during the morning drop off time. Thank you for following this pattern.

Parents of students in grades 5k – 8<sup>th</sup> coming into the building from the main door on Lincoln Street will not be permitted past the front office area, unless approved by the School Administrator.

### **Pick-Up Procedure**

3K & 4K will pick up at the main office entrance on Lincoln Street, please park in a spot and the children will be brought outside by the teacher.

All students (5K-8) are dismissed from the door on West side of building at gym door #8. Parents are asked to enter the parking lot at the Weix Street entrance and create a one-way continuous line past the west sidewalk. Students will be entering vehicles only on the passenger side. Once everyone is in your vehicle, you may pull out and exit onto Deleglise Street.

At 3:15, students not picked up will be escorted to the hall by the office. You will need to come in and sign them out at that point.

**PARKING IS NOT ALLOWED IN THE WEST PARKING LOT DUE TO TRAFFIC PATTERN AND SAFETY.** If you have business in the school: purchase SCRIP, speak to a teacher, or stop at the office, please park your car on the east side (Lincoln Street) and enter at the main office entrance. You may walk through the building to pick up your student(s) or when you are finished with your business, or you may drive around and join the car line.

### **School Bus**

Peace Lutheran School students in 5K – 8<sup>th</sup> Grade may ride public school buses if they live within the bussing limits. Parents must contact Malliette bussing during the summer if they wish for their student(s)

to ride the bus. Students will be delivered to our school in the morning and picked up at our school again in the afternoon. Parents of regular bus students not riding the bus on a particular day should notify the school office.

Good conduct is required of each student riding the bus. In all instances of reported misbehavior, parents will be notified as well as the Mallette Bus Company. Continual misbehavior may result in the child being temporarily or permanently denied the privilege of riding the bus. In partnership with the Unified School District of Antigo, Peace Lutheran students have been asked to comply with the following bus/school transportation expectations:

- A. Keep hands, feet, and objects to self.
- B. Stay seated.
- C. Report safety concerns to staff.
- D. Follow emergency procedures.
- E. Follow directions.
- F. Listen to the bus driver.
- G. Use appropriate school language.
- H. Walk to/from the bus.
- I. Be on time.
- J. Maintain a voice level of 0 - 2.
- K. Keep the bus clean.
- L. Follow bus rules.

Peace Lutheran students are bussed through the Unified School District of Antigo's contract with the Mallette Bus Company. We have been asked to comply with their implemented policy as follows:

- A. Due to liability, only students that are normally transported on a designated bus route may ride the bus. Therefore, if a student is having a friend go home with him/her, he/she will need to be picked up at school by a parent/guardian.
- B. Students may only be picked up and dropped off at their residence or designated pick up and drop off point.
  - :
  - 1. All requests must be made by the parent to Mallette Bus Company on "Request for Change in Drop Off/Pick Up Location" form.
- C. Requests for multiple pick up or drop off points for the same days during the week will be allowed. Parents are required to provide a schedule for the alternate pick up and/or drop off. The same schedule must stay in effect for one semester. Changes will only be allowed under unusual, or emergency situations approved by the Mallette Business Manager.
  - 2. There shall be no additional costs to the district.
  - 3. There shall be no modification or change in any route to accommodate the request.
  - 4. A change of bus assignment will be allowed only if seating is available on the bus.
  - 5. Such location is changed no more than once during a semester.

## **Bicycles**

Children may ride bicycles to school. They should be parked in the designated areas and locked. Bicycles may not be ridden during the school day including recesses. Children are not to ride their bikes in the parking lots of school during morning drop-off or afternoon pick-up time. All bike safety rules should be followed when riding in the street.

## **DISCIPLINE POLICY**

Peace Lutheran School is committed to maintaining a safe environment for students, faculty, and staff. Behaviors that potentially harm other people, equipment or facilities will be met with firm and fair discipline based on God's word of law and grace. Students will always be loved but wrong behavior will not be tolerated. All parties are called to cooperate for the best possible outcome for every student.

### **General Goals and Expectations**

- Peace Lutheran school has overall standards that apply to every student for behavior at school or at school functions, additionally teachers may have additional standards of behavior for their respective classrooms.
- Teachers will provide their own classroom rules to be signed by the parent and student during the back-to-school day or first day of school.
- Behavioral expectations for every student:
  1. Respect God, others, and oneself.
  2. Follow directions the first time they are given.
  3. Stay seated, work quietly, and raise a hand for permission to speak or ask a question.
  4. Keep hands, feet, and objects to oneself.
  5. Faithfully complete all assigned work and be prepared for class.
- Peace faculty and staff will apply discipline as consistently and proportionately as possible, while recognizing that fair is not always equal and equal is not always fair.
- Parents are expected to be a cooperating partner in their student's learning and discipline.
- All Levels of Misbehavior will be recorded in the student's Sycamore account. Parents are always able to access their student's account.
- In the event of suspension:
  1. A Disciplinary Action Plan will be developed which may include counseling, restitution, and/or additional restrictions if the student is reinstated.
  2. The student may be expelled from attending Peace Lutheran School depending on the nature or frequency of the misbehavior.
  3. The student and parent will meet with the school governing board before potential reinstatement or expulsion.
- Corporal punishment will not be used at Peace Lutheran School.

### **School Discipline Procedures**

In the event that a student misbehaves according to teacher discretion, the following steps will be taken according to the Level of the Misbehavior:

Level 1 Misbehaviors	Consequences
<ul style="list-style-type: none"> <li>• Disruptive behavior that interferes with the learning and environment of others for less than 15 minutes</li> <li>• Throwing an object</li> <li>• Property damage or theft of less than \$50 (a second offense will elevate to Level 2)</li> <li>• Dress code violation</li> <li>• Mild hitting, slapping, pushing, shoving, tripping, or kicking that does not leave a visible mark</li> <li>• A cumulative total of five (5) Level 1 misbehaviors during the school year will elevate to Level 2</li> </ul>	<ul style="list-style-type: none"> <li>• The teacher communicates with the student and/or parent and gives consequences according to classroom rules</li> <li>• The teacher may report incident directly to the School Principal</li> <li>• Entry into Sycamore at the discretion of the teacher</li> </ul>
Level 2 Misbehaviors	Consequences
<ul style="list-style-type: none"> <li>• Cheating</li> <li>• Written or verbal cursing or obscene gesture</li> <li>• Disruptive behavior that interferes with the learning environment for more than 15 minutes</li> <li>• Physically or verbally defying authority</li> <li>• Throwing objects which injure another individual</li> <li>• Hitting, slapping, pushing, shoving, tripping, or kicking that leaves a visible mark</li> <li>• Spitting directed toward another person</li> <li>• Inappropriate use of the bathroom (urinating anywhere other than the toilet, defacement of bathrooms)</li> <li>• Use of technology deemed inappropriate by the teacher or School Administrator</li> <li>• Bullying or hazing (as defined in the handbook)</li> <li>• Taunting or baiting a fight</li> <li>• Theft or property damage (valued at \$50-\$299)</li> </ul>	<ul style="list-style-type: none"> <li>• Possible (in school or out of school) suspension of up to 5 days during which the student is not allowed at the school during the day or for extracurricular events. Missed schoolwork must be completed in a timely manner.</li> <li>• Meeting with the School Principal</li> <li>• Entry into Sycamore</li> <li>• Possible restitution for theft or property damage.</li> </ul>
Level 3 Misbehaviors	Consequences
<ul style="list-style-type: none"> <li>• Possession of any object used or planned to be used to harm someone including explosives, firearms, bb guns, and sharpened instruments such as knives.</li> <li>• Physical altercation with a student or staff (fights, premeditated fights)</li> <li>• Verbal or written statements threatening injury to another person</li> <li>• Possession of tobacco, alcohol, vaping products, or illicit substances</li> <li>• Distribution of prescription medication</li> <li>• Engaging in consensual or non-consensual sexual contact with another student</li> <li>• Sexual harassment verbally, physically or written</li> <li>• Theft or property damage greater than \$300</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate removal from classroom and meeting with School Principal</li> <li>• Immediate contact of parents via phone</li> <li>• Entry into Sycamore</li> <li>• Contact with law enforcement as appropriate</li> <li>• 5 Day Suspension</li> <li>• Completion of Disciplinary Action Plan</li> <li>• Possible restitution for theft or property damage.</li> </ul>

## **Search of Property and Person**

“Private and parochial schools are not government entities and thus are not bound by Fourth Amendment restraints.” [Safe Schools Legal Resource Manual, Wisconsin Department of Justice, 1999].

It is prudent to follow most of the guidelines in the above-mentioned manual. Peace Lutheran reserves the right to search a student’s locker, desk, belongings, or person with reasonable suspicion.

## **BULLYING POLICY**

Peace Lutheran Ministries supports a secure environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of bullying behavior. Students may not engage in any act of bullying while at school, at home, or at any school function.

### **The Students’ Bill of Rights and Responsibilities**

1. Each child has the right to be safe and the responsibility to behave safely.
2. Each child has the right to be treated with respect and the responsibility to be respectful to adults, other students, themselves, and property.
3. Each child has the right to an encouraging learning environment and the responsibility to be an engaged and self-controlled learner.
4. Each child has the right to be told directly what they have done wrong and the responsibility to recognize that when other students are corrected, the correction applies to them as well.

### **BULLYING and HARASSMENT**

“Bullying is the conscious, willful and deliberately hostile activity intended to harm someone else for pleasure.”

“A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students or adults.”

“If your child’s feelings have been hurt, this does not necessarily mean that they have been bullied”

It is the policy of Peace Lutheran School to prohibit any conduct that constitutes bullying or sexual harassment of any kind and, as appropriate, to contact the authorities in any situation involving this conduct. Bullying or sexual harassment in any form toward any student by another student, employee, non-employee, volunteer, or parent will not be tolerated. Students who believe they have been or are being bullied or sexually harassed will inform the person that the behavior must stop immediately, and that it will be reported.

Parents have the right and the responsibility to monitor their own, as well as all their child’s electronic communication.

Please report all instances of electronic predatory communication to a pastor or the school administrator.

In the event of inappropriate electronic communication, school staff will strive to provide the family of the cyberbully with a downloaded copy of the harmful online material and advise them of their potential personal liability if they are unwilling or unable to end the harmful activities.

Bullying and sexual harassment have the effect of creating an intimidating, hostile, or offensive environment regardless of the offender’s expressed intent.

**Sexual harassment** may include but is not limited to...

1. verbal conduct such as derogatory comments, sexual advances, sexual jokes, slurs, etc.
2. visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
3. physical conduct such as leering, blocking normal movement, touching an individual’s body or clothing in a sexual way, assault, etc.
4. threats or demands to submit to sexual activity

5. retaliation for the reporting of harassment or participation in an investigation.
6. any other conduct considered sexually objectionable by the principal.

**Bullying** may include but is not limited to...

1. slyly kicking, hitting, pinching, punching, tripping, etc.
2. verbal threats.
3. furtively teasing or calling names.
4. leaving someone out or spreading rumors about them.
5. using e-mail, social networking sites, game sites, telephone, or text messages in or out of school that create a sense of power over another student.

Conflict is normal. Bullying is not normal conflict. Use the chart below to see the difference between conflict and bullying.

When someone makes a conscious choice to hurt, humiliate, harass, make fun of, degrade, or put down another human being the individual being targeted becomes a victim.

Normal Conflict	Bullying
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve the problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is not seen by teachers

Use the chart below to tell the difference between teasing as compared to taunting by a bully.

Teasing between Friends	Taunting by a Bully
Swaps roles with ease	Based on an imbalance of power
Not intended to hurt	Intended to harm
Maintains dignity	Meant to humiliate or demean
Pokes fun in lighthearted clever ways	Comments or acts are bigoted
Innocent in motive	Sinister in motive
Only part of the friendship interaction	Continuous action toward the target
Discontinued when person teased becomes upset	Continues or increases when target becomes distressed or objects

Students who believe they have seen or experienced any form of harassment or bullying shall report, in confidence, the conduct to the principal, a pastor, or a trusted adult. Any staff member who observes harassment or bullying shall stop it and report it to the principal. The principal will investigate the incident and may present the findings and recommendations to the School Board. Action could include the termination of employment or enrollment.

### **SUSPECTED CHILD ABUSE**

Teachers must report to the Wisconsin Department of Children & Families or a local law enforcement agency if they have reasonable cause to believe any child has been or is being subjected to abuse or neglect. It is the law! An employee who reports suspected child abuse and/or neglect or participates in an investigation or judicial proceeding is statutorily immune from any civil or criminal liability that might otherwise be imposed unless he or she makes a maliciously false statement. The name of any person who

reports suspected child abuse and/or neglect will remain confidential. It is the principal's responsibility to always maintain confidentiality.

## **SUSPENSION**

The School Administrator reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. *Infractions include but are not limited to: Disrespect for God, others or themselves; Not following teacher's directions; behavior disruptive to the classroom and learning environment; fighting; not completing assignments or continually unprepared for class.*

The suspension will last until a parental conference can be arranged. Suspension lengths are determined by the School Administrator. These range from one day to a week – depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. Suspensions are either in-school or out-of-school depending on the offense. The student is prohibited from being on school property until a conference has been held with the parent/guardian if out-of-school suspension.

## **EXPULSION**

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. Only the School Administrator or (Chairman of SLT) has the right to expel a student. Any student expelled or withdrawn may not be on Peace school property or be present at school functions without the permission of the School Administrator or School Leadership Team Chair. Students expelled from Peace may not return to school that same academic year. If they want to return the following year, it will be on a probationary basis under the approval of the School Leadership Team and School Administrator.

*Actions leading to expulsion include but are not limited to actions that led to a suspension 4 or more times during the school year; extreme destructive or dangerous behavior.*

## **DUE PROCESS**

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the School Leadership Team Chair. They must be in writing within 5 days of the decision.

## **BUILDING AND GROUNDS REGULATIONS**

Students will not be permitted in the building before 7:30 a.m. unless they are in the Before School Care program provided by Peace Childcare Learning Center. Students should enter the building using door #8 and report to the classroom upon arrival. There are no play privileges on the playground, parking lot, or in the gym before school begins.

1. Students are to leave the building within 15 minutes of the close of school unless they are involved in a school activity; under teacher supervision; or part of the After-School Care program provided by Peace Childcare Learning Center.
2. Students are expected to use the sidewalks and crosswalks and obey the directions of school personnel when arriving and departing school.
3. Loud talking, running, or boisterous activities are not permitted in the halls of the school.

4. All are asked to help keep the building, equipment, and school grounds clean and in good condition. Those causing any damage will be held responsible.
5. All students must have a pair of gym shoes to be used for classes in the gym. They are to be kept at school. Shoes which leave black marks on the floor should not be worn to school.
- 6. Please mark all personal belongings with your child's name.**
7. No gum or candy shall be brought to school unless special permission is granted by the teacher. Otherwise these items will be confiscated when brought to school.
8. Students are not allowed to use the telephone unless they have received permission from their teacher or coach for an acceptable reason. Except in emergency, parents are discouraged from calling pupils to the phone during class time. Whenever possible, the Administrative Assistant will take the message and deliver it.
9. Electronic games, iPods, squirt guns, and other toys should not be brought to school.
10. Students may not use **cell phones and/or electronic devices** during the school day. Students who bring an electronic device to school should turn it off as soon as they arrive at school. Phones will be kept in a teacher provided container in the classroom. If an electronic device is used or rings during the school day, it will be removed from the student and taken to the office. A parent must pick up the electronic device from the office and rules concerning the use of the electronic device during and after school will be reviewed. Students will be permitted to use their electronic device after school hours.
11. Weapons, explosives, alcohol, and drugs are not to be brought to school.

## **HEALTH SERVICES**

It is required that students entering school for the first time have a physical. It is recommended that they also have dental and eye exams. When this is done, please give the school office a copy for your child's permanent record.

(The school will have a dental, vision and flu immunization clinic provided by different sources. This is voluntary and a document will be required for the visits)

To prevent the spread of disease, we ask that parents keep students' home for 24 hours after incidences of fever, vomiting, or diarrhea. In the case of infectious diseases such as strep throat or conjunctivitis (pink eye) students are required to remain out of school for 24 hours after beginning medication.

Health Services will be administered by the County Health Department. Wisconsin Statutes, Section 140.5(16) requires all students to be immunized upon admittance to school. Immunizations are required against chickenpox, hepatitis, measles, rubella, mumps, polio, diphtheria, tetanus, and pertussis (whooping cough). If students are not fully immunized upon admittance to school, they must have received at least one dose of any vaccine required for their grade within 30 days of admission. They must remain on schedule and complete all required immunizations within one year. Health records will be kept at the school office, and it is important that parents provide us with all health information.

## **Accident or Illness**

1. The teacher will determine whether the student should go home.
2. If a student becomes ill during the day, the office will see that the parents are notified to arrange transportation home.
3. In case parents cannot be contacted, the office will refer to the emergency contact person on the student's application. Office personnel will continue to contact the parents/emergency contact until a person is reached. Leaving a voicemail is not acceptable.
4. Injuries requiring attention will be verbally reported to the School Administrator immediately. The person who witnessed the injury/accident will complete an "Accident Report". The report will be reviewed and signed by the parent/guardian when the student is picked-up or as realistically possible. Office personnel will provide a copy of the report to the parent/guardian.
5. All students leaving because of illness, doctor, or dentist appointments must report to the office before leaving the building and check back in at the office before returning to class.

## **Communicable Disease Policy**

It is the policy of Peace Lutheran School of Antigo, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and employees, and to educate students and employees in disease prevention methods and sound health practices. The general rule for parents is keep students' home for 24 hours after incidences of fever, vomiting, or diarrhea. In the case, of infectious diseases, such as strep throat or conjunctivitis (pink eye) students are required to remain out of school for 24 hours after beginning medication.

1. The School Administrator of Peace Lutheran School has the right to temporarily remove a child with communicable disease from the school setting. If the School Administrator's response to a concern cannot clearly be decided by reliance on state statues, the School Administrator will consult a "school health care team". The School Administrator, physicians who serve as advisors to the nursing service, a local public health agency representative, the attending physician, and the parents may make up the "health care team" that will make recommendations to governing body. The governing body will then determine whether the child should be removed from the school setting. If a child must be removed, the child would continue to be excluded from classroom participation until it has been determined that the threat of spreading the disease has been removed.
2. A pupil with a communicable disease will be removed from the school setting if it is determined that a risk to the health of other pupils exists. At that point, the "school health care team" would consider appropriate alternatives for the child's total educational needs.
3. Any employee who has a communicable disease shall be placed on leave until it can be determined that the employee's return to work will not constitute a danger to other workers or students.
4. At all times, State of Wisconsin laws regarding confidentiality will be observed. Knowledge that a student or employee has a communicable disease will be confined to those persons with a direct need to know.

Examples of communicable diseases are: Chicken pox, Conjunctivitis, Viral Hepatitis, Influenza, Impetigo type A, Measles, Mononucleosis, Mumps, Pediculosis (lice), Ringworm, Rubella, Pertussis, Scabies, Scarlet Fever, Streptococcal, sore throat, Staphylococcus, HIV, AIDS (Acquired Immunodeficiency Syndrome) or HTLV-III, others as determined by the State Division of Health.

If your child has lice, you need to report to the office and keep them home for 1 day with treatment and combing. A notice will go out to the families affected to ensure to stop the spread. If you need information on lice and how to treat, please see the office for a handout.

### **Administration of Medication to Students**

In all instances where medication is administered under this policy, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. To ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medication:

1. A written statement is received from the parent/legal guardian:
  - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician, and/or non-prescribed as directed by the parents.
  - b. Authorizing school personnel to contact the physician directly.
2. No medication will be administered by school personnel without a signed Medication Consent Form.
3. Medication must be in its original pharmaceutical container.
4. It is the responsibility of the student, when age appropriate, to remind his/her teacher at the appropriate time when medication is to be taken.
5. Medication is to be stored and dispersed through the school office.
6. Medication is required to be delivered to the school by a parent or guardian.



### **Insurance**

The school does not furnish individual insurance for students.

### **Life-Threatening Food Allergy Policy**

Peace Lutheran School, also referred to as the “school”, is a parochial school in Antigo, Wisconsin whose facility is used for many different purposes and is not used exclusively as a school facility. As the school has students with diagnosed food allergies, the school administration decided to make the school campus an allergen aware facility and minimize potential food allergens as much as reasonably possible. Peace Lutheran School recognizes that student food allergies may be severe and potentially life-threatening. It is our goal to minimize the risk of exposure to allergens that create a life-threatening situation on the school campus.

**Peace Lutheran School and the School Leadership Team do not designate Peace Lutheran School as a Nut Free School. This policy emphasizes that Peace Lutheran School and Childcare is a “Nut and Food Allergen Aware facility.”**

Peace Lutheran School cannot guarantee that a student will never experience an allergy-related event at school. However, the school is committed to student safety, and therefore has created these guidelines to reduce the risk that students will have a life-threatening allergy-related event. Peace Lutheran School

will take reasonable measures to make the school facility a safe environment for students with severe/life-threatening food allergies.

### **Goals and Objectives**

- A. Strive to provide age-appropriate procedures to assist students and the school community to provide a healthy and safe school environment.
- B. Reduce the likelihood of life-threatening allergic reactions of students with known food allergies while at school.
- C. Although the school cannot guarantee an allergen-free environment, the school will take responsible steps to provide a safe environment for children with life-threatening allergies.
- D. School staff will take reasonable precautions to provide an “Allergen Aware” classroom and school for any student with a life-threatening allergy. This includes offices, lunch room, concessions, gym, etc. The school administration and staff acknowledge that they are not experts in detecting foods or materials that contain allergic substances and their focus will be more towards obvious food items such as peanut butter sandwiches, cookies and candy that contain peanuts or tree nuts, etc.
- E. Make the school community aware of these food allergy guidelines and the potential for a student to have a life-threatening allergy-related event.

### **Family of Student with Allergy Responsibilities**

- A. Notify the school of the student’s allergy prior to the start of the school year or as soon as it is diagnosed, and the allergy is identified.
- B. Provide written medical documents, instructions, and medications as directed by a physician. Complete and turn in an Emergency Action Plan document (exhibit A).
- C. Provide properly labeled medications (i.e. EpiPen) and replace medications after use or upon expiration.
- D. The medication will then be administered to the student according to the documentation and logged into Sycamore where the parents can track the logs.
- E. If a student’s dosage changes, the school will need a new consent form prior to changing the dosage.
- F. Work with the teacher, School Administrator, food service personnel and others to develop a plan that accommodates the student’s needs throughout the school day including classroom areas, cafeteria, after-school programming, as well as during school-sponsored activities such as field trips or overnight events.
- G. Review and be knowledgeable of school guidelines and responsibilities.
- H. Educate their child in the management of their food allergy including:
  - 1) safe and unsafe foods,
  - 2) strategies for avoiding food exposures,
  - 3) symptoms of an allergic reaction,
  - 4) how and when to notify an adult if they may be having a reaction.
- I. Notify supervisors of before or after school activities regarding their child’s allergy and provide necessary medication.
- J. Inform their child’s teacher and administration of allergy changes or concerns.
- K. Work closely with school staff to achieve the goal of helping their child become independent in identifying and managing allergic situations.
- L. Provide alternative snacks for situations when staff may be unsure of a food’s source or ingredients.

- M. While the school will not exclude an allergic student from a field trip or any other activity, if a parent is concerned about the safety of their child, they may choose to keep their child home or they (or designee) are welcomed and encouraged to attend. Parents should be willing to take steps to increase the safety and well-being of their child.

### **All School Family Responsibilities**

- A. Unless prior arrangements are made with the school administration, refrain from supplying your child with peanut or tree nut foods or other allergen containing foods when a classroom is designated as “Allergen Aware”. All foods brought in for a group snack in an “Allergen Aware” room should be in their original package with ingredient label and allergen information listed and have pre-approval by teacher.
- B. Educate your child on the importance of proper handwashing and not sharing food with other classmates.
- C. Educate your child to respect and accept students who have a life-threatening allergy.

### **Allergic Student Responsibilities (based on level of development)**

- A. Be your own advocate.
- B. Do not trade/share food or utensils with other students.
- C. Wash hands prior to eating.
- D. Do not eat or touch anything with unknown ingredients or substances known to contain an allergen.
- E. Learn how to administer epinephrine and practice often.
- F. Notify a staff member if something believed to contain a food allergen has been eaten.
- G. Carry epinephrine (if designated to do so in the Emergency Action Plan) and notify a staff member in the event of suspected exposure or if epinephrine has been self-administered.
- H. Report teasing or bullying to an adult.

### **School Administrative Staff Responsibilities**

- A. Provide staff training and education regarding allergies, emergency plans, and emergency procedures annually.
- B. Develop proper procedures for students with food allergies and work with teachers and school staff to implement the procedures in the “Allergen Aware” classroom and school.
- C. Keep an Emergency Action Plan for each student with life-threatening allergies on file, in their classroom, and in the Kitchen.
- D. Individual daily snacks containing nut butters or nut pieces are not allowed in the “Allergen Aware” classroom.
- E. Special occasion treats meant for the entire class may not contain any form of peanuts, tree nuts, or other known allergens in the “Allergen Aware” classroom.

### **Classroom Teachers’ Responsibilities**

- A. Take reasonable precautions to make classrooms “Allergen Aware”. The Emergency Action Plan must be signed by a licensed physician or designee before declaring the classrooms “Allergen Aware”.
- B. Reinforce hand washing before and after eating in all classrooms.
- C. The students’ food allergen should not be used in class projects, parties, holiday celebrations, science experiments, or any other activities.

- D. Make a reasonable effort to check lunches or snacks for each student if a student with a life-threatening food allergy uses that classroom at the time that lunch or snack is being served. However, the teacher is not an expert at detecting foods or materials that contain allergic substances, and their focus will be more towards obvious substances such as peanut butter sandwiches, cookies and candy that contain nuts, etc.
- E. Inform parents of the allergic student in advance of any class events where food will be served.
- F. Leave allergy information and Emergency Action Plans for substitute teachers in a prominent place and alert them that there is a student with life-threatening allergies in the classroom.
- G. Bring the Emergency Action Plan and the prescribed medications on any field trips outside the school campus.

### **Classroom Procedures When Allergen Has Been Introduced To “ALLERGEN AWARE” Room**

- A. Return allergen product to backpack and put backpack in hallway for rest of the day. Replace student’s snack with a safe snack that is kept in the room. In case of treat brought in by parent for whole class, kindly ask parent to take the treat back home because the room has been designated “Allergen Aware”. Provide a safe replacement snack.
- B. Have student who touched the product wash hands well with soap and water (20 seconds), as well as reminding students regularly of importance of handwashing.
- C. Thoroughly clean area with soap and water and a bleach wipe. (Including areas that the child may have touched.)
- D. Send a note or communication to parent with reminder to provide a snack that does not contain the allergen.
- E. Communicate with the parent of the student with allergy the possible exposure to allergen.

### **Emergency Procedures**

- A. The teacher should stay with the student in an event that an allergic reaction has occurred and send a responsible adult (or student if necessary) to call the office, parents, or 911.
- B. Medication should be administered only if the medication has been prescribed by a physician and the parents have filled out the permission form for the student. This includes, EpiPen, Benadryl, inhaler, etc.
- C. If a student has a life-threatening allergic reaction, the condition of the student is worsening, or the situation warrants emergency medical attention, call 911.
- D. All faculty members should be CPR and FIRST AID certified. This will include proper administration of EpiPen.

### **SCHOOL LUNCH POLICY**

Peace Lutheran School offers a Hot Lunch to all students in grades 5K-8. According to the Federal regulations, specific amounts of each food group must be placed on the student's tray and a strict guideline followed regarding calorie and nutritional content.

Federal guidelines also define when substitutions and/or modifications in school meals for students must be made. In general, food service may make food substitutions, at their discretion, for individual children who are medically certified as having a special medical or dietary need. Such **determinations are made on a case-by-case basis and will be based upon supporting documentation**

(“Accommodating Children with Special Dietary Needs in School Nutrition Programs” worksheet) provided by a licensed medical provider. If you have any questions, please contact the Food Service Manager.



Lunches must be purchased ahead of time.

**Delinquent Accounts** - The family lunch account is not a charge account. Lunches are to be paid for prior to consumption. If your account balance is \$10 or less, you will be notified by email.

**Delinquent accounts will not be allowed.** If your account becomes delinquent, you will be notified by email and prompt payment will be expected. Your child(ren) will be denied hot lunch if payment is not received within three days. You should be aware of where you stand with your account and keep it current. Sycamore Education is a comprehensive online tool to help parents stay up-to-date on their lunch account. If you have problems with your login, please contact the office at 715.623.2200.

1. All food must be eaten in the cafeteria.
2. Candy and soda are not allowed in the cafeteria.
3. After eating, students are to clean up their immediate area and return their trays, silverware, etc. to the designated area.
4. Students are expected to practice good table manners while in the cafeteria. Throwing food items or other misconduct may result in dismissal from the cafeteria.

### **School Lunch and Milk Costs**

Student hot lunch (K-8) \$2.85, Adult \$4.65

Student reduced lunch. (All grades) \$.40

Milk (break & extra for lunch) \$.40 (Milk break is not covered by "Free/Reduced.")



It is recommended that parents pay the lunch and milk fee monthly or quarterly.

Please do not combine lunch or milk money with any other payment. These need to be separate checks for bookkeeping purposes. If you are paying in cash, please include your name on the payment.

**COLD STORAGE IS AVAILABLE FOR LUNCHES BROUGHT IN. SEE TEACHER.**

**Due to the increase in our enrollment, we will no longer accommodate heating 'cold lunches' for your child. If you are packing cold lunches, please be aware that we will no longer be providing microwave heating. If hot food is packed, please use a hot thermos to pack their food in. Thank you!**

### **Civil Rights Policy**

Peace Lutheran 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 based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, and athletic and other school-administered programs. 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](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 the information. Peace Lutheran is an equal opportunity provider and employer.

**WELLNESS POLICY** – (Main components, for complete policy see Peace website.)

### **Component 1: Food Service/Lunchroom Guidelines**

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Peace Lutheran School will do everything possible to provide students with the knowledge and ability to establish good and healthy lifelong eating habits.

## **Component 2: Commitment to Physical Activity**

The primary goal for a school's physical activity is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthy lifestyle.

## **Component 3: Nutrition Education and Guidelines**

Peace Lutheran School will develop a comprehensive curriculum approach to nutrition in Pre-Kindergarten through Eighth grades. All instructional staff will be encouraged to integrate nutritional themes into daily lesson plans when appropriate. The health benefits of good nutrition should be emphasized.

## **Component 4: Setting Goals for Other School-Based Activities Designed to Promote Student Wellness**

Peace Lutheran School promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitation of learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children.

## **Component 5: Evaluation/Implementation**

Peace Lutheran School will evaluate and implement their Wellness Policy with the help of staff, a wellness team, and the SLT on an annual basis.

## **COMMUNICATION AND GRIEVANCES**

In St. Paul's letter to the Thessalonians (I Thessalonians 5:11-15), God tells us that the primary purpose of communication among Christians is to honor each other. He indicates that we are to be patient and loving, and never retaliatory. Thus, even when we must confront a fellow Christian with a problem or complaint, we should honor them with kindness.

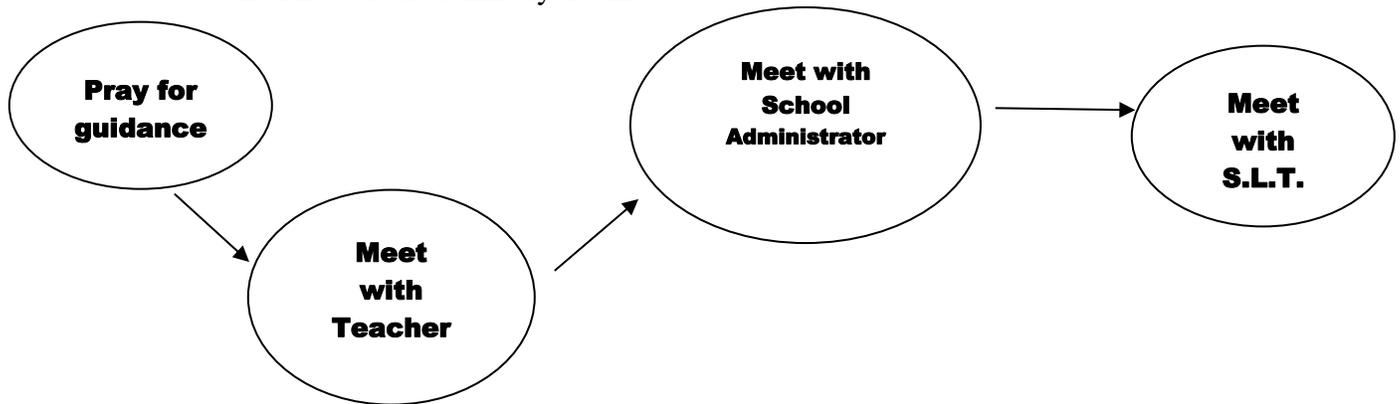
At Peace Lutheran School, we want to provide the best Christian education for all children. Acknowledging that we are all sinners, "*for all have sinned and fall short of the glory of God*" Romans 3:21, we realize that there may be times of questions and concerns. We are willing to listen to all concerns with Matthew 18:15-17 as our guide:

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

Being grounded in God's Word, all concerns will be prayerfully considered and acted upon. It is our goal to maintain the dignity and self-respect of each student, teacher, and parent as we resolve the concern through Christian love and forgiveness.

The proper procedure for each concern or question is to:

1. Schedule an in-person meeting with your child's teacher about any concerns with his/her classes.
2. If you feel that the teacher has not addressed your concern, please talk to the School Administrator who will schedule a meeting including parents, teacher, and himself.
3. After meeting with the teacher and the School Administrator together, if you feel your concerns have not been addressed, please request contact with the SLT through the School Administrator.
4. If you have followed this process and still have concerns, you may contact a member of the Mission and Ministry Team.



Please remember to conduct all concerns in a prayerful, confidential manner following these steps. To share a complaint with several parents without going to the teacher first has the potential for creating rumor rather than fact. This could cause tension that is not necessary. However, if concerns are dealt with properly, they can lead to resolution and growth in all people involved. If you have followed this process and still have concerns, you may contact a member of the School Leadership Team.



## **Peace Lutheran Faculty**

### **TEACHERS**

#### **Name**

Alisha Hopfensperger  
Melanie Lucht  
Kimberly Burns  
Erika Brandt  
Amanda Keesling  
Heather Heimerl  
Sarah Berg  
Rhonda Newsome  
Anna Clayton  
Marti Thorne  
Burgandy Krusensterna  
TJ Beck

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[m.thorne@peaceantigo.org](mailto:m.thorne@peaceantigo.org)  
b.krusensterna@peaceantigo.org  
t.beck@peaceantigo.org

#### **Position**

Teacher – Early Childhood 4K  
Teacher – Elementary – 5K  
Teacher – Elementary – 1<sup>st</sup>  
Teacher – Elementary – 2<sup>nd</sup>  
Teacher – Elementary – 3<sup>rd</sup>  
Teacher – Elementary – 4<sup>th</sup>  
Teacher – Elementary – 5<sup>th</sup>  
Teacher – Middle School – 6<sup>th</sup>  
Teacher – Middle School – 7<sup>th</sup> – 8<sup>th</sup>  
Resource Teacher  
Music Director  
PE Teacher

### **ADMINISTRATIVE**

Pastor Bo Baumeister  
David Karolus  
Jenny Weyker

pastorbo@peaceantigo.org  
d.karolus@peaceantigo.org  
j.veyker@peaceantigo.org

School Administrator  
Lead Pastor  
Childcare Director

### **OFFICE AND SUPPORT STAFF**

Paula Breutzmann  
Danielle Storch  
Christi Zupon  
Nikki Heinzen  
Lisa Lenzner  
Terri Schroeffer  
Jennifer Reimer

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l.lenzner@peaceantigo.org  
t.schroeffer@peaceantigo.org  
j.reimer@peaceantigo.org

Office Manager  
School and Childcare Admin Assistant  
Church Admin Assistant  
Financial Operations Manager  
Food Service Director  
Food Service Assistant  
Lunch Program Bookkeeper

Teachers may be called after 3:15 p.m. at school. Unless it is an emergency, teachers will not be called to the phone during the day, but messages will be given to the teachers who will return calls as soon as possible. Teachers may check their e-mail several times a day.

## **School Leadership Team Members**

**Email address: [slt@peaceantigo.org](mailto:slt@peaceantigo.org)**

Jim Henning  
Laura Palmer  
Jackie Duchan

Danielle Yuska  
Breanna Kratz  
Pastor Bo, Advisory

