

Peace Lutheran School Handbook 2021-2022



Peace Lutheran
School

Antigo, WI



School
Choice
WISCONSIN

300 Lincoln Street + Antigo, Wisconsin 54409
715.623.2200 + fax 715.627.0845
www.peaceantigo.org

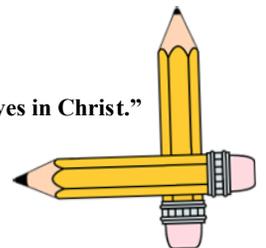
*"Peace will nurture and educate families in our community, beginning with children,
so that they live abundant lives in Christ."*



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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 2021-2022 academic school year of Peace Lutheran School (PLS). This is our 133rd 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.

This looks to be an exciting year as we anticipate moving into our new addition. God has been working through the Building Families in Christ expansion project in some very exciting ways and with our addition, we hope to have even more opportunities to introduce families to Jesus. There will be some changes in our classroom locations as we rearrange to better serve our students. We also eagerly await having playgrounds again! The playgrounds should be ready by the start of school.

We are excited for our theme this year – “IN ALL THINGS” which will center on focusing on Jesus. From Colossians 1:15-16 we read: *“The Son is the image of the invisible God, the firstborn over all creation. 16 For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him.”*

We believe that our school is here for the sole reason of building on the foundation that God has laid down in His Word. This foundation is rock solid – it does not shift or crumble. Our education process is undergirded by this premise. God’s Word is LIFE. We want that abundant life for all our students and families who walk through our doors. We look forward to a great year together.

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,

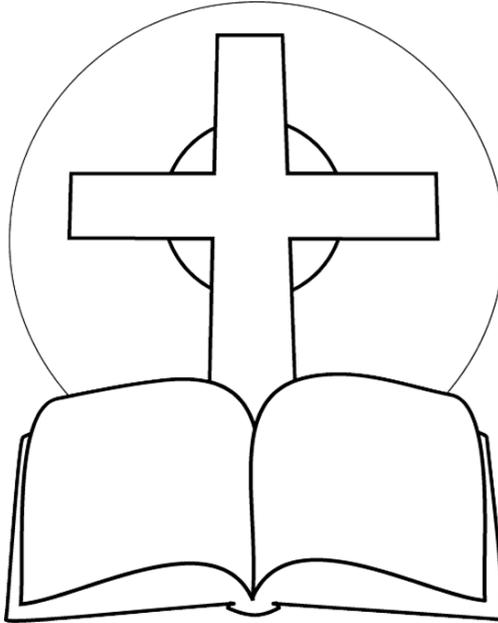
The Staff of Peace Lutheran School



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!

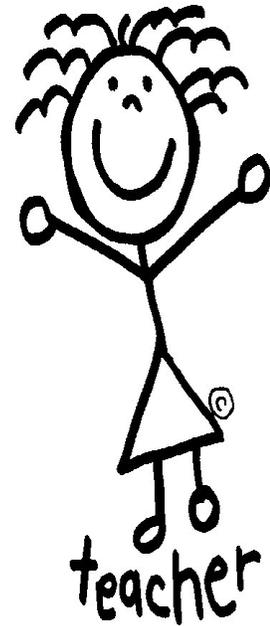
Teaching Staff

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:

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

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, our congregation has 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 2021, we are serving over 100 different students and families.
- In 7 years, our school has gone from 82 to 205 students.
- By the fall of 2023, we expect to be at full capacity with 250 students in our school and ministering to over 300 children total.

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, 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 science and technology lab and create an efficient administrative hub for all of Peace Lutheran Ministries.

This will also allow us to become a licensed facility and accept childcare state assistance from those who qualify. Groundbreaking for this exciting new addition took place in September of 2020. The project should be completed in the fall of 2021.

May God continue to bless our educational ministry.

Admission Policy

Nondiscriminatory 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.

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 (3K - Gr. 8) will occur under the following timetable:
 - Last week of January to those presently enrolled in the School will have first spots, then Peace Members, enrolled in childcare, & siblings will be added on a first come first serve basis.
 - All others after February 1
3. Students presently enrolled are given first consideration.
4. Enrollment forms and nonrefundable registration fees should be turned in to the office. Registration fees will be returned if admission is denied due to lack of space.
5. After the first week of school, students will not be accepted into grades 3K-8 unless they have moved from another school district. Exceptions may be granted by the School Administrator.

Conditions of Re-enrollment at Peace

1. Current Peace students are eligible for re-enrollment upon review of the child's school record including, but not limited to:
 - School performance
 - Conduct
 - Peace's ability to accommodate any special needs
2. Payment of any outstanding fees
3. Interview with the School Administrator as deemed necessary

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 irresolvably 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.
 - o 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 2017-18 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 8th 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. Upon arrival at the school, visitors will ring the doorbell outside door #2 and provide identification when asked. Once the door is unlocked all visitors must report to the office upon entering the building. In the office, visitors sign their name and time of arrival at school. Upon completion of business at school, visitors sign out, indicating the time of departure.

DISCIPLINE POLICY – see p. 24

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 * [2021/2022 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, 2021 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.

TUITION FEES		Book/Tech Fee	Full Payment	4 Equal Payments	10 Equal Monthly Payments
3K	All Families	\$75	\$475	\$118.75	\$47.50
4K	All Families	\$75	\$960	\$240	\$96
5K-8	Active Peace Family	\$175	\$1980	\$495	\$198
	Active Other LCMS Family	\$175	\$2480	\$620	\$248
	Community Rate	\$175	\$2980	\$745	\$298

[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, etc.

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, 2021. 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, 2021; November 15, 2021; February 15, 2022; and May 15, 2022.
- 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 15th of each month (unless the 15th 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. Click Donate.

Re-occurring Payments: Option 1) Go to 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, 2022. 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 2022-2023 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, 2021 – May 31, 2022 will be applied to your account in June 2021 for the 2021-2022 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, 2021. 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, David Reineke, as soon as possible so new arrangements or accommodations can be made. He can be reached at 715-623-2200 or by email- d.reineke@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 of student absences by 8:00 a.m. giving the reason for the absence.

Parents may notify the school office or classroom teacher by phone or email. 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 do not send kids with a fever to school. It is better to keep them home if there is a chance they are sick. Just call in and let the office know.)

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 8:00 a.m. (7:50 a.m. for grades 7-8). 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 at the office window.** 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

	Monday	Tuesday	Wednesday	Thursday	Friday
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		3K dismissal		3K dismissal	
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 going home or in adult supervision. Any exceptions must be prearranged with supervising faculty members or students will need to go to childcare.				

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 schedule their children with the Childcare Director. Fees are \$4/hour.

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	15	10
3K	15	5

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 3K classes and 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. .

Chapel offering envelopes will be given to all students. The offerings will be designated towards missions selected monthly.

Students in grades 7-8 will be scheduled to usher during our weekly chapel service.

Report Cards

Report cards for 3K and 4K are issued three times per year. Conferences are scheduled at report card time to discuss student progress.

Report cards are issued quarterly for students in 5K-8. At the end of the first quarter, all parents are asked to meet with teachers and discuss their child's progress. Parent/Teacher meetings are optional in the other quarters. Parents and teachers are encouraged to meet whenever either party feels it is appropriate. In grades 3-8, mid-quarter reports will be sent home according to the schedule on the calendar. Church attendance is recorded on report cards. 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.

Band

Children in grades 5 through 8 may enroll in band. Times to be announced.

Choir

The children have an opportunity to actively participate in the worship services. All choir members are expected to be present for any and 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.

Children in grades 4K - 4 are expected to go outside during recess. Parents must send a note to allow their child to stay in for health reasons. For any student to go into the snow area, he or she must be wearing boots and snow pants. Throwing snowballs or ice will not be allowed.

Students in grades 5 - 8 will spend their noon recess in the gym, outdoors, or studying in the designated study room. Students going outside must have the appropriate outerwear for the season.

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. Any actions that might damage, degrade, modify, vandalize, or disrupt computer equipment, software, files, or system performance will not be tolerated.
2. Students may not reveal any personal information about themselves or others while on the Internet. They may not purchase any goods or services.
3. 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.
4. 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.
5. 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.
6. 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

Students in the upper grades 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 7th-8th grade may audition for 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 to raise additional funding support for PLS.

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 to raise additional funding support for PLS.

8th 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 5-8 includes basketball and volleyball. Sports not offered at Peace may be available through the Antigo Middle School for grades 6-8.

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.
- **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, or soccer take the IMPACT Test. This can be set up by contacting the high school at (715) 623-7611.
- 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, don't expect playing time the next game.
- 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

Coaches/ School Handbook

All disciplinary guidelines for athletics at Peace Lutheran School are found in the school handbook and are included in the Athletic Handbook. 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

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:

1. No midriff tops, halter-tops, spaghetti straps, and racer backs
2. No clothes advertising liquor, beer, or drugs
3. No clothes advertising non-Christian bands or singers
4. No clothes using profane, foul, or abusive language
5. No clothes advertising TV characters or programs that depict violent, degrading, or non-Christian behavior
6. No Spandex (except as an undergarment item in gym class)
7. No torn, cut, holey, or dirty clothing
8. No extreme hairstyles or clothing will be permitted
9. No clothing or school supplies with skulls
10. Shorts, skirts & skorts must be mid-thigh in length or below the bottom of fingers extended, whichever is longer
11. In grades 4-8, if leggings are worn – a top must cover down to mid-thigh (see number 10)
12. BODY PIERCING - Limited to two earrings in each ear (girls only). No other visible body piercing is allowed. Clear spacer/plugs are permitted; however, gauges are not permitted.
13. The following types of shoes* are not allowed.
 - Flip flops
 - Slides
 - Mules
 - Clogs
 - Crocs
 - Shoes with excessive heels
 - Shoes with built-in wheels
 - Other shoes that do not have a back or back heel strap
14. Hats are not to be worn in the classroom.
15. Temporary or permanent body art and tattoos are not permitted.

*All students must wear proper shoes for recess and athletic shoes that tie and enclose the entire foot for gym class. Teachers will use their own judgment regarding safety of footwear.

The judgment of the teaching staff shall determine what constitutes proper dress and appearance. If students have inappropriate clothing parents will be called to provide proper clothing.

Lost and Found

All clothes should be labeled with the family name. This will help us return lost items to their owner. 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.

Parents in 3K, 4K and Childcare and any parents coming in with their child may park in the south parking lot by Office and bring their child into the building. Enter at door #2.

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 – 8th coming into the building from door 2 will not be permitted past the front office area.

Pick-Up Procedure

All students (4K-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 in the south parking lot or 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 children may ride public school buses if they live outside the city limits. Students will be delivered to our school in the morning and picked up at our school again in the afternoon. Check with the School Administrator if you have any questions regarding transportation. Parents of regular bus students not riding the bus on a particular day should notify the school office.

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

Our objective in discipline is self-control and then finally "God-control". To reach this aim, we have the power of God's Word. Law and Gospel are to be used properly in dealing with behavior problems. We want the child's life to be motivated by the love of Jesus.

Students will be held accountable for their behavior at school or school functions both in and out of the classroom. Inappropriate behavior in the classroom will be dealt with according to the "classroom guidelines" established and explained by the homeroom teacher. Inappropriate behavior outside of the class area (such as halls, field trips, church, etc.) will be evaluated according to school-wide rules.

We will work under the following principles of discipline. As children of God, the students will:

1. Respect God, others, and themselves.
2. Follow directions the first time they are given.
3. Stay seated, work quietly, and raise their hands for permission to speak.
4. Keep hands, feet, and objects to themselves.
5. Faithfully complete all assigned work and be prepared for class.

School Discipline Procedures

Teachers will clearly state, in writing, the rules and consequences.

1. Teacher deals with students from own class.
2. When misbehavior is deemed serious enough, the teacher contacts the parent and makes written notice of such contact.
3. More serious or frequent repeater - student will meet with the School Administrator.
4. School Administrator contacts parents.
5. When deemed necessary, a disciplinary action plan will be developed highlighting the misbehavior, the appropriate consequences, and signature lines for student, parent, and School Administrator.
6. If there are further offenses after the action plan is enforced, the governing body will be notified and called upon to determine the next course of action. This might involve revoking the privilege of attending Peace Lutheran School of any student who will not conform to the behavior necessary to keep the teaching/learning environment in good order.

3K, 4K, 5K, First, and Second Grade teachers will provide appropriate consequences that may include:

1. a time-out from classroom or activity,
2. loss of privileges, including recess,
3. parent contact through notes or phone call
4. possible consequences for extreme or continued misbehavior, which may include detention and/or suspension.

Students in Grades 3-8 will, through misconduct or missing homework, earn marks toward an after-school detention.

1. Students will be well informed of their expectations.
2. Appropriate verbal warnings will be issued.
3. Each day will be a new opportunity to conduct themselves properly. If students choose not to conduct themselves properly, then strikes will be handed out.
 - Strike one misconduct or missed homework
 - Strike two second misconduct or missed homework
 - Strike three third misconduct or missed homework, which **results in a 30 minute (3:15 - 3:45) after-school detention.**
4. Five (5) detentions within a quarter may result in a one (1) day suspension.
5. Students engaging in conduct thought to be dangerous or destructive may immediately be removed from the situation with at least School Administrator and parents contacted.

Corporal punishment will not be used at Peace Lutheran School.

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.

Overview of this topic:

Life Together: Why Do Children Hurt Each Other?

By Kim Marxhausen March 2016 issue of Parent Page in the LCMS School Ministry Mailing

Bullying is aggression (physical, verbal, or relational) that continues over time and involves an imbalance of power. We often think of bullying including only two children – the bully and the target. Almost, all children are part of a bullying scenario at one time or another. In a bullying situation, children fit into one of five categories:

Bully: This is the instigator of the aggression; the person who most often carries out the plan. Bullies are good at coercion and enjoy the display of power.

Supporter: Supporters are children who hang out with the bully. They might carry out some of the aggression and they usually cheer on the process. Supporters enjoy the feeling that they are a protected part of a group.

Bystander: Children in this group witness the aggression but do nothing about it. What they see may horrify them or they may laugh, but they do not get involved.

Target: This child is the recipient of the aggressive behavior. Targets are vulnerable and usually unable to defend themselves. A target is often different in some way. This difference may inspire others to think the target deserves the mean treatment.

Upstander: The rare child who is an upstander is one who witnesses the aggressive behavior and defends the target. An upstander also speaks out against such behavior and works to create an environment that shows acceptance of each person.

As Christian parents, we all want our children to be in the last category. No one wants to see his/her child a target, and no parent likes to imagine his/her child as perpetrator or supporter of mean behavior. We want our children to be salt and light, preserving what is good and shining a light on what needs to be changed. To move our children in the right direction, let us look at the motivations behind each category.

Much of bully behavior has its roots in the motivations of power, control, and protection. There is another emotion that motivates bullying and that is fear. It is easy to assign the emotion of fear to targets;

after all, they learn to live in fear of the bully and his or her supporters. How does fear apply to the others? Here are some possibilities:

Fear of someone or something that is different. As humans, we like to find safety in groups of people like us. It should not bother us when other people have different appearances, interests, or abilities, but because of our sinful nature, it does.

Fear of home life. Not always, but sometimes a bully is being abused at home, by a parent or sibling. Such a child may be using bullying behaviors as a way of staying safe outside the home.

Fear of being outside the group. Outsiders feel rejected and this fear propels them into behaviors they think will guarantee protection within the group.

Fear of being the next target: Many children are quiet in the face of bullying because they fear association with the target, making them the next victim.

Fear of punishment. Some children fear getting into trouble with teachers or administrators because of their actions to defend students. A school with a zero-tolerance policy for fighting does not discriminate between a bully, a target, or a child trying to stop the fight. Even without such a policy, it is a challenge to distinguish between the bully and the defender. Bullies tend to have the ability to twist a story to their favor.

We might look at this list and decide that children who act as upstanders are those who are without fear. However, this is not the case. Upstanders feel fear because they empathize with the fear of the victim. Children who take risks to defend another child do not do this because they have no fear. They do this because God works through them. If we want our children to be upstanders, we must teach them that God loves and protects them. We must teach them that God made all children and loves each one the way He made them. We must teach them empathy, so they can see a situation from the perspective of the target instead of from their individual worries and fears.

This kind of training comes from God and is possible by the work of the Holy Spirit. God's love is our best defense against fear.

There is no fear in love, but perfect love casts out fear. (I John 4; 18a, ESV)

For further study: Reading a book with your child can begin a conversation. Ask your teacher for possible resources on books to read with your children that start this conversation.

Scripture quotations identified as ESV are from The Holy Bible, English Standard Version, copyright © 2001 by Crossway Bibles, a division of Good News Publishers. Used by permission. All rights reserved.

Bullying/Harassment Policy

It is the policy of Peace Lutheran Church and School to maintain an environment that is free from verbal, physical, visual, and sexual harassment.

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs and extortion of money or possessions.

Cyberbullying means bullying by use of any electronic communication device such as, but not limited to: email, instant messaging, text messages, blogs, cell phones, social media and websites.

Any conversations through electronic communications (such as text, email, Facebook, etc.) that cause issues/disruptions at school will be disciplined as if they occurred at school.

Succinctly stated: A person is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Verbal harassment includes racial, sexual, or ethnic jokes or insults.

Physical harassment includes unwelcome touching, grabbing, and pinching.

Visual harassment includes sexually suggestive pictures, posters, photographs, cartoons, or other materials intended to reflect negatively on an individual's race, national origin, ancestry, or sex.

Sexual harassment includes unwelcome sexual advances, sexual remarks, requests for sexual favors, or the creation of an intimidating or hostile environment demeaning to an employee, volunteer, or student due to his or her gender.

CONFLICT IS NORMAL. BULLYING IS NOT NORMAL CONFLICT.

NORMAL CONFLICT

- Equal power between friends
- Occasional
- Accidental
- Demonstrates concern
- Takes responsibility
- Tries to solve problem
- Occurs anywhere

BULLYING

- Display of power, not in friendship
- Frequent
- Purposeful
- Demonstrates pleasure
- Blames others
- No effort to resolve issue
- Occurs where bully is safe

TEASING COMPARED TO TAUNTING BY A BULLY

TEASING

- Swaps roles with ease
- Not intended to hurt
- Maintains dignity
- Pokes fun in lighthearted clever ways
- Innocent in motive
- Only part of friendship interaction
- Discontinued when person teased becomes upset or objects

TAUNTING

- Based on an imbalance of power
- Intent to harm
- Meant to humiliate, demean
- Comments or acts are bigoted or cruel
- Sinister in motive
- Continuous action against others
- Continues, increasing when target becomes distressed or objects

Anyone who believes that they have been, or are being harassed, will inform the harasser that they must stop immediately.

If continued, the harassment will be reported to school/church authorities. These consequences then will be followed:

1. School Administrator contacts parents.
2. The incident will be thoroughly investigated and documented with as much confidentiality as possible.
3. When deemed necessary, a disciplinary action plan will be developed highlighting the misbehavior, the appropriate consequences, and signature lines for student, parent, and School Administrator.
4. If there are further offenses after the action plan is enforced, the governing body will be notified and called upon to determine the next course of action.

The Mission & Ministry Team will decide the appropriate action the situation warrants. This could include:

1. Termination of employment
2. Termination of contract
3. Termination of enrollment
4. Report to law enforcement if deemed necessary

It is the responsibility of each person to respect the rights of everyone.

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 #3 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 taken ill during the day, the teacher will see that the parents are notified to arrange transportation home.
3. In case parents cannot be contacted, the teacher will refer to the emergency contact person on the student's application. Office personnel will continue to make contact with 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.



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 hand-washing 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 hand-washing.
- 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 \$3.75

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, 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.

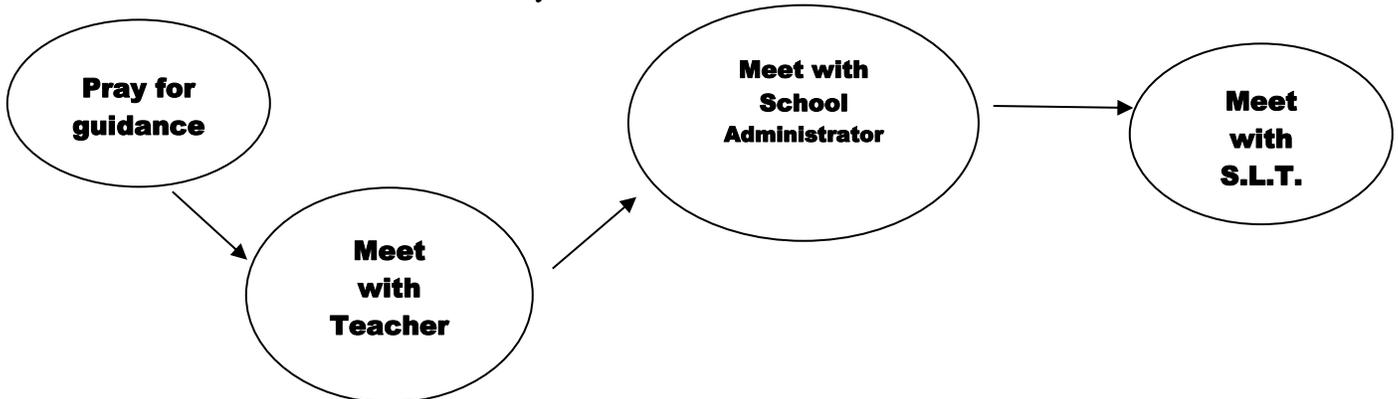
Acknowledging that we are all sinners, *"for all have sinned and fall short of the glory of God"* Romans 3:21, we realize that there may be times of questions and concerns. We are willing to listen to all concerns with Matthew 18:15-17 as our guide:

"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. Talk to 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. (Where conflicts involve the spouse of the School Administrator, you can go to the Lead Pastor after the teacher.)
3. If you still feel that your concern has not been appropriately addressed, please talk with the lead pastor.
4. After speaking with the teacher and the School Administrator, you should speak to a School Leadership Team (SLT) member if your concerns have not been addressed.
5. 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 a number of 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 Mission and Ministry Team.



Peace Lutheran Faculty

TEACHERS

Name

Alisha Hopfensperger
 Melanie Lucht
 Kimberly Burns
 Shantese Tarpey
 Amanda Keesling
 Heather Heimerl
 Sarah Berg
 Rhonda Newsome
 Jane Reineke
 Marti Thorne
 Promise Churchill
 TJ Beck

E-mail

a.hopfensperger@peaceantigo.org
 m.lucht@peaceantigo.org
 k.burns@peaceantigo.org
s.tarpey@peaceantigo.org
 a.keesling@peaceantigo.org
 h.heimerl@peaceantigo.org
 s.berg@peaceantigo.org
 r.newsome@peaceantigo.org
 j.reineke@peaceantigo.org
m.thorne@peaceantigo.org
 p.churchill @peaceantigo.org
 t.beck@peaceantigo.org

Position

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

ADMINISTRATIVE

David Reineke
 David Karolus
 Annette Miller

d.reineke@peaceantigo.org
 d.karolus@peaceantigo.org
 a.miller@peaceantigo.org

School Administrator
 Lead Pastor
 Childcare Director

OFFICE AND SUPPORT STAFF

Ginny Rusch
 Danielle Storch
 Angie Sheldon
 Nikki Heinzen
 Lisa Lenzner
 Terri Schroeffer
 Jennifer Reimer

g.rusch@peaceantigo.org
 d.storch@peaceantigo.org
 a.sheldon@peaceantigo.org
 n.heinzen@peaceantigo.org
 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

Jim Henning
 Laura Palmer
 Jackie Duchan
 Danielle Yuska
 Breanna Kratz
 David Reineke, Advisory

