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## Preschool Handbook

Peace Lutheran Academy Preschool is offered to assist and support parents in the education of their children, even in the earliest years.

Growing bodies need snack-time, movement, and rest. Growing minds need time to speak and time to listen. Growing children need opportunities for imagination and for lessons taught to them through discipline and love. Most important, growing souls need catechesis integrated throughout the day in Bible lessons, Scripture memory, and hymn singing. Peace Lutheran Academy Preschool provides all of that for your growing child.

### Age Requirement

The State of Wisconsin requires that children must turn 4 before September 1 to be eligible for a 4 year-old preschool program. Peace Lutheran Academy also requires that children are completely toilet trained before beginning preschool.

### Preschool Enrollment

Our preschool program is open to the general public. Registration forms for preschool enrollment are available in the church office. Registration is open for parents wishing to reenroll their children for the coming year after April 1. All forms must be completed and submitted to the church office with a \$100 registration fee to guarantee enrollment in the preschool. Enrollment of children in the preschool after the registration period is granted if openings are available.

### Program Hours

The 4 year-old preschool class meets from 1:00-3:20 p.m. on Tuesdays and Thursdays. The children should arrive between 12:30 and 12:50 p.m. unless other arrangements have been made. The class is dismissed in the main entrance to the Academy at 3:20 p.m. Please be prompt in picking up your child.

### Snow Days

In the event of a weather cancellation, families will be notified individually and electronically by email and/or text and the website will be updated by 6:30 a.m.

### Dress Code

There is no uniform policy for preschool students. Parents are asked to use discretion and good judgment in dressing their children for school. Clothing should be clean and in good repair. For safety purposes, shoes must fit securely on the feet.

### Daily Schedule

The Preschool schedule includes Bible lessons, listening, fine and gross motor activities, music, and snack time. Our curriculum is based on the classical education model. Sample daily schedules will be distributed to families, as well as posted in the classroom.

### Snack

Snack time is scheduled every day. Children will have time for a snack and water. Your child will need to bring a water bottle and a healthy snack (cheese, crackers, yogurt, fruit, pretzels, etc.). Please send the snack in a lunch box or bag with your child's name clearly marked. The box or bag will be hung on your child's hook or placed on the shelf above until snack time.

### Extra Clothes

Please send a complete set of extra clothing, including socks and underpants, in a plastic bag to school on the first day. These will be used in the event of an accident.

### Birthdays/Special Days

We will celebrate your child's birthday at school. You may send a treat for the whole class for your child's birthday, but are not required to do so. Let the teacher know one week before when you will bring a treat.

Occasionally there will be sign-up sheets on the table in the hallway for snacks or other supplies for special days, projects, or holidays. Announcements will be made in advance. Your help with these items is greatly appreciated.

### **Discipline**

Crying at the beginning of the year is normal. If your child begins to cry, we know that it will be difficult for you to leave. It is also normal if your child does not cry on the first day but begins to cry on subsequent days. If you develop a short, simple routine that reassures your child of your love and of your return, this will help your child adjust to the routine of coming to school. The classroom teacher will take your child gently and provide comfort. Most children will stop crying shortly after the parent has left. If the child is inconsolable, parents will be notified.

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At the beginning of the year positive reinforcement will be used to help the children learn our rules and routines. Children will be given verbal praise and other incentives when they take their places, listen well, and follow directions.

A verbal reminder, a look, or a gentle touch will usually stop poor behavior. If poor behavior continues, the child might be removed from the group and led to the “thinking chair” to serve a time-out. When appropriate time has passed, the teacher will discuss with the child his/her poor behavior and forgiveness. The child will then return to the group. At this age, any further discipline is not necessary.

### **Field Trips**

We will be going on several field trips throughout the year. Parents will be needed to drive for the field trips. The State of Wisconsin requires that all children must be restrained in a car or booster seat while riding in a motor vehicle. Therefore, you will need to leave your child’s seat at school on the morning of a scheduled field trip, unless you are

scheduled to drive. We understand if you are not comfortable with having your child ride in someone else’s car. If that is the case, feel free to keep your child at home on scheduled field trip days or volunteer to drive. Some trips will allow an unlimited number of chaperones to accompany the children, while others are limited. Chaperones will be chosen by the teacher from those who volunteer.

### **Winter**

Often we will go outside for gym when the weather is nice. During the winter, we will occasionally go outside. Please send appropriate clothing for outside play every day, including an extra pair of socks. We make every effort to go outside whenever there has been a fresh snowfall.

### **Show and Tell**

At the preschool age, children become inquisitive, interested, and engaged. They enjoy new experiences and have extensive vocabularies. Show and Tell is a wonderful opportunity for children to demonstrate their growing abilities to speak, ask questions, and understand others while also learning to be comfortable speaking in front of peers, being respectful of others, and following rules.

There will be regular opportunities for children to participate in show and tell which will be communicated with parents in advance. Before your child’s scheduled opportunity, please practice with them what to say while sharing with the class.

### **Take Home Books**

We encourage you to read to your child every day. It is a great way to spend some time with your child and to learn together. It is also a vital component of your child’s reading development. Each day that your child comes to school, he/she may choose a book from the classroom library. Each child will receive a bag with his/her name on it. Your child will be taught to put the book into this bag, if it fits, and put the bag into his/her backpack. When your

child returns to school the next day, he/she will return the book and have the opportunity to choose another one. Children will not be allowed to borrow a new book without returning an old one. Putting the book back in the bag immediately is a good habit for them to form. This helps to keep the books from getting lost or damaged as well as teaching students to be responsible for his/her belongings and those things belonging to others.

### **Communication**

Open communication between parents and teachers is extremely important, and we at Peace are committed to a partnership with the parents. No question, concern, or problem is insignificant. Do not hesitate to contact the classroom teacher or the Headmaster promptly with your concerns.

### **Guidelines for keeping your child home from school**

1. Fever greater than 100° (Must be fever-free for 24 hours without Tylenol or Ibuprofen.)
2. Serious cold symptoms e.g. coughing, sneezing, and/or severe nasal congestion that would interfere with learning.
3. Nausea with or without diarrhea or vomiting
4. Open sores with drainage
5. Undiagnosed rash
6. Untreated head lice
7. “Pinkeye” when the whites of the eyes are completely red and/or pus is present
8. Headache severe enough to interfere with learning
9. Cough with wheezing or moderate to severe chest pain



## Academy Handbook

### The Academy Mission Statement

Peace Lutheran Academy is owned and operated by Peace Lutheran Church of Sussex, Wisconsin, under the supervision of the congregation's Board of Education. Peace Lutheran Academy was established in 1995 to assist and support Christian parents in their God-given vocation of raising their children. Children are gifts of God. Christian parents desire that their children grow up knowing and believing in their Lord and Savior Jesus Christ and that they learn to live as faithful, responsible, God-fearing citizens in the world in which God has placed them. It is the goal of Peace Lutheran Academy to do all it can in the fields of elementary education and Lutheran catechesis to assist parents in their God-given calling. In addition to offering a high quality elementary education in the Classical model, we are committed to the Christian faith as taught in the Word of God and confessed in the historic Confessions of the Lutheran Church. Parents who believe as we do will find an important ally in Peace Lutheran Academy and the education that we offer.

### The Academy Commitment Statement

The Pastor, congregation, Board of Education, faculty, and staff of Peace Lutheran Academy are committed to forging a partnership with parents in elementary education and Lutheran catechesis. The education we offer is governed by the following:

1. A world view which is God-centered rather than man-centered.
2. Honor and respect for those in authority as representatives of God and understanding the place of Law in the secular and spiritual kingdoms.
3. The centrality of the Gospel of the forgiveness of sins for Christ's sake in the life of a Christian and the church.
4. A partnership and involvement with parents in every area of their child's education and spiritual growth.
5. An education based in the core disciplines and humanities— reading, writing, mathematics, science, geography, history, literature, music, and art.
6. The teaching of language and foreign language for learning the art of communication and rhetoric.
7. Academic standards which demand excellence and achievement.
8. The teaching of singing and music in service to the church and for the prayer life of God's people.
9. Faithfully teaching the Word of God and passing on the language of our holy faith so that the baptized learn how to receive God's gifts in the Divine Service, how to pray, how to confess, and how to live where God has called them to live with faith in Christ and love to the neighbor.
10. The centrality of the Divine Service and daily prayer according to the church's historic and confessional liturgy of Word and Sacrament.

### **The Commitment of Parents**

Peace Lutheran Academy exists for the purpose of assisting and supporting Christian parents in their God-given responsibilities of raising and rearing their children. Commitment to our Classical Lutheran approach to education is imperative for all parents who would send their children to Peace Lutheran Academy. A thorough screening of parents takes place before their children are enrolled in the Academy.

Parents are urged to cooperate with the daily schedule of the Academy by insuring that their children arrive promptly to school on days of instruction, to church when participating in the choir, and to any school-sponsored activity.

Because of the nature of Peace Lutheran Academy, all parents are expected to participate in some volunteer activities at the Academy during the academic year.

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### **An Education for All Children**

Peace Lutheran Academy offers a basic education in the core disciplines in humanities: reading, writing, mathematics, science, geography, history, literature, music, and art. Physical and health education is also an important part of our curriculum. We have high academic standards which seek to promote excellence and achievement from all our students, but we are not an elitist school only for the gifted and advanced learner. We believe that all children can learn, especially when challenged and motivated by specific knowledge, high expectations, exceptional teachers, and the discipline and support of parents. Our low teacher-to-student ratio makes Peace Lutheran Academy an ideal setting for children with varying degrees of ability.

### **Classical Education**

Peace Lutheran Academy's curriculum is based on the Trivium. The Trivium divides elementary instruction into three basic parts: grammar, logic, and rhetoric. "Grammar" (not just the parts of speech) includes learning the basic knowledge-information, facts, and vocabulary- of a particular subject. "Logic" is that part of instruction that helps students use and understand what that information or "grammar" means. Finally, "rhetoric" is the stage that encourages thoughtful use of the "grammar" and "logic" of the subject in applying that knowledge to one's own life or new situations in the world. The foundation of "grammar" and "logic" are essential for the "rhetoric" stage and are the basics for an elementary education. "Rhetoric" begins in the elementary school and develops more fully at the high school and college levels. Peace Lutheran Academy provides the solid foundation for future growth and success beyond the grade school years.

Peace Lutheran Academy believes that the ability to read is the most important skill to be taught to elementary children to ensure their academic growth and success in school. Our Academy pledges itself to the teaching of phonics as the foundation for learning to read. Children are taught the basic building blocks of the English language, including proper spelling, punctuation, grammar, and sentence structure. Literacy is fostered in our students by grounding them in both the skills necessary to read and write the English language and the rich content of our literature curriculum.

In addition, Peace Lutheran Academy provides a complete education in the areas of history, geography, and mathematics for all grade levels. Latin instruction begins for all students entering third grade. Students in the upper grades also learn skills for using technology for educational purposes.



## Music and the Arts

Peace Lutheran Academy teaches music on a daily basis. Particular emphasis is given to the art of singing, so that the young Christian learns to participate in the devotional richness of the Church's liturgy and hymnody. In addition, there are many opportunities to explore the vast musical and artistic treasures from outside the church. The Academy and Cherub choirs are expected to participate in the Divine Service several times throughout the academic year.

## Academy Catechetical Program

Peace Lutheran Academy has as its central task faithful Lutheran catechesis. The entire catechetical program for all grades falls under the jurisdiction and oversight of the Pastor of the congregation. Catechesis takes place in the Academy's worship and prayer life, music program, and daily integration of the faith into academic subjects. For this reason, the faculty receives ongoing instruction in Lutheran doctrine. "Religion" as an academic subject is replaced with daily Matins for the entire school at the beginning of the day, catechetical instruction by the Pastor in the upper grades, and daily afternoon prayer in the classrooms led by teachers.

Listening to Bible stories, discussing what is heard, praying the Catechism and liturgy, and singing of the hymns of the church is part of the daily life of the academy. Children learn the entire Catechism by heart by the end of the third grade. Children learn a three-year cycle of important Bible passages and hymn verses by heart. The Pastor gives catechetical instruction to all classes in the Academy, beginning in the fourth grade. By the request and consent of their parents and with the approval of the Pastor, first communion is granted to those children who have learned by heart the Six Chief Parts of the Small Catechism, and who have been examined and absolved by the Pastor. Children are confirmed during their eighth grade year, after having learned by heart the Six Chief Parts and after having

successfully completed the core catechetical courses taught by the Pastor.

Children grow in the Christian faith and life through the integration of that faith into all the academic subjects of the Academy. They learn to evaluate the real world and our society and culture on the basis of the Word of God and the Christian confession. Children learn the faith by doing those things which will be a part of their Christian life as long as they live.

Foremost in the process of catechesis is the involvement of parents in the catechization of their children. This requires the ongoing catechization of parents through the Divine Service, adult instruction, Bible classes, and special topic presentations, so that the Word of the Gospel becomes the foundation for their faith and life. This catechesis assists parents in living their Christian vocation, understanding the Divine Service and the church's liturgy, teaching their children to listen to the Word of God, praying the Catechism in the home, and practicing confession and absolution within the family.

## K-8 Enrollment

An entrance interview with both member and non-member parents is conducted by the Pastor and Headmaster when parents enroll children in the Academy for the first time. Registration forms for K-8 enrollment in the Academy are available in the church office. The registration deadline is July 1. Interviews are usually conducted in April and May. This interview must take place in order to complete the registration process. All forms must be completed and submitted to the church office with a \$100 registration fee to guarantee enrollment in the Academy. Enrollment of children in the Academy after the July 1 deadline is granted if openings are available.

Because we emphasize our partnership with parents in all aspects of their children's education, especially

the religious, non-member parents are required to attend the adult catechesis course taught by the Pastor of the congregation prior to or during the year of enrollment for their first child who attends Peace Lutheran Academy.

### **Tuition and Fees**

#### **4-year old Preschool (two afternoons per week)**

\$1590 (includes \$100 registration fee)

#### **Kindergarten**

\$2115 (includes \$100 registration fee)

#### **Grades 1-8**

\$3020 (includes \$100 registration fee)

Parents who have more than one child enrolled in the Academy during the same school year will pay the full tuition fee for the oldest child. The tuition of each additional child enrolled in the Academy through Preschool will be reduced by an additional 10% for each child. Example: A family with four children enrolled in the Academy at the same time will pay 100% tuition for the oldest child enrolled, 90% tuition for the second child, 80% tuition for the third child, and 70% tuition for the fourth child. Tuition payment plans are set up at the time of registration. Tuition may be paid annually, semi-annually, quarterly, or monthly. Monthly payments are due on the first day of each month beginning with the month of June preceding the academic year for which the payments apply. The Academy reserves the right to call for the full payment of unpaid tuition balances in the event that tuition payments are late, or parents have demonstrated a history of tardiness in their tuition payments. Failure to pay tuition according to the agreed upon plan will result in the discharge of these students from the Academy.

Parents who voluntarily withdraw their child from Peace Lutheran Academy are responsible for the balance of the tuition for the current semester. Prorated refunds will be issued for students excused by Peace Lutheran Academy.

In addition to tuition, all students are assessed a \$50 annual activity fee.

Selected books are purchased by parents for their children before the beginning of each school year. The average cost of books ranges from \$100 to \$300 per student depending upon the grade. The books remain the property of the parents. Supply lists and other information are sent to parents before the beginning of the academic year.

Peace Lutheran Academy uniforms, catechesis materials, and student consumable supplies are in addition to tuition and books. Teachers provide a list of student-consumable supplies prior to the beginning of each academic year, which are to be purchased by parents. Uniforms may be purchased through Flynn & O'Hara Uniforms.

There is no daily hot lunch program. A special hot lunch sponsored by volunteers is offered once a month.

### **Tuition Assistance**

Tuition assistance for children in grades K-8 is available to member parents of children enrolled in Peace Lutheran Academy. It is the policy of Peace Lutheran Academy that no member family will be denied access to the Academy because of financial need. Financial need is determined solely on the basis of the income of the member family, except in cases of medical hardship or other extenuating circumstances, which are determined on a case-by-case basis. Financial assistance may be granted to non-member families in special cases. Applications for tuition assistance are available from the church office.

### **Fundraising**

Peace Lutheran Academy depends on fundraising to raise the additional income needed to support the Academy. Please support our annual fundraisers. These fundraisers include monthly fish fries, the quilt raffle, the Christmas craft fair, the poinsettia

sale, and the Goods and Services Auction. In addition, Peace Lutheran Academy offers families and congregation members the opportunity to participate in the Scrip program. Scrip is a real and negotiable gift certificate from one of over 160 participating national merchants. The Academy buys the Scrip at a reduced rate (normally 2-20%) and sells them to you for the face value. The difference in the purchase and selling price is the Academy's profit. If your family purchases \$400 in groceries and \$200 in gas per month for 12 months using Scrip, the Academy will receive approximately \$200 in profit. Additionally, your family will receive a credit of approximately \$60 towards the following year's tuition. Please contact the church office for details about participating in Scrip.

## Policy on Conduct and Discipline

Although forgiveness of sins by grace alone for Christ's sake is the foundation of our faith as Christians, the outer man is still disciplined by the force of law. Maintaining discipline in the classroom is consistent with the practice of forgiveness and unconditional love which is central to the Christian faith and life. Christian parents discipline and punish their children at the same time they forgive them and love them unconditionally. The teachers of the Academy seek to do the same.

The conduct and discipline maintained in Peace Lutheran Academy seeks to prepare children for the responsibilities and consequences of their actions in later life. All of Peace Lutheran Academy's teachers recognize that the conduct of students in their classrooms affects behavior outside the classroom. Children are taught to honor and respect the authority of their teachers as they are to honor and respect their parents. All teachers will explain and disseminate the rules, privileges, and punishments that govern all aspects of behavior in their classroom. They will address tardiness, missed homework, inappropriate behavior, dismissal, acceptable work, preparedness, and general citizenship with their students and their students' parents.

To ensure that learning is not interrupted by unpreparedness or behavioral disruptions, the Academy enforces a policy of demerits, after-school detentions, suspensions, and expulsions. The goal of our conduct and discipline policy is to work with parents to reinforce and support standards of responsibility, courtesy, respect, and behavior which are an important aspect of children's education, and to prevent the loss of valuable instruction time. The maintenance of an orderly and harmonious classroom is essential to learning. Academy punishments may include any one of the following, depending upon the type and seriousness of the infraction.

## Disciplinary Action

1. **Reprimand:** The teacher gives a reprimand to the student in private. Parents will be notified either by a telephone call or in person by the classroom teacher. This action may also include loss of privileges.
2. **Demerit:** The student will be sent to the Headmaster for discussion of the problem.
3. **Second Demerit:** The student will serve an after-school detention.
4. **Suspension**
5. **Expulsion**

Depending on the severity of the offense or the attitude of the offender, steps one and two may be skipped at the discretion of the teacher.

Infractions which result in disciplinary action being taken are:

1. Being disrespectful to a teacher, peer, or visitor (fourth and fifth commandments)
2. Fighting (fifth commandment)
3. Vandalism (seventh commandment)
4. Lying (eighth commandment)
5. Cheating (seventh and eighth commandments)
6. Other disruptive, harmful, or in appropriate behavior.
7. Failing to complete homework on time or forgetting homework.

## After-School Detentions

After-school detentions are issued after the second demerit is received. Detentions are served after school on designated days. Length of detention and any other punishment associated with the detention varies with the age of the child and the nature of the infraction. Siblings of students serving detentions must be picked up at regular school dismissal time.

### **Suspensions**

Suspensions from school are reserved for the most serious offenses or the most consistent misbehavior. Suspensions are instituted by the Headmaster, after consultation with the appropriate faculty and parents.

### **Expulsions**

Expulsions from the academy occur if, as enrollment progresses, a student cannot or will not abide by the foregoing standards of conduct and behavior. Peace Lutheran Academy enrolls students judged to be civilized and cooperative. After consultation with the parents, student, and involved faculty, the Headmaster and Board of Education will expel the student when it has been determined that all other corrective avenues have been exhausted.

### Grading

In Kindergarten, reports indicate the extent to which a skill has been mastered.

In Grades One and Two, a “+” is defined as superior, a “✓” is average, and a “-” is below average.

Teachers in Grades Three through Eight assign letter grades according to the following scale:

100%	A+
96-99%	A
95-93%	A-
92-90%	B+
89-86%	B
85-83%	B-
82-80%	C+
79-76%	C
75-73%	C-
72-70%	D+
69-66%	D
65-63%	D-
62-0%	F

An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing.

### Academic Policy

To pass a subject a student must have a passing average (a 1.0 grade point average or a letter grade of “D” or above) for all four quarters. If a student fails two or more subjects, he/she will not be promoted and must repeat the current grade level.

The subjects upon which promotion or retention is based are as follows:

- Latin
- Language Arts
- History/Geography
- Math
- Science

Any exception to this policy is at the discretion of the Headmaster.

### Homework

It is the Academy’s philosophy to require homework from students throughout the school year, five nights a week.

Students are required to document assignments in their assignment notebooks each day. Teachers may initial the assignment notebook each day to ensure that the student has accurately written down the assignment. Parents whose children are in grades K-4 are asked to initial the assignment notebook each day to ensure that their child’s homework is complete.

Students should be spending **no more** than the following amount of time completing their homework assignments:

Kindergarten	20-30 minutes
Grades 1 and 2	30-45 minutes
Grades 3, 4, and 5	1-1 1/2 hours
Grades 6, 7, and 8	2 hours

These times will vary for each child. Above times include academic homework, such as math, phonics, language arts, history, etc. These times do not include Bible verse, hymn singing, or catechism learn-by-heart work that is to be practiced during family prayer. Parents who notice that their child is consistently spending additional time on or struggling with the homework load are urged to speak to their child’s teacher as soon as possible.

### Academic Achievement Recognition

Students will be recognized at the end of each academic year for achievement in academic and catechetical areas.

In addition, students in grades 5-8 who attain a grade point average of 3.5 or above for an academic

quarter will be awarded Honor Roll for that quarter.

### **Arriving at School**

Parents should transport their kindergarten through eighth grade children to school for arrival no earlier than 7:30 a.m., unless special arrangements have been made. Please make every effort to have your child(ren) at school by 7:45 a.m. The tardy bell rings at 7:55 a.m., the beginning of the school day. The teachers will walk the students, by class, to the sanctuary for Chapel at 8:00 a.m.

The Academy doors are locked at 8:00 a.m. for security. If arriving late, please enter by the main Church doors.

### **School Hours**

Prompt arrivals are expected and parents can expect prompt dismissals.

Kindergarten

7:55 a.m. – 12:30 p.m.

Grades 1-8

7:55 a.m. – 3:20 p.m.

### **Snacking During School**

Gum chewing is not allowed in school at any time. A daily morning snack period is scheduled for all grades.

### **Lunch Time**

Lunch is eaten in the classroom. Politeness and civility are expected at lunch time. Lunch time is also reserved for conversation and social interaction. Students ask a blessing and return thanks together with their teacher before and after lunch. Students are expected to pick up after themselves and assist in keeping their classroom clean and neat.

Noontime lunch beverages may include milk, juice, or ice water. No soda will be allowed. Milk is

available at a reduced cost. Orders for milk are placed through the Academy office.

Hot lunch is generally served once a month.

### **Recess**

Students need and want a time during the day to engage in self-directed activity. As in the classroom, the supervising teacher is the authority during recess. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive or demeaning to an individual are forbidden. All students are to remain in the designated recess area.

### **Academy and Cherub Choirs**

At Peace Lutheran Academy, we are committed to the teaching of singing and music in service to the church and for the prayer life of God's people. All students in kindergarten through third grade are required to participate in the Cherub Choir. All students in grades 4-8 are required to participate in the Academy Choir. Because of the liturgical nature of the choirs, the students will be required to sing for Divine Service on scheduled Sundays and for special occasions. A schedule will be distributed at the beginning of the academic year in order that families can schedule accordingly.

In keeping with the Academy conduct policy (p.13), all students are expected to show standards of responsibility, courtesy, respect, and behavior which are in keeping with the honor and respect due the authority of the teacher and the reverence due the Lord God. In addition, any participation in events outside the building will subject students to the same rules, regulations, and expectations of civility observed on the Academy campus.

Parents are expected to partner with the Academy by insuring that they regularly read the weekly Academy newsletter, which contains all announcements pertaining to the choir schedule, and

that their children are punctual for each choir commitment.

Rehearsals are held during the school day. There will also be a Saturday morning rehearsal in December for *Lessons and Carols* preparation and an after-school rehearsal in May for Spring Concert preparation.

On the day of a Divine Service, students are to wear their Academy uniforms and be in their seats on time to warm up. Arrival times will be announced in the *Accents*. Students are expected to sing for both morning services. They will remain seated with the choir for the entire 7:45 a.m. service and will be dismissed before the sermon at the 10:30 a.m. service, at which time they will exit the nave, proceed to the Gerhardt Room to disrobe, and exit the building quietly. Families are encouraged to remain between services and to participate in Sunday School and Bible Class. For evening services and other events, students will remain seated with the choir for the entire event.

In keeping with the Academy Policy on Communication Devices (p. 22), students are not permitted to possess, display, use, or activate portable communication devices at rehearsals or during the Divine Service. Any violation of this policy will result in confiscation of the device. Parents may retrieve the device from the choir director.

Please notify the choir director immediately of any planned absences and whenever an unplanned absence occurs.

### **Emergency Drills**

Fire drills are held each month in accordance with state safety guidelines.

Tornado drills are held each year in preparation for the tornado season.

In compliance with state law, active shooter drills will be held once during each academic year.

### **George and Susan Kaminski Library**

Each Academy student may visit the school library. The privileges of the library are free to all students, however students will be charged for lost or damaged library materials. Reference books may not be checked out at any time. Students are asked to take care of all materials and follow carefully the rules and procedures of the Kaminski library.

### **Field Trips and Special Events**

Field trips and special events are privileges for students who have completed the work necessary to participate. Students who are ill, absent from school, or unprepared for the field trip or special event will not be allowed to participate.

Whenever students are traveling away from the Academy, they are subject to the same rules, regulations, and expectations of civility observed on the Academy campus. As in the classroom, the teacher(s) will judge what behavior is acceptable or unacceptable. Any student who receives a demerit while on a field trip is excluded from the next field trip. Drivers are asked not to distribute snacks to the students in their cars.

### **Snow Days**

In the event of a weather cancellation, families will be notified individually and electronically by text and/or email, and the website will be updated by 6:30 a.m.

### **Holiday Events**

The Parents' Association sponsors special events for all students at various times throughout the year. These events might include a Fall Festival, hayride, sledding, skating, special field trip, etc. Parents are involved in planning and chaperoning the activities through the Parents' Association.



**Christmas**

Special Christmas events during class time will be planned at the discretion of individual teachers.

**Other Celebrations**

As a general rule, class parties during the school day will be kept to a minimum to avoid the loss of valuable instructional time. At the same time, however, the Academy recognizes the importance of social interaction and the sense of community which can be developed through such celebrations. Daily chapel will always observe the many festivals and saints' days throughout the church year. From time to time, chapel will begin fifteen minutes early to allow for these special observances. In addition, the lunch time is always an appropriate time for additional holiday and festive celebrations.

**Birthday Celebrations**

Small celebrations for birthdays are held at the teacher's discretion. Students may provide a treat for their class for a lunch time celebration. Treats need to be prepared so that they are ready to serve. Parents are asked to avoid sending cupcakes which are extremely messy.

**Baptismal Birthday Celebrations**

The baptismal anniversary of each kindergarten through eighth grade child is observed at the Matins service. Children receive a baptismal birthday card and a prayer is offered on their behalf.

**Pick-up of Students**

Parents are requested to fill out a "pick-up form" at the beginning of the school year, designating those who are authorized to pick up their children at the end of the school day as part of their normal routine. Any change in pick up procedure must be reported to the office before the end of the school day.

First through eighth grade students should be picked up by 3:30 p.m. The building will be closed at 4:00 p.m. We ask that parents make every effort

to collect their children promptly at their time of dismissal. Drivers should wait in the drive-through lane of the Academy while waiting for dismissal.

Upon dismissal from their classrooms, students will line up inside the Academy entrance and wait for their parents to arrive and pull up to the doors. Academy teachers will then allow students to leave on a car by car basis. After 3:30 p.m., any students who are still waiting will be escorted back to the classroom where they will wait under the supervision of a teacher for parents or guardians to come for them.

**Substitute Rides Home**

If your child is to ride home with someone other than the regularly scheduled driver, please send a note or call the office giving permission for the student to leave school. Please identify the other person's name and indicate his/her relationship to the student.

**Walkers and Bikers**

Parents must give written permission for their children to walk or ride a bicycle to and from school. Students who walk or ride bicycles are asked to go home directly following dismissal.

**Attendance**

All absences are to be verified by a call to the Academy from a parent or guardian before 7:30 a.m. on the morning of the absence. Please leave a message for the secretary indicating the reason for the absence and whether or not you will be picking up make-up work for your child. If you must take your child out of school early or return them late because of doctor appointments, etc., please inform the teacher as soon as possible. Students will wait in their classroom for parents or guardians to come for them.

### Illness and School Absences

If a student becomes ill during school, he or she should notify the teacher who will help make appropriate arrangements with the office for the student's care and/or parent notification. Students with a fever will not be readmitted to classes until they are fever free without medication for 24 hours. Students who are ill and absent from school cannot participate in after-school events or extracurricular activities for that day.

### Guidelines for keeping your child home from school

1. Fever greater than 100° (Must be fever-free for 24 hours without Tylenol or Ibuprofen.)
2. Serious cold symptoms e.g. coughing, sneezing, and/or severe nasal congestion that would interfere with learning.
3. Nausea with or without diarrhea or vomiting
4. Open sores with drainage
5. Undiagnosed rash
6. Untreated head lice
7. "Pinkeye" when the whites of the eyes are completely red and/or pus is present
8. Headache severe enough to interfere with learning
9. Cough with wheezing or moderate to severe chest pain

### Extended Family Vacations

Parents planning to take their children on a trip that will take them out of school must notify the school in writing at least two weeks before the trip. Lengthy trips that cause the student to miss class time are not encouraged. It becomes the parent and student's responsibility to make arrangements with teachers for any missed assignments and to complete any assigned work upon return. The student is responsible for all missed work. At the teacher's discretion, advance work may or may not be prepared before the vacation absence.

### Family Death or Terminal Illness

If there is a death, terminal illness, or similar traumatic situation in your family which may affect the student's attendance, spiritual and emotional well-being, or level of concentration, please notify the Pastor, Headmaster, and classroom teacher.

### Office Hours

The office is open Monday through Friday from 7:30 a.m. to 4:00 p.m. Office personnel will be available to receive telephone calls, tuition payments, hot lunch money, and bookstore and Scrip purchases during these hours.

### Lost and Found Box

There is a lost and found box in the office.

### Dress Code and Uniform Policy

Peace Lutheran Academy's dress code and uniform policy was established to set a tone at school for learning in which students are expected to do their best, study faithfully, and work hard. It also provides an attractive and neat appearance for all students, avoids peer pressure in matters of dress, and provides a uniform dress for all off-campus public appearances. A full description of the school uniform is located as an appendix to the handbook.

For students in kindergarten through grade eight, only the approved uniform is acceptable attire. Items of clothing must be clean, pressed, and in good repair (not worn out). Modest styles and quantities of accessories in the areas of jewelry, nails, hair items, and makeup are to be observed. Hair coloring of any type is not permitted. Parents are asked to monitor their children closely. The Headmaster and faculty reserve the right to exercise discretion in the dress code so that safety is maintained at school and the dress of students falls within the overall spirit of this policy.

Outer coats, parkas, and hats for both boys and girls are to be compatible with the dress uniform.

Teachers will inform parents if their classes will be walking to other locations, in order that students are prepared for inclement weather with a raincoat or slicker, hat or umbrella, and galoshes or boots. Students must have warm coats, hats or hoods, gloves or mittens, and waterproof winter boots during the cold winter months. Boots must be worn into and out of the building to avoid wet, slippery areas inside. Girls may wear navy or red leggings or tights under their uniforms when walking or playing outside in cold weather.

**NOTE ON SHOES:** The following shoes are **not allowed** for safety reasons: patent leather shoes,

ballet flats, and shoes with a heel height over two inches. Every effort should be made to purchase shoes with soles and heels that do not leave marks on the tile floors.

Questions about dress should be directed to the Headmaster. Chronic or notable offenders will be asked to call home to have parents bring appropriate dress before being permitted in class.

### **Policy on Communication Devices**

“Portable Communication Devices” are defined to include portable two-way telecommunication devices, including but not limited to, cellular telephones, pagers, beepers, walkie-talkies, personal digital assistants, and other hand-held computing devices (when such device is being used as a communication device.) This definition will also include any new technology developed for similar purposes.

### **Possession, Display, and Use**

Students are not permitted to possess, display, use, or activate portable communication devices on school campuses during the instructional day. The instructional day includes but is not limited to, recess, study halls, lunch breaks, class changes, and any other structured or non-structured activity that occurs during the normal school day.

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Students are not permitted to possess, display, use, or activate portable communication devices at school-sponsored activities at any time.

### **Discipline**

The School Headmaster, teacher or designee shall take possession of portable communication devices for any violation of this policy. Parent or legal guardian must make arrangements with school officials to claim such devices. Specific time may be established by school officials for parent or legal guardians to retrieve such devices. Confiscated portable communication devices will not be released to students under any circumstances.

In addition to school officials taking possession of these portable communication devices until the parent or legal guardian retrieve such devices, students who violate this policy shall be subject to disciplinary actions as outlined in the Parent Handbook under the heading “Disciplinary Action.”

### **Responsibility/Liability**

The school staff, faculty, and school board will assume no responsibility in any circumstance for the loss, destruction, damage, or theft of portable communication devices or for any communication bill associated with the authorized or unauthorized use of such devices. Students will be responsible for locating any lost or stolen items.

### **Exceptions**

Any requested exception to this policy will be handled on a case-by-case basis and must be submitted in writing to the Headmaster or designee. Any exception granted to this policy will be reviewed by the Headmaster or designee and must be granted in writing prior to allowing the student on school campus or a school-sponsored event with a portable communication device.

### **Facility Telephones**

Students must obtain permission from the office personnel to use the facility telephones. Students should use the facility telephones only for matters of an urgent nature.

## Administration of Medication/ Emergency Health Care Policy

In order to ensure that all children thrive in their learning experiences at Peace Lutheran Academy and to prevent negative medical or physical outcomes, and in accordance with Wisconsin State Statutes, the Board of Education has established this policy and related administrative guidelines and forms for the administration of medication and emergency care to students.

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, would prevent the student from attending school, or would affect the student's ability to receive a beneficial education. Medications should be administered to students at home rather than at school whenever possible. NO medication will be administered by school personnel until the consent forms are completed and on file with the Academy.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician's assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any non-prescription drug products. "Administer" means the direct application of a non-prescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Non-prescription drug product means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

The Board will require the headmaster to distribute annually to parents and guardians of all students the Student Immunization Record and Student Health Report with the Emergency Medical Authorization

Form. In the event emergency medical treatment for a student is necessary, the staff will adhere to the instructions of the authorization form. These documents will be kept in a separate and easily accessible file in the school building. Anytime a student or a group of students are taken off of school property to participate in a school event, the staff in charge of the event will take this file. These documents will be protected in accordance with the HIPAA Privacy rules.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instruction from the child's practitioner and the written consent of the parent. (**Authorization to Administer Prescription Medication** form)

Non-prescription drug products may be administered to any student during school hours only with the prior written consent of the parent. (**Authorization to Administer Over-the-Counter Medication** form) Substances which are not FDA approved (e.g. natural products, food supplements) will require the written instruction of a practitioner and the written consent of the parent.

The document authorizing the administration of both prescribed medication and non-prescription drug products shall be kept on file in the administrative offices.

Only medication in its original packaging and labeled with a date will be administered. If prescription medication, the student's name and the exact dosage must be indicated. Parents or students with written authorization by a health practitioner may administer medication.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the Board's administrative guidelines.

Any staff member with prior written authority from the Academy Headmaster is immune from liability for his/her actions or omissions in administering medication, including but not limited to, glucagon and epinephrine, unless the action or omission constitutes a high degree of negligence. Such immunity does not apply to healthcare professionals.

All prescription medication shall be kept in a locked storage case in the administrative offices.

Students who may require administration of a drug on an emergency basis may have such medication in their possession with written authorization from a parent (**Self-Administration of Prescription Medication** form).

The Board shall permit the administration by staff of any medication requiring intramuscular injection when both the medication and the procedure are prescribed by a practitioner and the staff member has completed the necessary training as per the Wisconsin Department of Public Instruction online medication course.

### Parent-Teacher Communication

Teachers will communicate to parents through the *Academy Accents*, email, phone calls, or personal contact. Parents may contact the teacher by email, phone calls, or by appointment. Teachers are to be respectful to all parents and provide opportunities to show successes and concerns for their child. Parents are to be respectful of teachers' time, be conscious of appropriate times to make contact, and will be respectful to the teacher when discussing a situation. Parents who have a classroom concern or question should first talk to the teacher before meeting with the Headmaster. It is important to read all communication that is sent from your child's teacher(s).

*Academy Accents* (for school-wide announcements) along with the Congregation at Prayer will be sent home to all Academy children each week. Please read through the entire newsletter as it contains important scheduling information and announcements.

Parent-teacher conferences are held twice a year in the fall and spring. These are established times when parents and teachers meet to discuss student progress. Both parents are asked to make every effort to attend these meetings. Parents and teachers, of course, are welcome to schedule a conference whenever either party deems it necessary. Parents are strongly encouraged to bring their children to conferences unless requested not to do so by the teacher.

At the conclusion of each academic year, parents will receive an Academy evaluation to complete. The Academy, faculty, and Board of Education will review the completed evaluations with consideration to continuing improvement.

Parents are encouraged to speak freely and openly to their child's teachers. The faculty makes every effort to maintain regular communication with parents.

### The Parents' Association

All parents of Peace Lutheran Academy students automatically receive membership in the Parents' Association, which exists to promote friendly relationships among parents, to acquaint them with the spirit of Peace Lutheran Academy, to obtain their cooperation with its objectives for the development of their children, and to initiate the parents' involvement in and support for projects and functions which aid the Academy academically, socially, and financially.

Specifically, the mission of the Peace Lutheran Academy Parents' Association is:

- To help the Academy communicate with parents
- To help the parents understand the fundamental premises upon which the Academy is based and functions
- To help schedule, promote, and host Academy activities
- To welcome new parents and to instill in them the need for their continual involvement in and support for the Academy
- To encourage pride in the children and in the Academy
- To assist the Academy in improving and expanding its name recognition in the Sussex community







## Peace Lutheran Academy Directory

Church and Academy Office.....	262-246-3200
Rev. Peter C. Bender, Pastor.....	262-370-1189
Mrs. Laura Ferguson, Interim-Headmaster and teacher.....	608-345-4626
Mrs. Beth Bender, Academy teacher.....	262-247-5334
Mr. Nathanael Hahn, Academy teacher.....	608-495-0829
Miss Katie Laubenstein, Academy teacher.....	815-299-2438
Miss Laura Laubenstein, Academy teacher.....	262-345-5319
Mrs. Kathy May, Choir director.....	414-491-6208
Mrs. Brenda Greschner, Church and Academy secretary.....	262-246-3200
Mrs. Kathy Stoltenberg, Church and Academy secretary.....	262-246-3200

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### Board of Education

Staci Anderson.....	815-530-7106
Laura Ferguson.....	920-478-3950
Eric Kütemeier.....	414-651-6601
Brett Rhode.....	262-646-4467
Kim Stratil.....	262-488-0257
Mark Thoni.....	949-413-9548
Elton Volquardsen.....	262-439-9692
Barry Wurster.....	414-690-1784



## Appendix- School Uniform Description

### Boys- Kindergarten through Grade 8

	Description	Required or Optional	Required Supplier
<b>Shirt</b>	White oxford, button down collar, long or short sleeve	Required	n/a
<b>Tie</b>	Navy/red wide striped	Required	Flynn and O'Hara Uniforms
<b>Belt</b>	Navy or black	Required	n/a
<b>Pants</b>	Navy twill	Required	Flynn and O'Hara Uniforms
<b>Socks</b>	Black or navy	Required	n/a
<b>Shoes</b>	Solid colored black, brown, or navy lace-up shoes or loafers (no white laces or soles)	Required	n/a
<b>Sweater</b>	Navy sleeveless pullover vest, navy or red long sleeve V-neck pullover or cardigan Navy or red zippered sweater	Optional	Flynn and O'Hara Uniforms
Flynn and O'Hara Uniforms www.flynnohara.com 800-441-4142			

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**Girls- Kindergarten through Grade 4**

	<b>Description</b>	<b>Required or Optional</b>	<b>Required Supplier</b>
<b>Jumper</b>	Navy and red plaid split front or drop waist	Required	Flynn and O’Hara Uniforms
<b>Shirt</b>	White blouse, round collar, long or short sleeved, or white turtleneck (No collared knit shirts)	Required	n/a
<b>Legwear</b>	Navy, red, or white tights, knee socks, or crew socks	Required	n/a
<b>Shoes</b>	Solid colored black, brown, or navy lace-up, buckle, or saddle shoes, or loafers (no white laces or soles)	Required	n/a
<b>Sweater</b>	Navy or red long sleeve crew neck cardigan Navy or red zippered sweater	Optional	Flynn and O’Hara Uniforms
<p>Note: Girls may wear navy leggings under their uniforms in cold weather and should wear navy or red shorts under their uniforms for recess.</p>			
<p>Flynn and O’Hara Uniforms www.flynnohara.com 800-441-4142</p>			

**Girls- Grades 5 through 8**

	<b>Description</b>	<b>Required or Optional</b>	<b>Required Supplier</b>
<b>Skirt</b>	Navy and red plaid 4-box pleated or knife pleated	Required	Flynn and O'Hara Uniforms
<b>Shirt</b>	White blouse, round collar, long or short sleeved, or white turtleneck (No collared knit shirts)	Required	n/a
<b>Legwear</b>	Navy, red, or white tights, knee socks, or crew socks, or navy, red, white, or flesh colored nylons	Required	n/a
<b>Shoes</b>	Solid colored black, brown, or navy lace-up, buckle, or saddle shoes, or loafers (no white laces or soles)	Required	n/a
<b>Sweater</b>	Navy or red long sleeve crew neck cardigan Navy or red zippered sweater	Optional	Flynn and O'Hara Uniforms
<p>Note: Girls may wear navy leggings under their uniforms in cold weather and should wear navy or red shorts under their uniforms for recess.</p>			
<p>Flynn and O'Hara Uniforms www.flynnohara.com 800-441-4142</p>			

