

# Peace Lutheran School Family & Student Handbook 2022-2023



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Accredited by:



WISCONSIN RELIGIOUS AND INDEPENDENT SCHOOLS ACCREDITATION

*Promoting excellence in our schools.*

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## **Mission Statement**

God's love compels Peace Lutheran School to assist the parents of our congregation and community in providing a Christ-Centered, quality education for their children.

## **Home and School Cooperation**

The Lord, through his Word, tells parents: "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up" (Deuteronomy 6:6-7), and, "Feed my lambs" (John 21:15).

God has given parents the responsibility of child-training, which is to foster faith in Jesus Christ, and a life dedicated to his service. The pastors, teachers, and all others on the staff at Peace are eager to help you in this important task. Let us work together, constantly seeking God's blessing through prayer and his Holy Word. Then our success is assured.

Parents and others are welcome to visit our classes in session. Please extend the courtesy of contacting the principal or teacher ahead of time so that they might schedule some time to welcome you. Individual teachers may schedule visiting days throughout the year.

## **Expected Learning Results**

Peace Lutheran School strives to impart all knowledge and skills that belong in a curriculum of elementary and junior high education encouraging cultural interests, promoting physical health and education, and developing the unique gifts and talents of each child. Therefore, Peace graduates will meet these outcomes:

### **Spiritual**

- Sp.1 Learn Jesus is their Savior and the only way to heaven
- Sp.2 Reflect God's love to others
- Sp.3 Apply Scriptural principles to daily living

### **Academic**

- A.1 Use God-given abilities in pursuit of academic excellence
- A.2 Demonstrate a strong foundation in all academic areas
- A.3 Apply critical thinking skills as lifelong learners

### **Social**

- So.1 Respect people and cultures worldwide as God's creation
- So.2 Model God's love through interpersonal skills
- So.3 Demonstrate effective communication skills through speaking, writing and technology

### **Physical**

- P.1 Recognize their bodies as temples of the Holy Spirit
- P.2 Demonstrate knowledge, skills, and attitudes necessary for healthy living

## **Accreditation**

Peace is proud to be fully accredited by Wisconsin Religious and Independent School Accreditation (WRISA). Accreditation certifies that Peace meets and maintains standards for accountability and excellence in education.

Grounded in self-study and peer evaluation, the process of accreditation is a valuable one, enabling schools to develop and pursue clearly defined goals and objectives for the future. Accreditation addresses institutional integrity and resource management while respecting differences in school populations, missions, and cultures.

## **Administration**

The voting members of Peace Lutheran Church have final authority concerning all ministries of the church, including the school; however, the governing of the school is delegated to the congregationally elected and appointed School Board.

The principal is responsible for the management of the school. The school board, principal, faculty, and parents suggest changes and policies for the improvement and welfare of the school, and the principal ensures that policies and directives established by the school board are carried out.

## **Teaching Staff**

Our teachers and pastors who have been divinely called have been professionally trained in both religious and secular fields. They diligently work to provide a well-rounded, Christ-centered education from Kindergarten through the eighth grade. All faculty, support staff, and volunteers who are in a supervisory role over children are active members of Peace or other WELS/ELS congregations.

## **Enrollment Policies**

Peace Lutheran School admits students of any race, color, national and ethnic backgrounds to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic background in the administration of its educational, admission, or fee policies, or any other school-related programs.

When parents apply for enrollment for their eligible children, they officially acknowledge that they:

- 1) Have read thoroughly and consent to the policies and guidelines of our school handbook.
- 2) Agree to participate in the required Pastoral Visit (see information below).
- 3) Promise to cooperate in carrying out our school's mission, which is an extension of the ministry of our Peace Evangelical Lutheran Church, affiliated with the Wisconsin Evangelical Lutheran Synod (WELS).
- 4) Meet age requirements as defined in this handbook.

If interested in applying or enrolling, please contact the school office at (608) 834-1200 or [school.office@peacewels.org](mailto:school.office@peacewels.org).

## Prioritization of Acceptance

Peace Lutheran School with its School Board reserves the right in keeping with its mission statement to accept enrollment applications in the order that follows:

- 1) Families of students currently enrolled at Peace
- 2) Families of students currently enrolled in the Early Childhood Center
- 3) Peace Members
- 4) Families not connected to a church
- 5) Members of other WELS/ELS churches
- 6) Members of other churches

## Enrollment Periods

Early Enrollment: Members of Peace and other families who are currently enrolled in K-8 or the Early Childhood Center are permitted to enroll from **February 1-14**. Delaying may mean forfeiting your child's place in the class.

New Families: New families from the community applying for grades K-8 are permitted to enroll during our second enrollment period: **February 15-28**. At the end of that period, applications will be sorted and accepted according to the following criteria:

- 1) The Prioritization of Acceptance (as stated above)
- 2) The order in which the application was received

Accepted applications of new students will be notified by March 6. Once an enrollment is accepted it will not be cancelled by Peace to make space for others.

After February 28, applications will be taken on a first come, first served basis.

## Pastoral Visit

As part of the enrollment process, all parents who are unchurched or members of other churches and enrolling one of their children for the first time are required to meet with one of our pastors. Generally, this meeting lasts about an hour or less.

The reasons for this policy and goals of the meeting are:

- 1) Allow our pastors to get to know you a little better since they have a role in our school's ministry, leading chapels and interacting with the students.
- 2) Give parents a clear understanding of the relationship between the congregation and school, as well as our ministries' mission to proclaim the good news of God's saving love and the rescue of all people He provided in His Son, Jesus Christ.
- 3) Give a brief overview of what it means that we are a Lutheran church and school and how our teaching of Scripture alone means we will faithfully teach what the Bible teaches.
- 4) Allow parents an opportunity to ask any questions about our church and school's religious instruction or positions we hold on the basis of God's Word.

## Home Visit

The teachers of our elementary school will arrange to visit the home of each new student prior to the school year to discuss classroom expectations, protocol, etc. This usually happens in early August.

## Kindergarten Age Requirement

Students entering our Kindergarten program must be five years old by September 1.

## Worship Opportunities

Every Wednesday, all pupils assemble for a chapel worship service. These services are designed to reach children at their level of understanding.

Your children are encouraged to attend church and Sunday school regularly. God's Word encourages us, "Let us not give up meeting together" (Hebrews 10:25), and also, "I rejoiced with those who said to me, 'Let us go to the house of the Lord'" (Psalm 122:1). Faithful worship and Bible study are no less important for us parents who model the Christian life in our homes.

Parents are also expected to note when their children sing in church and make every effort to ensure that they are present for those services. Another wonderful opportunity to teach by example is for parents to attend Adult Growth Bible Class while their children attend Sunday school.

## Curriculum

God's Word is the underlying theme and motivating force behind all learning. Religious classes are very important and are a part of each day's instruction; however, biblical truths and points of view are reflected in all classes. Secular subjects, textbooks and materials are similar to those used in the public schools; however, the subject matter is taught from a Scriptural viewpoint whenever applicable. Peace strives to provide an excellent education while addressing the spiritual, mental, physical and social needs of each child. Following is a summary of the curriculum:

### **Religion**

Bible history, church history, Catechism, hymn study, use of Bible, memory work, chapel services and special church services.

#### Memory Work

Memory work is a vital part of a child's training in God's Word. Parents should help their children in this required work so they can be well prepared for class, but more importantly, so that each child knows Biblical passages and truths from memory so that he or she can readily use what he or she has learned to strengthen, comfort, entrust, guide or admonish himself or herself as well as others in various aspects of daily life.

#### Catechism Class

Peace pastors instruct the seventh and eighth grade students in catechism classes twice per week during the school day. These classes represent the final

course in our required religion curriculum. (These classes also provide the training necessary for those who wish to become confirmed members of the congregation).

Chapel, Special Church Services, and Singing in Church

As stated, worship is an essential part of a Christian's life; therefore, Peace students regularly sing in church to meet the requirements of the religion and music curricula and strengthen their own relationship with Jesus.

**Language Arts**

Phonics, reading, writing, spelling, speech, grammar, creative writing, penmanship and literature.

**Social Studies**

History, geography, social studies, civics, current events and Wisconsin history.

**Science**

General science, life science, physical science, and earth science.

**The Arts**

Music theory, music appreciation, singing, band, recorders, art appreciation, techniques of art expression, and crafts.

**Mathematics**

Equipping our students to understand reason, order, accuracy, precision, self-discipline, sequence, classification, relationships and estimation.

**Physical Education**

Physical fitness training as well as experiences in a variety of sports through skills training, games, and activities.

**Computer**

Computer literacy, computer history, computer-assisted instruction, keyboarding, word processing, spreadsheet, and Internet applications.

**Spanish**

Students in 8<sup>th</sup> grade will have an introduction to Spanish class.

**Grading System and Report Cards**

A = Excellent	E = Exemplary
B = Good	M = Meets standard
C = Average	P = Progressing
D = Below Average	L = Limited
F = Failure	

The above grades will be used on Report Cards. These grades will help to measure each child's achievement, effort, and conduct.



Report Cards will be issued quarterly. Parent/Teacher consultations will be scheduled after the 1st quarter. Additional consultations with the teacher may be arranged whenever requested or needed.

Daily grades for students in grades 1-8 are kept electronically using FastDirect. Parents and students will have access to their grades to help monitor and track the student's progress.

## **MAP Growth Testing**

MAP Growth tests will be administered in grades 1-8 to assist the teacher in understanding each child's strengths and weaknesses and to help the teacher monitor student's academic growth. These tests are taken at the beginning, middle and end of the year.

## **Music Requirement**

Because of the value of Music instruction to brain development and to the Lutheran Church, all students in grades 3-8 will participate in music lessons as explained below. To meet the school music requirement, students are encouraged to take regular lessons and are expected to participate in our performance opportunities. The music requirement is developed based on state standards and is part of our curriculum.

### **Grade 3      Recorders**

- Lessons conducted by teacher during school day (participation by all 3<sup>rd</sup> grade students required), no additional lesson fees
- Instrument must be purchased by family
- Students will perform in Christmas and Spring Concerts

### **Grades 4 – 8      Band, Piano, or Approved Outside Lessons\***

- Band Lessons
  - a. Instrument, music and lessons purchased by family
  - b. Lessons provided by Mrs. Kluetzman during school day
  - c. Students will perform in Christmas and Spring Concerts as well as the Fine Arts Festival at Lakeside High School
- Piano Lessons
  - a. Music and lessons purchased by family
  - b. Lessons provided by Mrs. Dobratz during school day
  - c. Students will perform during recitals as well as pre-service for the Christmas program. Students will be encouraged to perform for the Fine Arts Festival at Lakeside High School
- Approved Outside Lessons
  - a. Students may take music lessons outside of school
  - b. The lessons should be formal music lessons by an outside instructor
  - c. An Outside Music Lesson form should be signed by the instructor on a quarterly basis and turned back into the school office

\*Please contact the Principal if, for some reason, your child will not be participating in band, piano, or approved outside lessons.

### **Grades 4 – 8      Junior Choir or Music Appreciation Class**

- All students will participate in Junior Choir or Music Appreciation Class.

- The Junior Choir will sing in church several times a year (schedule provided at the beginning of school year).
- Students enrolled in the Music Appreciation Class will also sing in church several times a year with their classroom (schedule provided at the beginning of school year).
- Students in Junior Choir will perform at the Fine Arts Festival at Lakeside Lutheran High School.

## **Co-Curricular Activities**

Peace offers various opportunities to participate in the following co-curricular activities: Junior Choir, forensics and interscholastic athletics.

Piano and instrumental instruction are also offered by private instructors for an additional fee. Instruction is given during the school day; however instructors are not employed by Peace Lutheran School.

Children who faithfully work to their potential in their schoolwork and who regularly demonstrate proper conduct are encouraged and welcome to participate in co-curricular activities.

Students who are not meeting academic requirements (as determined by parents and/or teachers) and/or who don't display proper conduct will be ineligible to participate in extra-curricular activities. All students participating in and/or attending any co-curricular event will be expected to conduct themselves as representatives of their school.

School absence may jeopardize a child's participation in co-curricular activities, especially those activities that involve much after school practice and preparation. If a child is absent from school on any given day, they are unable to participate in any events that may occur that afternoon or evening.

## **Field Trips**

Teachers plan field trips so that children can grow culturally, expand their awareness of their state, and motivate them to further study. Parents provide written permission for these trips and pay the associated costs. Parents may also be asked to drive and/or chaperone for a field trip. Students represent Peace Lutheran Church and School on field trips and are expected to behave accordingly. Failure to do so means forfeiting the privilege to attend future field trips.

## **Homework and Study Habits**

Peace intends the amount of homework assigned will not dominate a child's time at home. Sufficient time is given during the day for students who use their time wisely to complete some of the assigned tasks; however, homework load increases as students advance in school. Parents should be aware of their child's study habits and offer assistance by reinforcing successful study habits at home.

Plagiarism and cheating are prohibited. Instances of plagiarism and cheating will be responded to in a case-by-case manner. In recent years, many students have not understood that copying content from the Internet (without proper citation) is plagiarism. Parents can help prevent such instances by monitoring students' work and computer usage.

## **Home-School Communication**

A regular system of communication between the home and school is essential. There are multiple ways that Peace strives to communicate with families.

Throughout the school year a weekly newsletter is emailed to parents on Fridays, and the school office will also send out an envelope on the first day of the week. This envelope will include important notes or other information from the school. We ask that these envelopes be returned to school by Wednesday of each week.

Peace also uses an electronic notification system through FastDirect, our school information system, to communicate important information in a timely manner via text messages, and email.

Two-way communication is vital for the student, parents, teachers, and school. Therefore, parents are encouraged to inform teachers if there is a situation outside of school that may affect school performance and/or behavior. Also, parents are welcome to contact the teacher for a current assessment of their child's school life.

## **Parental Concerns**

If a concern relating to a school incident or application of school policy should arise, God's Word in Matthew 18 tells us what procedure should be followed. Courtesy and Christian love dictate that the matter first be privately discussed between parent and teacher, not with other parents, the principal or pastors, or members of the congregations.

If, after a period of time, the problem still exists, the principal should be contacted. If the matter involves the principal, the School Board chairman should be contacted. If further counsel is deemed necessary at a later time, the pastors and School Board may be contacted.

We should remember that errors will be made because we are all sinful human beings. All problems should be approached with prayer and Christian love, allowing God's Word to lead to peaceful and proper solutions.

## **Invitations and Notes to Other Students**

Teachers should not be asked to distribute invitations to various events and notes to fellow students or families. We understand that not everyone can be invited to parties or events. Please use discretion to protect the feelings of others.

We also ask parents who run home businesses and members of other churches to respect the privacy of our school families by refraining from contacting them for the purposes of solicitation or invitation.

## **Fees and Tuition**

Any inquiries regarding tuition balances are to be directed to the school office. All tuition payments will go through FastDirect. No tuition payments, checks or cash, will be accepted in the office. For more information, please see below.

Tuition is based on yearly cost, not by the day, week, or month. There are no discounts for partial months like December, March, or May. Member rates reflect the support that Peace Lutheran Church members give to the ministry of Peace Lutheran School.

Financial assistance is available to Peace members upon request. These forms must be filled out and completed by June 15th. If forms are turned in late, it is not guaranteed that the request will be considered.

Families (both members and non-members) will receive a 5% discount off the tuition for the second child, 10% off the tuition for the third child, 15% off the tuition of the fourth child, etc.

## **Tuition Rates**

Tuition at Peace is \$8,610 per student. To help families with their investment, Peace has established scholarships for every student. Every student receives a \$2,300 scholarship from Peace Lutheran Church. Every returning student receives an additional \$300 scholarship. Peace member families receive an additional \$2,950 scholarship. After scholarships, families are responsible for the following amounts:

Member (New Student)	\$3,360
Member (Returning Student)	\$3,060
Non-Peace member (New Student)	\$6,310
Non-Peace member (Returning Student)	\$6,010

When registering a student for the school year, there is a non-refundable registration fee of \$85.

### **FastDirect Communications and Tuition Management**

FastDirect Communications assists Peace Lutheran School in the collection of tuition, as well as other incidental charges that occur throughout the year (hot lunch, bookstore purchases, BAC charges, etc.). Families enroll in FD Pay (Fast Direct Pay) when they enroll their students.

Tuition is paid one of two ways:

1. Full payment of tuition is made through FD Pay. This payment is eligible for a 3% discount. A 3% discount is given for full payments made on or before September 1. To receive this discount, you must notify the school office prior to scheduling your tuition payment in FastDirect so that your tuition balance can be adjusted.
2. Automatic monthly payments through FD Pay can be made each month. Parents will have the flexibility of multiple installment payment plans.

Additional information on the FD Pay program:

- FD Pay is an automated ACH plan that will authorize your bank to automatically transfer your monthly tuition payment and any incidental charges from your checking or savings account. Please be assured that neither FastDirect nor the school will have direct access to or any knowledge about the status of your bank account. Your bank makes the payment for you on the day you authorize. There is no convenience fee

added to ACH payments for tuition. A \$1 convenience fee will be added to each ACH transaction for other fees that are collected.

- FD Pay payments can also be made through your Visa, MasterCard, Discover, or American Express. If you select this option each payment will incur a credit card convenience fee of 3%. The exact dollar amount of the fee will be reviewed with you at the time you enroll with FD Pay.
- If a family should experience an unexpected and legitimate financial crisis, it is vital to contact the school office **at least three business days** before the payment is due. With sufficient notice and the school's approval, the automatic payment can be adjusted during the school year.

Peace Lutheran School is committed to providing a quality, Christian education to the students of our congregation and community. Working with FastDirect is one more step in assuring that we can continue our mission. This policy enables families to choose a reasonable payment plan while enabling us to provide a financially and educationally sound institution for your children.

## **Parent-Teacher-Friends Organization**

The Parent-Teacher-Friends Organization meets regularly throughout the school year. Their goal is to support the school and teachers in whatever ways they can. PTF plays a vital role in supporting the education of our students. We encourage all parents to become involved with this organization.

## **Discipline**

The love that God has for us is still the driving factor in the relationships of students and teachers in our Christian school today. Christian love calls for discipline that will strengthen the discipleship of students and staff at Peace Evangelical Lutheran School.

It is the duty of the classroom teacher to oversee the discipline of their class. However, if there is a serious or ongoing problem, the student will be referred to the school principal. The principal will establish communication between the school and parents in serious cases.

Listing every offense requiring Christian discipline is neither possible nor necessary. Love for each other remains our guide. The love for our Savior and what he has done for us as sinners will be the motivation for our sanctified living in Christ.

Each discipline case will be handled by the school principal and/or the School Board on an individual basis. The appropriate consequences will be applied to each case.

Detention, suspension, and expulsion are possible consequences for undisciplined behavior. Detentions will be monitored by a teacher for an hour after school. The teachers have already pre-selected a day of each week where students will serve detention if necessary. If a student receives a detention, they will serve that detention the next week on the pre-selected day. Students must serve detention that day. After 2 detentions, the student, parents, teacher, and principal will meet to discuss the student's behavior. After 5 detentions, the student and the parents will have to meet with the school board to discuss the behavior of the student. Suspension can be an in-school or at-home suspension. The principal will inform the School Board if suspension is necessary, and a recommendation for expulsion of a student will need to be approved by the School Board.

## **Attendance**

Parents are required by state law to have their children in school every day, except during times of illness. The Wisconsin Department of Public Instruction states that children should not be excused for more than 10 days in a school year. We encourage parents to follow this guideline. We request that parents call or send an email to school at the beginning of the school day on which the child will be absent. Please call or email the office by 7:50 a.m. if your child will be absent. The number is (608) 834-1200 and the email is school.office@peacewels.org. It is difficult and sometimes impossible for a student to do his/her best work without regular attendance.

Students not riding the bus will be marked tardy if they do not arrive to school by 7:50 a.m.

## **Planned Absences/Family Vacations**

If planned absences or family vacations must be taken during the school year, the student and parent(s) will have the responsibility for making up missed work upon return. Requests for work ahead of time for pre-planned absences may not be feasible and may not be able to be provided. Upon return, the student will have the same number of days to turn in their homework as days they were absent due to their vacation.

## **Health and Social Services**

Peace Lutheran School follows the guidelines for communicable diseases set by the Public Health Department. Any other health and social services that are desired can be obtained by contacting the Dane County Public Health Department.

## **Medication Policy**

Peace Lutheran School does not supply non-prescription drugs or pain relievers for student use. Any student requiring any type of non-prescription medication must have written parental approval and bring the item from home. Please note that this includes cough drops and throat lozenges. All drugs or medications must be turned in to the office.

Wisconsin statutes require that if prescription or non-prescription drugs or medications are to be taken or administered at school, Peace must have written authorization from the parent or guardian. The written authorization must include:

- The name of the medication
- Dosage
- The time of day the medication is to be administered
- The duration of time the medication is to be administered
- Signature of the physician or parent.

Pre-printed forms are available from the school office and are available to be downloaded from the website.

Wisconsin statutes also require prescription and non-prescription drugs to come to school in their original pharmacy-labeled container or original manufacturer's packaging. Please make sure these containers are also labeled with your family name and contact information.

Inhalers and EpiPens are not required to be turned into the office. However, a form is required to be on file if those products are needed. Pre-printed forms are available from the school office and are available to be downloaded from the website.

## Immunizations

Wisconsin State immunization requirements for the 2022-2023 school year can be found at <https://www.dhs.wisconsin.gov/publications/p44021.pdf>

### STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K through 5	4 DTP/DTaP/DT/Td <sup>1,2</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 6 through 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for all students Pre K through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

## Illness

Although keeping a sick child at home may be an inconvenience to work schedules, it is vitally important to keep sick children home to stem the spread of illness. If your child has had a fever over 100, has had diarrhea, or has vomited in the past 24 hours, please keep that child at home to ensure that he or she has recovered. If your child displays signs of illness (frequent coughing, excessive phlegm, runny nose, or extreme congestion) please use good judgment when sending them to school. We are interested in minimizing the effects of all illnesses on our school family. If your child is staying home or has contracted a contagious illness, please email or call and inform the school secretary who in turn will contact your child's teacher. Students may wear masks to prevent the spread of illnesses. Upon return, the student will have the same number of days to turn in their homework as days they were absent due to their illness.

## **Student Drop-Off and Pick-Up**

### **Drop-off**

- Students in grades K-8 are expected to be dropped off in the North parking lot.
- School doors do not open until 7:35 a.m. Parents are responsible for their children until the doors open.
- Students who need to arrive prior to this time should use Before Care
- Please use a parking stall if you need to leave your car.
- Buses pull up to the entrance to drop off students. Please keep that area clear so buses do not have to wait.

### **Pick-up**

- Students in grades K-1 are expected to be picked up in the West parking lot.
- Students in grades 2-8 are expected to be picked up in the North parking lot.
- Older sibling(s) should go with the younger sibling(s) instead of being picked up in different parking lots.
- Please use a parking stall when picking up your student. We need to keep the pick-up area clear so that the buses can navigate through the North parking lot.
- Parents who remain in their car may briefly pull into one of the handicapped stalls to wait for their child.
- Students not picked up by 3:05 p.m. will be checked into After Care.

## **Before and Aftercare (BAC)**

Peace Lutheran school does run a Before and Aftercare program for students who are enrolled in our school. All charges for BAC will be paid through the family FastDirect account. Please refer to the BAC handbook for details of the program. Copies of the BAC handbook can be obtained on our website or from the school secretary.

## **Transportation**

Bus transportation may be provided by Sun Prairie Area School District for those children residing in district bussing areas. Transportation arrangements for students living outside the Sun Prairie Area School District are determined by contacting the school district in which those students reside. Transportation of children not riding buses is the parent's responsibility. If you have specific bussing questions, contact our school office.

Volunteer drivers are often used for field trips and other events during the school year.

## **Special Bussing Days**

When our calendar is different than the Sun Prairie Area School District, the SPASD provides special bussing for Peace students. You may sign up to be included on the special bussing route at our August Registration/Orientation. If you have signed up and do not need a ride on a particular Special Bus Day, please contact our transportation company at (608) 825-8700.

## **Early Release Days**

Every Thursday will be an Early Release Day. Students will be dismissed at 1:40 p.m. Students not picked up by 1:55 will be checked into BAC.



## Emergency School Closings

When necessary to close or delay school due to a snowstorm, extreme cold, etc., Peace will follow the Sun Prairie School District in terms of school closings or late starts.

## Dress and Appearance

As Christians, we want to glorify God in everything we do, including our style of dress. What we wear reflects who we are – children of God. We want to avoid anything that might give offense, false impressions, or otherwise detract from our identity as Christians. As students in a school setting, we also recognize that a dress code establishes an orderly environment. No dress code will please everyone, but past experience has shown that the following guidelines are necessary and helpful in order to maintain a positive learning environment.

Because fashions change, the dress code may change also. No dress code will provide an answer to every potential choice faced by our students. Common sense, combined with a desire to glorify God, will hopefully result in good choices.

This dress code is in effect as soon as the student enters the school until his/her departure, and when the student is present at Peace Lutheran School –sponsored events, on and off campus. For the sake of order, when there are differences of opinion concerning dress, the judgment of the Peace Lutheran faculty and administration will be respected.

As we seek to maintain an atmosphere that glorifies God and promotes learning, we require students to avoid the following:

- Distractive clothing, bared midriffs, tank tops, or spaghetti string tops
- Clothing that is excessively tight, or that exposes undergarments or cleavage may not be worn
- Skin-tight leggings, tights and jeggings must be worn with a skirt, a long sweater or t-shirt that completely covers the bottom
- Extremes in dress and/or appearance (remember modesty), extremes in hairstyle or hair color, etc., that either draws attention to the student or becomes disruptive to the class or school environment
- Unnaturally colored hair. Natural colors of red, black, blonde and brown are permitted.
- Clothing (including jackets) which has advertising or slogans related to immorality, the use of alcohol, drugs, tobacco products, bars, gambling, violence, pro-wrestling, musical groups, ungodly themes in the media, or questionable innuendoes. This includes Anime shows that are inappropriate for children.
- Visible body piercing (ear piercings are OK), or visible tattoos
- Shorts and skirts that are not fingertip length when a child's arms are resting by their side
- Tattered, torn, excessively frayed, or dirty clothing
- Excessively baggy or low-hanging pants; pants that do not cover underwear (standing or sitting)
- Pajama pants
- Anything gang related
- Hats, caps, hoods, headscarves, sunglasses, or other head gear (in the school building)
- Coats are to be left in the hallway.
- Pocket or billfold chains
- Open-toed shoes or sandals
- Shorts may not be worn to school if the outside temperature at any point of the day is expected to be at 32 degrees Fahrenheit or below.

If a student violates these guidelines, they will be asked to change into other clothes. If they do not have other clothes with them, the office will provide clothes for them. On the first offense, the student will change and receive a warning. On the second offense, the parents will receive a phone call, the student will change and receive a warning. On the third offense, the parents will receive a phone call, the student will change and receive a detention. On every offense after the third, the student will change and receive detention.

## **Gymnasium Usage**

Students need a pair of gym shoes with non-marking soles for use in the gymnasium. Please consult the Athletic Director for availability if your school group is planning on using the gym.

## **Lunch**

An optional Hot Lunch program is provided for our students every day. Families are expected to sign up online and order lunches on a monthly basis. Billing for the Hot Lunch program will occur through FastDirect. Students not ordering hot lunch will bring their own lunch to school.

Students may not bring caffeinated or carbonated drinks to school. Students may have milk, water, or juice boxes at lunch and only water in the classroom. If a student forgets their lunch at home, they should notify the office as soon as possible. The secretary will try to reach the student's parents to see if the lunch can be dropped off at school. Parents should not order lunch from a restaurant to be delivered to school. Students are not allowed to have food from restaurants as this causes a disruption with other students. If the parents are not able to drop off the student's lunch at school, a lunch will be provided and billed to the family's FastDirect account.

## **Cell Phones and Electronic Devices**

Peace understands that families may choose to provide their children with cell phones for emergency and communication outside of school, however we believe they are potential disruptions during the school day. Therefore, students' cell phones will be turned into the office when the students arrive at school. The phones will be stored in a secure location during the school day. Students may retrieve their phones at the end of the school day before after school activities. If a student needs to make contact with someone, they may make that contact through the secretary. If a student uses their phone during the school day without permission, the phone will be confiscated and handed directly to the parent when the student is picked up from school.

Smart watches are allowed to be worn at school during the school day if they are used as watches or for fitness purposes. If a student is found to be using the smart watch for communication or entertainment purposes during the school day, the smart watch will be confiscated and handed to the parents when the student is picked up from school.

## **School Property**

Children are expected to show respect for all school property – buildings, grounds, furnishings, books and equipment, etc. In cases of neglect, damage, or destruction, the cost of restitution will be the responsibility of the student's parent or guardian.

## **School Telephone**

Children are not to use a church or school telephone without permission from a teacher, pastor, or other staff member. Children are not to receive calls during the school day. Messages will be taken by the School Secretary and given to the children.

## **School Pictures**

A professional photographer takes individual student pictures during the fall of each school year. Information is sent out prior to the time of picture taking. A school yearbook is produced annually, which is available for purchase during the school year.

## **School Hours**

### **K-8 School Hours**

6:45-7:35 am	BAC (Before/After Care)
7:35-7:50 am	Arrival Time
7:50 am	Classes Begin; Attendance Taken
2:50 pm	Dismissal/Pick-up Time
3:05 pm	Remaining Students taken to BAC
2:50-5:30 pm	BAC

## **Contacting School**

**Please contact the school office (608-834-1200 or [school.office@peacewels.org](mailto:school.office@peacewels.org)) for the following:**

- Tuition Questions
- General Questions
- Messages for teachers, principal or secretary
- Changes in Transportation
- Questions regarding Before & After Care
- Excusing a sick child