

Peace Lutheran School Handbook 2024-2025

THOUGHTS

WORDS

ACTIONS

EPHESIANS 4:29

Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.



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

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Welcome to the 2024-2025 academic school year of Peace Lutheran School (PLS). This is our 136th academic year. Since the beginning, God has blessed our school. Peace Lutheran School serves the community, shares the Gospel of Jesus Christ with children and their families, and equips them to become caring servants. Academically, our graduates continue to shine at the secondary and collegiate levels. We thank God for His blessings of excellence and provisions over the years!

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

We are excited for our theme this year – “Thoughts – Actions - Words”. This gets to the core function we have as a Lutheran school of Watch your thoughts as they become words. Watch your words as they become actions. Watch your actions as they become habits. Watch your habits as they become character. Jesus gave us this directive in Ephesians 4:29 “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.”

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

Working Together in Christ,

The Staff of Peace Lutheran School



Mission & Philosophy



Our Mission Statement

“As followers of Jesus Christ,

our purpose is to strengthen each other in Him so that we share His love and Good News with everyone.”

Our Vision Is...

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

Philosophy

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

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

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

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

Affirmation of our purpose

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

CIVIL LIBERTIES AND BIBLICAL STANDARDS

Introduction

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

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

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

Facility Usage

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

1. Any student enrolled in Peace Lutheran School shall, when utilizing a multiple-occupancy restroom, locker room, or shower room on School property, utilize the facility corresponding to that student’s biological sex, as recorded on the student’s birth certificate.
 - a. Nothing herein shall prohibit a school from designing or designating restroom or locker room facilities for use by one (1) person at a time. Such facilities may be designated for use by both sexes.
 - b. Nothing herein shall prohibit a person entering a restroom or locker room facility designated for use by a particular sex:
 - i. For custodial, maintenance or inspection purposes.
 - ii. For rendering medical or emergency assistance.
 - iii. For accompanying a person needing assistance; or
 - iv. Where a facility has been temporarily designated for use by individuals of the opposite sex as defined herein.
2. Any student whose external biological sex characteristics are irresolvable ambiguous may utilize the facility or participate on the sports team appropriate to the student’s physical condition upon submission of a signed statement by a physician.

Admission Policy

Nondiscriminatory Policy

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

Student Admission Procedures

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

School Admittance Policy

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

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

General Considerations for Admitting Students to Peace Lutheran School

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

Enrollment Procedure

1. Enrollment for the next school year will begin in January.
2. Enrollment for all classes (4K - Gr. 8) will occur under the following timetable

Members of Peace Lutheran Church with Current Students

- At 8:00 a.m. on the 3rd Friday of January enrollment opens to families that are Members of Peace Lutheran Church with student(s) presently enrolled in Peace Lutheran Ministries School & Childcare. All students currently enrolled in the school (4K - Gr. 8) will be enrolled in the class, and any new student to the school, including those in 3K, 3&4 yr. old Childcare, will be placed on the waitlist until the end of June (actual date is dependent on WPCP) and enrolled as a first come first serve basis (registrations are time stamped in Sycamore, registrations will be prioritized by time stamp beginning at 8:00 a.m. on the 3rd Friday of January) until the class is full.

Current Students with any Church Affiliation

- At 8:00 a.m. on the 4th Friday of January enrollment opens to all families with student(s) presently enrolled in the Peace Lutheran School & Childcare, and Members of Peace Lutheran Church. All students currently enrolled in the school (4K - Gr. 8) will be enrolled in the class, and any new student to the school, including those in 3K, 3&4 yr. old Childcare, will be placed on the waitlist until the end of June (actual date is dependent on WPCP) and enrolled as a first come first serve basis (registrations are time stamped in Sycamore, registrations will be prioritized by time stamp beginning at 8:00 a.m. on the 4th Friday of January) until the class is full.

Community Members

- At 8:00 a.m. on the 1st Friday of February enrollment opens for all Community Members. Students will be added to the waitlist until the end of June (actual date is dependent on WPCP) and will be enrolled on a first come first serve basis (registrations are time stamped in Sycamore, registrations will be prioritized by time stamp beginning at 8:00 a.m. on the 1st Friday of February) until the class is full.
3. Enrollment is completed online using Sycamore. The information of how to log into Sycamore for current and non-current families, and the tuition policy will be sent home with current school and childcare families, available in the church, and available on peaceantigo.org.
 4. A nonrefundable Book & Technology fee can be paid in the office, or online at peaceantigo.org. This fee is not paid by Wisconsin Parental Choice students or students on the waitlist unless enrolled.
 5. After the first week of school, students will be accepted into grades 4K – 8th grade on a case-by-case basis dependent on the class size, the teacher's discretion, and the school administrator's approval.

Conditions of Re-enrollment at Peace

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

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

Conditions of New Enrollment at Peace

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

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

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

WISCONSIN PARENTAL CHOICE PROGRAM POLICIES

Application Process

1. The application period is open from February 1st to April 18th.
2. The application must be completed annually for acceptance into the program.
3. Students must be new to Peace Lutheran School, Current Students of Peace Lutheran School and the Choice Program, or Current Students of Peace Lutheran School up to 1st Grade.
4. The application can be found at <https://sms.dpi.wi.gov/ChoiceParent/> or on peaceantigo.org website.
5. After an application has been submitted, you will need to submit documentation to Peace Lutheran School for verification. This will be provided to you with the submission of the application.
6. Residential documentation requirements and income requirements can be found on peaceantigo.org as well as on the DPI website <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing>
7. Upon the submission of the application and documentation you will be notified if any further information is needed. If Peace Lutheran School does not receive all of the information by the deadline set by DPI your application will be denied.
8. DPI will notify all parents and Peace Lutheran School of Random Selection results sometime within 60 days of the May deadline for all documentation to be submitted.
9. Please visit peaceantigo.org – School – School Choice for the most up to date information, or go to <https://dpi.wi.gov/parental-education-options/choice-programs/parent-faq>

Appeals Process

Any pupil in grades kindergarten to 12 who is a resident of Wisconsin may attend any private school if all the following apply:

- The pupil is a member of a family that has a total family income that does not exceed an amount equal to or below 2.20 times the poverty level determined in accordance with criteria established by the Director of the Federal Office of Management and Budget.
- In the ENROLLMENT POLICIES AND PROCEDURES APPEALS PROCESS, TUITION POLICIES AND PROCEDURES of the Wisconsin State Code, family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be verified by the School Choice Administrator or Designee.
- A pupil attending a private school under this section whose family income increases, including a pupil who attended a private school under this section in the 2023-24 school year and whose family income has increased, may continue to attend a private school under this section.

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

Tuition Agreement

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

BOOK & TECHNOLOGY FEES

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

If you are on the waitlist, the Book & Technology fee is due upon acceptance.

****Note – families that enroll after August 1, 2024 and before the start of school must still fulfill their tuition obligations as outlined below. This means that their first month's payment and Book & Technology will still be due upon acceptance.**

TUITION FEES

		Book & Technology Fee	Full Payment	4 Equal Payments	10 Equal Monthly Payments
4K	Active Peace Family	\$75.00	\$2120.00	\$530.00	\$212.00
	Active Other LCMS Family	\$75.00	\$2545.00	\$636.25	\$254.50
	Community Rate	\$75.00	\$2970.00	\$742.50	\$297.00
5K-8	Active Peace Family	\$175.00	\$2300.00	\$575.00	\$230.00
	Active Other LCMS Family	\$175.00	\$2800.00	\$700.00	\$280.00
	Community Rate	\$175.00	\$3300.00	\$825.00	\$330.00

TUITION ESTIMATES AND STATEMENTS

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

PAYMENT PLAN OPTIONS

- Full Payment:** If you choose to use this option, your entire tuition bill must be paid by July 31, 2024. A 5% discount will be applied to your account if paid in full by this date.
- Quarterly Payments:** This plan will allow you to pay your tuition over the course of the school year in four lump sum payments. These payments are due on August 15, 2024; November 15, 2024; February 15, 2025; and May 15, 2025.
- Monthly Payments:** Under this plan, the entire amount of tuition is paid over a period of 10 months, beginning in August and ending in May. Monthly statements will be mailed to you. Payments are due on the 15th of each month (unless the 15th falls on a weekend or holiday; then payments are due the next business day).
- School Choice:** If you choose this option, you will register for school choice on the DPI website, provide all documentation, and the Book & Technology Fee is not paid unless not accepted into the program.

MAKING PAYMENTS

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

Online: Go to peaceantigo.org. Click Payments/Donations.

Re-occurring Payments: Option 1) Go to peaceantigo.org. Click Payments/Donations. Create Profile. Set up re-occurring payments.

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

Non-Payment of Fees:

All tuition fees must be paid by June 15, 2025. All tuition fees must be current as of December of that school year to register in January for the upcoming school year. Families who have not fulfilled their obligation by those dates and are considering re-enrollment in the 2024-2025 school year must meet with our school administrator to format a plan by which both years' tuition can be paid in an agreeable manner for both parties.

We understand that situations may arise throughout the school year that may prevent you from fulfilling your obligations. Should this become the case for your family, PLEASE contact Mr. Thompson as soon as possible so new arrangements or a new accommodation can be made. 715-623-2200.

TUITION ASSISTANCE

Multi Child Discount (4K-8)			Scrip	Wisconsin Parental Choice Program	Tuition Assistant Grants	Early Pay Discount
	Child	Discount	Available All Year Round	Apply February 1 – April 21	Deadline June 17	Deadline July 27
Members	2	\$150	Buy gift cards from Peace Lutheran and earn dollars towards	School Choice applications accepted online through Wisconsin Department of Public Instruction.	Applications are available in the Peace Office.	5% Discount on tuition when paid in full.
	3 or more	\$300				
Other LCMS & Community	2	\$200				
	3 or more	\$400				

PEACE TUITION ASSISTANT GRANTS

In-house Peace Tuition Assistant Grants are available to those families in need. An application form can be picked up at the office and must be turned in no later than June 17, 2024. If you are awarded a grant, you will be enrolled in the Monthly Plan. You are also required to purchase at least \$100 of SCRIP per month.

501 (c) (3) Status

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

Fundraising

Scrip

All families are encouraged to use our SCRIP program to help offset the cost of tuition. Stores and restaurants you already patronize will donate a percentage of what you spend back to Peace. SCRIP is a substitute for cash in the form of gift certificates and/or prepaid cards from retailers, both local and national. You can earn your gift certificates/cards, make a payment on an account or for more information contact the Office.

This is a really easy way to offset the cost of tuition:

- 1) You come to the main office and ask to purchase scrip
- 2) If you do not already have a designation form on file, we will ask you to fill one out.
- 3) You tell us what gift cards you would like to purchase, and we will either give them to you right away or order them for you depending on availability. (A list of available vendors is available on peaceantigo.org or in the office)
- 4) You pay us the full amount the gift cards
- 5) A percentage of the amount goes to your account and will be shown on your tuition estimate.

For example: If you purchase a \$100 Shell gas card, \$10 will be donated to the school. \$5 is credited to your account and \$5 is credited to the Peace School general fund and missions accounts. SCRIP profits earned from June 1, 2023 – May 31, 2024, will be applied to your account in June 2024 for the 2024-2025 school year.

Attendance/Transportation

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

Parents must notify the school office of student absences by 8:00 A.M. by phone 715-623-2200 or email to officestaff@peaceantigo.org giving the reason for the absence. If your student is absent and communication has not been made, the office will contact you regarding missed attendance via ClassDojo. If a parent cannot be reached regarding the student’s attendance the student will be marked as unexcused.

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

If a student is going to be absent from school for reasons other than illness, the student should ask for work no less than 5 days in advance to be given at the discretion of the teacher. Make-up work will be given when the student returns to school. The work, including quizzes and tests, should be done for as many days as the student was absent from school.

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

Truancy

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

Extended Absences

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

When the child is homebound for a prolonged period, the parent will contact the teacher and arrange for the child to continue with schoolwork as much as possible. In these cases, The Teacher, School Administrator and Parents will be involved in discussing an educational plan for the student.

Tardy Policy

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

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

4K – 5th Grade: 8:00 a.m.

6th – 8th Grade: 7:40 a.m.

By this time, they should have their items put away, visited the bathroom, and classroom rules. If a student is tardy, the student needs to be signed in by their parent or guardian and record a statement of the reason for being late in the office.

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

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

After five days of being tardy, the student will serve a detention after school from 3:15-3:45. The parent/guardian will be notified via email by Mr. Thompson of the detention.

Daily School Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 am	doors open				
7:45 am	first bell				
7:40 am	grades 6-8 start				
7:55 am	second bell				
8:00 am	grades 4K-5 start	grades 4K-5 start	grades 4K-5 start	grades 4K-5 start	grades 5K-5 start
3:00 pm	grades 4K- 5 th dismissal				
3:05 pm	grades 6 th – 8 th dismissal				
3:15 pm	All students should be picked up. Any exceptions must be prearranged with the office.				

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

No Student in 4k – 8th Grade is allowed in the building without parental supervision prior to 7:30a. The proper waiting spot for school students accompanied by their parents is by the childcare check in table.

If you need to drop your student off prior to 7:30 A.M. You will need to enroll your student in before school care through the childcare.

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

Students in grades 5K-8 will be dropped off on the West side of the church at gym door #8. Please enter the parking lot at the Weix Street entrance and proceed north to the sidewalk that goes to door #8. Exit onto Deeglise Street. Buses will drop off students at door #3. Traffic patterns are developed to maintain a safe environment in our parking lot during the morning drop off time. Thank you for following this pattern.

Parents of students in grades 5k – 8th can only drop off their students after 7:30a by the main office if the following is true:

- 1) You have a student enrolled in Childcare, 3K or 4K.
- 2) You have business to conduct in the office.

Pick-Up Procedure

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

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

Parents are asked to avoid requesting early student pick up during the last 30 minutes of the school day. If you need to pick up a student early for an appointment, please make arrangements with the school office to pick up your student by 2:30 P.M.

Students not picked up by 3:15 P.M. will be escorted to the school office.

Families that fail to make appropriate arrangements for student pick up in excess of four times will be billed for extended student supervision. Students not picked up by 3:20 P.M. (or 20 minutes after school is dismissed on early release days), will be billed \$10.00 per student. If a student is not picked up by 3:30 P.M. families will be billed in \$10 increments for every 15-minute interval per student.

Parents/guardians of students involved in supervised after school activities must make arrangements with the activity supervisor for student pickup time and location. Students remaining after school for evening activities must be supervised by an adult.

Parking Is Not Allowed in The West Parking Lot Due to Traffic Pattern and Safety. If you have business in the school: purchase SCRIP, speak to a teacher, or stop at the office, please park your car on the east side (Lincoln Street) and enter at the main office entrance. You may walk through the building to pick up your student(s) or when you are finished with your business, or you may drive around and join the car line.

Bicycles

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

Walking

Children may walk to and from the school grounds with permission from their parent/ guardian. The school does not have crossing guards so we will direct the children the safest route to their destination.

Before/After School Care

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

School Bus

Peace Lutheran School students in 5K – 8th Grade may ride public school buses if they live within the bussing limits. Parents must contact Mallette bussing during the summer if they wish for their student(s) to ride the bus. Students will be delivered to our school in the morning and picked up at our school again in the afternoon. Parents of regular bus students not riding the bus on a particular day should notify the school office.

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

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

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

- A. Due to liability, only students that are normally transported on a designated bus route may ride the bus. Therefore, if a student is having a friend go home with him/her, he/she will need to be picked up at school by a parent/guardian.
- B. Students may only be picked up and dropped off at their residence or designated pick up and drop off point.

:

1. All requests must be made by the parent to Malliette Bus Company on “Request for Change in Drop Off/Pick Up Location” form.

C. Requests for multiple pick up or drop off points for the same days during the week will be allowed. Parents are required to provide a schedule for the alternate pick up and/or drop off. The same schedule must stay in effect for one semester. Changes will only be allowed under unusual, or emergency situations approved by the Malliette Business Manager.

2. There shall be no additional costs to the district.
3. There shall be no modification or change in any route to accommodate the request.
4. A change of bus assignment will be allowed only if seating is available on the bus.
 5. Such location is changed no more than once during a semester

School Delays/Cancellations

Inclement weather during the winter months occasionally demands that sessions be called off for the day. We follow the Antigo School District Cancellation announcements. Announcements are sent via email, and ClassDojo. School listings can also be found on WAOW or Storm track 9 mobile app. Students pre-registered with our childcare can use drop-in care in case of school cancellation.

General Academic Information

School Software

Sycamore Education

Sycamore Education is the School Information Software used by Peace Lutheran School.

This is a comprehensive online tool that helps parents stay up to date on notes from the school, the school calendar, the lunch menu, your lunch balance, you can send your students teacher a message, check your students’ grades, view your students’ missing assignments, view your students’ discipline.

Sycamore can be accessed via a mobile app or website. The mobile app has limited capabilities and the website you can access the enrollment forms, volunteer opportunities, parent teacher conference schedules, and all the information above.

The school id is 3008, and your username was provided when you registered as your student. If you cannot remember your username, please contact the office and we will provide it to you. If you create a new account, it will interfere with the information you can access.

ClassDojo

ClassDojo is a communication app used by Peace Lutheran School.

This is an app in which all parents are invited to via email prior to the start of the school year. This is a communication in which you can see the school events, notes from your student's classroom, and school notes all in one place.

Google Classroom

Google Classroom will be used in the appropriate classrooms, this is where students will be able to see homework, complete it and turn it. This is used based on the Teachers discretion.

Teaching Staff

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

The basic requirements for teachers at PLS are:

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

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

Grading Scale

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

Percent %	
A+	= 98 % or above
A	= 95 % or above
A-	= 92 % or above
B+	= 89 % or above
B	= 85 % or above
B-	= 82 % or above
C+	= 79 % or above
C	= 75 % or above
C-	= 72 % or above
D+	= 69 % or above

Report Cards

4K & 5K- Report cards are issued three times per year. Conferences are scheduled twice a year and can be scheduled using Sycamore.

1st – 8th Grade - Report cards are issued quarterly. First Quarter parent teacher conferences will be scheduled for all students using Sycamore. Additional parent-teacher conferences may be scheduled as needed at the request of the teacher or the parent.

Honor Roll

All students in grades 5-8 are eligible for the Honor Roll or High Honor Roll.

All subjects receiving a letter grade will be included in the calculation for honors.

Individual grades cannot include more than one C, and no grades below a C.

A grade point average of B will place the student on the Honor Roll.

A grade point average of A will place the student on the High Honor Roll.

Awards

Valedictorian

The Valedictorian shall be the student attaining the highest-grade point average in core academic subjects during the last 6 semesters of study in grades 6-8. At least four of the six semesters must be completed at Peace Lutheran School.

Salutatorian

The Salutatorian shall be the student attaining the second highest grade point average in core academic subjects during the last 6 semesters of study in grades 6-8. At least four of the six semesters must be completed at Peace Lutheran School.

Justin Schroepfer Memorial Scholarship

The Justin Schroepfer Memorial Scholarship is awarded to the student with a High-Grade Point Average, the participation of Extracurricular involvement, and demonstration of Christian Attitude inside and outside of the classroom.

Volm Foundation Award

The Volm Foundation Award is given by the Gerald & Dorothy Volm Foundation, in memory of Gerald & Dorothy Volm for academic achievement

George H. Maxwell Award

The George H. Maxwell Award is given to the student in each Antigo School with the highest academic average

Charles G. Resch II Award

The Charles R. Resch II Award is given in memory of Chuck Resch of the class of 1978.

PLS Christian Citizenship Award

1 boy and 1 girl (8th Grade) student identified by the Faculty and Administration for demonstration characteristics of: Discipleship, Service, Leadership, and Academics

President's Award for Educational Excellence:

This award is presented to the 8th grade students with a grade point average of 3.5 on a 4.0 scale, and has earned high achievement in reading or math on a Nationally-Normed Achievement Tests.

Christian Athlete Award

Male/Female

Coaches will identify a student athlete participating in Peace Lutheran School's athletic program that has demonstrated: dedication, skill, heart, leadership, and Christ-centered attitude. This individual is recognized for going above and beyond to lead the team, both on and off the court.

Christian Thespian Award

Male/Female

Directors will identify a student performer that has demonstrated: dedication, skill, heart, leadership, and Christ-centered attitude. This individual is recognized for going above and beyond to lead others, both on and off the stage.

Mustang Award

5 times a year a student, K4-8th, will be recognized for demonstrating characteristics of a PLS Mustang: Discipleship, Service, Leadership, and Academics.

Reading Rockstars

Award based on points earned in the Accelerated Reader (AR) program.

At the end of the school year Peace will recognize the top AR point earner in each grade.

At the end of the school year Peace will recognize the top ten over all point earners in K4-8th grade.

Standardized Tests

Students (1st – 8th) will be given the Fast bridge assessment to track their academic progress during the school year. The results are shared with parents and included in the student's academic record. We will also administer the Wisconsin Forward Exam as needed to appropriate grades (3rd – 8th). The results of the Wisconsin Forward Exam will either be given to you in your back-to-school packet or mailed to you when received by the State of Wisconsin (normally in August)

Cheating and Plagiarism Policy

As a Christian School, cheating of any kind will not be tolerated. Students are expected to use their own God-given talents and abilities and perform to the best of their abilities. Any work produced as the result of cheating may be given no credit (0%). Students knowingly provide answers or work to another student are subject to the same discipline as the student that has been found to be cheating. Parents shall be notified, and the student may be referred to the principle for administrative consequences.

Middle School (6th -8th) Late Work Policy

The Jr. High teachers believe that homework is a vital and necessary extension of classroom instruction. Teachers strive to ensure homework is valuable, as we know your time is valuable. Teachers will also do their best to communicate with each student, parent, and with each other concerning assignments and tests. It is expected that when homework is assigned it will be completed by the due date and turned in as outlined by classroom procedures. The following guidelines will be followed by the 6th - 8th grade teachers concerning late work:

If an assignment is not submitted by the assigned due date and time following the procedures as defined by the teacher, the assignment is deemed late. The assignment is still due and expected to be submitted upon its completion. Parents are encouraged to regularly view their student's grades on Sycamore. Parents should note any late assignment will be assigned a grade of Incomplete on Sycamore. Any student needing additional time or assistance on an assignment should communicate and plan with the classroom teacher prior to the assignment's due date.

All late assignments are subject to a grade deduction of 4% per school day (student attendance day per school academic calendar), up to 10 school days. After 10 school days the assignment will not be accepted for credit. During this 10-day period the student will serve a daily recess detention until the assignment is completed.

Any assignment not submitted after 10 school days, or prior to the end of the quarter in which it was due will be recorded as a zero.

The classroom teacher will schedule a student - parent - teacher conference for students with habitual late work.

Absence due to illness or family emergency will be dealt with in a timely fashion. For general absences (illness) the student will receive one day for each consecutive day absent to make up the late work.

Peace Lutheran School encourages parents/guardians to schedule family trips/vacations to align with the Peace Lutheran School academic calendar. When a student is absent for a planned absence, homework provided prior to the absence will be due on the day the student returns to the classroom. When homework is not provided in advance of a planned absence, the student will receive one day for each consecutive day absent to complete the missed homework. Students, under the guidance parents/guardians are responsible for the content of all instruction missed during a planned absence.

Permission for Publication of Student's Photographs and Works

Peace Lutheran Ministries maintains a website, Facebook page, and other means of communicating information and public relations for our school. From time-to-time Peace may publish examples of student projects, photographs of students, and other work on its website, or by other means of distribution, for these purposes. This is a great way for out of town friends and family to keep in touch with the events at Peace Lutheran Ministries. Parents with questions regarding this policy should contact PLS administration.

Chapel Services

Chapel services will be held at 8:10 a.m. each Wednesday. If there is no school on Wednesday, the service will be held on Tuesday. The chapel services will be held in the church and 6th, 7th & 8th grade students may be scheduled to usher during our weekly chapel service. Chapel offering envelopes will be given to all students. The offerings will be designated towards missions selected quarterly. The missions will be published in the newsletter you receive from your student's teacher weekly.

Band

Students in Grades 5-8 are eligible to attend band at the Antigo Middle School. If your student is interested in band, they will need to contact Mrs. Malina at tmalina@antigoschools.org to enroll. The students will receive the schedule in their back-to-school folder and will be expected to have their instrument, music, and attend band unless absent from school. The students will walk to the middle school for band unless there is inclement weather then a staff member will transport them.

Choir

Students have an opportunity to actively participate in worship services at Peace Lutheran Church. All students are expected to be present for all performances.

Recess

We believe children need to have an opportunity to be outdoors and play. However, the children's safety and health are priorities. All appropriate outerwear for the season such as coats, gloves, and hats, must be worn for the children to be able to go outside. Snow pants and boots must be worn to play in the snow.

Students are expected to go outside during recess. If the "feels like" temperature drops below zero, or in the case of inclement weather such as rain, students will have "indoor" recesses utilizing space as available. If your student needs to remain indoors during recess due to a documented health reason, a note must be provided by the parent.

Library

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

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

All School Activities

Back to School Visits

This is a time for the parents and students to visit their classroom, meet their teacher, put supplies away, and receive any information for the school year. This is a one on one visit in the classroom so any questions you may have can be addressed, and the student feels comfortable for the first day of school.

Grandparents Day

All students are encouraged to invite their grandparents to visit our school for a day of fun, fellowship, and worship. Grandparents will join us for chapel and take part in activities planned by our awesome faculty and staff.

Chapel Worship Assistants

6th, 7th & 8th grade students take part in assisting in the chapel worship service. The students serve as ushers and acolytes.

Spelling Bee

Students in 5th – 8th Grade will participate in a school wide spelling bee.

Advent Worship

Students share the wonder of Christ's birth as they participate in Advent Worship Services during the month of December.

Spring Musical

All students participate in the annual school musical. School musicals are age appropriate, child-centered and honor Christ. Upper grade students will do the speaking parts. All other students are members of the chorus and may have cameo appearances.

Christmas Gala

This is a social evening for adults only. The evening includes silent and live auction items, fellowship, refreshments, and entertainment. The purpose of this event is to raise funds to financially support our school ministry.

3-On-3 Basketball Tournament

This event is for students in grade 3-12 from the area and surrounding communities. The weekend includes basketball, concessions, silent auction, raffle items, and fellowship. The purpose of this event is to raise funds to financially support our school ministry.

8th Grade Graduation

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

Student Eligibility Policy for Extracurricular Activities

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

Student Ministry Opportunities

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

After School Clubs and Workshops

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

Sports

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

Personal Grooming & Dress Code

The following guidelines are set as a standard for the students at Peace Lutheran School. The purpose of this dress code is to provide a framework that will be God pleasing and conducive to a Christian educational environment. The Faculty and Administration of Peace Lutheran School will make a determination as to what is acceptable for all subjective decisions. While the Faculty and Administration of Peace Lutheran School will do their best to be consistent, body type and the age of the student may impact the practical application of these guidelines. The best practice to assure that we are able to maintain student dress that is God pleasing and conducive to a Christian educational environment is to have the support and cooperation of our students, parents, and guardians. Adherence to the purpose of this dress code will significantly diminish the need for an extensive list of what is and what is not acceptable. Such adherence will decrease conflict and enhance the spirit of community.

The following basic dress and appearance guidelines will be enforced:

Student Dress Code:

Required attire for the school day

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

Unacceptable attire for the school day

1. Shirts exposing midriff, back or chest.
 - a. Bare midriff and/or undergarments must not be visible throughout the range of “expected” body movements: “Expected” body movements in an educational environment (classrooms & hallways) are movements such as, but not limited to, standing, sitting, walking, raising hands over above the head, and retrieving items from a locker.
2. Clothes advertising alcohol, tobacco, or illicit substances
3. Clothes depicting antichristian images which are in nature overtly sexual, satanic, violent, or that promote antichristian behavior.
4. Clothes using vulgar, sexist, or demeaning language or symbols
5. Any clothing that is cut or torn to the extent of overexposure of skin.
6. Any clothing that is dirty to the extent of being a distraction to learning
7. Shorts, dresses, skirts & skorts shorter than mid-thigh
 - a. Shorts or pants are required to be worn under dresses and skirts
8. Body piercings that are so distracting they cause an interference in learning
9. Hoods, caps, and hats may not be worn inside the school (except on approved dress up days)

The teaching staff shall determine the proper dress and appearance.

If students have inappropriate clothing parents will be called to provide proper clothing and/or a Thrivent T-shirt upon availability.

Discipline Policy

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

General Goals and Expectations

--Peace Lutheran school has overall standards that apply to every student for behavior at school or at school functions, additionally teachers may have additional standards of behavior for their respective classrooms.

--Teachers will share classroom rules, expectations and procedures specific to their classes with students, parents and guardians.

--Behavioral expectations for every student:

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

--Peace faculty and staff will apply discipline as consistently and proportionately as possible, while recognizing that fair is not always equal and equal is not always fair.

--Parents/Guardians are expected to be a cooperating partner in their student's learning and discipline.

--All behavior and discipline reports will be retained in a student's temporary record and made available to the student's parent/guardian.

--In the event of suspension:

1. A Disciplinary Action Plan will be developed which may include counseling, restitution, and/or additional restrictions if the student is reinstated.
2. The student may be expelled from attending Peace Lutheran School depending on the nature or frequency of the misbehavior.
3. The student and parent will meet with the school governing board before potential reinstatement or expulsion.

--Corporal punishment will not be used at Peace Lutheran School.

School Discipline Procedures

Discipline Plan

“We believe optimal student achievement (academic and behavior) can be attained by utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment.”

The Peace Lutheran School Leadership Team, the staff, parents, and students must desire to work together in developing the most God-pleasing Christian learning environment possible. With God's help, everyone's cooperation, and prayers we will achieve this blessed goal.

God set forward a model of discipline in Matthew 18. As a Christian Day School (administrator, teachers, parents, and The Peace Lutheran School Leadership Team) have adopted Biblical procedures for addressing concerns that arise with any of our members. A concerned individual should first approach and try to resolve his or her concern directly with the other party whether it be a teacher, the administrator, or another person. This encounter is always to be founded in love and concern for our fellow Christians. If the concern persists, the next step is to have two or more of our fellow Christians approach the other party to address the concern. We do this in the school setting with the parent, teacher, administrator conferences. If these conferences are not effective, the final step is for the matter to be brought forward to the whole membership. In the case of the Christian Day School, the matter is brought to the Peace Lutheran School Leadership Team, through the SLT Chairperson, as the governing authority.

As sinful humans, we will not lead perfect lives. Hebrew 12:11 shares with us a proper understanding of the need for application of Law and Gospel "For the moment all discipline seems painful rather than pleasant: later it yields the peaceful fruit of righteousness to those who have been trained by it." Good self-discipline begins at home and continues in school. Peace Lutheran School is an extension of the home and serves as a parent (in loco parentis) during the school day. We have incorporated these Biblical principles in our six-step process for conflict resolution. The steps are set forth below:

1. Teacher-Student
2. Teacher-Student-Parent
3. Teacher-Student-Principal
4. Teacher-Student-Parent-Principal
5. Teacher-Student-Parent-Principal-SLT Representative
6. Teacher-Student-Parent-Principal-SLT Representative –Peace Lutheran School Leadership Team

Types of behavior that may warrant administrative consequences (this list is not considered to be exhaustive, behavior choices in addition to those listed below may warrant disciplinary action):

- Disruptive behavior that interferes with the learning and environment of others
- Throwing an object
- Property damage or theft
- Dress code violation
- Hitting, slapping, pushing, shoving, tripping, or kicking
- Written or verbal cursing or obscene gesture
- Physically or verbally defying authority
- Spitting directed toward another person
- Inappropriate use of the bathroom (urinating anywhere other than the toilet, defacement of bathrooms)
- Use of technology deemed inappropriate by the teacher or School Administrator
- Bullying or hazing (as defined in the handbook)
- Taunting or baiting a fight
- Theft or property damage
- Possession of any object used or planned to be used to harm someone including explosives, firearms, BB guns, and sharpened instruments such as knives.
- Physical altercation with a student or staff (fights, premeditated fights)
- Verbal or written statements threatening injury to another person
- Possession of tobacco, alcohol, vaping products, or illicit substances
- Distribution of prescription medication
- Engaging in consensual or non-consensual sexual contact with another student
- Sexual harassment verbally, physically or written

Administrative Consequences

All of us have the same goals and desires, we are all striving and working diligently to provide our children a safe, quality, Christian education. We may run into situations that require loving guidance and correction, and we will follow the communication steps outlined below. The principal will counsel the student, and confer with the parent via phone, email or other means of electronic communication. The principal keeps a discipline log on each child that is sent to the office.

When the principal is alerted to discipline situations or events that occur outside the normal school day that involve Peace Lutheran School students, action may be taken. Students who exhibit conduct unbecoming a Christian outside the normal school day hours and are involved with the activities that damage school property, harass staff, or damage the school's reputation by such conduct will be disciplined according to the six-step plan. Regular due process will be followed as delineated by the "Discipline Plan".

Disciplinary action taken by the principal may include but are not limited to:

- Detention
- In School Suspension, up to and including 5 school days (With or without credit, TBD)
- Out of School Suspension, up to and including 5 school days (With or without credit, TBD)
- Required evaluation from a healthcare provider
- Recommendation for expulsion
- ❖ Special interventions and consequences may be implemented as warranted by individual situations.
- ❖ A student under Administrative Action may be denied permission to be on property of Peace Lutheran School or attendance at any school sponsored activities.

Incidents involving bringing a weapon to school, drug use, bringing any type of physical harm to another student (i.e. making physical contact, threats, hitting, kicking, fighting etc.) or immoral activity unbecoming a Christian (i.e. cheating, stealing, telling lies, swearing, using foul language, public disrespect for authority figures etc.), are considered by administration and the Peace Lutheran School Leadership Team to be very serious and will be addressed on a case by case scenario.

From time-to-time parent/guardians may request actions that would impede the execution of duties by Administration, and the SLT. Such requests may hinder a timely resolution and endanger our school community. Such requests will be denied.

Two such common requests are:

1. “No one is to speak to my student without a parent (or guardian) present.”

Peace Lutheran School will not restrict school personnel from performing their duties due to such a request. The duties of school personnel include ensuring the safety of all persons in our school building, as well as ensuring that an orderly classroom environment, conducive to learning, is maintained.

As such, it is to be recognized by parents and students that in the execution of these duties, school personnel will on occasion need to speak with students, this may include the student being called to the school office to speak with the principal.

This action is taken within the bounds of “In Loco Parents”. Additional information regarding this legal persistence can be requested from the principal.

School personnel will execute their duties in a timely manner to ensure the safety of all persons in our school building, as well as to ensure that an orderly classroom environment, conducive to learning, is maintained.

A parent or guardian will not be permitted by the Peace Lutheran School Leadership Team or the Administration to obstruct the process by which school personnel are charged to execute their duties.

CONFERRING RIGHTS

Sir William Blackstone, in 1769, captured this shared responsibility when he articulated the doctrine of *in loco parentis*, literally “in the place of the parent.” Blackstone asserted that part of parental authority is delegated to schoolmasters. Pursuant to this common-law doctrine, parents, in effect, delegate to schoolmasters the powers of “restraint and correction” that may be necessary to educate their children. Blackstone referred to the schoolmasters who were often the sole individuals responsible for the education of children.

The modern analogy is that of schools and their staff. Schools assume custody of students, and, at the same time, the students are deprived of the protection of their parents. In effect, the schools act in place of the parent or instead of the parent—*in loco parentis*. This status is legal and not just descriptive. For example, an appellate court in New York, in *Garcia v. City of New York* (1996), held that schools, once they take over physical custody and control of children, effectively take the place of their parents and guardians.

2. “I want to know what action(s) are being taking regarding other students involved in this situation (students for which an individual does not hold legal guardianship)”.

Under the Family Educational Rights and Privacy Act (FERPA), Peace Lutheran School cannot release the education records (including Student grades • Immunization & health records maintained by the school • Disciplinary records • Student progress reports • Academic or physical testing results • Grade point average • Attendance records) without the consent of parent(s) of any student.

Peace Lutheran will not disclose disciplinary consequences pertaining to an individual to anyone other than that student’s legal guardian, school personnel responsible for overseeing that disciplinary actions are carried out, the SLT as it pertains to the execution of their duties, and when appropriate law enforcement officers or officers of the court.

FERPA gives parents the right to: 1. Prevent the disclosure of personally identifiable information from their education records without consent; 2. Access to review and inspect their student’s education records; and 3. Request correction of these education records.

Students who fail to comply with disciplinary action ascribed by a teacher or administrator may be subject to additional disciplinary action.

When Administrative Actions for an egregious incident are determined necessary, the administrator of Peace Lutheran School may alert and/or consult the SLT Chairperson and the

appropriate committee(s) regarding the incident and the Administrative Actions taken in response to the incident.

Appeal Process for Administrative Consequences & Grievances Policy

An individual may appeal an administrative decision/action through the following process:

A. A written request to appeal current administrative decision/action is to be submitted to the administration and SLT Chairperson within 48 hours from the time the individual was notified of the administrative decision/action. The request should clearly and concisely state your grievance. The request should also include a statement pertaining to any specific resolution you are seeking.

B. Once a written request is received, the SLT Chairperson will review the request and determine if the appeal is to be heard by a subcommittee appointed by the SLT, if a special session of the SLT will be held to hear the appeal (appeals are not heard at regular SLT meetings), or the request may be denied. You will be notified in writing of the decision.

C. If an appeal hearing is granted the SLT Chairperson will determine a date, time and location for the meeting.

Search of Property and Person

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

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

Sexual Harassment

Law requires educational institutions to have a sexual harassment policy. Printed below is a summary of the major points of our policy as it pertains to students at Peace Lutheran School.

Sexual harassment of or by any student shall not be tolerated and may result in disciplinary and/or legal action, including possible expulsion.

Sexual harassment has the purpose or effect of creating a negative impact on an individual’s performance or of creating an intimidating, hostile, or offensive environment but is not limited to:

1. Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
2. Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
3. Physical conduct such as leering, assault, blocking normal movement, touching an individual’s body or clothes in a sexual way, etc.
4. Threats and demands to submit to sexual requests.
5. Retaliation for reporting a violation or participating in an investigation.

Teachers are required to discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure them that they need not endure any form of sexual harassment.

Anyone at Peace Lutheran School who is subject to or witnesses sexual harassment should immediately report such conduct to a trusted adult, teacher, principal, or pastor.

Bullying

A Christian perspective and response to bullying attitudes and behaviors can bring healing to hurting relationships. The Christian shouldn't be shocked that their son or daughter might be guilty of the problem because they know that fallen man is by nature a sinner. We are all prone to commit injustices and omit mercy in both individual and relational contexts. People are capable of mistreating other people implicitly and explicitly at many different levels because we're all sinners prone to self-centeredness, abusiveness, and distortion of proper social behavior. It's important that we recognize these assumptions so we can more honestly identify bully tendencies and behavior in ourselves and others. As we look at our various roles relative to the problem of bullying, we need to realize and accept the magnitude of responsibility that we all have to prevent, remediate, and repair the damage that comes from bullying. Parents, siblings, extended family, teachers, classmates, friends, and colleagues are a few of the relational groups that have both a role and responsibility that can be part of the problem however must be part of the solution.

Bullying and harassment: In recent years, social media has posed a serious threat to the reputations of our students, staff, and school. Please be mindful that what you read on Facebook may not be the entire story. Professional ethics and Christian principles may prevent the school from sharing a more objective view of an issue. Questions and concerns may be shared with the appropriate school authorities.

At Peace Lutheran School bullying of any kind will be viewed as a consequence of living in a world broken by sin and Satan. The principal will investigate all reports of bullying, and try to facilitate reconciliation through God's Grace. Individual(s) actions may result in disciplinary and/or legal action, including a recommendation for expulsion.

The Students' Bill of Rights and Responsibilities

Each student should have the opportunity to enjoy school equally; to feel safe and secure regardless of color, race, biologic gender, popularity, athletic ability, intelligence, nationality. Each student is a unique creation of God, and we all exist to give honor and praise to Him.

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

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

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

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

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

SUSPECTED CHILD ABUSE

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

SUSPENSION

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

A parental/guardian conference may be required by the School Administrator prior to the student's return to the classroom. Suspension lengths are determined by the School Administrator. These range from one day to five school days depending on the severity of an act.

Any student who is suspended is prohibited from participation in any school activity on or off campus. The School Administrator will determine if the suspensions are to be in-school or out-of-school depending on the offense.

EXPULSION

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. The Peace Lutheran School Leadership Team holds the authority to expel a student from Peace Lutheran School. If the administration of Peace Lutheran School deems that a student's conduct warrants expulsion the following process will be followed:

1. The student, parent/guardian, and SLT will be notified by the principal that a recommendation for expulsion is being made.
2. The student being recommended for expulsion will serve an indefinite out-of-school suspension until further action is taken.
3. The SLT will set a date, time, and location for an Expulsion Hearing.
4. The decision of the SLT following the Expulsion Hearing will be final.
 - * If a parental decision is made to withdraw a student from Peace Lutheran School while serving a suspension awaiting an expulsion hearing, the SLT may choose to cancel or follow through with the expulsion hearing.

Any student expelled or withdrawn may not be on Peace school property or be present at school functions without the permission of the School Administrator or School Leadership Team Chair. Students expelled from Peace may not return to school that same academic year. If they want to return the following year, it will be on a probationary basis under the approval of the School Leadership Team and School Administrator.

Facility Rules

1. Students are to leave the building within 15 minutes of the close of school unless they are involved in a school activity; under teacher supervision; or part of the After-School Care program provided by Peace Childcare Learning Center.
2. Students are expected to use the sidewalks and crosswalks and obey the directions of school personnel when arriving and departing school.
3. Loud talking, running, or boisterous activities are not permitted in the halls of the school.
4. All are asked to help keep the building, equipment, and school grounds clean and in good condition. Those causing any damage will be held responsible.
5. All students must have a pair of gym shoes to be used for classes in the gym. They are to be kept at school. Shoes which leave black marks on the floor should not be worn to school.

6. Please mark all personal belongings with your child's name.
7. No gum or candy shall be brought to school unless special permission is granted by the teacher. Otherwise, these items will be confiscated when brought to school.
8. Students are not allowed to use the telephone unless they have received permission from their teacher or coach for an acceptable reason. Except in emergencies, parents are discouraged from calling pupils to the phone during class time. Whenever possible, the Administrative Assistant will take the message and deliver it.
9. Electronic games, iPods, squirt guns, and other toys should not be brought to school.
10. Students may not use **cell phones and/or electronic devices** during the school day. Students who bring an electronic device to school should turn it off as soon as they arrive at school. Phones will be kept in a teacher-provided container in the classroom. If an electronic device is used or rings during the school day, it will be removed from the student and taken to the office. A parent must pick up the electronic device from the office and rules concerning the use of the electronic device during and after school will be reviewed. Students will be permitted to use their electronic device after school hours.
11. Weapons, explosives, alcohol, and drugs are not to be brought to school.

Health Services

It is required that students entering school for the first time have a physical, and immunizations.

Health Clinics

Peace Lutheran School offers a Dental Clinic through North Lakes Community Clinic, a Vision Clinic through the Lions Club, and a Flu Shot Clinic through the Health Department. These clinics are not mandatory, and a permission slip will be sent home with your student/s, the permission slips will need to be filled out completely and returned in order for your student to participate.

Immunizations

Wisconsin Statutes, Section 140.5(16) requires all students to be immunized upon admittance to school. Immunizations are required against chickenpox, hepatitis, measles, rubella, mumps, polio, diphtheria, tetanus, and pertussis (whooping cough).

If students are not fully immunized upon admittance to school, they must have received at least one dose of any vaccine required for their grade within 30 days of admission. They must remain on schedule and complete all required immunizations within one year. Health records will be kept at the school office, and it is important that parents provide us with all health information.

If your student is missing an immunization, you will receive a notice in the mail and/or sent home with your student. You will then need to either schedule an appointment for the



immunization with your student's doctor, schedule an appointment at the health department for the immunization, or fill out the waiver on the notice. The School Secretary will need to be notified of the immunization received or have the waiver on file to be able to update the student's file.

Accident or Illness

If a student becomes ill while at school, the School Administrator, in consultation with the student's teacher, will determine whether the student is to be removed from class. The office will notify the student's parent/guardian and assist with preparing the student for immediate/timely pick up.

In case parents cannot be contacted, the office will refer to the emergency contact person on the student's application. Office personnel will continue to contact the parents/emergency contact until a person is reached. We will leave a voicemail and a message on ClassDojo, while trying to get ahold of a parent/guardian/emergency contact.

Injuries requiring attention will be verbally reported to the School Administrator immediately. The person who witnessed the injury/accident will complete an "Accident Report". The report will be reviewed and signed by the parent/guardian when the student is picked up or as realistically possible. Office personnel will provide a copy of the report to the parent/guardian. All students leaving because of illness, doctor, or dentist appointments must report to the office before leaving the building and check back in at the office before returning to class.

Insurance

The school does not furnish individual insurance for students.

Communicable Disease Policy

It is the policy of Peace Lutheran School of Antigo, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and employees, and to educate students and employees in disease prevention methods and sound health practices.

The School Administrator of Peace Lutheran School has the right to temporarily remove a child with communicable disease from the school setting. If the School Administrator's response to a concern cannot clearly be decided by reliance on state statutes, the School Administrator will consult a "school health care team". The School Administrator, physicians who serve as advisors to the nursing service, a local public health agency representative, the attending physician, and the parents may make up the "health care team" that will make recommendations to governing body. The governing body will then determine whether the child should be removed from the school setting. If a child must be removed, the child would continue to be excluded from classroom participation until it has been determined that the threat of spreading the disease has been removed.

Any employee who has a communicable disease shall be placed on leave until it can be determined that the employee's return to work will not constitute a danger to other workers or students.

At all times, State of Wisconsin laws regarding confidentiality will be observed. Knowledge that a student or employee has a communicable disease will be confined to those people with a direct need to know.

Peace Lutheran School follows the CDC recommendations for Wisconsin Childhood Communicable Diseases for exclusion from School.

Fever: A fever is considered anything above 100 degrees F. Any student with a fever must be excluded for 24 hours after fever is resolved without medication.

Pink Eye: Exclude if the student can not stop touching the eye.

Strep Throat: Exclude for 24 hours after initiation of antibiotic and fever is resolved without medication.

Influenza: Exclude for 24 hours after fever is resolved without medication

Diarrhea: Exclude until no symptoms for 24 hours.

Hand Foot & Mouth: Exclude if student has a fever, can not maintain hygiene or close contact with others.

Lice: Students with head lice should not be sent home early from school. Instead, they can go home at the end of the day, get treatment, and return to school the next day.

Immunization Waiver & Communicable Disease: Students with immunization waivers for medical/health, religious or personal conviction reasons will be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Administration of Medication to Students

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

1. A Medication Permission form must be completed and signed.
2. All medications must be in their original container
3. All medications will be kept in an individual container, in a locked cabinet in the office
4. Office personnel will give the medication in the dosage prescribed by the physician and log the date and time of the administration of the medication.

5. Authorizing school personnel to contact the physician directly with any questions or concerns.
6. No medication will be administered by school personnel without a signed Medication Consent Form.
7. It is the responsibility of the student, when age appropriate, to remind his/her teacher the appropriate time when medication is to be taken.
8. Medication is required to be delivered to the school by a parent or guardian.

Life threatening Medication

1. A Medication Permission Form must be completed and signed.
2. A Food Allergy & Anaphylaxis Emergency Care Plan (FARE) must be completed and signed.
3. Epinephrine (Epi-Pen) must be provided to the school by the parent/guardian.
4. Antihistamine (Benadryl) must be provided to the school by parent/ guardian.
5. Inhalers, if needed, will be kept in the office unless there is a note by the doctor stating that the student needs to always have it on their person.

Food Allergy Policy

Food allergies can be life threatening. The risk of accidental exposure to food can be reduced in the school setting when the school works with students, parents/guardians and physicians to minimize risks and provide a safe educational environment for food allergic students. This policy serves as a guideline to Peace Lutheran School's policies for food allergies and will be reviewed for each student as the school is made aware of a student's allergy. A core team consisting of parents/guardians, school staff and the student is required to ensure a safe environment in the school. Each member has responsibilities as outlined in this policy.

Family/Guardian Responsibility

- Notify the school of the child's allergies before the child starts the school year or when the allergy is identified.
- Work with the principal to develop a plan that accommodates the child's needs throughout school including the classroom, in the cafeteria, in after-care program, and during school sponsored activities.
- Complete the Food Allergy Plan form with school and doctor. It should be updated and reviewed yearly. This includes written medical documentation, instructions and medications as directed by a physician.
- Provide properly labeled medications and replace medication after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoid exposure to unsafe foods

- Symptoms of allergic reactions
- How and when to tell an adult they may be having an allergy-related problem
- How to read food labels (age appropriate)

School Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504 and FERPA and any state laws that apply.
- Review the health records submitted by parents and physicians with staff.
- Identify a core team of, but not limited to, teacher, principal, school food service manager, to work with the parents and the student (age appropriate) to establish a prevention plan.
- Include food allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy. When an activity poses a potential health risk to the allergic student, a substitute activity should be provided by the student’s family/guardian and facilitated by school personnel.
- Assure that all staff who interact with the student on a regular basis understand food allergies and can recognize symptoms and know what to do if the child has an emergency.
- Ensure that the required medications for the child are easily accessible.
- Designate school personnel who are properly trained to administer medications in accordance with the Good Samaritan Laws governing the administration of emergency medications.
- Review policies and prevention plan with the core team members, parent/guardians and physician after a reaction has occurred.

Student’s Responsibility

- Should not take food from others.
- Should not eat anything with unknown ingredients or know to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic or experience symptoms.
-

Kitchen Policy

- Know what to avoid and substitute.
- Read labels. Develop a system for checking ingredient labels carefully for every food item to be served to the student with the allergy.
- Prepare the kitchen. Designate an area in the kitchen where allergy-free meals can be prepared. This area should be a “safe zone” and kept free of ingredients allergic students should avoid.

- Develop cleaning procedures. Designate a person to be responsible for ensuring that lunch tables and surrounding areas are thoroughly cleaned before and after lunch. Use a designated sponge or cleaning cloth for the allergy-free tables to avoid cross contact.
- School lunch menu to be sent home. Parents /Guardians will work with the child and school to determine which days the child will purchase a school lunch.

SCHOOL LUNCH POLICY

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

Federal guidelines also define when substitutions and/or modifications in school meals for students must be made. In general, food service may make food substitutions, at their discretion, for individual children who are medically certified as having a special medical or dietary need. **Such determinations are made on a case-by-case basis and will be based upon supporting documentation** (“Accommodating Children with Special Dietary Needs in School Nutrition Programs” worksheet) provided by a licensed medical provider. If you have any questions, please contact the Food Service Manager.



Lunches must be purchased ahead of time.

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

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

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



School Lunch and Milk Costs

Student hot lunch (K-8) \$2.95, Adult \$4.75

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

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

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

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

COLD STORAGE IS NOT AVAILABLE FOR LUNCHESS BROUGHT FROM HOME.

Lunches should be packed in an appropriate cooler or thermos to maintain safe temperature control for "sack" lunches.

WELLNESS POLICY

Component 1: Food Service/Lunchroom Guidelines

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

Component 2: Commitment to Physical Activity

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

Component 3: Nutrition Education and Guidelines

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

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

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

Component 5: Evaluation/Implementation

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

COMMUNICATION AND GRIEVANCES

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

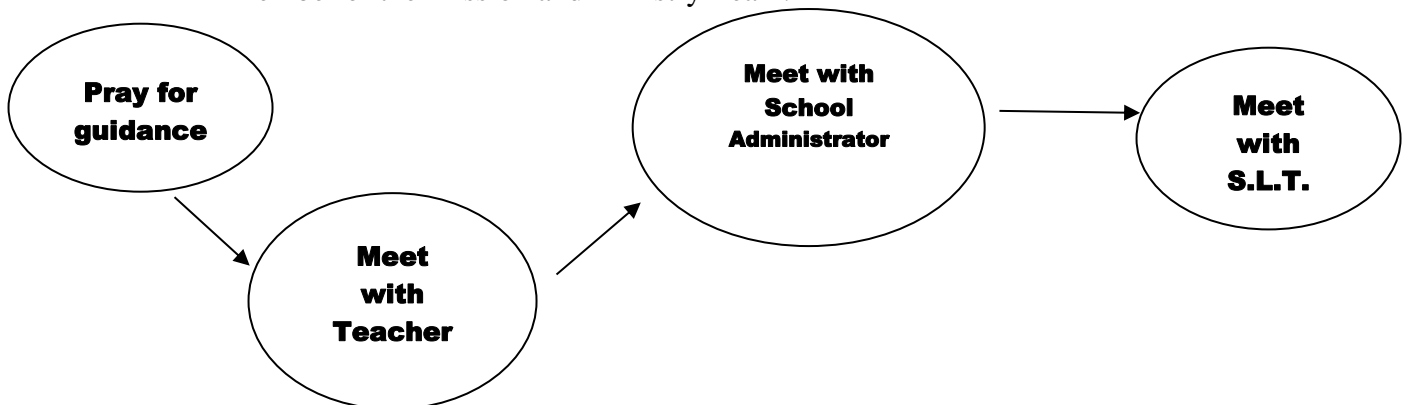
At Peace Lutheran School, we want to provide the best Christian education for all children. Acknowledging that we are all sinners, "*for all have sinned and fall short of the glory of God*" Romans 3:21, we realize that there may be times of questions and concerns. We are willing to listen to all concerns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

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

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

The proper procedure for each concern or question is to:

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



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

Peace Lutheran Faculty

TEACHERS

<u>Name</u>	<u>E-mail</u>	<u>Position</u>
Alisha Hopfensperger	a.hopfensperger@peaceantigo.org	Teacher – 4K
Katelyn Marten	k.marten@peaceantigo.org	Teacher – 5K
Kimberly Burns	k.burns@peaceantigo.org	Teacher – 1 st
Erika Brandt	e.brandt@peaceantigo.org	Teacher– 2 nd
Burgandy Krusensterna	b.krusensterna@peaceantigo.org	Teacher- 3 rd
Gabby Sorano	g.sorano@peaceantigo.org	Teacher – 4 th
John Bichler	j.bichler@peaceantigo.org	Teacher – 5 th
Emily Fenske	e.fenske@peaceantigo.org	Teacher – 7th
Rhonda Newsome	r.newsome@peaceantigo.org	Teacher – 8 th
Marti Thorne	m.thorne@peaceantigo.org	Resource Teacher
TJ Beck	t.beck@peaceantigo.org	PE Teacher

ADMINISTRATIVE

Paul Thompson	p.thompson@peaceantigo.org	School Administrator
David Karolus	d.karolus@peaceantigo.org	Lead Pastor
Jenny Weyker	j.veyker@peaceantigo.org	Childcare Director
Jarod Fenske	j.fenske@peaceantigo.org	Associate Pastor

OFFICE AND SUPPORT STAFF

Paula Breutzmann	p.breutzmann@peaceantigo.org	Office Manager
Danielle Storch	d.storch@peaceantigo.org	School Admin Assistant
Shelly Karolus	s.karolus@peaceantigo.org	Church Admin Assistant
Nikki Heinzen	n.heinzen@peaceantigo.org	Financial Operations
Lisa Lenzner	l.lenzner@peaceantigo.org	Food Service Director
Terri Schroepfer	t.schroepfer@peaceantigo.org	Food Service Assistant
Jennifer Reimer	j.reimer@peaceantigo.org	Lunch Program Bookkeeper

The best way to reach a teacher is through email or class dojo. If you call the school the call will not be transferred to the teacher if they are teaching, you will be able to leave a message and the call be returned upon availability.

School Leadership Team Members

Email address: slt@peaceantigo.org

Jennifer Kolpack
 Matt Pingel – MMT Member
 Jackie Duchan
 Danielle Yuska
 Breanna Kratz
 Megan Michels
 Paul Thompson, Advisory