

# Peace Lutheran Academy

A Classical Christian Education  
in the Lutheran  
and Liberal Arts Traditions

## Parent Handbook 2013-2014

### Peace Lutheran Church and Academy

The Lutheran Church - Missouri Synod  
P.O. Box 123, W240 N6145 Maple Avenue  
Sussex, Wisconsin, 53089  
(262) 246-3200  
[www.peacesussex.org/Academy](http://www.peacesussex.org/Academy)

The Rev. Peter C. Bender, Pastor  
Parsonage - (262) 370-1189

#### Divine Service:

Sunday - 7:45 & 10:30 a.m. and Wednesday - 6:45 p.m.  
Bible Class & Sunday School: 9:15 a.m.

## *The Peace Lutheran Academy Mission Statement*

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

## *The Commitment of Peace Lutheran Academy:*

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

1. A world view which is God-centered rather than man-centered.

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



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## *The Commitment of Parents*

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2 Peace Lutheran Academy exists for the purpose of assisting and supporting Christian parents in their God-given responsibilities of raising and rearing their children. Commitment to our Lutheran approach to education is imperative for all parents who would send their children to Peace Lutheran Academy. A thorough screening of parents takes place before their children are enrolled in the academy. When parents enroll a child in the academy, they are pledging their support of our confession of faith and promising to be involved and active with us in every facet of their child's education. If they cannot make this commitment, they should not attempt to send their children to the academy. Peace Lutheran Academy will not function as a surrogate parent for children whose parents are disinterested, unsupportive, or uncommitted to our educational philosophy, or what goes on in the church and school.

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## *An Education for All Children*

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



Peace Lutheran Academy W240 N6145 Maple Ave., P. O. Box 123, Sussex, WI 53089

parents. Our low teacher-to-student ratio makes Peace Lutheran Academy an ideal setting for children with varying degrees of ability.

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## *Curriculum*

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

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## *The Teaching of Reading*

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Peace Lutheran Academy believes that the ability to read is the most important skill to be taught to elementary children to ensure their academic growth and success in school. Our academy pledges itself to the teaching of phonics as the foundation for learning to read. Children are taught the basic building blocks of the English language, including proper spelling, punctuation, grammar, and sentence structure.

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Literacy is fostered in our students by grounding them in both the skills necessary to read and write the English language and the rich content of our literature curriculum.

### ***Music and the Arts***

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

### ***Catechesis***

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

Listening to Bible stories, discussing what is heard, praying the Catechism and liturgy, and singing the hymns of the church is part of the daily life of the academy. Children learn the entire Catechism by heart by the end of the third grade. Children learn a three-year cycle of

important Bible passages and hymn verses by heart. The pastor gives catechetical instruction to all classes in the academy, beginning in the fourth grade. By the request and consent of their parents, confirmation is granted to those member children who have been instructed in the Catechism and examined by the pastor. Children grow in the Christian faith and life through the integration of that faith into all the academic subjects of the academy. They learn to evaluate the real world and our society and culture on the basis of the Word of God and the Christian confession. Children learn the faith by doing those things which will be a part of their Christian life as long as they live.

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

### ***Enrollment: Kindergarten through Grade Eight***

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An entrance interview with both member and nonmember parents is conducted by the pastor and headmaster when parents enroll children in the academy for the first time. Registration forms for K-8 enrollment in the academy are available in the church office. The



registration deadline is March 15. Interviews are usually conducted in March and April. This interview must take place in order to complete the registration process. All forms must be completed and submitted to the church office with a \$100 registration fee to guarantee enrollment in the academy. The registration fee is applied to the tuition fee and is nonrefundable after May 1. Enrollment of children in the academy after the March 15 deadline is granted if openings are available.

- 4 Because we emphasize our partnership with parents in all aspects of their children's education, especially the religious, nonmembers parents are required to attend the adult catechesis course taught by the pastor of the congregation prior to or during the year of enrollment for their first child who attends Peace Lutheran Academy.

### ***Enrollment: Three and Four-Year-Old Preschool***

Our preschool program is open to the general public. Registration forms for preschool enrollment are available in the church office. Registration is held for parents wishing to **reenroll** their children for the coming year between March 1 and March 15. **Members** of Peace Lutheran Church may also enroll their children at this time. Registration is held for **nonmember** parents wishing to enroll their children for the **first** time between March 15 and March 31. All forms must be completed and submitted to the church office with a \$100 registration fee to guarantee enrollment in the preschool. The registration fee is applied to the tuition fee and is nonrefundable after May 1.



Nonmember parents are ***not*** required to attend the adult catechesis class of Peace Lutheran Church to enroll their children in the preschool. Enrollment of children in the preschool after the registration period is granted if openings are available.

### ***Tuition and Fees***

Selected books are purchased by parents for their children at the beginning of each school year. The average cost of books ranges from \$50 to \$200 per student depending upon the grade. The books remain the property of the parents unless they are purchased by other parents through the used book program. New and used books are purchased in August. Supply lists and other information are sent to parents before the beginning of the year.

All students are assessed a \$45 dollar annual activity fee.

\$5,000	Nonmember of Peace, First through Eighth Grade
\$3,500	Nonmember of Peace, Kindergarten
\$3,750	Member of sister LC-MS congregation, First through Eighth Grade
\$2,625	Member of sister LC-MS congregation, Kindergarten
\$2,500	Member of Peace Lutheran Church, First through Eighth Grade
\$1,750	Member of Peace Lutheran Church, Kindergarten
\$1,314	Four-Year-Old Preschool (3 days / week)
\$1,160	Three-Year-Old Preschool (2 days / week)

(Tuition includes \$100 registration fee)

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**Multiple Child Discounts:** Parents who have more than one child enrolled in the academy during the same school year will pay the full tuition fee for the oldest child. The tuition of each additional child enrolled in the academy through preschool will be reduced by an additional 10% for each child. Example: A family with four children enrolled in the academy at the same time will pay 100% tuition for the oldest child enrolled, 90% tuition for the second child, 80% tuition for the third child, and 70% tuition for the fourth child.

Tuition payment plans are set up at the time of registration. Tuition may be paid annually, semiannually, quarterly, or monthly. Monthly payments are due on the first day of each month beginning with the month of June preceding the academic year for which the payments apply. The academy reserves the right to call for the full payment of unpaid tuition balances in the event that tuition payments are late, or parents have demonstrated a history of tardiness in their tuition payments. Failure to pay tuition according to the agreed upon plan will result in the discharge of these students from the academy.

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

Peace Lutheran Academy uniforms, catechesis materials, and student consumable supplies are additional to tuition and books. Uniforms are purchased through *The Uniform Place*, 811 N. 68th St., Milwaukee, WI 53213 (Phone: (414) 258-7888) or *Dennis Uniforms*, [www.dennisuniform.com](http://www.dennisuniform.com) (Phone: (800) 854-6951). Teachers provide a list of student

consumable supplies at the beginning of each academic year which are to be purchased by parents. There is no daily hot lunch program. A special hot lunch sponsored by volunteers is offered approximately twice a month.

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### ***Tuition Assistance***

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



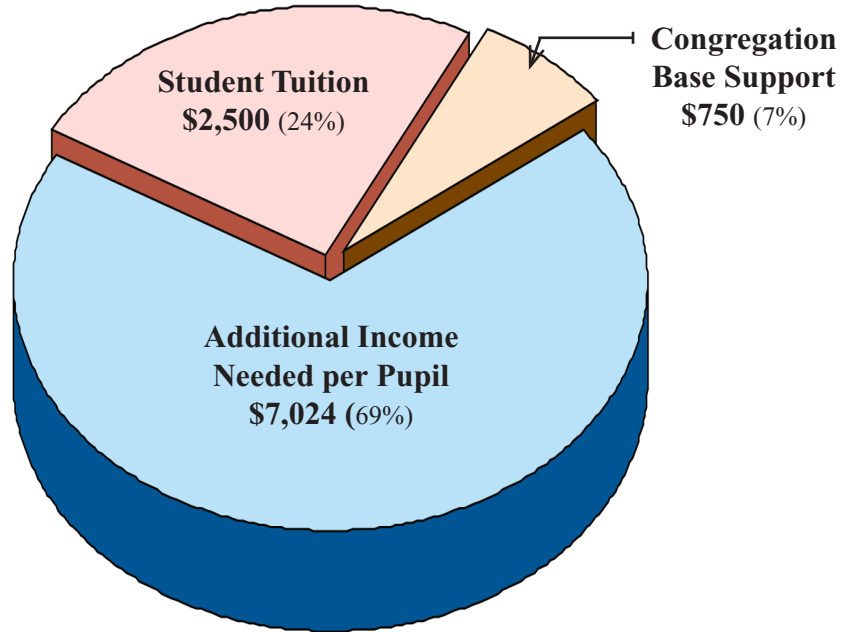
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# Funding Your Child's Education

## Parent Partnership Program

Parents, your tax-deductible gift to Peace Lutheran Academy helps make up the difference between the cost of tuition and the *actual* per pupil cost of educating your child.

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**Per Pupil Cost \$10,274  
Grades K-8**

*\$10,274 is the per pupil cost* of educating a single elementary child at Peace Lutheran Academy for the 2013-2014 school year. *This figure includes only direct educational costs* in terms of teachers' salaries, benefits, and educational materials.

*The per pupil cost does not include* the mortgage on the new building, utilities, operation and maintenance of our physical plant, or any of the salaries of the pastor, deacon, secretaries, or janitors. These costs are all handled by Peace Lutheran Congregation and are not factored into the per pupil cost. In addition to these expenses to the congregation, the congregation also contributes \$750 dollars per member child to the academy to help cover direct educational costs. Thus, the total financial outlay by the congregation in support of the academy is enormous.



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***\$7,024 is the minimum additional income needed*** for a member child. This figure is arrived at by taking the per pupil cost and subtracting from it the maximum cost of tuition and congregational support for a member child. The “**Additional Income Needed per Pupil**” for students in kindergarten through eighth grade is illustrated in the chart at the left. There are several ways you can assist in raising this additional needed amount:

***Please participate in the Scrip Program.*** Scrip is a real and negotiable gift certificate from one of over 160 participating national merchants. The academy buys the Scrip at a reduced rate (normally 2-20%) and sells them to you for face value. The difference in the purchase and selling price is the academy’s profit. If your family purchases \$400 in groceries and \$200 in gas per month for 12 months, the academy will receive approximately \$200 in profit. Additionally, your family will receive a credit of approximately \$60 towards the following year’s tuition. Contact the church office for details about participating in the Scrip Program.

***Please support our annual fund-raisers.*** Your participation and promoting of our annual fund-raisers will assist us greatly in raising the Additional Income Needed. The fund-raisers include: the Monthly Fish Fries, Summer Brat Fries, Quilt Raffle, Fall Flea Market, Christmas Craft Fair, Poinsettia Sale, and Goods and Services Auction. The specific dates for each of these events are listed on the annual planning calendar.

***Please consider a tax-deductible gift.*** We recognize that the education of your children at Peace Lutheran Academy is a tremendous financial commitment. We have made every effort to keep tuition low and affordable for all our families. We have ongoing financial development efforts that seek funding from private foundations, outside parties, memorials, and fundraisers. It is the responsibility of the Parish Council to seek these outside sources of funding to make up the difference between the per pupil cost and the income from tuition and congregational support. The best way to meet that need is to appeal directly to those who believe most in our educational program, our current parents. We invite parents to join our Parent Partnership Program. We are asking those of you who are financially able to make a tax-deductible contribution to Peace Lutheran Academy. For some families, tuition is all that they can afford. For others, a gift in the amount of the entire difference between tuition and the per pupil cost is not out of the question. Your gift, in whatever amount you are able to afford, is needed and always appreciated.





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## ***Conduct and Discipline Policy***

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Although forgiveness of sins by grace alone for Christ's sake is the foundation of our faith as Christians, the outer man is still disciplined by the force of law. Maintaining discipline in the classroom is not inconsistent with the practice of forgiveness and unconditional love which is central to the Christian faith and life. Christian parents discipline and punish their children at the same time they forgive them and love them unconditionally. The teachers of the academy seek to do the same.

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

To ensure that learning is not interrupted by unpreparedness or behavioral disruptions, the academy enforces a policy of demerits, after-school detentions, suspensions, and expulsions. The goal of our conduct and discipline policy is to work with parents to reinforce and support standards of responsibility, courtesy, respect, and behavior which are an important aspect of children's education, and to prevent the loss of valuable instructional time. The maintenance



of an orderly and harmonious classroom is essential to learning. Academy punishments may include any one of the following, depending upon the type and seriousness of the infraction.

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## ***Disciplinary Action***

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Disciplinary action can be summarized in five steps:

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

Depending on the severity of the offense or the attitude of the offender, steps 1 and 2 may be skipped at the discretion of the teacher.

Infractions which result in disciplinary action being taken are:

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

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### *After-School Detentions*

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

### *Suspensions*

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

### *Expulsions*

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

### *Academy Awards*

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

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### *Arriving at School*

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Parents should transport their preschool through grade 8 children to school for arrival no earlier than 7:30 a.m., unless special arrangements have been made. The tardy bell rings at 7:55 a.m., the beginning of the school day. The teachers will walk the students, by class, to the church for Matins at 8:00 a.m.

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### *School Hours*

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Prompt arrivals are expected.

Three-Year-Old Preschool

**8:00 a.m. to 11:00 a.m. (T/Th)**

Four-Year-Old Preschool (A.M.)

**8:00 a.m. to 11:30 a.m. (T/Th/F)**

Grades 1-8

**7:55 a.m. to 3:20 p.m.**

Kindergarten

**7:55 a.m. to 3:20 p.m. (M/W/F)**

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### *Office Hours*

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The office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. Office personnel will be available to receive telephone calls, tuition payments, hot lunch money, and bookstore and Scrip purchases during these hours.



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## ***Dress Code and Uniform Policy***

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

- 10 There is no uniform for preschool students. Parents are asked to use discretion and good judgment in dressing their preschoolers for school.

In kindergarten through grade eight, only the approved uniform is acceptable attire. Outdoor head coverings are to be worn for warmth during the cooler weather. Modest styles and quantities of accessories in the areas of jewelry, nails, hair items, and makeup are to be observed. Hair coloring of any type is not permitted. Parents are asked to monitor their children closely. The headmaster and faculty reserve the right to exercise discretion in the dress code so that safety is maintained at school and the dress of students falls within the overall spirit of this policy.

**NOTE ON SHOES:** The following shoes are not allowed for safety reasons: patent leather shoes, high heel shoes. Every effort should be made to purchase shoes with soles and heels that do not leave marks on the tile floors.

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

Teachers will inform parents when their classes will be walking to the Sussex Library and other locations, in order that students are prepared for inclement weather with a raincoat or slicker, hat or umbrella, and rubbers or boots.

Students must have warm coats, hats or hoods, gloves or mittens, and winter boots during the cold winter months. Boots must be worn into and out of the building to avoid wet, slippery areas inside. Girls may wear navy or red leggings or tights under their uniforms when walking or playing outside in cold weather. Boys may wear navy blue wool trousers for greater warmth during the winter if they wish.

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

**NOTE: The items marked with an asterisk (\*) must be purchased from *The Uniform Place*, 811 N. 68th St., Milwaukee, WI 53213 (Phone: 414-258-7888) or *Dennis Uniforms*, [www.dennisuniform.com](http://www.dennisuniform.com) (Phone: (800) 854-6951).**



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**Boys - Grades K through 8**

Shirt:	white oxford, buttoned down collar, long or short sleeved	required
* Tie:	navy/red wide striped	required
Belt:	navy or black similar to those found at the Uniform Store	required
* Sweater:	navy sleeveless pullover vest	optional
	navy or red long sleeved v-neck pullover	optional
	navy or red long sleeved v-neck cardigan	optional
	navy or red zippered sweater	optional
* Pants:	navy twill	required
Shoes:	solid colored black, brown, or navy tie shoes or loafers, or plain black tennis shoes	required

**Girls - Grades K through 4**

* Jumper:	“Hamilton Plaid” (style #8811A) AND / OR	required
* Skirt:	“Hamilton Plaid” (style #1886)	required
Shirt:	white blouse, round collar, long or short sleeved, or white turtle neck	required
* Sweater:	navy or red long sleeved crew-neck cardigan	optional
	navy or red zippered sweater	optional
Leg Wear:	navy, red, or white tights, knee-highs, or crew socks	required
Shoes:	solid colored black, brown, or navy tie shoes, buckle shoes, or loafers; saddle shoes, or plain white “Ked-style” tennis shoes	required

**Note:** Girls may wear navy or red leggings under their uniforms in cold weather.

**Girls - Grades 5 through 8**

* Skirt:	“Hamilton Plaid” (style #1886)	required
Shirt:	white blouse, round collar, long or short sleeved; or white turtle neck	required
* Sweater:	navy or red long sleeved crew-neck pullover	optional
	navy or red long sleeved v-neck pullover	optional
	navy or red long sleeved crew-neck cardigan	optional
	navy or red long sleeved v-neck cardigan	optional
	navy or red zippered sweater	optional
Leg Wear:	navy, red, or white tights, knee-highs, or crew socks, or navy, red, white, or “flesh colored” nylons	required
Shoes:	solid colored black, brown, or navy tie shoes, buckle shoes, or loafers; saddle shoes; or plain white “Ked-style” tennis shoes	required

**Note:** Girls may wear navy or red leggings under their uniforms in cold weather.



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## ***Portable Communication Devices Policy***

### **1. Portable Communication Devices – Definitions**

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

### **2. Possession, Display and Use**

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

Students are not permitted to possess, display, use or activate Portable Communication Devices at school sponsored activities at any time.

### **3. Discipline**

The School Headmaster, Teacher, or Designee shall take possession of Portable Communication Devices for any violation of this policy. Parent or legal guardian must make arrangements with school officials to claim such devices. Specific time may be established by

school officials for parent or legal guardians to retrieve such devices. Confiscated Portable Communication Devices will not be released to students under any circumstances.

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

### **4. Responsibility / Liability**

The school Staff, Faculty, and School Board will assume no responsibility in any circumstance for the loss, destruction, damage or theft of Portable Communication Devices or for any communication bill associated with the authorized or unauthorized use of Portable Communication Devices. Students will be responsible for locating such lost or stolen items.

### **5. Exceptions**

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



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## ***Administration of Medication/ Emergency Health Care Policy***

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

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child requires medication to benefit from his/her educational program. Medications should be administered to students at home rather than at school whenever possible. No medication will be administered by school personnel until the consent forms are completed and on file with the Academy.

For purposes of this policy, “practitioner” shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. “Medication” shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. “Administer,” means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. “Nonprescription drug product” means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged

for use by consumers and labeled in accordance with the requirements of State and Federal law.

The Board will require the Headmaster to distribute annually to parents and guardians of all students the Student Immunization Record and Student Health Report with the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the staff will adhere to the instructions of the authorization form. These documents will be kept in a separate and easily accessible file in the school building. Anytime a student or a group of students are taken off of school property to participate in a school event, the staff in charge of the event must take these records and forms along. These documents must be protected in accordance with the HIPAA Privacy Rule.

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

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. (Authorization to administer over the counter (Non-Prescription) Medication) Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent.

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



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Only medication in its original container; labeled with the date, if a prescription, the student's name, and the exact dosage will be administered. Parents or students authorized in writing by their practitioner and parents, may administer medication.

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

14 Any staff member authorized in writing by the Academy Headmaster is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office.

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

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



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### ***Pick-up of Students and Pick-up Times***

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

Please pick up preschool students promptly at 11:00/11:30 a.m. and kindergarten through eighth grade students should be picked up by 3:30 p.m. Drivers should wait in the drive through lane of the academy while waiting for dismissal.

Upon dismissal from their classrooms, students will line up inside the academy entrance and wait for their parents to arrive and pull up to the doors. Academy teachers will then allow students to leave on a car by car basis.

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### ***Substitute Rides Home***

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

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### ***Walkers and Bikers***

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

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## ***Attendance***

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All absences are to be verified by a call or note to the academy from a parent or guardian before 8:30 a.m. on the morning of the absence. If you must take your child out of school early or bring them late because of doctor appointments, etc., please inform the teacher as soon as possible. Students will wait for their parents or guardians to pick them up in their classroom.

## ***Extended Family Vacations***

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

## ***Illness and School Absences***

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

## ***Family Death or Terminal Illness***

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

## ***Lost-and-Found Box***

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There is a lost-and-found box in the office.

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## ***Telephones***

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

## ***Snacking During School***

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No gum is allowed in school at any time. All grades are allowed a morning snack time. After school snacking is to be done in the designated area at the direction of the teachers.





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## ***Lunch Time***

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

16 Noontime lunch beverages may include milk, juice, or ice water. No soda allowed. Milk is available at a reduced cost. Orders for milk are placed through the academy office.

Hot Lunch is served generally served twice a month, usually the second and fourth Fridays. Menus are published in the Academy Ac'cents the preceding week.

## ***Recess***

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

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

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

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

## ***Homework***

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

Students are required to document assignments in their assignment notebooks each day. Teachers may initial the assignment notebook each day to ensure that the student has accurately written down the assignment. Parents, whose children are in grades K-2, initial the assignment notebook each day to ensure that their children's homework is complete.

Ordinarily, on an average, students spend the following amount of time completing their homework assignments:

Kindergarten	20 to 30 minutes
Grades 1 and 2	30 to 45 minutes



Grades 3, 4 and 5	1-1½ hours
Grades 6, 7, and 8	2 hours

These times will vary for each child. Above times include academic homework, such as math, phonics, language arts, history, etc. These times do not include Bible verse, hymn singing or catechism learn-by-heart work that is to be practiced during family prayer.

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### ***“Friday Mailers”***

Each Friday students are sent home with a large envelope containing information from their teachers and completed school work. Please read and review the enclosed materials, sign and date the envelope, placing in it any correspondence you wish to send to school, and return it to the teacher according to the schedule he or she has set up for the weekly mailer.

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### ***Parent—Teacher Communications***

Academy Accents (for school wide announcements) along with the Congregation at Prayer will be sent home to all academy children each week.

Parent-teacher conferences are held twice a year in the fall and spring. These are established times when parents and teachers meet to discuss student progress. Both parents are asked to attend these important events. Parents and teachers, of course, are welcome to schedule a conference whenever necessary. Parents should not bring children to conferences unless requested to do so by the teacher.

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### ***Fire Drills***

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

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### ***Tornado Drills***

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

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### ***Snow Days***

Snow days are announced by 7:00 a.m. on the local radio stations WTMJ (620 AM) and WISN (1130 AM). Also on television stations WTMJ (channel 4), and WITI (channel 6). In the event of severe winter weather, please listen to the radio or television for the announcement of cancellations or delays. Cancellations will also be posted on the church voice mail system as soon as the cancellation decision has been made.

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### ***Holiday Events***

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

### ***Christmas***

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



### Other Celebrations

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

### Birthday Celebrations

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

### Baptismal Birthday Celebrations

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

## *The Peace Lutheran Academy Parents’ Association*

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

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

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



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***Peace Lutheran Academy Faculty, Staff, and Administration***

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<b>Church and Academy Office .....</b>	<b>246-3200</b>
Rev. Peter C. Bender .....	Pastor..... 370-1189
Mr. Matthew W. Gatchell.....	Deacon ..... 367-9402
Mrs. Kimberly E. Hughes .....	Headmaster and Academy Teacher ..... 414-610-3216
Mrs. Susan Laubenstein .....	Academy Teacher..... 246-4468
Mrs. Sara Kohlmeier .....	Preschool/ Kindergarten/ Academy Teacher ..... 414-329-1640
Mrs. Kathy May .....	Music Teacher ..... 414-491-6208
Mrs. Brenda Greschner .....	Church and Academy Secretary..... 252-3214
Mr. & Mrs. George Kaminski .....	Church and Academy Custodians ..... 246-4731

