

Petersen Elementary School Handbook

2017-2018



***“Developing leaders today who will walk with Jesus into
Eternity.”***

Petersen Staff

Petersen's Lower Grade Teacher



Pennie Wredberg teaches grades K-4 at Petersen. This is a switch from teaching 5-8, where she taught the previous five years. She began teaching here since 2012 after teaching in Montana and Idaho. In total she has taught 22 years, all of them in multi-grade classrooms, from kindergarten through 9th grade English. Teaching is her passion, especially as it pertains to literacy.

Pennie's husband, Bert, works at Wisconsin Conference of Seventh-day Adventists. The Wredbergs have two children, one at Union College in Nebraska, and one a senior at Wisconsin Academy. The entire family enjoys nature and can often be found birding, gardening, hiking, snowshoeing, exploring or otherwise enjoying the outdoors. Pennie believes in Christian education and knows what a difference it makes in a child's life because she knows she is a living testament of that.

Petersen's Upper Grade Teacher

Petersen's Pastor

History:

The Columbus Church was first organized in 1947. Shortly thereafter the charter members opened the Columbus Church School on January 19, 1948 with nine students and Marjorie Danielson as their teacher. School was held in a little rural schoolhouse just west of the present building.

In the spring of 1948 the school board met and asked Delilah Petersen to teach at the school. She accepted and during her first year had 11 students in grades one through six.

In the fall of 1949 the academy moved from Bethel to Columbus and with it came more students. The school name was changed to the Wisconsin Academy Church School. At that time enrollment was near 30.

Construction on a new building, located just over the fence to the east of the original site, began in the spring of 1955. Dave Ahlers and Alfred Kuist laid the blocks and the school families helped so that the school could open on schedule in the fall.

One room was enclosed when school started. The lower grade room was attached later. Miss Petersen and the children cleaned bricks from the business section of the Main Street in Columbus to be used for the foundation.

A new gym and an addition on the upper grade classroom were built in 1971 and were usable that winter. Carpeting of classrooms soon after made the school more attractive. A new classroom above the kitchen was finished for use in the 1991-1992 school year.

At a school picnic in May 1976, the name for the school was changed to Petersen Elementary in honor of Delilah Petersen. She taught there for 29 years until the year 1981.

Over 300 students have attended Petersen thus far. God has richly blessed and directed members of the Wisconsin Academy Church and the teachers for the little school nestled in the woods on Hall Road.

Philosophy and Purpose:

Seventh-day Adventist education is dedicated “to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of His creations might be realized.”

Education p. 15-16

Knowledge of God, His plan for our redemption and the kind of persons men and women may become as they are restored to His likeness is of first importance through the total school experience. Students are given opportunities to accept Jesus as their personal Savior. Each student is challenged to develop a personal sense of mission in preparation of the soon return of Jesus.

Seventh-day Adventist education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. Academic excellence is promoted by challenging students to use fully their intellectual capabilities. Physical and health education reflects the belief that the body is God’s temple. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural differences and scientific advances of the age, and to develop positive attitudes toward all people.

Petersen Elementary School exists to provide an educational experience in which the unique standards, doctrines, habits, and customs of the Seventh-day Adventist Church are interwoven in every activity of the school. It is intended that an education at Petersen Elementary School will bring about the, “harmonious development of the physical, the mental, the spiritual, the social, and the vocational powers that will prepare each student for the joys of service in this world, and for the higher joy of wider service in the world to come.” Education p. 13

Objectives:

Physical

1. To develop an awareness of the close relationship between spirit, mind, and body.
2. To promote the principles of healthful living.
3. To instruct students of the substances harmful to health.

Mental

1. To direct students to God's revelations which form the basis for all truth.
2. To teach students to think logically and independently.
3. To provide students with laboratory experiences in appropriate areas.
4. To encourage academic excellence consistent with each individual's ability.
5. To provide students with a broad foundation of basic knowledge and skills as needed for successful integration into society.

Spiritual

1. To give instruction from divine principles of God's Word as recorded in the Scriptures and the Spirit of Prophecy.
2. To lead students to the realization of their need for an ongoing and personal relationship with Christ.
3. To direct students to God as the source of guidance and direction in their lives.
4. To provide students with the opportunity for Christian service involvement.
5. To develop in students a desire to be active in the spiritual life of their home, school, and church.

Social

1. To encourage the acceptance of social standards as taught by the Seventh-day Adventist Church.
2. To develop skills in interpersonal relationships.
3. To develop respect and appreciation for home and family.
4. To develop respect for the rights and ideas of others.

5. To form habits of courtesy and graciousness.
6. To promote a realization of the responsibility of personal influence.

Vocational

1. To develop respect for the dignity of labor and value in a job well done.
2. To develop good work habits such as diligence, initiative, honesty, and punctuality.

Special Needs

Because Petersen Elementary is a multi-grade Christian school, the teachers are not able to provide disproportionate amounts of time in helping students with learning or medical special needs. Circumstances involving children with special learning and medical needs will be evaluated on an individual basis.

School Procedures:

Registration:

Our school follows a non-discriminatory policy, which says:

Petersen Elementary Seventh-day Adventist 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. It does not discriminate on the basis of color, national, and ethnic origin in administration of its educational policies, or other school administered programs.

All registration fees and outstanding tuition are due at the time of registration.

Physical Examinations

New students and pupils in grades one, four, and seven should have a physical examination from their doctor no later than September 30. Registered students may not begin classes unless required immunizations are underway or completed as required by state law.

School Hours

Regular school hours are from 8:00 am to 3:00 pm. On Friday school dismisses at 1:00 pm. Children should not arrive earlier than 15 minutes before school begins and should leave immediately after school. Teachers are not intended to supervise children after school.

Attendance

Our school calendar and hours have been set up to provide enough flexibility so that students can avoid excessive absences. Parents should endeavor to arrange shopping trips, haircuts, etc., as well as doctor and dental appointments outside of school hours. Realizing that excessive absences may cause scholastic harm to the students, every effort should be made to avoid absences.

Our Attendance Policy is as follows:

1. Every student is expected to attend school regularly and punctually. Teachers are responsible for reporting all absences and tardiness. Reasonable allowances will be made for absences, but *the only excusable absences are for illness of the student or death in the immediate family.*
2. Notice from the parent or guardian stating the reason for an absence or tardy is necessary.
3. In the case of a planned non-excused absence, arrangements need to be made ahead of time if the student desires to receive credit for work missed.
4. In all cases it will be the teacher's discretion as to whether a student may make up work.
5. Any student who is excessively tardy or absent will be reported to the school board. The parents of the student who misses 20% of the school days in any grading period must petition the school board

in order for the student to receive credit in the classes being taught.

6. All students must be cleared for enrollment by the school board, and when accepted, are placed on probation for 30 days from the date of entry.

7. It is understood that all students are expected to attend all school-sponsored programs. It is the parents' responsibility to supervise their children during programs.

8. It is expected that parents respond to scheduled parent-teacher conferences. These conferences take place after the first and second grading periods. Other conferences may be requested as needed.

Transportation:

The Fall River and Columbus Public School District provide bus service for students living in the area. Please contact the public school system if you would like your child to ride the public school bus.

Telephone Use:

The school telephone is provided for school business only and is not to be used by students except in emergencies and then with the teacher's permission. Parents should call before or after school if at all possible except in case of emergency.

Conduct:

Each pupil is expected to conform to all the standards of the Seventh-day Adventist Church, rendering prompt and cheerful obedience to the directions of the teachers. Pupils should be respectful to teachers, kind and obliging to schoolmates, and respect the rights and property of others.

The goal of discipline at Petersen Elementary is to train the students for responsibility and Christian citizenship. Parents and teachers should work together toward this end, maintaining open communication and cooperation.

Petersen has a Discipline Committee who supports the teachers and works with the families of students who need discipline. This committee consists of the School Board Chair, Treasurer, and Principal.

Disciplinary Procedures:

1. The teacher and his/her designate are authorized to administer discipline when school is in session, on any field trip, and at all school functions.
2. When necessary, parents are notified of disciplinary problems.
3. If problems or infractions continue, the student involved is sent to the principal. Corrective steps are taken, records are maintained. (An infraction of a severe nature can lead to immediate suspension for up to three days.)
4. After a second visit to the principal, a conference may be called with the parents followed by further corrective actions.
5. A third visit to the principal can result in a suspension, especially if the student is displaying insubordinate or rebellious behavior. This suspension is reported to the chairman of the board, and a conference with the parents is required.

All students who willfully and repeatedly disregard school rules may be expelled by board action.

It is requested that parents be supportive of the teaching staff. Their willingness to back the school helps greatly in maintaining order and harmony.

Harassment & Bullying:

Religious, racial, disability, sexual harassment, and violence are against the law. Everyone at Petersen Elementary has the right to feel respected and safe. A harasser may be a student or an adult.

Harassment may include the following when related to religion, race, disability, sex or gender:

- Name-calling, jokes, rumors
- Pulling on or unwelcome touching of a person or clothing
- Graffiti
- Notes or cartoons
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, feel embarrassed, hurt your feelings,

- or make you feel bad
- Sexually suggestive behavior or gestures
- Comments about sexual orientation

Harassment is harassment regardless of when, where, and how it is done. Corrective action will be taken regardless of when or where harassment happens. Harassment may take place in person, over a telecommunication device, through email, over a social networking site or written/printed to be read. This is a summary of the policy against harassment and violence. Complete policies are available in the school office upon request.

Parent-Teacher Relationships:

The success of the school depends in a large measure upon the fullest cooperation between parents and teachers. "In the formation of character, no other influences count so much as the influence of the home. The teacher's work should supplement that of the parents, but should not take its place." Education, p. 30.

The school has an active Home and School Association that seeks to draw parents and teachers together in the work of education. Parents are urged to support the Home and School in every way possible and attend the Home and School functions as families.

Grievances:

If a problem, disagreement or misunderstanding occurs with another parent, a teacher or school board member should first go to that person to try and resolve the issue.

If no resolution is made, then the person may speak to the school board chairman or pastor followed by the option of the involved parties requesting a meeting with the entire school board.

School Standards:

Guiding Principles in Dress:

“A person’s character is judged by his style of dress. A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire.” Education, p. 248

With this in mind, students at Petersen Elementary are expected as Christians to dress with modesty, and simplicity, neatness and cleanliness. Dresses and slacks are always in good taste. Hair should be neat and well groomed, avoiding extreme styles and fads. Other dress guidelines are as follows:

1. Students may wear clean blue jeans or khaki pants. Pants should be neat and clean, without holes and frayed edges. Jogging or sweat pants, leggings or jeggings, skinny jeans or stretch pants are not acceptable.
2. Shorts: blue jean shorts or knee length khaki shorts are acceptable from the beginning of school in August to September 30 and from May 1 to the end of school.
3. Shirts: polo shirts with collars and sleeves or button up shirts are appropriate.

Adornment:

Jewelry, such as bracelets, rings, necklaces, and earrings, obvious makeup, outlandish fads and non-functional accessories are inappropriate.

If specific problems arise in the area of dress, further clarification will be given as needed. Students and parents who follow these principles of modesty and good taste will have no problems.

School Lunches:

Parents are encouraged to develop good health habits with their children. A wholesome breakfast is essential for function of the mental and physical development. A good lunch is also a very important part of the child’s well being. Parents should see to it that lunches are wholesome and nourishing and sufficient quantity to carry the child through the day. Children are asked not to eat between meals while at school.

Home and School organizes a hot lunch calendar that will come at the end of every month. This is a \$2.50 charge for every meal. Parents may pay ahead of time. Teachers will send home a note when more meals need to be purchased

General School Requirements:

Students at Petersen Elementary are reminded that they represent their school at all times. It is therefore expected that responsible behavior be maintained on the part of students. The concept can be broken down into the following general principles:

1. The rights of others are to be respected at all times.
2. Property is to be respected and treated with care.

3. Activities harmful to others and themselves are to be avoided.
4. School officials are to be respected and obeyed.
5. The Christian philosophy of the school is to be supported.

School Materials:

Textbooks are Wisconsin Conference property and are loaned to students. If a book is lost or damaged, a replacement fee is charged. This applies to library books and other school property as well as to textbooks. It is the student's responsibility to provide personal supplies. A list of these items is made available at the time of registration.

Specific School Regulations:

1. No profane language is tolerated.
2. No improper contact with other students is allowed.
3. No forms of gambling are permitted.
4. Honesty is to be practiced always. Stealing, cheating, and other forms of deception are not allowed.
5. Alcoholic beverages, drugs, and tobacco are to be totally avoided.
6. No possession of firearms, knives of any kind, or any other weapon, is permitted.
7. No physical force is to be used by students against teachers or fellow students.
8. Directives issued by teachers must be carried out.
9. Electronics such as cell phones, smart phones, tablets, and laptops must be checked in with the teacher. Students must have direct permission from the teacher to use such items on school related work. At no time are electronics to be used for personal communication or entertainment. The teacher has the authority to confiscate the device at any time. Students are allowed to use their own device. The school will not be held liable to any damage to the device.

All other regulations adopted by the faculty or school board and announced to the student have the same force as those spelled out in this bulletin.

Inclement Weather Policy

School will be dismissed or cancelled for inclement weather at the discretion of the principal. Please check local news stations for school closings. As a rule we follow Columbus Public School system for inclement weather closings. However, if there is a 2-hour delay on Friday, then Petersen will not have school. If there are changes to this, parents will be notified.

Communicable Diseases

Exclusion from school is required for communicable diseases. If a child develops a fever or vomiting during the school day, the child is required to leave school. A child should remain home 24 hours after a fever has subsided. Communicable diseases include the following and the student is required to stay at home: chicken pox, head lice, polio, diphtheria, mumps, measles, pink eye, ringworm, and other

contagious diseases.

Child Progress Report

Report cards will be issued following the close of each nine-week period. At least two (2) parent-teacher conferences are scheduled for each child during the year. Additional conferences may be scheduled if considered necessary by either teacher or parent. Transcripts will be held until all tuition has been collected.

Visitors

Visiting the classroom is welcomed, but must be arranged with the teacher in advance.

Financial Information

Fees

- The Registration Fee of \$275 is due with the Registration packet.
- Students cannot attend class without financial clearance.

Tuition

- Monthly tuition for the 2017-2018 school year is \$270 for the first child in the family and \$225 for each additional child from the same family.
- Tuition payments are due before the 1st day of each month, September through June. (10 months)

Automatic Payments

- All families are strongly encouraged to pay monthly tuition via an automatic or electronic payment plan through their bank.

Discount

- A discount of 4% will be given if the full annual tuition is paid by the first day of school.
- If you have made an annual payment and cannot finish the school year, a refund will be made on a pro-rated basis. There are no refunds on monthly tuition payments.

Payment Policies

- Tuition payments are due before the 1st day of each month, September through June (10 months), or July through June (12 month plan).
- Unpaid balances after 30 days will be assessed a 5% Late Fee.
- Students with unpaid balances, the equivalent of two months' tuition will lose financial aid unless the Financial Aid Committee approves an alternate payment plan. (60 days)
- Student accounts with unpaid balances of 90 days past due will be suspended until the balance due is reduced to the equivalent 2 months' tuition.
- Student accounts with unpaid balances of 120 days past due will be expelled for the remainder of the school year. The School Board must approve readmittance.
- Student records will not be transferred to another school until the account is paid in full

Financial Assistance

If you are applying for financial assistance, please understand that we may not be able to offer support to your family to the full extent you desire. You may need to find alternate, outside resources for assistance.

- The following requirements must be met prior to being considered for assistance.
 - Application packet submitted
 - Registration Fees paid

Account from prior year is paid in full

- Tuition accounts that are 60 days past due will lose financial aid unless a payment plan is approved by the Financial Aid Committee. Families must keep their accounts current in order to maintain eligibility for assistance.
- Application will be considered in the order in which they are received. Assistance will be given only as funds are available.
- Application for assistance received by May 31 will receive priority and will be processed by June 30.
- Applications received between June 1 and July 20 will be processed by July 31.
- Applications received after July 20 will be processed individually and assistance will be given, as funds are available.
- Parental volunteer assistance to Petersen Elementary is required when financial aid is given.