



PARENT/STUDENT HANDBOOK

version 7/1/2019

This handbook contains information to enable students and parents to become better acquainted with the operational policies of Grace Lutheran School and to promote a better relationship between home and school.

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Mission Statement

Grace Lutheran Ministries exist to be a “Family Growing in Christ while reaching out in Love”.

Core Values

The Grace Lutheran School staff and students are empowered by the Holy Spirit to daily live their faith out of love for their Lord and Savior. Grace is committed to providing a high quality, Christ-centered education including 21st Century learning skills for preschool through eighth grade.

1. Making Disciples

The Grace family reaches out to those in our community with the goal of sharing the Gospel and making disciples. We believe that Grace school exists to fulfill the commission that Jesus gave His church to, “Go into all the world and make disciples, baptizing them in the name of the Father, Son, and the Holy Spirit and to teach them to obey everything I have commanded you.” Matthew 28:18-20

2. Academic Excellence

Students achieve excellence because of the comprehensive quality of the education they receive. Teachers work in integrated teams to provide a framework for 21st century learning and innovation, digital literacy, and career and life skills needed for success.

3. Relationships

Grace teachers seek to partner with parents to “train up a child in the way he should go” (Proverbs 22:6). Teachers partner with parents to foster academic, spiritual, emotional, social and physical growth. Our goal is to create an environment where the Holy Spirit is actively leading and generating a climate of trust, respect, cooperation, concern, and love among teachers, parents, students and the community. Relationships are nurtured and enhanced through communication, love and prayer.

4. Serving and Leading

Grace students and teachers are servant-leaders in our school, church and community with the goal of serving others and making disciples. Grace teachers are ministers of the Gospel modeling the Christian life of faith and encouraging students and families in their faith as well. Students develop an understanding of Biblical teachings and are encouraged to apply those teachings to everyday life.

5. Safety and Security

Grace teachers and staff are committed to making sure our school is a safe environment for everyone. We will be vigilant in safety protocols and teach our students the importance of being safe in all situations, including emergency ones. Our goal is to ensure that we are as proactive as possible.

About Grace

The school is an integrated ministry of Grace Lutheran Church in Menomonee Falls serving families from over twenty zip codes. About one-third of the students are not members at Grace Lutheran Church. Since its beginning in 1963, Grace School has been assisting parents in the spiritual training of children helping them develop spiritually, intellectually, emotionally, socially, and physically.

Grace Lutheran School is a not for profit organization (501c3) owned by the members of Grace Evangelical Lutheran Church and operated by the Board of Directors of Grace Lutheran Church.

Accreditation

Grace Lutheran School is accredited by National Lutheran School Accreditation demonstrating that Grace has met or exceeded more than 50 national school standards.



Academics

Achievement Testing

Standardized Measure of Academic Progress (MAP) tests are administered in grades 5K-8 every year to measure student achievement. Test results are shared with the parents, who are encouraged to consult with the teacher regarding their child's progress. [Students in 3K and 4K assess in a similar manner to the Early Learning Scale to measure their progress with the Wisconsin Early Learning Standards.](#)

Cumulative Record

Official student records for each child contain their health, immunization, attendance, achievement test results, grades, and demographic information. Parents may request to view their child's file through a request to the principal. Cumulative records are forwarded to the new school after transfer or graduation.

Sycamore Education <https://app.sycamoreschool.com/admissions/index.php?schoolid=3020>

Sycamore Education is a website providing parents secure access to school messages and student grades during the trimester. Parents may obtain login username and password from the school office.

Grading Scale

Letter	Percent	Grade Point
A	94 - 100%	4.0
A-	91 - 93%	3.7
B+	88 - 90%	3.3
B	84 - 87%	3.0
B-	81 - 83%	2.7
C+	78 - 80%	2.3
C	74 - 77%	2.0
C-	71 - 73%	1.7
D+	68 - 70%	1.3
D	64 - 67%	1.0
D-	61 - 63%	0.7
F	Below 60	0.0

Grade Point Averages (GPA) are calculated on a four (4) point scale using all subject areas on a weighted scale based on the number of periods per week. For example Math would count five times and computer would count 2 times.

Homework

In an effort to teach diligence and responsibility, Grace Lutheran School requires children to complete homework on time and to the best of their God-given ability. Parents are to play an active role in encouraging their child to maximize their abilities and turn in their work on time. [Those students that have incomplete work may receive a decrease in one of their areas on the report card or receive a consequence \(lost recess, etc.\). Consequences are at the jurisdiction of the teacher and Principal.](#)

All participants in an extra-curricular activity must have a signed Code of Conduct for the respective activity on file with the director of that organization prior to the first practice/rehearsal.

A minimum 2.0 GPA in academic subjects must be achieved for those who wish to participate in extra-curricular activities. Eligibility will be checked every two weeks. Parents and students are expected to monitor grades. In order for students to be eligible, they must:

1. Maintain a 2.0 GPA or better.
2. Have no failing grades in any subject.
3. Have taken all tests and turned in all assignments.
4. Have not earned two or more behavioral referrals.

* Excessive behavioral issues are grounds for ineligibility based on the decision by the teacher, athletic director, and principal.

If the above requirements are not met, students will be ineligible for two weeks until the next evaluation.

1. **Vacations** Because education incorporates hands-on experiences, collaboration, and group interactions that cannot be duplicated, we encourage parents to limit voluntary absences on school days. If a family

chooses to take a vacation outside Grace's scheduled vacation dates, teachers may not be able to provide all assignments in advance. Students will be expected to make up work when they return.

2. **Amount** The daily average time students may be expected to spend on homework is:
 - a. Primary Grades (K-4): 10 - 30 minutes per night
 - b. Upper Grades (5-8): 30 - 90 minutes per night
 - c. Students are encouraged to read nightly (not included in the minutes listed above).
3. **Breaks** With the exception of long-term projects and independent reading, homework will not be assigned during winter or spring break.
4. **Absences** Requests for homework for absent students due to illness are accepted via school phone or e-mail. Work may be available for pick-up at the end of the school day. Students are allowed one day to complete missed work for each day absent. Alternative assignments may be assigned for absences of 5 or more days. Please note that teachers may not be available during the day to respond to emailed assignment requests.

Honor Roll

Each trimester, Grace publishes a list of students in grades 5-8 who have excelled in academic achievement. The "High Honor Roll" lists students with at least a 3.75 GPA. The "Honor Roll" includes students with at least a 3.5 GPA.

Report Cards

Report Cards are issued in Kindergarten-8th grade at the end of each trimester (Mid November, late February and early June). Report cards for 3K and 4K are issued at the end of the first trimester and then again at the end of the school year. Parents of grade 5-8 students are notified to check grade progress at midterm. Parents are encouraged to monitor student progress and grades throughout the trimester by using the Sycamore Education website.

Parent / Teacher Conferences

Parent / Teacher Conferences are held at the end of the first trimester for all K-8 students. Conferences are optional at the end of the second trimester; however, they may still be held at the request of the parents or teachers. Conferences for 3K and 4K are held in February.

Academic Standards

Grace has established academic standards for Math, Science, Language Arts, Social Studies, Religion, Physical Education, Technology, [Spanish](#), and Music.

Student Advancement

Requests for a student to advance to a grade level above the usual age-based grade level should be made in writing to the Principal who will evaluate each request individually based on:

1. Standardized test results to help determine the student's appropriate grade level.
2. Consultation with prior and current teachers and administrative staff.
3. Social, emotional, physical growth, past academic performance and behavior, and motivation

Promotion and Retention for 5K through 8th grade

Only students who satisfactorily complete the class performance expectations will be promoted to the next grade.

Student promotion may not occur based on the following criteria: MAP scores lower than a 21 percentile score, core subject grades or GPA, or teacher discretion.

If there is a concern about student achievement, a student concern meeting will be arranged by the school. Parents will be informed of the meeting and a mutually agreeable time will be decided upon. If the parent does not respond or attend the meeting, three documented attempts will be made to reschedule. If the parent does not respond, the student concern meeting will commence and documentation of that meeting and the resulting action taken will be mailed to the parent within a week of the meeting having taken place. If the parent does not agree with the school's decision, then they can make an appeal.

Admissions

Grace Lutheran School offers 3 Year Old Kindergarten (3K) through Eighth Grade for its member families and also for non-member parents interested in providing their child with a Christ-centered education.

Age requirements

Students must meet the age requirement by September 1. Verification with a birth certificate is required.

3K - 3 years old and fully toilet trained, 4K - 4 years old, Kindergarten - 5 years old, 1st Grade - 6 years old

New Student Applications

A new student may apply anytime during the year using these procedures:

1. **Visit and Apply:** A parent may schedule a meeting with the principal to tour the facility and to receive an application packet. To apply, a parent submits an application form with a \$30 non-refundable registration fee per child (**fee waived for Choice students**). Written proof of meeting the state immunization standards is required before starting classes, but is not required at the time of application.
2. **Screening and Placement:** The student applicant will take a placement test given by a Grace staff member to verify the appropriate grade level placement and to identify student strengths and weaknesses. Parents should bring a copy of the student's most recent Report Card (Grade 1-8) and a copy of recent Standardized Test scores (Grade 2-8) to the placement test. The staff member or principal will review results with the parent and recommend the grade placement. [The principal has the authority to make placement decisions based on student records and test results.](#)
3. **Probation:** Accepted transfer students are accepted on an 6-week probationary basis. Final acceptance will be determined after parent-teacher conferences, an adequate transcript of records from previous school, observation by the teacher and the principal, and testing results.

Private School Choice Programs (PSCP) *(updated Dec 2015)*

Grace participates in both the **Milwaukee Parental Choice Program (MPCP)** and the **WI Parental Choice Program (WPCP)**. Students may apply for a voucher to attend Grace if residency and income criteria are met.

- **Milwaukee Choice** A city of Milwaukee resident with an adjusted gross income (AGI) below 300% of the poverty level is eligible.
- **Wisconsin (statewide) Choice** A WI resident with an adjusted gross income (AGI) below 185% of the poverty level is eligible.

Application Process

1. Families **apply online** during the open application window (starting February 1). An **email address** is REQUIRED to apply. Families without computer access may make an appointment to apply online using a Grace computer. The parent or guardian must then provide proof of income and residency to Grace to complete the application.
2. Parents verify their **residency** by presenting a current utility bill, lease, or government correspondence to Grace.
3. Families complete a Grace school application on Sycamore and take a placement test to determine proper grade placement after a voucher is awarded.
4. Students will need to apply each year and provide residency documentation (but not income).
5. **Special Learning Needs:** GLS will make minor adjustments to the learning environment to assist students with special learning needs. Parents with a special learning needs student who requires more services than Grace can provide are encouraged to contact their local public school district to compare services available.

What if Grace has more applications than seats available? *Early application is encouraged.*

1. **Milwaukee:** Selection of students will be determined on a **random selection** basis after each application window. Grace conducts the random selection process.
2. **WI (statewide):** State vouchers are limited to **3%** of the student's resident public school enrollment. The DPI determines the vouchers awarded.

Grace Lutheran School Early Entry to Kindergarten Process

Grace Lutheran School will allow early admission to kindergarten to a child if the child demonstrates extraordinary academic ability and maturity. Grace Lutheran School has created standards for the principal and teachers to use in determining if a child is appropriate for early entrance to kindergarten. Once the principal receives the minimum requirements the principal shall confer with the teacher to consider for each child various standards that will indicate readiness.

Achievement- The child shall score highly on Reading or Mathematics on a standard test such as Fountas & Pinnell, MAP tests or any other comparable tests that shall be administered by Grace Lutheran School.

Performance- The child shall be able to perform tasks well above same-age peers as evidenced by behaviors in one or more areas such as independent reading, problem-solving skills, advanced vocabulary, and some writing fluency.

Observable Student Behavior/Student Interest- The child shall demonstrate social and developmental maturity sufficient to participate in a structured setting for a full school day. The child shall be capable of following verbal instructions and functioning independently within a group.

Motivation/Student Interest- The principal or principal's designee shall conduct an informal interview with the child and a more structured interview to determine if the child displays a thirst for knowledge and seeks new and challenging learning situations.

The principal shall decide whether to grant the parents' request for early enrollment. The principal may conditionally enroll the child for up to ninety days in order to observe whether the child is able to adjust to the school setting. If the principal determines that the child has not adjusted to the school setting, the principal shall deny the request for enrollment. The principal shall provide the parents at least 10 days notice before exiting the child from school so the parent may arrange child care, if needed.

Is Early Entry to Kindergarten the best choice for your child?

The early entrance for kindergarten process is designed to provide an opportunity for students to enter kindergarten early. The process is designed for students who are not only academically ready and advanced, but who are also demonstrating advanced characteristics socially, emotionally, and developmentally that would demonstrate readiness for the elementary classroom environment. Students who are ready for kindergarten early are advanced in multiple areas when compared to their same-age peers, or other four year-olds of the same birth month. Advancement is necessary in multiple areas as expectations in kindergarten are heavily based on academics and preparing our students for the 21st century. Many students can demonstrate academic ability based on the exposure provided by parents and day care settings; however, few children will demonstrate the aptitude, or thinking ability, needed to enter kindergarten early. When considering early entrance into kindergarten, keep in mind it is a process designed to meet the academic and social needs of the child, not as a replacement for child care. Students accepted into kindergarten early will be placed in a class where peers could be up to two years older.

The following factors and questions should be considered when determining if the early entrance process is something you wish to pursue for your child:

Questions to consider Factors/Characteristics to Consider

- Is my child capable of working successfully with children who are one year older?
- Does my child adapt well to change, or will the adjustment frustrate him/her?
- What long term impacts will early kindergarten placement have on my child's long term academic career (e.g. beginning college and high-school a year early)?
- Does my child ask questions to advance his/her learning?
- Can my child read, comprehend, and/or make connections to a story?
- Can my child decode challenging words?
- Does my child have an understanding of basic math concepts, such as shapes, time, number recognition?
- Does my child demonstrate leadership with same age peers?
- Is my child able to maintain interest for long periods of time?
- Does my child demonstrate a curiosity about learning new things?

- Does my child demonstrate strong memory and recall skills?
- Is my child able to maintain a structured schedule for longer periods of time than same-age peers?

Factors/Characteristics to Consider

- My child... Believes he/she can experience success at new tasks
- Can maintain personal care and hygiene with little assistance from adults (e.g. use the bathroom, tie shoes, button and zip garments)
- Thoughtfully considers feedback and adjusts behavior appropriately
- Has the ability to focus attention for long periods of instruction
- Demonstrates fine and large motor skills coordination
- Can be separated from a parent without being upset
- Demonstrates strong interpersonal skills with age-mates and older peers
- Follows routines and schedules
- Is enthusiastic about elementary school
- Follow given and multi-step directions

Admission Appeal Process

The parent of a student who is expelled or denied admission may appeal the decision to the senior pastor. The senior pastor will review the student's academic needs and progress and the student's discipline record, and will then determine whether to overturn the decision.

Class Size Limits

Grace has established the following size limits:

- 3 year old Kindergarten 12 students per session
- 4 year old Kindergarten 14 students per session
- Kindergarten-8th Grade 24 students per class

Exceptions may be allowed by the principal considering the social, academic, and behavioral makeup of the class.

If a class has more applications than seats available, seats will be awarded with these priorities:

1. Re-enrollment window (January): Priority to current Grace students and siblings of current Grace students
2. Starting February 1, remaining seats will be awarded to applications from new students:
 - a. Members of Grace Lutheran Church
 - b. Choice students
 - c. All other applications based on the date the application was received

Nondiscrimination Policy

Grace Lutheran Ministries admits students of any race, color, national or ethnic origin and grants all rights, privileges, programs and activities made available to all students. Grace Lutheran Ministries does not discriminate on the basis of race, color, national or ethnic origin in administration or its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs. Grace Lutheran Ministries believes that God wonderfully and immutably creates each person, including one's biological sex. Our policies and the application of this policy reflect this basic truth and will be interpreted accordingly. Students with disabilities may be admitted if the student can meet curriculum requirements with reasonable accommodations that GLM can provide.

Gender Identity Policy

1. We believe that God wonderfully and immutably creates each person as biological male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. Based on our Biblical stance, Grace believes that one's gender is determined by God at conception. We do not believe that gender is fluid or is based on one's own personal self-identification but instead on how God has created that individual.
2. Student Names and Pronouns - While Grace and its employees will call a person by whatever their legal name is, we will use the pronoun that was biologically assigned to them by God at conception. If a

person is a biological male we will use he/him and if a biological female we will use her/she.

3. Restroom/Locker Room Accessibility - Students will use the restroom and locker room that corresponds with their biological sex as assigned to them by God at conception.
4. Retreats - When Grace's students attend an overnight retreat, students will be assigned to rooms or dorms which reflect their biological sex as assigned to them by God at conception.
5. Participation in Athletics - Students at Grace may only participate in a sport or on a team which corresponds with the students biological sex as assigned by God at conception.

Expulsion

Any student may be dropped from enrollment for: excessive tardiness or absences, persistence of non-Christian attitude and behavior, persistence of disciplinary problems, low academic performance, or lack of support for our program of Christian education.

Withdrawal

When a child withdraws or chooses not to re-enroll, the parents should complete a request for transfer of records. Tuition must be paid in full and all textbooks and school owned materials must be returned before student records will be released.

Transfer Student Placement

A student transferring into Grace shall be placed at the appropriate sequential grade level based on the placement test results, the student's report cards, and the student's previous test results. If the student was home schooled, the placement test results and academic records will be used.

School Options

Parents may view a list of private, public, virtual, charter, and home-based school options available in our area by visiting the DPI website. <http://dpi.wi.gov/ed-options>

Attendance

Regular attendance and punctuality are important components for student success. Parents are also expected to see to it that their children attend school regularly and that they arrive on time.

Missing School

Parents should call the school office by 8:15 a.m. when pupils are absent. Office personnel will contact the parent of absent children who have NOT called in an absence.

Excessive Absences

If student absences reach 7 per trimester, the teacher will contact the parent and inform the principal of the concerns. If student absences reach 10 times per trimester, the parents will meet with the teacher/principal to develop a plan to improve attendance. [Students who are absent more than 20 school days in one year may not be promoted to the next grade level and may need to show evidence of acquisition of skills to be promoted.](#)

Excused Absences

Approved reasons for an absence are illness or bereavement for an immediate family member. Parents should exercise good judgment to keep ill students home to prevent illness from being spread to others.

- A student with a fever, vomiting, or diarrhea should be kept at home until symptom-free for 24 hours
- If a child becomes ill while at school, the school secretary will contact the parents for the desired course of action.

Gym and Recess Excuses

If a child is well enough to attend school, but not well enough to participate in recess and physical education activities, a parent must submit a written note to the teacher excusing the student. A doctor's note will be needed if the excuse is for two or more days in a row.

Make-Up Work

Assignments missed during absences need to be completed. Students can check Google Drive, Sycamore Education, or contact the teacher to get assignments. Students will be given the number of days missed to complete missed assignments. Teachers may grant extensions in some circumstances.

Medical Appointments

If doctor/dentist appointments must be scheduled during the school day, the parent should write a note to the homeroom teacher to excuse the student. If an appointment is scheduled while the student is already at school, the parent should call the school office to excuse the student.

Tardies

Students are expected to arrive at school on time. These guidelines apply to tardies.

1. Students will be marked tardy if they are not in their assigned classroom by 8:00 a.m. or not in the room when the passing period ends for grades 5-8. Students given permission by a teacher to be outside of their classroom will not be marked tardy.
2. Pupils will not be marked tardy if the bus arrives late or the parent has called the school office to report car trouble or a weather related delay.

After multiple tardies, communication will be made with the family. Failure to improve on tardiness will result in consequences for the student.

Vacation

Missing school for family vacations, outings, or reasons other than illness or family emergency is discouraged. If parents chose to remove their child from class for a vacation or outing:

1. A request for assignments should be submitted one week in advance of absence. Homework shall be submitted the day the student returns.
2. Additional homework may be given when the child returns. It is the student's responsibility to check with all the teachers to ensure that all assignments have been completed.

Dress Code

Students should dress in a manner which does not distract from learning and demonstrates Christian modesty. Teachers may allow exceptions to the dress expectations for field trips and spirit dress days. Dress code expectations are in effect during the school day and at school-sponsored activities.

Dress Code Consequences:

1. **First violation:** The student is removed from class and asked to remedy the inappropriate dress. The student may wait in the office while waiting for a change of clothes. A discipline slip will be issued to inform the parent.
2. **Each additional violation:** A detention will be issued
3. **Chronic violation** of the dress code will result in **suspension** or further school discipline.

	DO	DON'T
Printing	Printing should be appropriate for a Christian school setting.	No printing that is offensive, demeaning, inflammatory, advertises drug, tobacco, or alcohol use, advertises inappropriate bands, video games, movies, shows, etc.
Pants	Waistbands are worn at waist level and have no rips or tears.	No flannel, pajama, yoga (unless covered), tight or baggy pants. Cuffs must NOT drag on the ground.
Shorts, Skirts	Waistbands are worn at waist level. Shorts may be worn April 1 - October 31, but students must be prepared for outside recess.	No bathing suits, spandex, baggy, cotton/cheer shorts, boxers, cut-offs, or lettering across the front or back. Shorts/skirts must be longer than fingertip length. Shorts/skirts must be worn over leggings..
Shirts (For Grades 5-8 Only)	All shirts must have sleeves. Shirts must cover the midriff during the course of normal school activities (sitting, leaning, reaching, etc.).	Material that is sleeveless, sheer, low-cut, tight or immodest is not permitted. No exposed backs, exposed undergarments or over-0sized tops. Skin must NOT be visible between the shirt and pants/skirt/shorts. Hoods may not be worn on heads in the building.
Coats, Boots Playground	When snow is on the ground, playground students must wear boots and snow pants. Students without boots and snow pants will be restricted to the cleared parts of the asphalt playground.	Jackets, hats, outside clothing, and boots worn in the snow may not be worn in the building.
Accessories, Piercings, Tattoos	Girls may wear pierced earrings.	Hats and sunglasses may not be worn inside the building. Body/facial piercing is not allowed. Students are not allowed to draw/color on themselves. Grades 5-8: No tattoos of any kind are allowed, including permanent, temporary, or Henna.
Footwear	Footwear must be worn at all times (classrooms, hallways, gym, recess, etc.). Shoes should be laced and tied (if applicable). Grades 5-8: Sandals without back straps, flip flops, and sport sandals are permitted.	No-shoes with wheels. Boots worn for outside play may not be worn in the classroom. Grades 3K - 4: No flip flops or sport sandals; all sandals must have back straps.
Hair	Hair must be combed, clean, and should reflect moderation and careful grooming.	
Undergarments	All shirts and camis worn under other clothing must meet dress code and modesty standards.	Undergarments should not be visible.

<p>Specific expectations for Boys :</p> <ul style="list-style-type: none"> • No objects are to be worn in the hair. • No facial hair. • No earrings. 	<p>Specific expectations for Girls :</p> <ul style="list-style-type: none"> • Tights, yoga pants, jeggings or leggings must be worn under a fingertip length skirt, shorts, or shirt • Dresses, skirts, and shorts must be no shorter than the fingertips when arms are extended on the sides of the body. • 7th/8th grade girls may wear modest make-up with parental permission. • Girls may wear fingernail polish that is appropriate in color and design. • No makeup or fingernail polish should be applied while at school.
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Discipline

The Grace staff is committed to providing a caring and safe learning environment for all of our students. Students are expected to conduct themselves in an obedient, caring, and respectful manner. Discipline is used to change unacceptable behavior by using appropriate consequences for unacceptable behavior. Discipline is Law-Gospel based, treating wrong behavior as sin and sharing forgiveness following repentance. Positive reinforcement will also be used to promote acceptable behavior. All final decisions about discipline will be the jurisdiction of the Principal.

Expectations:

- Respect God and His Word
- Respect other students and adults
- Respect your own property and the property of others
- Respect the environment
- Respect the community
- Respect yourself

Inappropriate behavior will not be tolerated at Grace Lutheran School. Any violation of rules can result in consequences. The principal reserves the right to contact law enforcement at any time.

In most circumstances, the classroom teacher will enforce discipline and communicate with parents to help change student behavior. If unacceptable behavior persists or the student commits a serious offense, the principal will be included. Discipline procedures may include any of the following, but not in any specific order or progression. A serious offense can result in suspension or expulsion without warnings being issued.

Classroom Warning – The student will be asked by the teacher to change the improper behavior. Examples of these behaviors include disrespecting others, bad attitude, lying, lack of effort, and name calling.

Referral - The teacher will send an electronic referral to the Principal. Examples of these behaviors include cheating, stealing, inappropriate use of technology, verbal fighting, and consistent disrespect to others. Parents will be notified.

Office - The student will be removed from the classroom and the behavior will be immediately addressed by the Principal. Examples of these behaviors include physical fighting, threatening students or a teacher, inappropriate touching, and property damage. Parents will be notified.

Suspension - Both in-school and out of school suspensions may be used for discipline. Reasons for suspension may include:

- Multiple instances of lying
- Blatant disrespect towards students and/or staff
- Physical fighting
- Inappropriate touching of others
- Property Damage

Expulsion – Expulsion means that the student must enroll in a different school. Reasons for expulsion may include:

- Sale of illegal drugs, paraphernalia or alcohol.
- Multiple suspensions: Two suspensions could result in expulsion.
- Weapons or the threat of bringing weapons to school or a school function.
- Threatening a student or endangering the safety of the school environment.
- Threatening a teacher or any physical assault of staff.

Cheating/Copying/Plagiarism

Cheating in any form (submitting another person's work as your own, plagiarism, copying another student's work (both students are punished), using cheat sheets, and doing work for other students) is wrong. Consequences will be given at the teacher's and Principal's discretion.

Harassment Policy

Any written, visual, or verbal communication which is demeaning, offensive, threatening, or obscene (including unwanted physical contact, teasing, bullying, or property damage) is harassment and will result in school discipline and/or criminal consequences.

1. **Bullying** - any repeated and intentional written, oral, or physical act which causes measurable distress to or negatively affects an individual. This includes misuse of phone or social media. Anyone who withholds or provides false information regarding bullying will be subject to disciplinary action.
2. **Bullying – No retaliation** Students who experience bullying are to walk away from the act with no retaliation and report the incident. Any act or threatened act of retaliation against a person who files a complaint or testifies is also considered bullying.

Reporting Procedures for harassment or bullying

Reports may be made anonymously, but no disciplinary action shall be taken solely on the basis of an unsubstantiated anonymous report.

1. Students or parents are to report incidents to a teacher. The teacher will investigate the incident and may meet with the students involved to seek repentance and reconciliation. The teacher or principal will determine the appropriate consequence.
2. Written report: A written complaint may be filed with the principal who will investigate the incident and respond in writing within 30 days indicating that corrective measures have been taken or that there is not sufficient evidence that bullying occurred. For confidentiality reasons, the victim will not be informed about the specific disciplinary action taken unless it involves a "stay away" order. Pastoral counseling will be offered to the victim and the accused. Matters not resolved to the victim's or the accused's satisfaction may be appealed to the Senior Pastor.

Consequences

Students who engage in any act of harassment are subject to disciplinary action, which may include a behavioral contract, family therapy or counseling, financial restitution, and all other school discipline consequences. The consequence will be based on the age of the student, the severity of the damage, and discipline record of the student.

Prevention Students and staff will be trained on the recognition and prevention of harassment and bullying including identifying inappropriate behavior and strategies to prevent and address incidents.

Social Media

In light of our Christian values, all online activities should reflect Christian love and care for others. Students should respect the privacy of others by not sharing personal information, pictures, names or hurtful comments via social media, including email.

The following behaviors will not be tolerated and will result in school discipline:

- Using inflammatory, offensive or inappropriate language, including acronyms of offensive expressions
- Cyberbullying including insulting, targeting, embarrassing or excluding any individuals
- Using vulgar language or making personal attacks on an ethnic group of any kind
- Making untrue or unsupported accusations
- Revealing personal information to others

Appealing Disciplinary Action

When a student receives a discipline penalty, a parent may ask in writing for a meeting to review the incident

and discipline decision. The Principal will defer the penalty until the appeal is heard.

The appeal process should follow, in order:

1. As soon as possible concerns regarding the incident should be brought first to the teacher, coach or staff member who assigned the discipline. The staff member may change or confirm the original decision.
2. If a satisfactory resolution is not achieved, the parent may request (within 2 school days of when the incident occurred) a meeting with the teacher and the Principal to review the incident.
3. If a satisfactory resolution is not achieved, the parent can request a meeting (within 2 school days of the meeting with the teacher and Principal) with the Senior Pastor who will have the final decision to change or confirm the decision.

General Policies

Athletics

The Grace Athletic Program allows 5th through 8th grade students the opportunity to learn physical skills and cooperation with others in team play. Please refer to the Grace Lutheran Athletic Handbook for details on the eligibility policies and procedures of the athletic program.

Awards

Academic awards are presented at the end of the school year to recognize perfect school attendance,, the top scholars in each grade, exemplary effort in grades 5-8, and excellence in music, art, service and athletics for 8th grade.

Book/Equipment Loss or Damage

Students will be expected to pay for damaged or lost textbooks and equipment. The school will determine the repair or replacement cost of the item and notify the parents/guardians.

Conduct at school activities

Student and parent conduct at extracurricular activities should reflect Christian values. Unacceptable behavior by a student could be cause for dismissal from the team or school discipline. Unacceptable behavior by an adult could be cause for removal from the event immediately and for a period of time to be determined by the administration.

Electronics (Phones, media players, game devices) & Other Items of Distraction

Student personal electronic devices should be silenced and kept in backpacks during the school day (7:45 a.m. - 3:15 p.m.). Devices seen or heard will be taken by a faculty member until claimed by a parent and a detention may be issued. If a need arises for an electronic item to be on campus, a parent must contact the teacher for permission. In addition, other items of distraction such as yo-yos, rubics cubes, fidget spinners, and the like should be left in backpacks to avoid distractions within the classroom. Teachers may make exceptions based on individual needs.

Field Trips

Trips away from school are designed to enrich student learning. All students are expected to participate unless excused for illness or discipline reasons.

- Permission: No student will be allowed to participate unless a signed permission form is returned.
- Funding: Trips may be funded by additional parent fees if the field trip is considered optional for students to attend. If school staff determine it is an essential part of the instructional model, there will be no fee.
- Chaperones: Parents may be asked to serve as chaperones. No siblings are allowed on the trip. Chaperones shall not smoke while on field trips.
- Transportation: Most field trips will be by chartered school bus. If parent drivers are used, a copy of their driver's license and auto insurance must be on file in the school office. The parent's personal insurance provides the primary coverage in case of an accident.

Homework

Students in grades 1 - 8 can expect to have homework on a regular basis for independent practice of lessons

taught during the day. The amount of time spent on homework can vary depending on grade level and individual student ability. Teachers are encouraged to coordinate assignments so that children are not given excessive assignments. Parents are strongly encouraged to assist students only where appropriate. If you have concerns about your child's homework you are encouraged to contact the classroom teacher.

Hot Lunch Program

Hot Lunch is available for purchase on all full school days. Lunches are prepared and served by *Taher Foods*.

Ordering: Lunches and milk are ordered through Sycamore Education either in advance or in homeroom.

Payment: Families make deposits into their family cafeteria account by paying online or in the school office. Student lunch costs are debited daily. Free and reduced lunches are available for those who qualify through the federal school lunch program. Applications are available in the school office. USDA is an equal opportunity provider and employer.

Hours of Operation

School Office Hours	7:30AM-3:30PM	
3K	8:00-10:45AM (M-W-F or T-Thur)	
4K	8:00-11:00AM or 12:00-3:00 PM (M-F)	
K-8	8:00-3:00PM (M-F)	The outside school doors open at 7:50 am.

*Students who must be dropped off before 7:45 a.m. should enter through the gym doors and immediately report to Extended Care (EC). Parents must sign in their children upon drop off, and normal hourly rate fees will apply for time spent in EC.

* At the end of the student's school day, parents should pick up within 15 minutes of the dismissal time.

Students who are not picked up within this time frame will be sent to EC where the normal hourly rates will apply. If families are not registered for EC, they will need to do so and pay the registration fee (\$36 per child) when picking up their children.

Insurance

No special accident or playground insurance is offered.

Language

Slang, street talk, swearing, cursing the name of the Lord, or openly abusive and derogatory language is unacceptable and will result in student consequences as outlined in the Discipline part of the Handbook. Speech should "always be gracious" as Paul encouraged in Colossians 4:6.

Leaving School Grounds

Students may not leave school property during school hours unless accompanied by a parent or guardian.

Parents who wish to excuse their child should call the office or send a note to the teacher. Students WILL ONLY be released through the School Office to the parent or person named in the note after being signed out.

Lockers

Hallway lockers are assigned to students in grades 3 – 8. Lockers must be kept clean and be able to be closed. No outside decoration (other than spirit or event posters) may be attached. Inside decorations must be attached with magnets. No stickers are allowed. Students may be fined for locker damage or cleaning. Lockers are the property of Grace and may be inspected by teachers or the principal at any time and for any reason.

Lost and Found

Parents and students may check for missing items in the box near the school office. Periodically the bin will be emptied and any unclaimed items will be donated to a charity.

Music Programs

- Choir: All lower grade students participate in choir. Choirs are divided by grades as follows: K-1, 2-3, 4-5. Middle school students in grades 6-8 may participate in choir or another elective. Preschool students also sing in worship periodically.

- **Chapel Singers:** A small ensemble of students who assist in leading singing for chapel services.
- **Handchimes:** Students in grades 6-8 can choose to participate in this group that meets once per week during recess.
- **Schedules:** Performance schedules for each group are distributed at the beginning of the school year. Parents are expected to consult the schedule before making other family plans and to encourage their child's attendance at all scheduled services or events.
- **Excuses:** If an illness or emergency prevents a student from a performance, the parent should submit a written excuse to the director. Unexcused absences (without a note) can result in a choir grade reduction.
- **Band Program:** Students in grades 5-8 can choose to participate in Grace's Band Program. An additional fee is charged for this program. Students are responsible for purchasing or renting their own instrument.
- **Special Presentations:** When special presentations are given, such as concerts, operettas and plays, it is required children participate. These are excellent opportunities for children to demonstrate their skills and abilities and often function as both educational and spiritual experiences.

Pet Policy

Because of allergy and safety concerns, animals are not allowed in the school building without prior approval. Parents who would like to bring an animal for show and tell should contact the teacher, in advance, who may arrange for an outdoor viewing.

Phone Calls During the School Day

During school hours, students are engaged in academic activities so no parent phone calls to students will be permitted. Office staff will take messages for students and classroom teachers will share the messages with the student at a time that will not disrupt instruction. If students need to call home during the school day for anything other than imminent illness, those calls will be made during the student's recess or lunch time.

Sports Physicals

A physical exam is required every 2 years for grade 5-8 students participating in athletics (usually 5th and 7th grade).

Recess

We believe that physical activity and fresh air are good for children and we will strive to have your child spend time each day outside for recess. Students may be excused from recess due to illness, via written parental permission, or for disciplinary reasons.

Recess will be indoors if it is raining, lightning, colder than 15° F, or the wind-chill is below zero.

PLAYGROUND GUIDELINES

- Slide down the slides on your bottom only; do not walk up the slide.
- Swing only on your bottom, back-and-forth; no twisting side-to-side; one person per swing.
- No pushing, shoving, tripping, hitting, etc.
- Stay within the boundaries given (do not leave the asphalt area to go on the grass by the creek or in the street, do not climb the fence, stay in sight of the teachers on duty)

WINTER GUIDELINES

- Students must have winter coats, boots, hats, snow pants, gloves, etc. when playing in the snow.
- Absolutely no throwing snowballs, no exceptions.

Respect of Property

Students should always be thoughtful in taking care of the school building and all of its contents. No student is allowed to sit on radiators, windowsills, desks or cabinet tops. Students will be held financially responsible for any damage to school property.

Respect for Authority

Every person is to be treated as a valuable child of God, possessing from creation dignity, value, and worth. The 4th commandment mandates that students are to respect and obey their pastors and teachers, and any other adults in positions of authority - including secretaries, coaches, custodians, and kitchen staff. Parents should never discuss teachers in a negative manner with students present. Parents or students who continually behave or speak in an improper manner will be asked to meet with the school Principal and pastoral staff.

School Cancellation - Weather

Grace will close for inclement weather when the Menomonee Falls and/or Germantown Schools are closed. Exceptions will be announced through Fox 6, WTMJ TV4, WISN TV12. Please note that Extended Care is closed if Grace Lutheran School closes.

School Pictures

Individual pictures will be taken of all students on registration day in August. Purchase of pictures is optional.

School Supplies

A student supply list is given to each family in their registration packet, and additional copies may be obtained at the school office or on Sycamore.

Telephone

- Parents may call the school office to send a message to a student. Students will not be called to the phone.
- With teacher permission, students will be allowed to use the classroom telephone when the school schedule changes or if they are ill.
- A written phone pass from the teacher will be required for all students who use the office telephone.
- Calls made to a classroom teacher during the day will be forwarded to their voicemail.
- Student cell phones are not to be used during the school day unless specific permission has been given. A parent may send a text to a student to be read at the end of the school day.

Visitors Policy

All visitors during school hours must enter through the main school entrance. All school doors are locked. Visitors (including parents) are required to sign-in at the School Office upon arrival and to sign out when leaving. Parents who wish to visit a classroom during the school day, must make a request in writing and meet with the Principal beforehand to obtain approval. To avoid disruptions to the classrooms, visitors are asked to wait in the school office for their child. If needing to drop off items for your child (lunch, gym clothes, practice clothes, etc.), please drop the items off in the office. The items will be delivered to the student at an appropriate time or the student will be called to the office to retrieve.

Health and Medication

Accidents/Injuries

School staff will treat minor injuries by administering first aid to injured students. A Health Room is available in the school office for a student who becomes ill while at school. Any injury to the head or face will be treated, and the parent/guardian of the student will be notified.

Drug and Substance Abuse Policy

The presence of drugs, tobacco, alcohol and non prescription medication is a potential danger to students and will not be tolerated at or away from school.

- A student in possession of or under the influence of any controlled substances will be suspended and the incident reported to a law enforcement agency.
- During the suspension, a mandatory meeting including the parent, student, principal, and optionally teacher(s) will occur to determine if the student will be allowed to return to school or if expulsion will result.

A student may be allowed to return to school, if the following requirements are met:

- The student and parents enter a professional treatment/counseling program.
- Parents must give the treatment facility permission to release information to designated Grace staff.
- The student will not be allowed to represent Grace Lutheran in any extracurricular activity for a period of time.
- Any subsequent violation of the substance abuse policy will result in automatic expulsion.

Emergency Contact Information

Parents should keep emergency contact information in the school office updated with names and phone numbers for parents and other emergency contacts.

Head Lice

Grace Lutheran School has adopted the “No Nit” Policy for the convenience of all. Although head lice are a nuisance and not a communicable disease, the control of head lice can prevent the spread of lice. Because immediate treatment action is necessary, please follow these guidelines:

- Notified parents will immediately make arrangements to pick-up the student.
- Information on how to treat and rid your child of lice is available from local health agencies.
- To be readmitted after treatment, the student must pass a head check done by school personnel. A physician’s note that nits are dead is not valid by Waukesha County Public Health Department Standards.

Illness Guidelines to Stay Home

A child with a fever, heavy nasal congestion, frequent cough, vomiting, diarrhea, a blistery rash, or a contagious disease should not attend school. If a child exhibits these symptoms while at school, the parent or emergency contact must take the student home. If a student is absent more than 3 consecutive days, a written note from the doctor will be required when the student returns to school.

The student may return:	When symptom free	Note from physician required
Chicken Pox: Student may return when all lesions have formed crusts (approx. 6 days after rash appears).	X	
Conjunctivitis-Pinkeye (Symptoms: red eyes, yellow sticky mucus, itching.) It is viral and contagious, and prompt treatment is needed. Child should remain home for at least 24 hours.		X
Diarrhea	X	
Fever A student with a fever over 100 degrees may not attend school.	X	
Hepatitis		X
Impetigo: Return 24 hours after the start of antibiotic.	X	
Influenza	X	
Lice A student with head/body lice will be sent home immediately and may return after proper treatment and nit free.	X	
Measles, Bacterial meningitis, Mumps/Rubella, Scarlet fever		X
Ringworm, Pinworm, or Scabies after treatment is initiated (at least 24 hrs)	X	
Respiratory Infection Student may return when fever free	X	
Vomiting Symptom free for 24 hours	X	

Immunizations

An immunization record is required to be on file in the school office for every student. When a student transfers from another school, Grace Lutheran School will request in writing to the former school that the Health records be transferred with the other school files.

Medication

Medications should be administered to students by parents at home whenever possible. If medication must be given during the school day, written consent must be given to the school administrative assistant to administer medication.

- Students should only take medication at school under the supervision of school personnel.
- Students are not allowed to transport their medication from school. All medication that must be taken while at school must be brought by the parent and given to the office staff. Pupils requiring medication shall be properly identified by the parents to the office staff.
- Medication storage - The parent will pick up unused medication within 10 days after the completion of the school year or when medications have been discontinued. Unclaimed medications will be destroyed.
- If more information is needed by the school staff to administer medication, permission will be requested from parents to contact the physician directly.
- School personnel may not cut tablets. If your child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription.

Non-Prescription Medications – FDA approved over-the-counter meds can be administered by school personnel if a parent written authorization form is on file.

- Medication must be in the original labeled container, labeled with the student's name, dosage, time, and quantity to be given.
- The parent(s) MUST complete a “Medication Authorization Form” for cough medicine, Tylenol, Ibuprofen, and asthma inhalers.
- Parents will be called each time the child takes medication at school. A voicemail will be left if no one answers the call.
- Cough drops/throat lozenges – shall be delivered by the parent to the teacher, along with a signed note (these are not available in the school office to be handed out to students)

Prescription medication - A parent authorization form AND a written, signed instruction form from a practitioner must be on file. No medication will be administered by staff unless consent forms are on file with the school.

- Forms must be renewed each year or if a change in dosage occurs.
- Prescriptions must be in the original pharmacy container labeled with the student's name, dosage, and time to be given
- Medication authorization forms will be stored confidentially as required under Wis. Stat. 118.29(4).
- Students who self-administer medication must have a medication authorization form on file at school. It is recommended that students carry no more than a one-week medication supply.
- Storage: All medication will be kept in a securely locked cabinet or storage area only accessible to those who have been given the authority to administer medications to students.

EpiPens For students allergic to insect stings, an EpiPen may need to be administered as follows:

- Parents MUST also complete a “Severe Allergy Information/Consent and Instruction Form” for emergency EpiPen injections.
- For a systemic reaction, 911 will be called.
- For a mild or severe local reaction, the EpiPen will be used in accordance with physician’s instructions. Parent/guardian will be notified.
- **Asthma** - Students with asthma may self-administer metered dose inhalers or dry powder inhalers as indicated by the health practitioner. Parents will annually fill out an Asthma Inhaler Authorization Form showing the dosage.

Food Supplements/Herbal/Non FDA approved medication will not be administered unless prescribed by a practitioner. Parents may come to school to administer these products to their child.

School Personnel Immunity

School personnel may refuse to administer a medication, which, based on her/his professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school personnel shall notify the parent/guardian and licensed prescriber with the reason for the refusal explained. Under Wis. State 118.29(2)(a)(3), anyone with the authority to administer a non-prescription or prescription drug to a student, is immune from civil liability unless the act or omission constitutes a high degree of negligence.

Lunch / Wellness and Nutrition

Lunch

Students may bring their lunch or purchase a lunch through Grace’s hot lunch program.

- Grace participates in the National School Lunch Program administered through the State of WI DPI and the USDA to provide nutritious meals at a reasonable cost.
- FREE AND REDUCED PRICE LUNCHES are available to families based on income qualifications. Application forms are available throughout the year in the School Office. We will not publicly identify and will make every effort to eliminate any social stigma attached to students who are eligible for free/reduced-price lunches.
- Hot lunch orders: Orders may be placed in advance or in the homeroom classroom the day of lunch
- Milk: Milk is included with hot lunch. It is sold a la carte for students who bring lunch from home.
- Payment: Parents deposit money into a family cafeteria account. Payments can be made online or in the school office. Student meal and milk purchases are debited each day.

USDA Nondiscrimination Statement Update

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

The USDA is an equal opportunity provider.

Wellness / Nutrition

Grace Lutheran School promotes wellness in order to create a school environment that supports student achievement. Students will be encouraged to strive for a healthy balance between caloric intake and physical activity. All foods available on school grounds should be nutrient dense per calorie and should meet the nutritional standards of the National School Lunch Program.

Grace school will:

1. Engage students daily in physical activity, physical education or recess.
 - All students will receive approximately 150 minutes per week (or its equivalent) of physical education or recess in which students engage at least 50% of the time in moderate to vigorous physical activity.
 - After-school care will provide and encourage daily periods of physical activity for all participants.
2. Promote healthy nutrition habits. Grace will promote the consumption of fruits, vegetables, whole grains, and low fat dairy products.
 - MEALS SERVED will include fruits and vegetables daily, offer only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives, and ensure that half the served grains are whole grain.
 - **FAST FOOD, SODA, ENERGY DRINKS are not allowed during lunch. If these items are in a student's lunch they will be taken to the office.**
 - SHARING - Students should NOT share foods or beverages during lunch or snack times because of concerns about allergies and other restrictions on some children's diets.

Snacks: Students are encouraged to eat healthy snacks at school and at home, including:

Raw vegetables with low-fat dressing
Fresh fruit and 100% fruit juices
Dried fruits (raisins, banana chips)
Trail mix (dried fruit and nuts)

Low fat pudding cups
Water
Low fat, low sodium popcorn
Graham crackers

Dry roasted peanuts and soy nuts
 Low fat meats and cheeses
 Whole-grain, low sugar cereal
 Low sodium baked crackers
 Flavored yogurt and fruit parfaits

Pretzels
 Peanut butter crackers
 Fig bars or low fat cookies
 Low fat Granola bars
 Whole grain Muffins

c. **Celebrations:** Celebrations during the school day (excluding birthday treats) that involve food are limited to one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards.

d. **Rewards:** Non-food items are the preferred reward or student incentive. Food rewards that are healthy and nutritious may be offered. We will not withhold food or beverages (including lunch) as a punishment.

e. **School-sponsored Event Concessions:** Concessions sold should include healthy foods among their choices.

f. **Food Marketing:** Grace will limit food and beverage marketing (logos and brand names) on vending machines, book covers, scoreboards, and limit free samples or coupons that provide non-nutritious food as a reward to items that are consistent with our nutrition standards.

Parents

Volunteers / Safe Sanctuary

Our school is strengthened by the aid of volunteers who assist in classroom activities and school events. A Safe Sanctuary policy has been established to reduce the possibility of child abuse or sexual misconduct. Persons interested in volunteering should contact the school office and will need to pass the Safe Sanctuary standards and background check before volunteering.

Communication

Grace staff will use email, telephone, Sycamore Education, Parent/Teacher conferences, and our website www.grace-connect.org to communicate with parents. Parents are encouraged to contact the teacher with questions or concerns. Approach the school, not other parents, to help resolve any issues of concern.

Parents are asked to use appropriate methods to contact staff. Parents can email staff using their Grace email address, leave a voicemail on their work phone, or if the teacher uses Google Hangouts, contact them on their Google account. Contacting staff by using their personal phone number is a violation of parent policy, unless the teacher has given the parent explicit permission to do so.

Parents are asked to resolve conflicts at the lowest possible level. If there is a question or concern about the class, please go to the teacher first. If you are not satisfied with the answer, then you can approach the Principal. If you are not satisfied with the Principal's response, then an appeal can be made to the Senior Pastor.

'Think before you post' We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of staff or child.

Custodial / Non-custodial Parents

In the case of a divorce, parents must provide a copy of the custody arrangements to the school office. The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classes and attend parent-teacher conferences unless restricted by a court order.

Access to School Records: Parents and non-custodial parents have the right to see the educational records of their children. Written notice is required in order to review a student's cumulative records. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but they will notify the custodial parent that they intend to comply with a request from the records in the presence of the principal or his/her designee.

Parent Teacher League (PTL)

All parents of students at Grace School are automatically members of PTL. Meetings and events are held to educate parents, promote understanding and cooperation, and to raise funds for special school improvement projects. Parent volunteers are needed to serve in many capacities: the PTL board, PTL Room Representatives and or committees associated with the PTL.

Parent(s), Guardians, and Caregivers Guidance Expectations:

Parent of a Grace student pledge to work together with the staff to sustain an environment of love and trust which encourages positive development in students.

All parents commit to do the following:

1. Respect the school by showing support, both verbally and through behavior, for school policies and the authority of the teachers and staff
2. Recognize that the education of children is a joint responsibility of the parents and the school community
3. Encourage the child to do his/her schoolwork correctly to the best of his/her ability
4. Train him/her in helpfulness, courtesy, and a Christian sense of values
5. Take advantage of opportunities to communicate with the teacher, including Parent/Teacher Conferences
6. Make on-time tuition payments
7. Supervise their child's clothing choices and to guide them in making appropriate dress code choices
8. Encourage your child to take responsibility for his/her actions and efforts at all times
9. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
10. Correct own child's behavior, especially when it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
11. Resolve conflicts kindly, in love, according to Matthew chapter 18 guidelines as Christian brothers and sisters. Demands, threats, accusations and disrespect do not fulfill God's expectations.
12. Avoid using staff as threats to admonish children's behavior.

Romans 13:1-7 Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.

Grace Lutheran Church Member families commit to do the following:

1. Be faithful in church and Bible class attendance and participate in Holy Communion
2. Use God's Word in private and family devotions
3. Pray regularly - Praying for the school and church and its children, faculty, and staff

"GOD IS LOVE; AND HE THAT DWELLS IN LOVE DWELLS IN GOD, AND GOD IN HIM." I John 4:16

Parent Behavioral Guidelines:

In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, caregivers and visitors exhibiting the following:

1. Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sporting events.
2. Using loud or offensive language, swearing, cursing, using profane language or displaying temper outside of Christian character.
3. Threatening to do actual bodily harm to a member of school staff, a visitor, fellow parent or pupil regardless of whether or not the behavior constitutes a criminal offence.
4. Damaging or destroying school property.
5. Abusive or threatening emails or text/voicemail/phone messages or other written communication to any Grace Lutheran School employee.
6. Gossiping with other parents, teachers, staff or guests regarding the school, teachers, processes, policies or otherwise.
7. Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or the Principal, so the matter can be dealt with fairly, appropriately and effectively for all concerned.
8. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
9. Smoking (cigarettes or vapors) and consumption of alcohol or other drugs while on school property.

Should any of the above behaviors occur, the school may feel it is necessary to restrict family access to the school building during the school and/or from school activities, remove the offending family from Grace Lutheran School and contact the appropriate authorities if necessary. The Principal will determine the appropriate action. If a parent disagrees with the decision, they have the right to an appeal. The Principal will investigate and has the authority to interview parents or choose not to as part of the investigation. If a parent violates Parent Policy and their child needs to repeat that grade, the family must find another school.

Proverbs 19:20 Listen to advice and accept discipline, and at the end you will be counted among the wise.

Discipline:

I understand that sending my children to Grace Christian School is a privilege and not a right. The goals of the school are not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations and school policies in a manner consistent with Christian principles on discipline as set forth in the Scriptures.

Proverbs 15:32 Those who disregard discipline despise themselves, but the one who heeds correction gains understanding.

Policies:

Early Pick-Up: I understand that picking up my child(ren) from school before dismissal time causes classroom disruption, so I will limit early pick up to instances where my child(ren) has a scheduled medical/dental appointment and will bring in a doctor's note to excuse the early pick-up. Like a tardy, student's miss important schoolwork—to this end, early pick up will carry the same consequence as a tardy where three tardies equal one unexcused absence. Three early pickups will equal one unexcused absence.

Proverbs 9:9 Instruct the wise and they will be wiser still; teach the righteous and they will add to their learning.

Lockers/desks: I understand that lockers and desks are the property of the school and that the school has a right to open and search lockers. The school is not responsible for items/articles lost or stolen.

Safety

Asbestos

Grace Lutheran School has complied with the requirements of the Federal Asbestos Hazard Emergency Response Act (AHERA) by conducting a comprehensive inspection of the church and school premises. Building materials containing asbestos were identified in several areas and were assessed to be in good condition. An ongoing maintenance plan is in effect, with inspections completed every six months to eliminate potential health hazards. The management plan is on file in the school office and is available for review by parents upon request.

Mandatory Reporting: Child Abuse or Neglect

Grace Lutheran Church and School personnel are required to report cases of suspected child abuse or neglect. According to Wisconsin Statute 48.981, a neglected child means a child whose parents, guardian, legal custodian, or other person exercising temporary or permanent control over the child neglects, refuses or is unable for reasons other than poverty to provide the necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

Cases shall be reported in accordance with these procedures:

- When child abuse or neglect is suspected, staff is required to report the suspicion to the principal or the Waukesha County Social Services department to report the suspected abuse as a mandatory reporter.
- Grace staff will continue to work with the Department of Social Services to bring each case to conclusion.
- If the staff member believes that the child is in immediate danger, the police shall be notified immediately.
- The school office shall retain files on all reported cases of suspected child abuse until the said person reaches the age of 18 years old.

Pastor(s), principal, teachers and staff who are approached by children concerning possible abuse shall take each incident seriously and respond according to the above policy.

Emergency Management

Grace has an Emergency Management Plan to outline procedures for various emergencies that could occur. Faculty and staff have been trained in the procedures outlined in the policy.

- **Fire Drills** Fire drills are conducted monthly to comply with state requirements. Teachers and students should exit the building when the alarm sounds and remain in the designated outside location until the all clear signal is given. Fire extinguishers are tested on a contract basis with a local company.
- **Tornado Drills** Severe weather drills are signaled over the intercom system directing occupants to the shelter area - first floor hallways and the "tunnel" connecting the school and church. The students are to sit on the floor, close together, with their hands over their heads, until the all clear is announced.
- **Intruder / Crisis Plan** Intruder, or lockdown drills, will be conducted once per trimester. Additionally, an evacuation drill will be conducted at least once per school year. A message in Sycamore will be posted after these drills are completed.

Spiritual

Chapel

On Wednesdays all teachers and students participate in a school chapel service. Periodically, chapel will be in the afternoon to include afternoon preschool students.

- Offerings: Each trimester, a mission or organization will be designated to receive our chapel offerings. Parents can help train their children in the stewardship of money by encouraging them to offer a portion of their weekly allowance or money earned as an offering. Offerings are collected in classroom offering containers and taken to chapel each Wednesday.
- Parents are invited to attend chapel services, but the services should not be considered as a substitute for regular weekend worship. Parents who attend chapel will need to check in at the office beforehand and adhere to the school's visitor policies.

Technology Acceptable Use Policy (AUP)

These guidelines outline acceptable use of Grace technology and the Internet while the student is at Grace and while the student is using Grace technology resources away from school. Parents and students in grades K-8 must sign AUP agreements annually. Only students who have a signed agreement on file may use Chromebooks, school technology, or access the Grace wireless network.

Technology Philosophy Grace Lutheran School's technology resources are intended to create a collaborative 21st Century learning environment that will enhance student engagement and promote the development of lifelong learners through the integration of technology and curriculum. Students are responsible for their ethical and safe educational use of the technology resources of Grace Lutheran.

Guidelines for the responsible use of Google Apps for Education (GAFE)

Grace Lutheran School uses Google Apps for Education for students and staff. All K-8 students will be assigned a GAFE login account username@gracemenomoneefalls.org. The account will be the student's email address while the student is enrolled at Grace.

Email "Netiquette" Email accounts are used by students in grades 3-8.

1. E-mail & communications sent / received should be related to educational needs.
2. Don't send emails to large groups which contain political, opinionated, or sales information. Sending or replying "All" should be done with care and only when your reply has relevance to all involved.
3. Limit the size and use of attachments. When attaching documents use PDF when possible.
4. Proofread and spell check emails carefully before sending.
5. Include a descriptive subject line.
6. Always use appropriate and proper language in your communication. Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
7. E-mail & communications are subject to inspection by the school at anytime.

User Privacy

At no time is a user to expect privacy while online. All docs and emails in the Google domain named @gracemenomoneefalls.org is the property of Grace and may be accessed by staff. Users should treat others' stored information as private and are prohibited from accessing files and information other than their own. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without their consent, will be considered an act of vandalism and subject to disciplinary action.

Federal COPPA laws <http://www.ftc.gov/privacy/coppafaqs.shtml>

The Children's Online Privacy Protection Act (COPPA) protects children under the age of 13. It requires parental consent for Grace to submit student First Name, Last Name, Grade Level, and Email Address to third party websites or online services. This signed permission form will allow Grace staff to act as an agent for parents in creating those student accounts. By default, advertising is turned off for Grace's presence in Google Apps for Education.

If parents do not give permission, they can indicate that on the permission form. Opting out disallows access to the school's network, computers, and associated devices and will severely limit student work in all subjects.

Technology Applications and Websites Used Grace enrolls students in the following online environments:

- Sycamore Education: Students in grades 5-8 can access their grades and login to Sycamore.
- Many other applications and programs will be used to enhance student learning. If you have specific questions, please contact your classroom teacher.

Filtering, Supervision and Monitoring

Grace will take reasonable measures to protect students through web filtering and will monitor students files and email using Hapara management software to limit the student's exposure to potential harm. Although Grace does have a powerful content filter in place, Grace cannot perfectly protect students from all offensive material. Safe resource use also relies on the awareness and integrity of the individual student users. If a user inadvertently accesses a website that contains obscene or offensive material, they should exit the site immediately and report it to a teacher.

Legal and Copyright Policy

1. Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
2. Plagiarism is not acceptable. Students should cite credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Social Media Code of Conduct

1. Grace recognizes the role of social media in helping students and families socialize, encourage, and maintain friendships over distances. Grace students and parents are expected to act in an appropriate, responsible and Christian manner in person and when using social media (Facebook, Twitter, Instagram, YouTube, weblogs, ask.fm, kik, snapchat, etc.) during AND outside school hours. Parents are encouraged to take an active role in monitoring their children's presence on social media websites.
2. Students may not (with school and personal accounts):
 - a. Post inappropriate or threatening messages about or to another person.
 - b. Post explicit statements, photographs, or videos of themselves or another student. Posting inappropriate photographs or videos can be considered a criminal act.
 - c. Misrepresent, criticize, or make negative comments of the school, church, or its employees.
 - d. Use social media to share homework, quiz, or test answers.

Online Safety: S.M.I.L.E. Grace expects all children to be safe and responsible when using technology.

1. Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never give out this information online.
2. Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or guardian and they can be with you.
3. Information online can be untrue, biased or inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'
4. Let a parent, guardian, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.
5. Emails, downloads, instant messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. Do not open or reply to messages from strangers.

Chromebook Use

1. Students are responsible for the general care of the Chromebook they are using and may be charged for damage caused by student carelessness or misuse.
2. No food or drink is allowed next to a Chromebook while it is in use.
3. Students should never carry Chromebooks while the screen is open or lift a Chromebook by the screen. Transport Chromebooks in a closed position with two hands. Always support a Chromebook from its bottom with lid closed. Do not lean or put pressure on the top of the Chromebook when it is closed.
4. Charging: Students should plug the Chromebook into the charger while in the cabinets. Charging cords must be inserted into and removed carefully.
5. Backgrounds/Password: Inappropriate background images may not be used. Passwords must not be shared.
6. Sound: Sound must be muted unless permission is given by the teacher or permission is given to use earbuds.

7. Printing: Sharing documents is preferred and is generally used by all teachers. In some cases, though, students will be asked to print assignments from home. Students will not be able to print documents from their Chromebooks at school; the Chromebooks are not connected to a printer. If there is no printer available at a home, this will need to be communicated with the teacher in advance so that another option may be worked out before the due date.
8. Account Access: Only login using a gracemenomoneefalls.org account. Students may not login as a GUEST or INCOGNITO user.
9. Transferring Account to .com: Prior to leaving Grace, students should save any files needed to [Google Takeout](#) to transfer to a personal gmail account. Student accounts will be deactivated after graduation.
10. Damage: Students should report any damage to a Chromebook to the classroom teacher.

Consequences for Violation

This agreement applies to the use of Grace technology resources during school hours and outside school hours. While it is not Grace's intent to monitor all activity, violations of policy will result in disciplinary action based on the severity and frequency of the violation. Consequences include, but are not limited to:

- Loss of a user's privileges to use the school's technology resources.
- Financial payment for misuse which results in replacement or repair cost.
- Criminal acts will be reported to law enforcement. Grace will provide logs and records as requested.
- Disciplinary action including detention, suspension, or expulsion.
- Access Restriction: Access to school tech resources is considered a privilege allowed at the discretion of Grace Lutheran staff. Grace maintains the right to disable tech accounts, including email, when there is reason to believe that a violation of law or school policies has occurred. In such cases, the alleged violation will be referred to the principal for further investigation.



Grace Lutheran Technology Use Agreement *(Copy of form that is completed annually)*

All technology use is to be responsible, respectful, and follow Biblical standards of decency both at school and away from school.

Users will:

1. Only use technology in school for educational purposes.
2. Respect and protect the privacy of self and others, only opening/deleting personal files.
3. Keep personal login information and passwords private.
4. Only use accounts assigned to them and programs and websites which are teacher approved.
5. Report threatening or inappropriate materials, security risks or violations to a teacher.
6. Respect and protect the intellectual property of others by not plagiarizing or infringing copyrights of music, games, or movies.
7. Communicate only in ways that are kind and respectful.
8. Ask a teacher before accessing if unsure of whether a website is school approved or not.

Users will NOT:

1. Share personal information about others or self (name, phone number or address).
2. Arrange to meet someone met online.
3. Go into chat rooms or send chain letters without permission.
4. Open, use, or change files that do not belong to you.
5. Attempt to use or access passwords or data to which they are not authorized (including wifi and server).
6. Alter or damage data, networks, hardware, or resources that do not belong to them, without permission of the owner.
7. Consume Internet bandwidth using sites that are not school approved (such as non-educational videos).
8. Attempt to bypass filters through proxy servers or incognito sites.
9. Install software on any school resource without approval.
10. Utilize equipment on the school network that has not been approved for use by a teacher or principal.
11. Intentionally access or send illegal or inappropriate material (obscene, stolen, threatening, rude, discriminatory).
12. Use the resources to further other acts that are criminal or violate the school's code of conduct.
13. Send spam, chain letters, or other mass unsolicited mailings.
14. Deliberately look for, save or send anything that could be unpleasant or inappropriate. If a student accidentally finds anything like this, he/she is to tell a teacher immediately.
15. Buy, sell, advertise, or conduct business, via school technology, unless approved as a school project.

Student:

- I have read and understand the AUP and agree to follow the guidelines at school and away from school.
- I understand that access to Grace technology resources is a privilege and not a right.
- I understand that inappropriate use will result in loss of use and possible disciplinary action.
- I understand that I will share my password with my parent.
- I know that my use of Grace technology can be checked at any time and that my parent may be contacted if a teacher is concerned about my technology use or compliance with this AUP.

Student email _____@gracemenomoneefalls.org Password _____

Student Name: _____ Student Signature: _____

Parent/Guardian:

- I authorize Grace to give my child's first and last name to Google to create an account (grades K-8).
- I understand that I am financially responsible for repair or replacement costs caused by my student's misuse.
- I understand that my student's Google Drive is stored online and could be accessed by others.
- I understand that inappropriate use will result in loss of use and possible disciplinary action.
- I will discuss our family rules and expectations for using Internet based tools and accept responsibility for supervising my child's Internet access outside of school.
- I understand that I can request to have my student's Google account removed at any time.
- I have read and understand the AUP and agree to help my student follow the guidelines at school and away from school.

Parent Signature _____ Date _____

Transportation

Arrival

1. There is no supervision at the front school entrance before 7:50 a.m. Students who must arrive earlier, must enroll in the Extended Care Program. Grace assumes no responsibility for students who arrive before 7:50am.
2. Students may enter the building at 7:50 am.
3. Students may be allowed in early to meet with a teacher if arranged ahead of time.
4. All 5K - 8th grade student drop offs are to be at the Blue Line route, not the Main Entry drive-through. Only 3K and 4K parents can drop off at the main entrance. In addition, if wanting to walk your child to the school door, please park on the street or the parking spaces by Blue Line. The main entry parking spaces are reserved for 3K and 4K arrivals.
5. If a parent needs to enter the building, they are to use the main office doors.

Parking Lot Procedures *(Morning drop off and afternoon pick-up)*

- Blue line drop off/pick up is recommended for 5K-8th grade students.
- Students arriving by car are dropped off on the "Blue Line" in the parking lot located behind the school. Students should wait in cars until the back school door is opened at 7:50 am.
- ENTRY: Cars enter the "blue line" drop off area by entering the parking lot at the end of Park Blvd.
- PARKING: Parents who want to walk a child to the door should park EAST of the cones. Please no parking west of the cones - this is reserved for blue line drop-off and pick-up only.
- BOOSTER SEATS: If your child requires assistance buckling into his/her booster seat, please pull ahead of the blue line (by the hill) after your child has entered your car to assist your child with the buckle. This process will help keep the line running smoothly and quickly.
- If you are at the head of the blue line and your child is not outside ready to be picked-up, please drive to the back of the line to give your child a chance to come outside.
- PICK-UP: All students should be picked up between 3:00pm and 3:15pm. * At the end of the student's school day, parents should pick up within 15 minutes of the dismissal time. Students who are not picked up within this time frame will be sent to EC where the normal hourly rates will apply. If families are not registered for EC, they will need to do so and pay the registration fee (\$36 per child) when picking up their children.

Please note that due to safety and security precautions, parents are NOT allowed to enter the building with their child before school. Any parent needing to come into the building before school must enter through the front door and sign in at the office to receive a visitor pass.

After school, teachers will walk their classes out. If parents need to speak with their child's classroom teacher, they can access them at that time.

Bus Transportation

Bus transportation may be provided based on the bus route areas determined by the local public school districts. Children in Kindergarten through Grade 5 may be eligible for busing if they live 1 mile or more from school and reside in the defined area. Children in Grades 6-8 are eligible if they live 2 or more miles from school and reside in the defined area. Johnson Bus serves the Menomonee Falls area and Riteway Bus serves the Germantown area. If your child does not regularly ride the bus, but plans to do so with a friend, a signed note from home must be provided. The same is true if your child does normally ride the bus home, but plans to get off the bus with a friend.

Bus Conduct

All Grace students who ride the bus will follow these guidelines:

- Be on time for the bus.
- While on the bus, students must obey the driver at all times.
- Do not stand and do not extend head, arms, or hands out the windows while on the bus.
- No loud talking or unnecessary confusion as this can divert the driver's attention and may result in an accident.
- Each child must ride his or her assigned bus. Any changes must be approved by the school office.

These steps will be taken to correct bus misbehavior:

1. The bus driver may issue a "Bus Misconduct Report" which may also result in school discipline.
2. Repeated or serious misbehavior will result in loss of bus privilege for 1 week.
3. Further improper behavior results in loss of bus use for 2 weeks. Parents will meet with the principal.
4. If behavior does not improve the student will not be allowed to ride the bus for the remainder of the school year.

Parent Drivers

Parents/Guardians who transport Grace students to or from school sponsored activities are urged to carry adequate liability protection.

Tuition and Fees

Registration Fee

A \$30 per student registration fee must be paid to complete an application. Other school fees (yearbook, outdoor education, band, athletics, graduation) are paid on final registration day in August.

Tuition Payments

There are two options for tuition payment:

1. Pay in full in advance
2. Payments: Enroll in FACTS for monthly electronic payments, <http://online.factmgt.com/signin/3ZLZD>

Additional fees are charged for Outdoor Education, Field Trips, Yearbook, and Graduation

Tuition Discounts

Families may reduce their tuition costs through these programs:

- Multi-child discount
- SCRIP: Families and extended family members are encouraged to participate in the SCRIP program. Gift cards can be purchased with the proceeds applied to designated student accounts. Tuition credits are accumulated through May 31 and are then applied to THE FOLLOWING school year.

Tuition Assistance

Grace offers a limited amount of tuition assistance grants for families unable to afford school tuition. Tuition aid is granted based on the family completion of an application through FACTS <http://online.factmgt.com/signin/3ZLZD>, which will determine family financial need. Applicants may be asked to disclose financial information with the principal, financial manager, or pastor to explain unique family financial situations.

Unpaid Tuition, Lunch Balances, and Extended Care Fees

Grace School families are expected to pay tuition and fees in a timely manner. Families who are not able to pay on time should contact the school office to arrange an alternate payment schedule. Families may be asked to sign and agree to the alternate payment plan.

Failure to pay will result in the following action(s):

1. 10 days past due - the family will receive an email from the school or lunch office asking for payment.
2. 20 days past due - the family will receive a written notice by mail asking for payment.
3. Unpaid lunch balances over 30 days without a payment arrangement in place will result in the student(s) being offered an alternate lunch (i.e. a cheese sandwich) or required to bring a cold lunch until the debt is resolved.
4. 30 days past due - the course of action may include but is not limited to:
 - A. The student may be prohibited from attending school until a payment plan is established.
 - B. Report card and/or academic records not released to the parent or another school.
 - C. The student may not participate in the Graduation ceremony, if applicable.
 - D. Unpaid balances may be turned over to an attorney or collection agency.

- E. Unpaid balances over 90 days without a payment plan in place may be issued a 1099 TaxForm.

Payment policies

1. NSF checks will result in a \$30 per check service fee in addition to any bank charges to the family.
2. Families with past due tuition who no longer attend Grace may have accounts sent to collections.
3. No student shall re-enroll at Grace until all previous fees have been paid in full or payment arrangements have been made.
4. Families re-enrolling with a prior year negative lunch balance will not be able to access the hot lunch program until all debts have been paid.

Using the link below, please review the Handbook Agreement with your student(s). Please print and sign the Handbook Agreement accordingly and return to the school office on Registration Day.

Grace Lutheran School Handbook Agreement

Annual Notice of Rights under the Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students over 18 years of age, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records.

- 1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the district/school receives a request for access.** Parents or eligible students submit a written request to the school principal/designee that identifies the record(s) they wish to inspect. The Principal arranges for access and will notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.** Parents or eligible students may ask the school to amend a record they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy or other rights.' If the school decides not to amend the record as requested by the parent or eligible student, the school notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the parent or eligible student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The school may disclose records to school officials with legitimate educational interests. A school official is a person employed by the district/school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district/school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district/school in which a student seeks or intends to enroll or to other entities authorized by law.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the**

District/School to comply with the requirements of FERPA.

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue,
 SW Washington, DC 20202-4605

FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- to a school official with a legitimate educational interest (i.e., the official needs the record to fulfill his or her professional responsibility);
- to another school district/school to which the student seeks or intends to enroll;
- to specified officials for audit or evaluation purposes;
- to appropriate parties in connection with financial aid to a student;
- to organizations conducting certain studies on behalf of the school;
- to accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- to appropriate officials in cases of health and safety emergencies; and
- to state and local authorities, within the juvenile justice system, pursuant to specific State law.

In addition, schools are also permitted to release information, without prior written consent of the parents or eligible student, which has been appropriately designated as “directory information” by the school. “Directory information” can include but is not limited to:

- student’s name
- address
- telephone listing
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- photograph
- degrees, honors and awards received
- date and place of birth
- grade level
- enrollment status
- the school most recently previously attended if not Grace Evangelical Lutheran School

NOTE: Specific examples include honor roll, merit roll, annual yearbook, playbills and graduation programs.

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent.

In addition, two federal laws require local educational agencies (LEAs) such as Grace Evangelical School to provide military recruiters, upon request, with three photo/directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Grace Evangelical Lutheran School to disclose “directory information” from your child’s education records, you must notify the school in writing that you do not want this information disclosed. This written notice to the school must be received no later than 14 days after the date of publication of the annual notice (or within 15 days of newly enrolling in the school).

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Grace Evangelical Lutheran School uses video surveillance and electronic monitoring equipment on school property. Recordings of students will be kept confidential. The primary purpose for using surveillance cameras at Grace Lutheran School is to provide a safe and secure environment for all students, staff and visitors. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of Grace Lutheran School and its facilities and properties, and for law enforcement purposes. As such, recording obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding. The stored images are the property of Grace Lutheran School. Grace Lutheran School reserves the discretion to refuse to provide copies to students, parents, staff, community members or other individuals or groups. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any other students whose images appear on the recording). In cases where surveillance recordings involve student disciplinary action, the recording may become part of that student's record and shall be dealt with consistent to Grace Lutheran School's student records policy and procedures. Disciplinary action may be taken based on video documentation.

DEVICE RECORDING CAPABILITIES

Under no circumstances shall cell phones or any other devices with recording capabilities be used in locker rooms, bathrooms, or other areas where privacy is an issue. Personal devices with recording capabilities shall not be used to photograph, or record audio or video of students and others (including, but not limited to, employees of Grace Evangelical Lutheran School) without their permission and shall not be used to record or capture any items that are confidential (e.g., testing materials). A student who violates this policy shall be disciplined, which may include suspension and/or consideration for expulsion. The device shall be immediately surrendered to a school authority or other authority as may be appropriate. The device may later be returned to the student's parent or legal guardian.

PRIVACY IN LOCKER ROOMS

Locker rooms are provided for the use of physical education students, athletes, other activity groups, staff, and individuals authorized by the Grace Evangelical Lutheran School administration. Under no circumstances may cameras, video recorders, cellular phones, or other recording devices be used in the locker rooms. Also, no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room. Persons violating this policy shall be subject to appropriate disciplinary action in accordance with Grace Lutheran School procedures and/or penalties under state law or local ordinance.