

PARENT HANDBOOK
2012-2013 School Year

50 Years of God's Grace
True Blue and Golden

GRACE LUTHERAN SCHOOL
Menomonee Falls, Wisconsin

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Introduction/Forward

This handbook contains information that enables parents to get better acquainted with the operation and the policies of Grace Lutheran School. The purpose of this handbook is to promote a better working relationship between the home and the school. We are committed to the teachings of the Holy Scriptures; Luther's Small Catechism, as well as the applications of those teachings to our lives. We expect that staff, parents, and students exemplify the teachings of the Bible in their lives as we work together to enhance the education for all children. May the Lord continue to bless our efforts at Grace Lutheran Church and School. Grace Lutheran Church operates a Christian Day School to achieve a two-fold purpose. The first is to assist parents in the spiritual training of their children. The second is to help these children grow intellectually, emotionally, socially, and physically to the best of their ability, so that they may lead a fruitful Christian life here on earth. We must always remember that the school exists only to assist the home, not replace it or act independently of it.

A commitment to the education of our children can be carried out by supporting the school's educational program. Attending school functions and showing a genuine interest in a variety of activities can demonstrate this.

Welcome Note

This Fall we begin our 49th year of Christian Education at Grace Lutheran School. Once again we need to realize what a tremendous blessing we have in the opportunity to be part of a Christ centered school. We have a rich heritage of excellence in Christian education. This is something for which we can be thankful. This year we look forward to another great year filled with blessings from our God. There will be new people, new experiences, new challenges and new joys throughout this year. The one constant is our God who promises to be with us and to bless us with His love. It is our prayer that this year will be filled with great blessings for your family as we all celebrate the unity of being Children of God.

Mission Statement

The Mission of Grace Lutheran Church and School is to nurture people to love God, to love others and to make disciples.

Vision Statement

The Grace Lutheran School family is empowered by the Holy Spirit to daily live their faith out of love for their Lord and Savior.

- Students consistently achieve excellence because of the comprehensive quality of education they receive. Teachers work in integrated teams to provide a framework for 21st century learning and innovation, digital literacy, career and life skills needed for success.
- Grace students are servant-leaders in our school, church and community demonstrating their Christ-centered worldview. They share Jesus Christ with their families and friends. Our Grace family reaches out to those in the community with the goal of sharing the Gospel and making disciples.
- Teachers partner with families to foster academic, spiritual, emotional, social and physical growth.

- Grace teachers view their work as ministry. They model the Christian life of faith and encourage their students and families in their faith as well. Our faculty collaborates with education professionals to improve every aspect of Grace Lutheran School.

Home and School Cooperation

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information continues to flow both ways. Lines of communication that are maintained at Grace Lutheran School include the telephone, Fast Direct, Parent Communication Form, a Discipline Slip, Parent/Teacher conferences, and our website www.grace-connect.org. If during the year you see or sense a problem please contact the teacher promptly so the issue can be resolved before the problem escalates. Situations and questions can usually be handled and clarified by a phone call or a note. Being that we are in a Christian environment we follow the outline of conflict management that scripture provides in Matthew chapter 18.

Grace Lutheran Church and School recognizes that a child's education is predominantly influenced by their family and our goal is to support, complement and enhance the parents' God given privilege to **“train up a child in the way he should go”** (Proverbs 22:6). To that end, Grace Lutheran School strives to provide a distinctly Lutheran, strongly academic, Christ-centered education.

God is the Creator of all people and the source of all their gifts. Grace Lutheran School provides Christ-centered learning for Christ-centered living to strengthen faith, to love and to serve church and community for the glory of God. Grace School promotes faith and growth as initiated by the Holy Spirit. We are dedicated to making Grace Lutheran School an outreach for gaining disciples, and also nurturing those who are already His. We are also committed to providing a high quality Christian education with an emphasis on 21st Century skills.

We believe that Grace Lutheran Church and School has been called to partner with families in an effort to build up a strong foundation of faith firmly rooted in the Word of God. 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, children and the community. .

We believe that Christ died for all people, so that by faith in Him we are children in one family. As brothers and sisters in Christ, we uplift one another as a community of believers called to reach out to others and to share the love of Christ (Acts 1:8). Therefore, we are committed to this ministry to prepare our children for service to our Triune God, one another and the greater community.

Statements of Belief

WE BELIEVE that the Christian school exists to fulfill the great 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

WE BELIEVE that “God wants all people to be saved and to come to the knowledge of the truth.” 1 Timothy: 2-4

WE BELIEVE that parents and teachers working together serve children best in fostering Christian character and purpose. Ephesians 6:4

Acceptable Use Policy (Internet)

On file in the school office is the complete Acceptable Use Policy, which states all the guidelines and rules in regards to the acceptable use of the school computers, the school computer network and use of the Internet. Parent and student agreements are signed and placed in the student’s cumulative file located in the school office. Only those students and parents who have signed the agreement on file may use the Internet and network. Parents can request a copy of the Acceptable Use Policy at any time and all new students (families) are given a copy and they must return the signed agreement.

Admission

Grace Lutheran School offers enrollment in 3 Year Old Kindergarten (3K) through Eighth Grade. Grace Lutheran School 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 School 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 School is here not only to serve the needs of our membership, but any individual who is interested in providing their child with a Christ centered education. Priority in enrollment will be given first to those students presently members of Grace Lutheran Church and secondly to families who have their children in our school but are not members of the church. Applications for new students will be accepted and if needed a waiting list will be established. A certified birth certificate must be verified.

****Please note that children entering the 3K, 4K and 5K program must be that age by September 1 of the year enrolled and fully “potty trained”.**

New students/families entering Grace Lutheran School in Grades 1-8 will follow these procedures:

- Set up a scheduled meeting with the principal to share information about the school, have a tour of the facility and receive a visitor’s packet of information.
- An application form must be completed along with a \$30 non-refundable registration fee per child. This holds the space for your child.
- Parent(s) and students will attend a meeting/interview where a new student interview is conducted. The principal and/or assistant principal(s) will attend this meeting and other selected staff members may also be invited.
- The student will take a short assessment given by the Reading Specialist of Grace Lutheran School to help Grace Lutheran School provide the best possible educational experience for the student and the parents.

- Grace Lutheran School reserves the right to withhold admission of a student should special needs exist that cannot be provided for within the Grace Lutheran environment.
- Provide written evidence of required immunizations for each age/grade level as specified by the Health Department.
- Prospective parents and students must review and accept the purpose and policies of Grace Lutheran School. The principal shall have the authority to make decisions with regard to student admission in accordance with the admission policy.

All pupils transferring to Grace Lutheran School from another school (at any point in the calendar year) will be accepted on a twelve-week trial basis. Final acceptance will be determined upon parent-teacher conferences, an adequate transcript of records from previous school, observation by the teacher, the principal and or assistant principals and testing if necessary. If at the end of the trial period it is determined that a child can no longer stay at Grace Lutheran School a two (2) week period will be allowed for the family to find alternate schooling arrangements.

If there are more applications for enrollment than Grace can accommodate, preference for enrollment shall be as follows:

- Families who are already enrolled from previous years.
- Other children from Grace Lutheran Church.
- Children from the community with no association with Grace Lutheran Church.

Applications for enrollment that fall within one of the above-mentioned specific categories shall be accepted on the basis of the date of application. It shall further be the policy of the school to limit the enrollment as space and finances dictate.

Class Size Limits

Grace Lutheran School has established the following size limits:

3 year old Kindergarten	10 students per session
4 year old Kindergarten	12 students per session
Kindergarten-8 th Grade	24 students per class

(These numbers may be adjusted based on the discretion of the professional teaching/ leadership staff considering the social, academic, and behavioral make-up of the class)

Attendance

Regularity of attendance and punctuality is essential for the child if he or she is to realize the importance of school. Grace Lutheran School appreciates your willingness to keep your child home from school when they are ill. When the parents exercise this good judgment, it prevents illness from being spread throughout the whole school. Parents are expected to call the school office before 8:15 AM on the morning the student will be absent. Office personnel will attempt to contact the parent of absent children who are listed as unexcused. (Those parents who have NOT called in an absence.)

The practice of taking students out of school for family vacations or doctor appointments is discouraged. This causes a disruption of the child's classroom learning. However, we do understand that at times doctor/dentist appointments must be scheduled during the school day. If this is the case please provide the home/classroom teacher with a note explaining this. In the event of a vacation that is planned during the school hours, parents and students are responsible for obtaining and completing the necessary assignments.

Parents are also expected to see to it that their children attend school regularly and that they arrive on time. (See the stated Tardy Policy.) The only reasons the state recognizes for absences are illness or a death in the immediate family. If for some reason the student's absence or tardiness is excessive, the teacher will speak with the parent and inform the principal of the concerns. Make up work assigned during absences needs to be made up. Students will be given two days to complete missed class work and homework assignments for each day missed. The classroom teacher upon consultation with the parents may make exceptions to this.

Students are marked tardy if they are not in their rooms when the 8:00 bell rings or when the passing bell sounds for those in grades 5-8.

Students who are absent more than 30 or more school days (15 per semester maximum) during the school year shall automatically have their next grade level promotion reviewed by the teacher and the principal and requirements (e.g. Summer school) may be stated for grade advancement.

Tardy Policy

Students are required by law to be regular and punctual in their school attendance and arrive at school on time. To that end Grace Lutheran School has established the following guidelines in regards to tardies.

1. Students will be marked tardy if they are not in their assigned classroom when the 8:00 bell sounds. Students given permission by their homeroom teacher to be outside of their classroom will not be marked tardy.
2. Students and parents will be notified on the second tardy of each quarter through either a Parent Communication Form or a Discipline Slip. On the third tardy of the trimester and each one that follows in the same trimester an after school detention will be served for 60 minutes.
3. Pupils will not be marked tardy if the bus arrives late to school or the parent makes contact with the school office in regards to car problems and/or weather related delays in the winter months.

Vacation

As a matter of sound educational practice, the administration and faculty of Grace Lutheran School discourages the removal of students from class for vacations, outings or reasons other than illness or family emergency.

If it is absolutely necessary and parents do chose to remove their child (ren) from class for a vacation, the following stipulations must be adhered to:

1. Request for homework must be submitted at least one week in advance of absence.
2. Some homework will be issued on the day before the student leaves for vacation.

The amount of homework will vary from teacher to teacher. Additional homework may be given when the child returns. Any homework assigned prior to leaving shall be submitted the day the student returns. It is the responsibility of the student to check with all the teachers to ensure that all assignments have been received.

Required work not submitted on the designated due date will drop one grade for each day it is outstanding. If after four days homework is still incomplete, a zero will be recorded as the grade. Late work still needs to be submitted prior to receiving a report card and being promoted to the next grade.

Academic Standards

In order to carry out the educational aims and objectives of Grace Lutheran School, homework must be assigned. Homework and independent study assignments will be given with due regard to time limitations. Only those students who satisfactorily complete the requirements of their class will be advanced to the next grade level.

Required work not submitted on the designated due date will result in a lower grade or a zero. It is the responsibility of the teacher and the child (Discipline Slip or Parent Communication Form) to immediately communicate late work to the parent. It is the responsibility of the child and the parent to complete and submit the late work to the appropriate teacher. It is the responsibility of the parent to follow up on late work. Work not completed on the due date is to still be completed and turned into the teacher for partial credit as determined by the classroom teacher. If a pattern emerges, teacher, parent and child will meet. The principal (and homeroom teacher) shall also be notified.

When the first assignment within each subject is missed communication will take place between the school and the home. The above guidelines will apply and the communication will serve as a warning. On the second missed assignment within the same subject the above guidelines will again be followed and in addition a 60-minute detention will be served the following day after school. A detention will be issued for each missed assignment within the particular subject for the remainder of the quarter.

All incomplete work needs to be submitted prior to receiving a report card and being promoted to the next grade. In grades 5-8 the homeroom teacher shall also communicate to the athletic director that all incomplete work has been completed.

If a student does not complete the required assignments or master the necessary objectives for his/her grade level, the teacher will recommend successful completion of summer school in necessary areas and/or retention. If a teacher is considering retention of a student, the teacher contacts the parents for a conference as early in the school year as possible.

Hours of Operation

School Office Hours	7:30AM-3:30PM
3 Year Old Kindergarten	8:15-10:45 (M-W-F or T-Thur)
4 Year Old Kindergarten	8:15-11:00AM or 12:15-3:00 PM (M-F)
5 Year Old Kindergarten	8:15-3:00PM (M-F)
Grades 1-8	8:15-3:00PM (M-F)

The outside school doors open at 8:00AM with the actual school day starting at 8:15AM.

******Please note that our school day ends at 3:00 p.m. With that in mind we require that all students who are not bused be picked up no later than 3:15 p.m. If the non-bus riding student(s) are not picked up they will be taken to Grace's Extended Care Program and charged the hourly rate until picked up. If a late pick up pattern emerges a family will be REQUIRED to register for the Extended Care Program.******

Early Arrival

Supervision at the main, front school entrance begins at 7:40 AM. Prior to that time there is no supervision and Grace Lutheran School assumes no responsibility prior to the 7:40 AM time. The Grace Lutheran Extended Care Program is available for those students who need to arrive earlier than 7:40 AM and students need to be enrolled in that program if they are arriving before 7:40 AM. The supervising teacher at 7:50 AM allows students in the building with school officially starting at 8:00 AM. Students are NOT allowed in the building prior to 7:50 AM unless a teacher asks them or prior arrangements have been made with a teacher. If that is the case the teacher making the request will come to the front doors and get the student(s) who need to come into the building prior to 7:50 AM. Those students arriving by car are to be dropped off on the "Blue Line" in the parking lot located behind the school. Please enter the "blue line" drop off area by entering the parking lot at the end of Park Blvd. Students should wait in cars until the back door is opened. If the weather is threatening or extremely cold the supervising teacher will bring the students into the upper hallway to wait but not until 7:45 AM.

Snow Days

Grace will close for inclement weather when the Menomonee Falls and/or Germantown Schools are closed. Any exceptions to the above will be announced over WTMJ Radio as well as Fox 6, WTMJ TV4, WISN TV12.

Leaving the Grace Lutheran Campus

Pupils may not leave the school property during school hours unless prior notification is given by parents or legal guardians. Parents knowing in advance that a child will be leaving at some time during the day should send a note with the child. Students WILL ONLY be released through the School Office to the parent or person named in the note.

Visitors Policy

Parents and visitors coming to school for any reason are to first sign in at the school office. Upon completion of the visit please sign out at the School Office. Please use the main front school doors as the only entrance and exit point. All other campus doors are locked during the school day.

Pet Policy

No animals will be allowed in the school building. If you would like to bring an animal for show and tell, please pre-arrange with your child's teacher for an outdoor viewing. This is due to allergies and the general health and safety guidelines.

Asbestos Report

Grace Lutheran Church and School has complied with the requirements of the Federal Asbestos Hazard Emergency Response Act (AHERA). A comprehensive inspection of the church and school premises has been conducted. Asbestos containing building materials was identified in various areas throughout the campus; their condition was assessed and found to be in good condition. A comprehensive on going operations and maintenance is in effect, with inspections being done every six- (6) months. The inspection and on going maintenance program is managed by AP Environmental Inc. This program is designed to note and eliminate any potential health hazards. The management plan is on file in the school office and is available for review upon request.

Bus Transportation

Bus transportation is provided based on the bus route area as determined by the School Bus companies and the local public school districts. The final word on bus service comes from the public school district office. Johnson Bus serves the Menomonee Falls area and Riteway Bus serves the Germantown area. Children in Kindergarten thru Grade 5 are eligible for transportation if they live a mile or more from school. Children in Grades 6-8 are eligible if they live two or more miles from school.

Bus Conduct

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

- Be on time for the bus to help keep the bus on schedule.
- Do not stand, extend your head, arms, or hands out the windows while on the bus.
- While on the bus students are in the driver's charge and must obey him/her at all times.
- Please remember that loud talking or unnecessary confusion diverts the driver's attention and may result in an accident.
- Each child must ride his or her assigned bus. Any other arrangements must be made through the school office.

Bus Regulations

If any of the above guidelines are not followed, corrective measures must be applied.

Students will follow these steps to correct any misbehavior on the bus:

- When the bus driver must call a child's attention to any rule, the incident will be reported to the principal by means of a driver written "Bus Misconduct Report". The principal will discuss the issue with the student and communication will be made to the parent in regards to the report.
- If the student continues to misbehave, he or she will not be permitted to ride the bus for one (1) week. The parents will be informed of this fact and asked to make other transportation arrangements.
- If the behavior continues the student will not be allowed to ride the bus for a two- (2) week period. The parents will again be made aware of the situation and will be asked to meet with the principal.
- If after the parents and the principal meet and no behavior improvement is seen the child will no longer be able to ride the bus for the remainder of the school year. The parents will be notified of this action.

Hired and Unknown Insurance

In the event that a parent or guardian is involved with the automobile transportation of Grace students to or from a school-sponsored activity, the school has "Excess Liability Insurance" protection. If an accident should occur, the liability limits of the parent or guardian's individual insurance protection plan must be reached prior to any benefits paid by Church Mutual. Parents and Guardians are urged to carry adequate liability protection when providing transportation for Grace students.

Book and Equipment Damage

Ordinary wear is expected. However, when books and equipment are damaged or lost due to carelessness or willful destruction, pupils will be expected to pay the cost of replacement. The school will determine the replacement cost of the book or item and parents/guardians will be notified. In select cases, charges may be prorated according to the amount of damage sustained and the length of time materials have been in service.

School Milk Program

Under the U.S. Special Milk Program, milk is available to all children at a reasonable cost. The cost is dependent upon the amount of Government subsidy and the charge of milk to the school. Milks are ordered and paid for by the year at the all school registration day prior to the start of the school year.

Hot Lunch Program

Hot Lunch is served on all full school days. The hot lunch program of Grace Lutheran School is run by 4Peas in a Pod, Waukesha, WI. All lunches need to be ordered online by the 14th of the previous month. Hot lunches will not be available for purchase if a child has forgotten their cold lunch. 4Peas in a Pod provides a well balanced healthy lunch following federal school lunch guidelines.

Church Attendance Policy

When parents enroll children in a Christian school, they witness to the fact that their children's relationship with God is a high priority item. Family worship is an important aspect in developing and expanding that spiritual relationship. Our Lord demands our worship, He condemns lack of worship, and He pronounces blessing upon those who worship regularly. (Hebrews 10:25, John 8:45, Luke 11:28).

Since the school staff shares in the responsibility for each child's spiritual welfare (Heb. 13:17), church attendance records will be kept. The purpose is to encourage growth in the Word and to remind children and parents of their obligation as members of the body of Christ.

The following procedures shall be followed:

- Each week of the school year, church attendance will be taken for the Sunday beginning that week. Term Church Attendance recorders will be sent home each term for parents to mark off church attendance at home and return to the teacher at the end of the term. Teachers may still ask for church attendance in their rooms.
- For weeks that school is not in session (Christmas, Easter), check-off sheets listing the services will be sent home. These should be returned on the

- first school day after the vacation period.
- Attendance will be recorded for regular seasonal services: **Thanksgiving, Christmas Eve, or Christmas Day, Maundy Thursday, and Good Friday.**
 - No grade will be given for church attendance. Attendance will be listed as times present over the number of services recorded for the trimester (e.g. 7/9, 11/12). If families are traveling and or out of town and they attend a worship service, this will count as worship attendance.
 - In order to make the recording of church attendance serve its purpose, a follow-up of attendance will be made. If attendance is less than 60% of available church services the information will be given to the pastor(s) and the Board of Elders for contact and follow up to the situation.
 - Pupils and parents who have no church home are invited to attend Grace. Members of other churches are encouraged to attend their own.
 - It is the belief of Grace School that Christian education starts in the home and is nurtured in the church and Day School.

Sunday School and Bible Class

Parents are encouraged to make a commitment for their children to attend Sunday School and for parents to involve themselves in a Small Group or one of the large group Bible studies that are held throughout the year at Grace. The Holy Spirit always works through the Word to build and sustain faith.

Chapel

On Wednesdays children participate in a special school chapel service starting at 8:25 A.M. On the third Wednesday of each month chapel is held twice. The normal AM time for grades 3-8th grade and in the afternoon for 4K-2nd grade. This split allows our 4 K students to attend chapel and also allows a more “message appropriate” chapel service to be held for the grade level groups. The school year is divided for chapel offerings. There is a designated mission endeavor of Christian charity to which the chapel offerings are sent. 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. Parents are cordially invited to attend these chapel services, but they should not be considered a substitute for Sunday worship.

When church services are held on Wednesdays during Lent, the regular chapel services will not be held, and school pupils will attend the Lenten service instead. The offerings will be taken separately and used for the designated project.

Offerings can be placed in the offering containers on any school day within the classroom. Offerings will then be taken to chapel each Wednesday in this container. This is to help the students in remembering Chapel offerings as well as teaching proper stewardship habits.

Fire Drills

Fire drills are conducted on a monthly basis and recorded to comply with the village and state requirements. A Fire Drill log is maintained. Fire alarms are signaled by a constant blast of the fire alarm horn. Teachers assume the responsibility of exiting the building with all their students following the fire drill procedures. Students are to remain quiet and calmly proceed outside to a pre determined location with their teacher. All students and staff are to remain

outside until the principal, office staff or maintenance department has given the all clear. All staff knows the location and proper use of the alarm boxes and fire extinguishers. Fire extinguishers are tested and recharged on a contract basis with a local company. Exit routes are posted in all rooms.

Tornado Drills

Severe weather drills are signaled over the intercom system. The teacher will direct students to an area of the building, which has been designated as being safe against strong winds, tornadoes, etc. At Grace Lutheran the hallways on the first floor (ground level) along with the “tunnel” connecting the school and church are the designated areas. The students are to sit on the floor, close together, with their hands over their heads, until the all clear is announced.

Curriculum

Our curriculum includes current materials and methods. We pursue a solid and well-rounded education program, which attempts to challenge every child in the classroom. Each year at least one facet of the curriculum is reviewed for possible change.

A committee consisting of faculty and staff will review the various curricula. This review and/or writing schedule is also an ongoing requirement of our National Accreditation. Review of Curricular Areas follows a school staff determined schedule.

Achievement Testing

Standardized tests are administered in grades 2-7 every year to determine pupil, class, and school achievement. These tests are tools for us to use as a school in helping us develop and maintain an excellent learning environment. Test results are shared with the parents through a specially prepared form and parents are encouraged to consult with the teacher regarding any questions on the testing and/or their child's progress.

Grace Lutheran School Grading Scale

The following is the percentage grading scale that is used at Grace Lutheran. The scale is based on a percentage basis from 0%-100%.

A 93%-100%

B 85%-92%

C 74%-84%

D 65%-73%

Grade Point Averages (GPA) are calculated on a four (4) point scale. All classes are weighted based on the number of times that they meet in a week. For example Math would count five times and computer would count 2 times. For a complete explanation of how GPA's are calculated please speak with your child's homeroom teacher.

Grade Reporting

Trimester Report Cards are issued in Kindergarten-8th Grade at the end of each term. Grace Lutheran school year follows a trimester format, with the year divided into 3 equal segments. There is a time period allocated at the end of each term for the teacher to calculate grades and complete the Report Cards so typically Report Cards are issued approximately one week after the term ends. In addition to the Term Report Cards, students in grades 5-6-7-8 also

receive Mid Term Report Cards to inform parents of their progress at the middle of the term. All Report Cards, both Mid Term and full Term, issue dates are published in the Grace Lutheran School Newsletter. The end of the year (3rd Term) Report Cards are placed in church mailboxes after the school year ends. Non-members will receive by mail. Missing work, fines, past due accounts, missing books, book damage fines, etc. will result in the final report card and grade advancement being held until all past due accounts are brought current. Grades can also be checked through the FastDirect website by obtaining a parent code from the school office and then e mailing FastDirect to receive a password. The web address is www.fastdir.com/gls

Honor Roll

In order to recognize pupil academic achievement, the school publishes the names of pupils meeting "High Honor Roll" and "Honor Roll" requirements each quarter for students in grades 5 through 8.

Grade values are determined as follows: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0.0). All subject areas will be used to determine the average, and will be weighted by the number of times the subject is taught per week. In order to make the "High Honor Roll", a pupil must average at least 3.7; "Honor Roll", a pupil must average at least 3.0.

Academic and High Achievement Awards

Academic awards are given at the end of the school year. Awards given include the top scholarship in grades 5-8, along with the top scholars in each grade and the most exemplary effort in grades 5-8. The academic awards day will be announced each school year in the School Newsletter. In addition awards are given for Knowledge Bowl and Spelling Bee competition. Awards given at the closing chapel include perfect school attendance, perfect church attendance, commendable church attendance (missing 1 service). In addition, high achievement recognition is awarded to those in the graduating class demonstrating excellence in music, art, service and athletics.

Middle School Philosophy (Grades 5-8)

The Grace Lutheran Middle School has developed somewhat of its own identity in more ways than other grade levels. The Middle School is organized departmentally. This is introduced in Grade 5 with a few teachers coming to the room for instruction, while in grades 6-7-8 the departmental setting becomes more evident with students moving to various rooms with various teachers providing the instruction. This allows teachers to focus on an area of their strength. There remains a homeroom connection between students and their homeroom teacher. However, this does mean that students need to adjust to different teachers and be organized in moving from class to class.

Student organization is a key concept to the middle school. Please note that the organization required by departmentalization is difficult for some students. To help the students, the middle school department focuses on organizational skills and study skills at the beginning of the year. A particularly heavy emphasis is placed on this in the fifth grade and the first trimester in the sixth grade. All of the students are strongly encouraged to use and maintain a school issued assignment planner/book. This is intended to help students stay on top of all

homework assignments and other responsibilities. Parents are encouraged to point their children in the direction of using the assignment books.

The middle school department believes that homework serves important purposes, such as reviewing new skills, applying what the student has learned, extending learning and preparing for new learning. Therefore it is essential that students complete homework on time.

School Programs

Choir

Our choir is broken into three specific grade levels: K-2, 3-5, 6-8.

Choir Chimes

Students in grades sixth through eight are eligible to participate in choir chimes, during the elective period. If there is enough interest it is possible that an additional Choir Chime choir may be formed with practices held during the noon hour.

PLEASE NOTE: Performance schedules for each choir are distributed at the beginning of the school year and cover dates for the entire school year. Parents are expected to encourage their child's positive participation, and to make certain the child is present at all scheduled services. Parents and students alike should consult the schedule before making family or other plans, to avoid any conflict.

Should an emergency (illness, death in the family, etc.) prevent your child from participating, please send a written, signed excuse to the director promptly.

Unexcused absence is noted for non-emergency situations and this can result in the choir grade (Grades 6-8) being lowered.

Instrumental Music Program

Pupils in grades 5 through 8 have the opportunity to take part in the citywide Lutheran Elementary School Band Program sponsored by the Lutheran High School Association of Greater Milwaukee. This program provides small group instrumental instruction at Grace and a citywide Saturday morning band at Milwaukee Lutheran High School. Information in regards to this program is shared at the beginning of the school year or by contacting Milwaukee Lutheran for further information.

Special Presentations

When special presentations are given, such as Operettas and plays, it is required those children participate. These are excellent opportunities for children to demonstrate their skills and abilities and often function as both educational and spiritual experiences.

Field Trips

The individual classroom teachers plan field trips during the school year, and all children are expected to participate. Teachers also submit a field trip request to the principal for approval as well. The field trips vary in cost, dependent upon the distances traveled and admission charges. The cost of most class field trips are offset by tuition, however, certain trips or class activities may require contributions from the children. Parents will be notified in advance if any payment is needed for a trip.

The student's parent or guardian must complete a written permission slip prior to the student's departure on a field trip. The teacher will provide the proper form to the student at the appropriate time. **No student will be allowed to participate in a field trip unless the proper permission form is returned with the proper signatures.** Board policy is to use

buses for all field trips. If an exception is made, parent drivers should be aware that their personal insurance provides the primary coverage in case of an accident.

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. The Wisconsin Immunization Law is included at the end of the Handbook for 2011-2012 school year.

Emergency Management

Grace Lutheran School has an Emergency Management Plan in place to outline the proper procedures for various emergencies that could occur at school. All faculty and staff have been trained in the use of this Emergency Management Plan. The Emergency Management Plan is available in the school office for any families that would like to see the manual.

Insurance

No special accident or playground insurance is offered. The congregation does have a policy that takes effect after family policies have reached their limits.

Parent Teacher League (PTL)

Our P.T.L. is affiliated with the National Lutheran Parent-Teacher League and holds various meetings and gatherings during the school year. The program includes a variety of presentations. Refreshments and fellowship typically conclude the meeting. Through these gatherings a fine spirit of understanding and cooperation develops between the parents and the teachers for the advancement of Christian education among our children. This organization has been instrumental in providing support and leadership in many areas. All parents whose children are enrolled in Grace School automatically become members of this parent organization. There is always a need to people to serve in many capacities on the PTL board, PTL Rooms Representatives and or committees associated with the PTL. Please consider serving Grace Lutheran School in this way.

Miscellaneous Services

Telephone

After receiving permission from a teacher, students may use the phone in their classroom, or located in the school office to make calls. Cell phones and or electronic pagers of any type are not to be on and/or used during the school day unless specific permission has been given. This means that you may have them at school BUT they shall not be seen or heard during the school day! Upon violation of this policy the device shall be taken away and parents notified that they may come in and pick it up. In addition parent phone calls made to school with the intent of speaking with your child will be handled with the office staff delivering the message to the student and if needed the student will return the phone call when there is a break in the classroom

Lost and Found

Found articles are kept in a container near the school office. Literally hundreds of articles go unclaimed each year. Unclaimed articles will then be donated to a charity twice a year.

Gifts to Teachers

It has been common practice to present gifts to teachers at Christmas and sometimes for a birthday or other special events in a teacher's life, such as an Anniversary or a birth in the family. Ordinarily this is under the direction of the room parent(s) and may consist of a group gift or individual gifts.

Illness Policy

If a child complains of illness at school, the teacher or school secretary will contact the parents or guardian for the course of action. If a child has been ill with a fever, vomiting, or diarrhea he/she should be kept at home until they have been 24 hours free of vomiting, diarrhea or fever without fever reducing medication. When a contagious disease or other illness strikes, follow the doctor's advice in determining when to send the child back to school.

If a child is to take medication at school, parents are to send a *Medication Authorization Form* giving their permission and directions for use. The medication should be sent to the school office and be placed in a locked cabinet.

Ordinarily, children should participate in recess and physical education activities. If parents have a valid reason for wanting a child excused from these, a note indicating the reason should be sent to the teacher.

Parents are requested to call the school by 8:30 a.m. when pupils are absent so we know that no harm came to them on the way to school. Written excuses signed by parents are requested for all absences and tardies, even if phone call has been made.

Medical Treatment

Communicable Diseases

In the last few years more attention has been given to communicable diseases, such as bacterial meningitis, conjunctivitis, hepatitis, impetigo, etc. Due to this Grace Lutheran School has adopted the following "Communicable Disease Policy". The policy indicates that health statutes and regulations require the school to report such diseases to the local public health officer. Students suspected or diagnosed with a communicable disease must be excluded from attendance until recovered or presenting a physician's statement indicating that the student is in suitable condition to attend school. Because a rash is a symptom for some communicable diseases, caution must be exercised. This is done for the protection of all.

Child Abuse

According to Wisconsin Statutes 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.

Personnel at Grace Lutheran Church and School are required to report cases of suspected child abuse or neglect. Cases shall be reported in accordance with the procedures listed as follows:

- When school and church personnel suspect a child is abused or neglected, they are required by state law to report the suspicion to the principal. The staff person is then

required to contact the Waukesha County Social Services department to report the suspected abuse.

- The staff person along with the principal reports the suspected abuse as a mandatory reporter. The report is submitted immediately to the Department of Social Services.
- The principal and the staff person shall work with the Department of Social Services to bring each case to conclusion.
- If the principal feels 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.

Head Lice

Head lice are a nuisance, not a communicable disease. Control of head lice depends on the support and cooperation between school and home. Grace Lutheran School had adopted the following public health policy which states, "Schools will enforce No Nit policy." Because quick and immediate action is necessary to rid yourself of the insect, please adhere to the following guidelines listed:

- When notified by the office please pick your child up immediately.
- Information on how to treat and rid your child of lice is available from local health agencies.
- When readmitting your child, it is important to come to the office with your child. Before being readmitted back into the classroom, a head check done by properly trained school personnel must occur. A physician's note that nits are dead is not valid by Waukesha County Public Health Department Standards. Grace Lutheran School has adopted the "No Nit" Policy for the protection of all.

Health Room

The Health Room is available for your child if he or she becomes ill. School staff and or volunteer health aides will assist ill and hurt children. Grace assures that a trained person will be available at all times to treat minor injuries or administer first aid. If the child is hurt or sick enough to require a doctor or bed rest, parents will be immediately contacted to get the child from school. If a fever is present the child MUST be picked up from school and taken home.

Illness and Injuries

Grace Lutheran School has adopted the "General Procedures For Injury and Illness Care Policy" of the health department. In the case of injury or illness, the teacher or other responsible person will bring the child to the office or the health care provider will come to the child depending on the injury. If an adult is not possible, the teacher may also send a responsible student with the child, send for an available staff person or other teacher or use the phone system.

All decisions of illness or injuries will be made by the principal, assistant principal, or in their absence, the designated health care provider(s).

All office staff, faculty and volunteer health aides will adhere to the guidelines listed as follows when treating minor injuries:

- Clean and bandage minor cuts and scratches, with the use of gloves.

- Apply ice packs on minor bumps and sprains.
- Make a record of any injuries or illnesses by properly completing the “Student Accident Report Form” and noting the incident in the health log book.
- A Health Room form must also be completed with one section going along with the student and the other becoming an office copy.
- The maintenance department handles disposal of wastes (bodily fluids).

When immediate medical treatment is urgent, any member of the school staff will call the paramedics. Faculty, office personnel and volunteer health aides will adhere to the following guidelines listed as follows when treating minor injuries or emergencies:

- Go to the scene of the accident.
- Immediately get the principal or assistant principal or designated emergency care providers.
- Remain at the scene until help arrives.
- Never attempt to move a back or neck injured person or a severely injured person unless absolute necessary for safety.
- Comfort the person as much as possible.
- Have the office pull the emergency card and made parental contact.
- Make record of the injury by completing the Student Accident Report Form and noting the accident in the health logbook.

Family emergency information is maintained on the Emergency Cards located in the school office. This includes names and phone numbers for contacting parents and other designated individuals in an emergency. If any injury is serious enough to require medical attention, parents **MUST** be notified. Parents **MUST** be made aware of all head injuries and Student Accident Report Form must be completed.

Medication

Grace Lutheran School has adopted the “Medication Administration Policy” of the local health department. This is done because it is important that parents, faculty and staff exercise care in giving any type of medication to students at school. Wisconsin law allows designated school employees to give medication **ONLY** if certain procedures are followed. Grace Lutheran School stipulates that **ALL** medication be brought to the office prior to the start of school. Pupils requiring medication to be administered while at school shall be identified by the parents in the school office to official staff. The principal shall assume authority for involving designated school personnel in the administration of the medication. For those students who need to take medication during the school day, the following guidelines must be met as listed:

- The medication **MUST** be brought to the school office in a sturdy, properly labeled container and be locked in the medicine cabinet.
- The parent(s) **MUST** complete a “Medication Authorization Form”, even for cough medicine, Tylenol, Ibuprofen, and asthma inhalers.
- Parent(s) **MUST** also complete a “Severe Allergy Information/Consent and Instruction Form” for emergency EpiPen injections.

If more knowledge is needed by the school staff to exercise prudent judgement for the safety and protection of the student on medication, permission will be requested from parents to contact the physician directly.

For those students allergic to insect stings, bites, etc., an EpiPen may need to be

administered. The school procedure for using an EpiPen is listed as follows:

- The EpiPen will be used in accordance with physician's instructions and the signed parent guardian consent form.
- For a systemic reaction, 911 will be called immediately.
- For a mild or severe local reaction, first aid will be administered according to school procedures.
- Parent/guardian will be notified.

Bullying Policy

Grace Lutheran School is committed to making sure that all students can learn in an environment that is free from harassment. Harassment is against the law; it hurts people and has no place in our school.

Grace Lutheran School prohibits all forms of harassment.

Title VI of the Civil Rights Act of 1964 prohibits discrimination in schools on the basis of race, color, and national origin.

Title VII of the Civil Rights Act of 1964, which prohibits discrimination in the workplace on the basis of race, color, national origin, religion, or sex.

Title IX of the Education Amendments of 1972 prohibits discrimination in schools on the basis of sex.

Grace Lutheran School supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior.

DEFINITION: Bullying is defined "as any written or verbal expression, or physical act or gesture, or pattern thereof, which is intended to cause distress upon or negatively affect the reputation of one or more students or teachers in the school, on the school grounds, or at school activities or sanctioned events" as determined by the school staff.

Bullying/Harassment includes a wide range of behaviors such as: insults, name calling, off color jokes, graffiti, notes or cartoons, intimidation by words or actions, unwanted touching, behavior that has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment, and violent acts such as pushing, shoving and hitting as determined by the staff.

CONSEQUENCES: Students who engage in any act of bullying are subject to appropriate disciplinary action, which may include detention, suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

The following steps will be used as a guideline:

1. A verbal warning will be made to the student by the teacher and or Grace Lutheran staff person AND a phone call follow up will be made by the teacher/staff person to the parent explaining the situation.
2. The next instance of bullying (disrespect or wrongful treatment of another person) by the same student, there will be no verbal warning but rather dismissed from the class

- and the parent will be called, at work if necessary, and the child is to be picked up and taken home for the remainder of the day and any work missed will be recorded as zeros.
3. The third instance by the same student, the parent will be called, the student picked up and the following day a one day in school suspension will be served.
 4. The fourth instance the parents called, student picked up and the next day will begin a 3 day out of school suspension.
 5. The fifth instance and the parent will be called and the parents will be looking for a new school.

Drug and Substance Abuse Policy

The existence of drugs and other substances (including chemicals, alcohol and non prescribed medicines) is a clear and present danger to the entire student body and will not be tolerated or condoned in any situation involving Grace Lutheran School (including school buses to and from school or at extra curricular activities). Any instance involving controlled substances and or illegal drugs will be reported to the appropriate law enforcement agencies. Any paraphernalia determined to be related to drugs and or other substances will be confiscated immediately and any student(s) determined to be in possession of, and or under the influence of any drug, alcohol, chemical, non prescription medicine or any other substance deemed to be harmful to the student(s) or potentially harmful to others:

- Will be suspended (in-school) for a minimum of three (3) full school days.
- Will appear at a mandatory meeting with his/her parent(s) or guardian, the Board of Education, and his/her teacher(s) before the student will be allowed to return to school.

In the event that the said student is allowed to return to school, the following requirements must be met:

- The student and his/her parent(s) or guardian must enter an organized professional counseling program for evaluation, assessment and possible treatment.
- Parent(s) or guardian must give the counselor permission to release progress information and advice to designated Grace Lutheran personnel.
- The student will not be allowed to represent Grace Lutheran in any extra curricular activity including but not limited to sports, choir or any public presentation until determined by the Board of Education.
- Any subsequent violation of these provisions subjects the student to automatic expulsion from Grace Lutheran School. Expulsions take place out of school and can vary from 3-10 days as determined by the Board of Education.

Dress Code Policy

At Grace Lutheran School our concerns for our children involve all aspects of Christian living. All students should be dressed in a way that will not hinder the educational process and will promote a positive image among our students, and provide a positive Christian witness to the community. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance.

#1 - Students must wear apparel and accessories that are inoffensive to our Christian standards.

- *No clothing or accessories with phrases, sayings, quotations or advertising slogans depicting anything offensive.*

#2- Students should dress appropriately for learning and for school.

- All clothing must be neat and clean and must not distract from the Christian atmosphere of the school.
- Jeans are allowed, but they may not be frayed, overly faded, or have rips or holes in them.
- Appropriate length for pants: pants should come down to the top of the heel and must NOT be dragging on the ground.
- Students may not wear over-sized clothing. This includes both shirts and pants that are designed to look large and baggy. Pants to be worn above the hips and the inseam may not hang below the middle of the thigh.
- Students may not wear hats or jackets during school in the building. (Unless a specific school sponsored day.)

#3- Students should dress with modesty and restraint.

- Students may not wear halter-tops, tank tops of any type, sleeveless tops or clothing of any type that is low cut in the front revealing cleavage. All shirts must have sleeves. Cap sleeves are allowed.
- Students may not wear ANY clothing that is designed to be skintight. Girls may wear leggings but they must be covered by a skirt or tunic that meets requirements.
- Girls' dresses and skirts must be no shorter than the students fingertips when their arms are extended on the sides of their body.
- All shirts MUST be long enough to either be tucked in or to go past the hips so they do not expose any area of the midriff in front or back. Skin must NOT be visible between the shirt and the pants/skirt during the course of normal school activities (i.e. sitting, leaning, reaching, etc.).
- All pants and or skirts worn must be designed and worn so that the tops of the pants are above the hips.
- 7th and 8th grade girls may wear modest amounts of make-up with parental permission. NO make-up will be allowed to be applied at school. Girls at other grade levels are NOT allowed to wear make-up.
- Girls may wear fingernail polish, as long as it is modest and tasteful in color and style. Fingernail polish may not be applied or removed at school.
- Other than girls' ears, body piercing is not allowed.
- No tattoos are allowed.

#4 -Hairstyles should reflect moderation and careful grooming.

- Hair must be kept neat and clean.
- Unnatural hair color is not allowed.
- Extreme styles (mohawks or unusual, faddish, overly long on boys), are not permitted.
- Boy's hair should be above the collar of a dress shirt and no objects are to be worn in boy's hair.
- No hair sculpting/designs cut into hair

#5 -Footwear must be worn at all times; the State of Wisconsin Law requires this.

- Sandals are permitted but must have a back strap.
- No flips flops or slides are allowed.
- No shoes allowed that have wheels on/in the base of the shoe.

#6 -Students wear weather appropriate attire

- Students may wear shorts to school during the months of April-May-June-August-September-October. (If unusual warm weather develops outside of the stated months a special announcement will be made.) Shorts must follow the fingertip rule stated above for skirts.
- Shorts that are NOT allowed include spandex shorts, Lycra shorts, boxer shorts, frayed cut-offs of any variety, all cotton/sweat shorts, oversized/baggy shorts, or any shorts that have any type of writing across the front or backside.
- For winter outdoor play, when there is snow on the ground, students must wear boots and snow pants over their regular school clothing. Students without boots and snow pants will be restricted to the cleared parts of the playground. Boots worn for outside play may not be worn throughout the day in the classroom.

Chapel Days

Every Wednesday is Chapel Day. This is a special day and time that we set aside for our Lord and Savior and bring Him honor and praise by “dressing up”. **Shorts, blue jeans, T-shirts, are NOT allowed on Wednesday (the entire day NOT just during chapel) or any day that Chapel is scheduled.** All shirts designed to be tucked in MUST be tucked in and NO writing is to be present on any clothing, other than designer labels. The faculty and staff of Grace are requesting that on Chapel Days our dress does indeed truly look different than the other days of the week in honor of our Lord and Savior Jesus Christ.

Parental Role

We request parents to supervise their child’s clothing choices and to guide them in making the correct choice. A basic philosophy at home that could be followed is: if it is questionable whether an item of clothing would be acceptable, then do not wear it to school. We know that it is impossible to make precise rules about every item of clothing but we trust that students, with parent’s involvement and guidance, will reflect in their dress our Christian values. When there is a question regarding the clothing worn, the staff has the final authority in interpreting all dress code guidelines and principles without the input of the parents/guardians.

Discipline Policy for Dress Code Violations

1. The teacher will explain the problem with the student. The student will need to cover the offending clothing or have the parent/guardian bring in a change of clothes as the student waits in the school office. A Parent Communication Form will be issued to be signed by the parents and returned the next morning for admittance back into school.
2. On the second offense the student will serve a detention in addition to receiving a Dress Code Violation Form and needing a change of clothing.
3. On the third offense the student will be sent home for the day.

Athletic Policy

Please refer to the Grace Lutheran Athletic Handbook for complete details on the policies and procedures of the Grace Lutheran Athletic Program. The Athletic Program at Grace provides students the opportunity to learn physical skills, self-discipline, and co-operation with others in team play. It is the desire of Grace to involve each child in as many parts of the program as the child desires.

From time to time, due to numbers, a squad may need to be split into two teams. If this is the case, the athletic director and principal will meet and decide the most beneficial manner in which to do this.

Extra Curricular Eligibility Policy

We believe that academics come first and extracurricular activities later. We expect every student to work hard to reach his/her potential. Participation eligibility for extra curricular activities should include diligence in schoolwork, Christian behavior, and God-pleasing attitudes. When a problem arises, an attempt will be made to establish definite reasons for the problem, checking the child's ability with the workload and level, and also checking the home life situation. The complete policy is outlined in the Grace Lutheran Athletic Handbook.

- Inappropriate social behavior may also result in suspension from extra-curricular events as determined by the teacher, athletic director, coach and principal.
- The teacher, athletic director and/or principal may use the athlete's participation as an incentive to motivate the child to improve classroom performance and/or behavior. When in the view of the classroom teacher, a child involved in extracurricular activities is not working to his/her God given ability, the teacher may take the following steps:
 - The classroom teacher will inform the child's parents. During this time reasons for inadequate performance will be stated and a period of time for improvement will be assigned. When the teacher makes this contact the principal and the athletic director shall be informed of the action.
 - If the desired improvement does not take place during the stated period of time, the student may be declared ineligible by the principal. The principal will inform the parents about the length and the terms of the suspension and how the child may be reinstated into the extracurricular activity.

The Church Office of the Lutheran Teacher

Grace's teaching staff is composed of qualified, professionally trained teachers who have graduated from fully accredited teacher-training institutions.

Although the teachers are not pastors, they are ministers in the full sense of the term, laboring in the "Word and doctrine" (I Timothy 5:17) and serving the Lord of the church and His children. In dealing with these servants of the Word, parents should keep the following points in mind.

THE LORD'S EXPECTATIONS of how Christians should view their ministers. *"And we beseech you, brethren, to know them which labor among you and are over you in the Lord and admonish you; and to esteem them very highly in love for their work's sake. And be at peace among yourselves."* I Thess. 5:12 & 13.

"Obey them that have the rule over you, and submit yourselves; for they watch for your souls

as they that must give account, that they may do it with joy and not with grief; for that is unprofitable for you." Heb. 13:17

Expectations of Parents

- Since teachers are called to work for the Lord, parents are expected to honor and respect their teachers, supporting efforts in every possible way.
- As the school belongs to and is supported by the entire congregation, parents are expected to give financially as the Lord has blessed them.
- Since the teachers give their time and talents gladly, serving the Lord and His people with more regard for the work than for salary, parents are expected to give their help and encouragement gladly and freely. Besides the financial support mentioned above, parents must take every opportunity to provide for the teachers' spiritual and emotional well-being.
- As the parent has authority in the home, so the teacher has the authority in the school.
- The teacher may suggest action to the parents but not usurp the authority of the parents in the home. Likewise, the parent may make suggestions to the teacher but not usurp his authority in the school.
- Parents need to recognize that Christian teachers are sinful human beings as are all men but the office of this called servant of the Word must be respected at all times. When a question or problem arises, parents are to approach the teacher kindly, in love, as a brother or sister in Christ. Demands, threats, accusations and disrespect do not fulfill God's expectations as stated in the I Thess. and Hebrew passages above. Likewise also the teacher must approach Christian parents in the same manner. With this in mind parents and teachers are to follow the guidelines to conflict that are outlined in Scripture in Matthew chapter 18.
- If it is determined that wrongs have been committed, the offending party must be shown the love of forgiveness. Perhaps many times forgiveness must be shared, as fault lies on both sides. *"Beloved, if God so loved us (sending His Son), we ought also to love one another." I John 4:11.*

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

Discipline Policy

In working with the student, parents, staff and administration in order to create an atmosphere of Christian love for others, the following discipline procedures have been adopted.

When an infraction occurs:

- A disciplinary slip will be sent home to be signed and returned. A Disciplinary Slip (DS) will include a copy for the parent and child, a copy for the teacher and a copy for the principal.
- The slip will state the student's name, date, and a brief explanation of the event and the signature of the faculty member reporting the incident.
- The student is to take the slip home for parental viewing.
- The parent should view the slip and encourage the child to make choices that would be appropriate in a Christian's walk.

- **The parent must sign the slip and the student should return the slip to the faculty member who issued it no later than 8:10 a.m. on the next school day. If the student does not return the slip he/she will not be permitted in class until the slip is signed. This will, at minimum, will involve a phone call to the parent(s) to communicate the fact that a DS was issued and was not brought back signed.** In addition a staff member may also place a phone call to the parent after receiving the DS signed to see if there are any questions or just as a simple follow up to the DS.
- If a parent or student has a question regarding the Disciplinary Slip, the individual(s) are encouraged to communicate with the faculty member involved. Contact should take place within 24 hours after the infraction has occurred. **However, this is not a reason for a student to return to school the next day without the slip signed.**
- If there is no resolution between staff, parent and child; the parent should go to the principal and the principal will set up a meeting with the parent, child, staff, and principal.

The following are some examples when a Discipline Slip will be issued:

- Tardiness to class...a DS will be sent on the second tardy (no detention) and then with each additional tardy throughout the quarter as each tardy after the second will be a detention. (See the Tardy Policy)
- Repeated occurrences of not being ready for class. A DS will be issued on each occurrence but a detention will be served on the second happening (per subject) and each one thereafter for the quarter within the same subject.
- Disturbances in the hallway.
- Throwing objects.
- Defiance and or disrespect to any person on the Grace campus.
- Dishonesty which includes cheating. Grace Lutheran School expects faculty and students alike to understand that cheating in any form is wrong. What is cheating? Turning in work that is not the individual's own and this includes plagiarism, copying someone's homework, the copier and copyee are both guilty, using cheat sheets, computer usage in any of the above methods, handing out copies of tests or answer sheets and doing work for other students. Consequences of cheating include a Discipline Slip, parents contacted by the teacher as well as consequences issued by the teacher such as a retake/alternative test and/or a zero on the assignment, test, quiz or project.
- Leaving the classroom, or using the telephone without permission.
- Bullying
- Inappropriate dress
- Vandalism
- Possession and or use of tobacco products.
- Abusive language (swearing). Our Lord's name is to be used respectfully and properly at all times.
- Fighting
- Stealing
- Other inappropriate behavior.

Unless stated differently all of the above can result in an immediate detention and if serious enough a suspension (in or out of school) can be issued. The principal will determine the

length of the suspension after conducting their own investigation of the situation. Parents will be contacted and involved in the process. Tests given during a suspension will be allowed to be made up, though it may be a different test than given to the class.

All detentions are served the day following the issuance of the DS. Detention times are 3:00-4:00 PM served here at school in the assigned classroom with the assigned teacher providing the supervision. Parents need to arrange for pick up of the student and we ask that all children be picked up promptly at 4:00 PM. A student who receives a detention is NOT permitted to participate or attend any extracurricular events during the serving of the detention. Coaches may set and enforce their own additional consequences in regards to a detention being issued and served on a practice or game night. Therefore a student athlete may not start in a game or even have reduced playing time because of the detention. The coach establishes this type of rule/expectation.

In the event a non-school day or vacation follows the issuance of a detention, the student will serve the detention on the next school day. On early dismissal days, the detention will be served the next full school day.

Detentions will be served with the teacher who has duty in their classroom. Students are to report to the detention teacher's room no later than 3:05 p.m. During detention the student is to write a paper on what choices they can make in order to avoid this situation from occurring again. These papers are to be given to the detention duty teacher who will give them to the principal.

Occurrence Factor of Detentions

The following are the consequences as they relate to the number of detentions issued and served per quarter

- When three (3) detentions are served the student will NOT be allowed to participate in any extracurricular activities for one (1) week. Parents will be notified.
- When four (4) detentions are served the student will not be allowed to participate in extracurricular activities for two (2) weeks. Parents will be notified.
- When five (5) detentions are served the student will receive an in-school suspension with the length being determined by the Administration. Parents will be notified through a phone call. The in-school suspension is served in the principal's office for determined length of time.

Expulsion

Expulsion means that the child will not be allowed back into school indefinitely. Reasons for expulsion include but are not limited to:

- Possession of any illegal drugs or alcohol at school or at a school function.
- Any student who repeatedly demonstrates unacceptable behavior. Two suspensions could result in expulsion.
- Weapons or the threat of bringing weapons to school or a school function.

**STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS
2012-2013 SCHOOL YEAR**

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

Age/Grade	Number of Doses				
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶
Grades K through 4	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grades 5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶
Grades 6 through 10	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵
Grades 11	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵
Grade 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵

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

