



GRACE LUTHERAN
CHURCH & SCHOOL

feels like home

PARENT/STUDENT HANDBOOK

version 2/1/16

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

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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, 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.

About Grace

The school is an integrated ministry of Grace Lutheran Church in Menomonee Falls serving families from over twenty zip codes with about one-third of the students who 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.

Mission Statement

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

Accreditation

Grace Lutheran School is accredited by National Lutheran School Accreditation demonstrating that Grace has met or exceeded more than 250 national school standards.



Academics

Achievement Testing

Standardized tests are administered in grades 2-8 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.

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.sycamoreeducation.com/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	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.
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	

Homework *(updated August 2015)*

Homework is an important extension of classroom instruction related to learning objectives taught during the school day. Parents are encouraged to monitor their child's homework as needed, ensure assignments are completed on time, and provide a suitable study area.

- Homework not completed** Assigned work that is not completed will result in a grade reduction. The work is still expected to be completed and turned in for partial credit.
- Grades 5-8 Late or missing assignments (per trimester)**
 - 1st time per subject: Verbal warning - the teacher will inform the parent.
 - 2nd time per subject: 60-minute detention.
 - A detention will be issued for each subsequent missed assignment within the subject.
- 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.
- Amount** The daily average time students may be expected to spend on homework is:
 - Primary Grades (K-3): 10 - 30 minutes per night
 - Upper Grades (4-8): 30 - 90 minutes per night
 - Students are encouraged to read nightly not included in the minutes listed above.
- Breaks** With the exception of long-term projects and independent reading, homework will not be assigned during winter or spring break.
- 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. 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.

Promotion and Retention *(updated Dec 2015)*

Only students who satisfactorily complete the class performance expectations will be promoted to the next grade. If a student is not meeting expectations, the teacher will communicate the concerns with parents no later than the end of the 2nd trimester. The student will be recommended for summer school or repeating the grade level based on the decision of the teacher and principal.

4th Grade and 8th Grade Promotion Standards To be promoted from 4th to 5th grade or from 8th to 9th grade, a student must meet the Report Card Criteria OR the MAP assessment criteria OR have teacher approval.

1. **Report Card:** Have a minimum 2.0 GPA in fourth grade Language Arts, Math, Science and Social Studies through the 2nd trimester report card.
2. **MAP assessment:** Have a MAP score of LoAvg (21st percentile) or above in Reading and Math OR a score of basic or above on the state approved assessment (currently the *WI Forward Exam*).
3. **School approval:** A student who does not meet either criteria may be promoted by a review committee of 3 teachers who will determine if the student can demonstrate proficiency in the deficient content area(s) through a portfolio or project or completing a summer school program. The committee will consider
1) Has the student previously been retained in a grade? How would a repeated retention impact the student's academic achievement?
2) Has the student successfully completed IEP or service plan goals?
3) Does the student have bilingual or ESL issues that have impacted achievement?

Report Cards

Report Cards are issued in Kindergarten-8th grade at the end of each trimester (Mid November, late February and early June). 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 Fast Direct website.

Academic Standards *(updated August 2015)*

Grace has established academic standards for Math, Science, Reading, Writing, Geography and History which are viewable on the school website.

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

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, 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 and take the placement test to determine proper grade placement after a voucher is awarded.
4. Students re-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 **1%** of the student's resident public school enrollment. The DPI determines the vouchers awarded.

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 determine whether to overturn the decision.

Class Size Limits *(updated June 2016)*

Grace has established the following size limits:

3 year old Kindergarten	12 students per session	(8:1 ratio with an aide)
4 year old Kindergarten	16 students per session	(12:1 ratio with an aide)
Kindergarten-8 th Grade	24 students per class	(16:1 ratio with an aide)

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 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.

Students with disabilities may be admitted if the student can meet curriculum requirements with reasonable accommodations that GLS can provide.

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, non-payment of tuition/fees, 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 and the student report cards and test results. If the student was home schooled student, the placements test results and academic record will be used.

School Options *(updated Dec 2015)*

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 8:30 a.m. when pupils are absent. Office personnel will attempt to 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 complete summer school.

Excused Absences

Approved reasons for 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.

Make-Up Work

Assignments missed during absences need to be completed. Students can check Google Drive or contact the teacher to get assignments. Students will be given the number of days missed plus one day 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. 1st tardy per trimester: The student will be informed by the teacher and warned to be on time.
3. 2nd tardy per trimester: Parents will be notified by a Parent Communication Form or a Discipline Slip.
4. 3rd tardy per trimester: Parents will be notified. A 60 minute detention will be served.
5. 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.

Vacation

Missing school for family vacations, outings, or reasons other than illness or family emergency is discouraged. If parents choose 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.
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 Apr 1-Oct 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. No girl's with shorter than fingertip length shorts/skirts. Skirt/shorts must be worn over yoga pants.
Shirts	All shirts must have sleeves. Shirts must cover the midriff during the course of normal school activities (sitting, leaning, reaching).	Material that is sleeveless, sheer, low-cut, tight or immodest is not permitted. No exposed backs, exposed undergarments or over sized tops. Skin must NOT be visible between the shirt and the 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 playground.	Jackets, hats, and outside clothing 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 and tattoos are not allowed.
Footwear	Footwear must be worn at all times. Shoes should be laced and tied (if applicable). Sandals are permitted but must have a back strap.	No flip flops or sport sandals or shoes with wheels. Boots worn for outside play may not be worn in the classroom.
Hair	Hair must be combed, clean, a natural color and should reflect moderation and careful grooming.	No unnatural or extreme hair color, mohawks, sculpting, or cutting designs into hair. Hair may not hang in the face.
Undergarments	All shirts and camis worn under other clothing must meet dress code and modesty standards.	Garments styled as undergarments may not be visible.

<p>Specific expectations for Boys :</p> <ul style="list-style-type: none"> ● Hair must not hang over eyebrows, ears or collars. ● No objects are to be worn in boy's 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 or shorts. ● 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 modest and tasteful in color. ● No make-up 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.

The following are examples of behaviors which will result in school discipline:

- Disrespect: Vandalism, harassment, misuse of social media or technology, improper language.
- Dishonesty: Stealing, cheating, lying.
- Disruptive behavior: Bullying, disrupting class, fighting, substance abuse, endangering safety of others

Discipline Progression

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.

1. **Verbal Warning** – the student will be asked to change the improper behavior
2. **Loss of privilege** - seating change, removal from trip, activity or athletics, or time-out
3. **Discipline Slip** – The slip including a brief explanation of the event will be sent home.
 - a. The DS must be signed and returned by 8:00am the next school day. If not returned, the parent will be called. The student will not be allowed to attend class until the slip is signed and returned.
 - b. A parent with a question regarding the DS, should contact the teacher involved within 24 hours of the incident. The signed DS should still be returned to school the next day.
4. **Detention** – 60 minutes served from 3:00-4:00 PM the next full school day. A detention will be issued for a 2nd (and each additional) discipline slip, tardy, or unfinished assignment, or dress code violation per trimester.
 - a. During detention, the student must complete work quietly.
 - b. Student athletes may not participate in practice or games until after 4:00. Coaches may enforce additional consequences or reduced playing time.
5. **Suspension** - Suspensions are issued for severe violations or for repeated detentions. Suspensions may be 1, 2, or 3 days in length either in-school or at home. A suspended student may not attend class or participate in extracurricular activities on the suspended days. A conference with the parent and principal and optionally the pastor will take place. The student is to complete all assignments missed including tests. Reasons for suspension include but are not limited to:
 - Multiple detentions - usually the 3rd detention per trimester
 - Substance abuse on or off school grounds : A 3 day suspension will be issued.
 - Improper words or conduct on or off school grounds - Stealing, harassment, gambling, truancy.
 - Committing an act which endangers others
6. **Expulsion** – Expulsion means that the student must enroll in a different school. Reasons for expulsion include but are not limited to:
 - 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 or endangering the safety of the school environment.

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 are a Discipline Slip/Detention, as well as classroom consequences issued by the teacher including redoing the assignment or project or taking an alternate assessment.

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 e-mail.

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 or 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 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. 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) 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) 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 co-operation 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, perfect and commendable (1 absence) church attendance, the top scholars in each grade, Knowledge Bowl, Spelling Bee, 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)

Student personal electronic devices should be silenced and kept in backpacks during the school day. Devices seen or heard will be taken by a faculty member until claimed by a parent and a detention will be issued. If a need arises for an electronic item to be on campus, a parent needs must contact the teacher for permission.

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. (**Does not apply to Choice families**)
- 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 Fast Direct either in advance or in the morning 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	8:00-11:00 (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 7:50am.

Insurance

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

Language

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

Leaving School Grounds

Students may not leave the 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.

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 or removable tape. 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 principal at any time for any reason.

Lost and Found

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

Music Program

- Choir Grace has 3 levels of choir divided by grade level: K-2, 3-5, 6-8.
- Chapel Singers A small ensemble of students who assist in leading singing for chapel services
- Choir Chimes Students in grades 6-8.
- 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 and illness or emergency prevents a student from a performance, the parent should submit a written excuse to the director. Unexcused absences (without a note) in grades 6-8 can result in a choir grade reduction.
- Band Program Students in grades 5-8 can participate in Grace's Band Program including lessons and small group ensemble practice during the school day. An additional fee is charged for the lessons. Students are responsible for purchasing or renting the instrument.
- Special Presentations When special presentations are given, such as concerts, 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.

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 will arrange for an outdoor viewing.

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 10° 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. 1 person per swing.

- No pushing, shoving, tripping, hitting, etc.
- Stay within the boundaries given

WINTER GUIDELINES

- Students must have winter coats, boots, and hats, snow pants, gloves, etc. when there is 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 a 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.

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.

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 voice mail.
- 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 other school doors are locked during the school day. 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 contact the teacher at least one day in advance.

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.

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 must be 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 blistering rash, or 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 may 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. 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 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 school personnel 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.
- Cough drops/throat lozenges – shall be delivered by the parent to the teacher, along with a signed note

Prescription medication - A parent authorization form AND a written, signed instruction 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 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 nonprescription 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

(new 2015-16)

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 publically 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 ala 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 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 of the served grains are whole grain.
 - FAST FOOD, SODA, ENERGY DRINKS are not allowed during lunch
 - 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	Low fat pudding cups
Fresh fruit and 100% fruit juices	Water
Dried fruits (raisins, banana chips)	Low fat, low sodium popcorn
Trail mix (dried fruit and nuts)	Graham crackers
Dry roasted peanuts and soy nuts	Pretzels
Low fat meats and cheeses	Peanut butter crackers
Whole-grain, low sugar cereal	Fig bars or low fat cookies
Low sodium baked crackers	Low fat Granola bars
Flavored yogurt and fruit parfaits	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 will need to pass the Safe Sanctuary standards and background check before volunteering.

Communication

Grace staff will use email, telephone, [Fast Direct](#), the Parent Communication Form, a Discipline Slip, 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.

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. 48 hour 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 Rooms Representatives and or committees associated with the PTL.

Parental Responsibilities

Parents 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. Show support for school policies and the authority of the staff
2. Supervise their child's clothing choices and to guide them in making appropriate dress code choices
3. Support and encourage teachers and staff
4. Encourage the child to do his/her schoolwork correctly to the best of his/her ability
5. Train their in helpfulness, courtesy, and a Christian sense of values
6. Take advantage of opportunities to communicate with the teacher including Parent/Teacher Conferences
7. Make on-time tuition payments
8. Be involved with Grace's PTL activities and fundraisers
9. Encourage your child to take responsibility for his/her actions and efforts at all times
10. 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.

Member families commit to do the following:

1. Be faithful in church and Bible Class attendance and in participation at 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
4. Contribute financially to the congregation as the Lord has blessed them

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

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 6 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.

Spiritual

Church Attendance

Family worship is an important component to faith development and should be an important priority for Grace member families. Students and parents who have no church home are invited to attend Grace. Members of other churches are encouraged to attend their own congregation.

- Church attendance will be recorded each week by teachers either by written form or by teachers asking students. 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 weekend services and for special seasonal services: Thanksgiving, Christmas, Maundy Thursday, Good Friday and Easter..
- Attendance will be listed on a report card as times present over the number of services recorded for the trimester (e.g. 7/9, 11/12).
- If member attendance is less than 60% of available services, the family will be referred to the pastors..

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 a substitute for regular weekend worship.

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. Proof read 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 other's 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:

1. Google Apps for Education: gmail, docs, sheets, presentation, calendar, Picasa, sites, and classroom.
2. Typing Web, DuoLingo, Spelling City, Khan Academy, Prezi EDU, Goodreads, Kidblogs, Symbaloo, Animoto, CK-12, Glogster
3. Fast Direct: Students in grades 5-8 can access their grades and login to Fast Direct

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 access 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 2 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. Printing should only be done if required and with teacher permission.
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.
- Financially 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 (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 my files
3. Keep my 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 (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 I accidentally find anything like this I will tell my 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:** _____

Parents/Guardians:

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.
 We 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. Supervision at the front school entrance begins at 7:45am. Students who must arrive earlier, must enroll in the Extended Care Program. Grace assumes no responsibility for students who arrive before 7:45am.
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.

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

- Blue line drop off/pick up is recommended for grades 1st-8th grade students.
- Students arriving by car are dropped off on the "Blue Line" in the parking lot located behind school. Students should wait in cars until the back school door is opened at 7:50am. If the weather is threatening or extremely cold the supervisor will bring the students inside.
- 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 into school 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 their 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.
- 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. If a late pick up pattern emerges a family will be REQUIRED to register for the Extended Care Program and charged the hourly care rate.

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.

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, extend head, arms, or hands out the windows while on the bus.
- No 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 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. If an accident occurs, Grace school has "Excess Liability Insurance" protection which provides additional liability coverage AFTER the parent or guardian's individual insurance liability limit is reached.

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. ([Create an Account](#)) ([Login](#))

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 accumulate through April and are 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 ([Create an Account](#)) ([Login](#)) 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 *(updated 2/29/16)*

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 a phone call from the school office asking for payment.
2. 20 days past due - the family will receive a written notice asking for payment.
3. 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.

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 in Grace until all previous fees have been paid in full or payment arrangements have been made.