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SCHOOL HANDBOOK

INTRODUCTION

This handbook is provided and prepared for you as a source of information concerning our school. Our school must be conducted in an orderly and decent manner. We therefore ask parents and children read and acquaint themselves with its contents. This handbook is revised yearly and all policies and fees are subject to change.

“As a family united in faith through the Holy Scriptures, we exist to give praise, honor, and glory to the Triune God to nurture and train the family of believers through God’s Word and to reach out to a changing world with a changeless Christ.”

MISSION STATEMENT

Grace Lutheran School exists to assist parents with the Christian training of their children for life and eternity, while providing academic excellence in the light of God's Word.

Grace Lutheran School Expanded Mission

1. The school should provide Biblically based education to include. . .
 - A. Religious instruction so that all who attend should come to an understanding of who God is as revealed in the Bible.
 - B. Other curriculum, especially the sciences and mathematics, taught in such a way as to reveal the hand of God in the entire world around us.
2. The school's Biblically based education should furthermore include. . .
 - A. Religious instruction so that all who attend should come to a proper understanding of the truth of man's relationship to God, and how this is shaped by God's perfection and man's sinfulness.
 - B. Other curriculum, especially literature, history, and social sciences, taught in such a way as to present human behavior in the context of the true natures of God and man.
3. The curriculum of the school should be in a proper balance so that. . .
 - A. Religious instruction emphasizes the Gospel of Jesus Christ as the sole source of mankind's hope for Salvation.
 - B. Other curriculum, especially the arts, music, language, and literature are taught in such a way that emphasizes God's gifts of artistic beauty to mankind, but refute the prevailing secular errors that promote humanism as the source of mankind's hope.
4. Religious instruction should continue beyond the basic levels listed in 1-3 above, to allow students to grow in faith by. . .
 - A. Forming the habits of regular worship and personal study of God's Word that will foster lifetime spiritual growth.
 - B. Learning God's will for their behavior, especially the Christian example they show the world.
5. The school should foster an evangelical approach to religious practice by emphasizing the importance of personal and institutional witness in the lives of Christians by. . .
 - A. Encouraging this in the lives of the students, and providing opportunities for them to practice it.
 - B. Serving as an example of institutional evangelism, reaching out as a school to spread God's Word to those who have not heard it.

STATEMENT OF BELIEFS

Grace Lutheran School Statement of Educational Philosophy

Thank you for enrolling your son/daughter at Grace Lutheran School! We could not be more pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students.

Grace's mission is very spiritual in nature. In addition to offering our academic education, we want every one of our students to learn more about God's Word and Jesus Christ. At Grace, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we believe and teach. It is important to us that you have a clear understanding of how we will minister to your son/daughter with the truths of God's Word.

We believe...

The Bible is the word of God. It is true and without error in everything it says. It clearly teaches all we need to know in order to obtain our eternal life.

(2 Peter 1:21, 1 Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.

(Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, 1 John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six twenty-four hour days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation,

(Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave into the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds.

(Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, 1 John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises.

(John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for every one's salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to raise all the dead and judge all people who are still living.

(1 John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

STATEMENT OF BELIEFS CONTINUED

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only through faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God.

(Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth given through baptism.

(Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.

(Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

(Genesis 1:26-27) Therefore, the following statements seek to provide clarity in applying the Bible's moral teachings regarding the challenges presented by "gender theory."

Grace Lutheran School Policy. As a general rule, in all interactions and policies, Grace recognizes only a person's biological sex. This policy applies, but is not limited to, all school employees, personnel, volunteers, and those entrusted to the care of the school, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the school.

Designations and Pronouns. Any Grace documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms. All persons must use the bathroom or locker room which matches their biological sex.

Attire. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Extra-Curriculars. Participation in school and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

Protecting the Vulnerable. Those entrusted to the care of the school who express a tension between their biological sex and their "gender" and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Bible. Grace will take the necessary precautions, in accord with the policies of this document, to avoid harassment and to protect the integrity of those who may express tension or concerns about their biological sex.

STATEMENT OF BELIEFS CONTINUED

The term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

(Genesis 2:18-25, 1 Corinthians 6:18 & 7:2-5, Hebrews 13:4)

Any form of sexual immorality is sinful and offensive to God.

(Matthew 15:18-20, 1 Corinthians 6:9-10)

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

(Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

(Psalm 139)

Final Authority for Matters of Belief and Conduct at Grace

The above statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. *This policy presents the Grace School Board's final interpretive authority on the application of the Bible's teaching in our setting.*

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Statement of Philosophy and Purpose

Grace Lutheran Church established and maintains a Lutheran Elementary School in its midst with the thought of carrying out a program of unified Christian training. In the interest of such Christian training, our congregation is ready to take over the full responsibility of also offering what our government requires in the way of elementary education.



Grace Lutheran School exists to assist parents in carrying out God's will concerning the Christian education of their children. Grace Lutheran School also exists as one of the agencies the church has established in carrying out the mission God has given to it. Grace Lutheran School further exists to give children the secular training needed in the world and required by the state.

In letting God's infallible Word speak to the child in such a program of Christian education, we first of all want to impress upon him or her the Scriptural truths that all men are by nature dead in trespasses and sins and are eternally lost because of sin, without any ability to save themselves or to do anything that is spiritually pleasing in God's sight.

These truths are not to be expounded merely in the direct study of God's Word, but are to be treated constantly as truths throughout every phase of instruction and training in the school. Our school is unique because it is able to focus all its attention, in both religious and secular training, on the gospel of our Lord Jesus Christ.

Against this humbling background of man's sin and its curses, Christian education brings to the child the joy-inspiring Scriptural truth of the Gospel, the message that God's incarnate Son, Jesus Christ, has redeemed all men from sin and its curses and won full salvation and eternal life for them as a free gift of His grace. It lets the child see this Gospel as the means through which the Holy Spirit has brought him to faith to enjoy all the blessings of salvation. It also points the child to this Gospel as the only means through which the Holy Spirit preserves him in the Christian faith and constantly fills his heart with thankful love to make him able and willing to strive to after those things which are pleasing in God's sight. While this Gospel is to be clearly unfolded in daily devotions and in special courses which involve the direct study of God's Word, it is also to be commended to the child through the Christian personality, example, and testimony of the Christian teachers and fellow Christian students. Directly or indirectly this Gospel is to cast its light on all subject matter and activities which confront the child in the school's curricular and extra-curricular activities.

Based on its Philosophy and purpose, Grace Lutheran School seeks to fulfill the following goals and objectives:

GOALS AND OBJECTIVES

- I. To teach the Holy Scriptures in their truth and purity. . .
 - A. To teach the basic Christian doctrines of the Bible.
 - B. To teach God's plan of salvation as found in the Bible.
 - C. To apply all Scriptural truth to the life of the child.
- II. To equip the child with those things essential for a Christian life during his time of grace.
 - A. To equip the child spiritually. . .
 1. By providing a Christian environment in which he can grow in faith.
 2. By encouraging the child to live his faith.
 3. By instilling in the child a love for God's Word.
 4. By instilling a desire to give freely of his time, talents, and treasure for the work of the church in all areas.
 5. By encouraging the child to dedicate his life to the full-time ministry of the church.
 - B. To equip the child mentally. . .
 1. By instructing the child in all appropriate branches of learning.
 2. By treating each child as a unique individual.
 3. By encouraging the child to use his God-given talents to the fullest extent.
 4. By providing experiences which will help him to meet and deal with the problems of life.
 5. By developing in the child the wisdom to differentiate between the absolutes of God's Word and the accumulation of man's wisdom which is not absolute.
 - C. To develop the child physically. . .
 1. By teaching him to respect his body as the temple of the Holy Spirit.
 2. By providing experiences which promote physical well-being.
 3. By encouraging cooperation with the public health agencies.
 4. By providing experiences through limited interscholastic activities.
 5. By encouraging good health habits.
 6. By awakening an interest in physical activities as a wise use of leisure time.
 - D. To prepare the child socially. . .
 1. By instilling respect for each other, those in authority and property.
 2. By teaching and encouraging good manners.
 3. By instilling Scriptural attitudes toward family life.
 4. By teaching the child to participate responsibly as a Christian citizen of his country.
 - E. To care for the child emotionally . . .
 1. By standing in place of the parents while at school.
 2. By instilling a reverence for what is sacred and holy.
 3. By helping him to cope with his feelings (pain, sickness, sorrow, joy, anger, love, hatred, trust, etc.)
 4. By developing aesthetic feelings and an appreciation of the beautiful in light of good Christian judgment.
 5. By guiding his personal feelings of pride, shame, conceit, remorse and self-satisfaction.

ENROLLMENT

A child must be three (3) years old by September 1 to be eligible for enrollment in Preschool and five (5) years old by September 1 to be eligible for enrollment in Kindergarten at Grace Evangelical Lutheran School. Children are enrolled into Grace Lutheran School by approval of the Grace School Board.

Enrollment Process - Tuition Students

New applicant families are required to take a tour of the school, and complete and return Grace Lutheran's student enrollment form, home language form, School Covenant, and Teacher Referral Form (1-8 grade students). Additionally, should a new applicant have an IEP, ISP, or 504 Plan, the family must provide the school with a copy of the plan.

If a prospective student is determined to have academic, behavioral, or emotional needs beyond the school's capacity to support, the School Board reserves the right to deny the student's enrollment.

New student enrollment is considered according to the following priority order:

1. Families affiliated with WELS/ELS congregations
2. Siblings of current students attending Grace Lutheran School
3. Community families with an expressed interest in Grace Lutheran Church
4. Community families without a church home
5. Community families of area church bodies

Waiting lists may be necessary. In this circumstance, the school administration will communicate the enrollment timeline with prospective families on the waiting list.

Enrollment Process - Wisconsin Parental Choice Program (WPCP)

WPCP applicants must complete their application and submit proof of residency and income within the designated enrollment window, in accordance with DPI guidelines. Vouchers will be awarded no more than 10 days after the WPCP application window closes. Grace Lutheran will communicate awarded vouchers and waitlisted students using the same email the family used to submit its WPCP application.

After a voucher is awarded, new applicant families are required to take a tour of the school (if not already done), complete and return Grace Lutheran's student enrollment form, home language form, School Covenant, and Teacher Referral Form (1-8 grade students). Additionally, should a new applicant have an IEP, ISP, or 504 Plan, the family must provide the school with a copy of the plan. These documents must be provided to Grace Lutheran within 30 days of an awarded voucher. If Grace Lutheran does not receive all required documents in the allotted timeframe, the student will not be enrolled. Grace Lutheran reserves the right to extend this deadline based on extenuating circumstances.

If a prospective student is determined to have academic, behavioral, or emotional needs beyond the school's capacity to support, the School Board reserves the right to deny the student's enrollment.

MID-YEAR ENROLLMENT

Families that wish to enroll their children during the school year must meet with the principal and pastor. Children who enroll in our school must be students in good standing in their present school and should provide a completed Teacher Referral Form (1-8 grade students) in order to aid the teachers in establishing their standing in our school. All paperwork from our application packet must be signed and returned. Grace Lutheran may require the child to participate in academic or behavioral screenings prior to enrollment. All applications are subject to approval of the School Board (also see the section under "ENROLLMENT").

RELIGIOUS TRAINING

Our beliefs permeate the education received at Grace Lutheran School. Students at Grace pray, and are both encouraged and disciplined from a biblical worldview. Additionally, subjects, not only religion classes are taught from the Christian perspective. At Grace, we believe that it is our mission to "Make disciples of all nations" by "teaching them to obey everything" commanded in God's Word (Matthew 28:18-20).

STANDARDS OF BEHAVIOR

The following standards of behavior have been designed to make Grace a place where the love of the Savior is exemplified in the way the students behave toward their fellow students, their teachers, and their environment. The Lord tells us in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it." Together, as parents and teachers, we must assist each other in every way possible to accomplish this.

General conduct guidelines:

- We strive to show our love for Jesus in all we think, say, and do.
- All staff members are to be regarded as representatives of Christ, and as such, must be respected by the entire student body.
- Any staff member may discipline any of our students.
- Students are not to play outside before or after school as there is no supervision at that time.
- In respect to classes that may be in session, while passing through the halls, there is no running or loud talking so as to not distract classes.
- Students are to respect and protect school property entrusted to them.
- If problems develop during recess, students are to consult a teacher.
- Hallways are to remain clear and clean throughout the school day.
- Personal belongings should be taken home each evening and not left in the hallway or out in the open.
- No gum chewing.

DISCIPLINE

We are to give glory to God through our words and actions at all times, including while at school. This is our motivation for following classroom rules and school procedures. It guides our interactions with others. When infractions occur, the Christian teacher is obligated to discipline behaviors which do not give glory to God.

Discipline of minor infractions may vary from teacher to teacher. See your teacher's classroom management plan for specific details. However, all discipline ensures that the student is aware of:

- (1) what behavior was unacceptable and
- (2) why, based on Scripture, it was unacceptable. The correction by teacher is to be carried out in Christian love with a concern for the student's spiritual well-being as the foundation.

DETENTION

A detention is a designated stay after school until 4pm. Detentions may be given for behavior such as repeated classroom disruption, chronic rule violations, profanity and other forms of verbal abuse, fighting, damaging property, or cheating. During a detention, the student will either perform a special written assignment or work assignment to be completed. Parents will be notified and informed of the situation and seriousness of the offense at the time of or before a detention is given.

SUSPENSION

A suspension is the intentional separation of a student from his/her class for a period of 1-3 days, depending on the seriousness of the offense. Most often, suspensions are served in school rather than at home. Suspensions are given at the discretion of the principal, who will also inform the School Board of his decision. A suspension may be issued at any time (including first offense) if the offense so warrants. A suspension will automatically be given after three detentions for the same offense in a given semester. Assignments for the suspension period will be provided by the student's teacher. The student will be expected to have the assignments satisfactorily completed at the end of the suspension period. Failures will be recorded for those assignments not completed during the suspension period. The parent/guardian, classroom teacher, and principal must meet prior to the student's reinstatement into the classroom.

DISENROLLMENT

Any student attending Grace Lutheran School is subject to disenrollment if...

1. It has been determined that the child's academic or behavioral needs are beyond the scope of Grace Lutheran School's services.
2. The actions, attitudes, and habits of the child, parents, or guardians are not becoming to and in agreement with those fostered in the Christian school. See the Grace Lutheran School Covenant for more information.
3. Disciplinary action has followed to the conclusion of our Expulsion Policy
4. Tuition and fees are not paid in a timely manner.

DRUG POLICY

The use or possession of illegal drugs, intoxicants, tobacco, or e-cigarettes are not allowed in the school building, on the school grounds, or at activities in which the school participates. Discipline in these matters will be administered by the principal.

First offense shall require suspension of up to three days. Assignments for the suspension period will be provided by the student's teacher. It will be the parent's responsibility to pick them up. The student will be expected to have assignments completed at the end of the suspension period. The School Board will be advised of the suspension. The parents of the child will be required to meet with the principal before the student's reinstatement into the classroom.

The first offense could result in dismissal from Grace Lutheran School.

PARENTAL CONCERNS

It is God-pleasing that all who are involved with nurturing our children work together in peace and harmony. Therefore, it is important that there be an orderly procedure to be followed (based upon Matthew 18). The steps outlined below must be followed in sequence before the next step can be taken.

1. The parent will meet privately with the teacher or other school person involved. They will discuss the situation and agree on a God-pleasing solution to the matter.
2. If after the initial meeting the matter is still not resolved, the parent will contact the principal and ask the principal to arrange a meeting with the involved parties.
3. If the issue is still not resolved the parent can ask the following to be involved (in this order: School Board followed by the Overseers of Grace Lutheran Church). The School Board provides regularly scheduled Open Forums where parents can express concerns. The Board will also convene to meet with parents on an individually scheduled basis.
4. Throughout this entire process it is understood that all parties will act in a Christ-centered manner and with the best interests of all at heart.

EXPULSION POLICY

Level 1

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of the principal. The teachers will use their discretion in determining if the misconduct reflects a sinful attitude and requires further action.

Examples of misconduct:

Classroom disturbances, inappropriate language, failure to complete assignments or carry out directions, violations involving misuse of technology and/or electronic devices, disrespect to student/staff that is mostly verbal/visual, minor rule violations, occasional tardiness.

Teacher Response to Misconduct

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. Teacher will communicate with parent in written form and/or personal contact regarding misconduct.
3. Informal documentation by the teacher. An email sent home is an example of informal documentation.

Response Options

Options include, but are not limited to, verbal correction, special assignments, school community service, withdrawal of privileges, parent conferences and discipline notes as well as options listed at other levels of this policy.

Level 2

Misbehavior whose frequency or seriousness tends to disrupt learning climate of the school. These infractions which usually result from the continuation of Level 1 disturbances, require the intervention of the principal because the execution of Level 1 disciplinary options has failed to correct the situation. Also, included in the level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of Misconduct:

Continuation of unmodified level 1 misbehavior, truancy, frequent/habitual tardiness, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying, abusive language, minor acts of physical/normal conflict, unable to control behavior.

EXPULSION POLICY CONTINUED

Teacher/Principal Responses to Misconduct:

1. The student is referred to the principal for appropriate disciplinary action.
2. The principal meets with the student and/or teacher and affects the most appropriate response.
3. The teacher is informed of the principal's actions.
4. Principal will communicate with parent in written form and/or personal contact regarding the misconduct.
5. Principal will notify the School Board of any suspensions.
6. Incident is formally documented by the principal.

Response Options:

School community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, in-school/out-of-school suspension as well as options listed at other levels of this policy.

Level 3

Acts directed against persons or property, but whose consequences may not seriously endanger the health or safety of others in the school.

Examples of Misconduct:

Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespect, continuation of Level 1 and/or Level 2 behaviors.

Teacher/Principal Responses to Misconduct:

1. The principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. Student completes a "My Actions" form (Younger students may do so verbally)
3. The principal meets with the student and confers with the teacher and parent about the student's misconduct and the resulting disciplinary action.
4. Principal will notify the School Board of any suspensions.
5. Incident is formally documented by the principal.

Response Options:

Options include temporary removal from class, school community service, behavior plan/contract with parent involvement, loss of privileges, detention, in-school/out-of-school suspension as well as options listed at other levels of this policy.

Level 4

Acts which result in violence to another person or property or which pose direct

EXPULSION CONTINUED

threat to the safety of others in the school.

Examples of Misconduct:

Continued Level 1, 2, or 3 misconduct, bomb threat, possession/use/transfer of dangerous weapons, assault/battery, vandalism, illegal substances, and fighting (serious), excessive physical conflict/harassment, excessive physical/verbal violence or intimidation.

Teacher/ Principal Responses to Misconduct:

1. The principal verifies the offense, confers with the staff/students involved and meets with student.
2. A complete and accurate report is submitted to the School Board by the principal.
3. Parents are notified by the principal.
4. A meeting is arranged between the School Board, parents, and principal.
5. The School Board informs the parents of disciplinary action.
6. Legal notification if needed.

Response Options:

Loss of privileges, school community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school / out-of-school suspension, expulsion as well as options listed at other levels of this policy.

Suspension and Expulsion Appeal Process

If a family would like to appeal a student suspension or expulsion, they should do the following:

1. Notify the school principal they are appealing the suspension or expulsion.
2. Within two days of notifying the principal they provide the principal and the chairman of the School Board a written request with rationale why they are appealing the suspension or expulsion.
3. The School Board chairman will notify the Overseers of the request and share the rationale with the Overseers.
4. If necessary, a special meeting will be scheduled with the Overseers, the family, and the student to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
5. The School Board chairman will notify the family of the Overseers decision regarding their appeal following the meeting.

TUITION

To effectively operate our school, tuition is charged. Our congregation has made every attempt to keep this as low as possible. Much of your child's education is being paid by the congregation. In effect, every child enrolled in our school has already received a scholarship covering much of the cost of his/her education. We do ask that all tuition be paid in full by August 1 or families are required to enroll in FACTS. This program will automatically withdraw tuition payments from a designated account upon your approval. Inquire with the school office or by visiting www.graceoshkosh.net for up-to-date tuition rates.

TUITION ASSISTANCE

Tuition assistance for students of Grace is provided at the discretion of the Grace Lutheran Tuition Assistance committee. Appropriations of financial assistance are pendent upon the available funds in the treasury and the number of families for whom assistance is approved. We offer in-house tuition assistance opportunities. Please see the principal for additional information.

TUITION REFUNDS

Tuition payments received in advance by Grace Lutheran School for any school months in which the child is not enrolled are fully refundable to the payer. Tuition payments received by Grace Lutheran School or any month the child has been enrolled for only a portion of the month are refundable on a daily pro-rated basis for the portion of the month during which the child is not enrolled. Tuition payments received by Grace Lutheran School for any month during which the child has been enrolled the full month are not refundable. Tuition paid in full prior to the school year will be reimbursed at a pro-rated rate.

ACCIDENT INSURANCE

Grace's insurance offers only secondary coverage. This means that primary coverage is the responsibility of each family. Parents, therefore, need to maintain their children's health insurance coverage. We do not offer an accident insurance for purchase. Should your child be injured on the playground or in the school you may inquire at the office if you feel there is a liability involved.

NEW FAMILY ORIENTATION & PARENT-TEACHER VISITS

New family orientation and parent-teacher visits take place in August prior to the start of the school year. Families will be able to visit with their classroom teacher, drop off school supplies, and sign up for student activities / parent volunteer opportunities.

SCHOOL ATTENDANCE

Faithful attendance is required of all students enrolled at Grace. Students are excused from school when the absence is with the knowledge and approval of the child's parent or guardian for the following reasons:

- Child's personal illness (Always contact the school office to communicate your child's illness. Please note: Your child should not return to school until he or she has been fever free for 24 hours without medication.)
- Severe illness or death in the family
- Health appointments (although we ask that health appointments be scheduled outside of regular school hours if at all possible)
- Severe inclement weather when the school district is not officially closed for the day
- Preplanned family vacations that have been communicated with the classroom teacher in writing

A note from a doctor may be required after (5) consecutive absences or (10) accumulated absences per semester verifying the absences as health related). The principal will contact the family if a child reaches (7) absences in a semester. At 10 absences in a semester, the family will be contacted by the School Board. Enrollment at Grace may be reviewed at this time.

Parents have the responsibility of excusing their children from any school absence. **The office should be notified between 7:00-8:00 am if your child will not be attending school on that day.** If the office is not notified they will have to call the child's home or the parents at work to check on the absence. This is very disrupting to the school day, so please make every effort to notify the office before the school day begins.

An absence does not excuse a child from making up schoolwork. Students absent for half a day or more will not be able to participate in any school-related activities that evening.

Any child arriving at school after 7:50 am will be considered tardy. If a student arrives at school or leaves for an appointment between 8:50-2:05 pm they will be given a 1/2 day absence.

1. If a student has 5 tardies, parents must meet with their child's teacher.
2. If a student has 10 tardies, parents must meet with the school principal.
3. If a student has 15 tardies, parents must meet with the School Board.

EMERGENCY DRILLS

Practice fire drills and severe storm drills are conducted throughout the school year as legally mandated. Children are instructed in proper behavior for an emergency so they can be evacuated in a rapid, safe manner. An emergency preparedness plan has been developed and regularly practiced so that all students and staff are prepared for various emergency situations.

SCHOOL CLOSING

In cases of severe weather we will follow the closing announcements for the Oshkosh Area School District (OASD) system as broadcast over the local television stations. Whatever action OASD schools take regarding weather related closing we will follow, with the exception of heat related closure. If for some reason the OASD schools are not in session according to their school calendar we will get our closing announcement broadcast over television stations and send out a Fast Direct message notifying parents of the school closing. Please listen to your television for these announcements. If you feel that the weather is severe you may pick up your child from school even if the schools have not been officially closed.

ARRIVAL AND DEPARTURE

Students will be admitted into their classrooms beginning at 7:30 A.M. The school day begins at 7:50am. Upon arrival, children are to go to their respective classrooms to take care of their memory work, pencil sharpening, and such things as the teacher may require. The school day ends at 3:05 P.M. Children who are walking home should leave immediately after they have been excused.

If your child needs to arrive at school earlier than 7:30 A.M. or stay later than 3:05 P.M., they will be placed into our before/after school care program. The before school care program is offered at no cost. The after school care program cost is \$4.00 per hour. If some special arrangements have been made to pick up your child, a phone call should be made to the office. For example, if an aunt or grandparent is picking up the child, or if they are to walk somewhere when they normally have a ride.

SCHOOL SPONSORED ACTIVITIES

All children attending our school are expected to participate in its sponsored activities such as Living History night, church singing, field trips, etc. In cases where this is impossible, then excuses must be made to the teacher prior to the scheduled activity.

LEAVING SCHOOL GROUNDS

Except in the case of a field trip or a pick-up by an authorized parent/guardian, students will not be allowed to leave school grounds during the day. This also includes the period of time after school during which the children are waiting for rides to arrive. Parents/guardians picking up their child prior to the end of the school day must sign their child out in the office.

ENTERING AND EXITING

Parents should drop off their children at the main entrance (Door #1) on Nebraska St. When school is done for the day, you may pick up your child at the entrance on Nebraska St. or at the entrance off of 10th St. Drivers, please be cautious as you enter and leave the school grounds.

CHURCH ATTENDANCE

We live what we believe. We teach our children not to despise preaching and God's Word but to gladly hear and learn it. We expect them to live in accordance with that teaching by regularly participating in public worship with their parents. Since parents are the most influential individuals in the lives of their children, we ask you to lead in this effort. Make faithful use of the Word and Sacraments a living, breathing part of your family life.

CHURCH SINGING

Attendance at church when your child's class sings is encouraged for all the children in our school. A yearly singing schedule is given for parents to make arrangements ahead of time. A written excuse is required for absences, preferably in advance. This helps the directors know how many will be present to sing. Typically, classes will sing three times per year.

DRESS/APPEARANCE

As sanctified Christians, our students will certainly want to present themselves with all decency and modesty in their appearance since their attire reflects their station as redeemed children of God. One who views his body as the temple of the Holy Spirit will exercise care in his clothing and grooming habits. In keeping with the teaching of Scripture to be moderate in all things (Philippians 4:5), the Christian student will avoid extremes in his or her personal dress regardless of what fashion may dictate. All clothing should be appropriately fitted and clean.

Below are additional guidelines to be followed:

- All shorts and skirts must reach the finger tips while standing or walking (without adjusting).
- All tops must have sleeves that cover the shoulder.
- No bare midsection (including when students are seated or raising hands).
- No low cut tops.
- No cut off, torn, tattered or ragged edges (this INCLUDES the new style of jeans with partially torn/worn spots) or oversized clothing.
- Pants must be pulled up to the waist (belts may be required for individuals)
- Hats may only be worn outside.
- Clothing cannot have words or pictures across the rear end. No negative or Un-Christian pictures, slogans, or trademarks will be allowed.
- No open-toed shoes will be allowed.
- No shoes with wheels allowed.
- Hair style and length should reflect a Christian attitude and should not be offensive or distracting.

Students may be asked to change if clothing does not abide by our dress code.

LUNCH HOUR

Children who eat at school have the option to bring a cold lunch or take hot lunch. The hot lunch comes from the Oshkosh Public School system and is delivered daily to Grace.

Children will be able to order milk to drink with their lunches. This will be charged at a price per carton. Payment will be required in advance.

Lunches and drinks which need refrigeration should not be sent since there simply is not room for them in the refrigerator. Please do not send pop with your child's lunch.

RECESS

All children are expected to participate in recess activities unless excused by doctor's orders for reasons of health or at the discretion of the teacher if a child has makeup school work. Generally students will be required to play outdoors unless it is severely cold (Rule of thumb: 10 degree windchill or lower) or if there is a steady rain.

Clean, non-marking athletic shoes are required for gym usage. Boots are required when it is snowing or muddy outside. Please mark your child's outdoor clothing. We always end the year with an abundance of unclaimed articles of clothing.

TELEPHONE

Children may make use of the school's telephone in cases of necessity with the teacher's permission or in cases of emergency. Calls that are not necessary in the teacher's opinion will not be allowed. If you must call the school, be sure that you use the school line. The number is 920-231-8957.

ELECTRONIC DEVICE POLICY

Cell phones, iPods, or other electronic devices may not be used while students are under our care before, during, and after school (See next paragraph for special circumstances). If you need to contact your child during the school day, please contact the school office. If these items are brought to school they must be kept in the students' backpack or locker. Grace is not responsible for lost or stolen items. If abused, the item will be confiscated by the teacher. Multiple offenses may result in the student not being allowed to bring the device to school.

DAMAGES

Damages done to any church or school property, whether willful or accidental, must be paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with the principal. Students will also be fined for textbooks which show signs of undo wear.

CHAPEL DEVOTIONS AND MISSION OFFERINGS

Every Friday morning a short chapel devotion is held in the church for all parents and children. We certainly invite all parents to join us in this devotion where the whole school comes together for worship and praise. At this time the weekly mission offerings are gathered. The monies are sent to a synod or mission setting every semester.

LIBRARY

Children are allowed to use the school's library once a week. It is staffed by volunteers. Simple rules for the selecting, checking out, using, and returning books are followed. A growing concern is that the students are not always returning the books which they have borrowed. Christian stewardship certainly applies when borrowing books. Parents, we urge you to help us in seeing that your children take care of and return all borrowed books.

MONDAY NOTES

Each weekend the school will email and provide extra copies in the office the Monday newsletter. Please read the information in the newsletter each week to inform you and your child about what has been happening in school and what events are coming. This communication tool will help tremendously in making the school year run smoothly.

PARENT/TEACHER MEETINGS

During the first quarter there will be a mandatory parent/teacher conference for all parents with their child's teacher. During the third quarter the parent/teacher conference is optional. The teachers are always happy and eager to visit with the parents at any time they may wish. Please contact them to set up an appointment.

REPORT CARDS

To effectively train the child, a close relationship must exist between the parents and teachers. At Grace we use an online grading system called Fast Direct. Parents are given their own username and password so they can check their students grades at anytime they would like. A formal report card giving the academic progress of the child is issued every nine weeks or so. It is important that the parents evaluate the report very carefully, discuss it with their children, and encourage them to even greater faithfulness in their work. The report card may be kept, but the envelope in which it came should be signed and returned each of the first three quarters.

The following grading scales are used in Grades K-8. The first are “indicator” grades for more general grading of behavior and in subjects such as music, physical education, foreign language, and art.

E =	Excellent
S =	Satisfactory
N =	Needs improvement
U =	Unacceptable
I =	Incomplete, make up by next report card

Grace’s percentage-based grade scale is listed below. This scale is used for subjects such as math, social studies, science, and reading.

<i>Grade Scale</i>			
100-99 =	A+	82-81 =	C+
98-94 =	A	80-76 =	C
93-92 =	A-	75-74 =	C-
91-90 =	B+	73-72 =	D+
89-85 =	B	71-67 =	D
84-83 =	B-	66-65 =	D-
		64 and below	F

Explanation of Scale

A =	Excellent
B =	Good, commendable
C =	Average
D =	Below average
F =	Failure

OUTSIDE VISITORS

Parents of students at Grace Lutheran School are always welcome to visit the school. Visits by other adults can also be arranged with prior approval of the principal and teacher. Visits by children, such as friends or relatives of students, may be permitted under special circumstances but must be discussed in advance with the principal and teacher to make certain that the visit will not disrupt the class. The decision of the principal is final. All visitors must enter through the main entrance on Nebraska Street and sign in at the school office, where they will receive a badge. Unauthorized visitors may be asked to leave the building and grounds in order to protect the security of our students.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Physical examinations are required of all students entering kindergarten and are sent home with spring enrollment packets. Copies can also be requested from the school office. These forms should be returned before the beginning of the school year. New students may transfer their records. If a child should not participate in strenuous physical activities he/she should bring a written excuse from his parent or doctor. If a student does not have these forms on file and they are not presented to the school in a timely manner, the child may be excluded from school until these forms are received.

The Wisconsin Immunization Law **requires that all students through grade 12 meet a minimum number of required immunizations prior to school attendance.** These requirements can be waived only for health, religious, or personal conviction reasons. The school is required to have a record of these immunizations on file prior to the beginning of the school year.

TESTING

The students in grades 3-8 are tested three times each year using the NWEA MAP test. This test shows current academic achievement and progress. Grace uses this data to provide specific instruction in areas of need. Families will receive a results summary after each testing session.

MEDICINE

The school cannot administer medication (state law) without written permission from the parent. A doctor must authorize all prescription medications including inhalers and epi-pens. No unauthorized medication (including non-prescription medications such as aspirin, Tylenol, etc.) shall be administered by any school personnel. When a child needs to take medication (prescription and/or non-prescription) during school hours, the following procedure must be strictly followed:

1. The office has a form for the parent or legal guardian for all non-prescription medication. The permission must stipulate when the medication is to be taken and the amount. This will be given to the office staff as soon as the child enters school.
2. The medication will be brought to school in the original container and the label on the medication shall include the student's name, date, and directions. This also will be given to the office staff.
3. The medication will be brought in by an adult.
4. The medication will be stored in the office and will be locked up.
5. The office staff will inform the teacher when it is time for the student to take the medication and the student will be brought to the office.

HOMEWORK

Children will be given some study time at school to get their work done, but when work is brought home, you as the parents must see to it that it is done. Check your child's assignment notebook for details. A set time early each evening is best to complete homework with quality. Please take a special interest in your child's memory work and see to it that he/she learns it. This also gives you an excellent opportunity to review Scripture passages and discuss them with your children. If your child is not able to complete a homework assignment, please inform the teacher via note or personal communication.

If a student, for some reason, is absent from school, be it illness, doctor appointment or other family reason, that student is given one day to have make up work done for each day absent up to three days after returning to school. This means if a child is sick for one day, they have one day to get work handed in. If they are sick for two, they have two. If they are absent for three or more days, they have three days after returning to school to have all work completed. If there are unusual circumstances, please contact the classroom teacher right away.

TREATS

Children are allowed to bring treats for their birthdays or other special occasions. Teachers will communicate with parents if there are children in the room with specific allergies or dietary needs. The treats will be distributed and eaten at a time convenient to the teacher. Please do not send gum. We do not allow gum chewing at school. You may want to check with the classroom teacher before a treat is brought into school.

PAYMENT OF LUNCH, MILK, AND AFTER SCHOOL CARE PROGRAM

There may be fees incurred when students use our lunch, milk, and after school care programs. These program charges are recorded in FastDirect. Parents may make pre-payment for these programs in the office or by using FDPay. We ask that parents keep their balance at a minimum of \$10 when actively using these programs.

WEEKLY DUTIES

Students are expected to help keep the school grounds clean and neat by participating in regular daily and weekly duties. Depending on the duty, this may mean an extra five or ten minutes during the last recess or the last ten to fifteen minutes of the school day. No duty should take longer than that if the student is keeping at his/her work.

FIELD TRIPS

From time to time, your child's teacher may arrange a field trip. There is no cost for academic field trips. A consent signature for field trips is included with registration materials. Teachers will provide information regarding field trips at least 2 weeks in advance of the activity, along with chaperone requests. Grace students travel to field trip destinations by bus.

CIRRICULUM AND COURSE OF STUDY

Religion:	Worship, Bible study, Hymnology, Catechism, Memory Work, & Devotions
Social Studies:	History, Geography, Economics, Political Science, Current Events
Language Arts:	Reading, Spelling, Phonics, English, Literature, Penmanship
Science:	Earth Science, Life Science, Physical Science, and Health
Mathematics:	Mathematics concepts, Mathematics problem solving, Pre-Algebra, and Algebra I
Fine Arts:	Arts and crafts, Music
Phy. Ed:	Wellness, skill building, and organized games
Technology:	Use of Chromebooks, Typing, Creating presentations
Spanish:	Basic nouns, Verb conjugation, Conversational speaking

SCHOOL SUPPLIES

Each year, a school supply list is provided by the school to its families and is sent home in July. Additional copies can be picked up in the office or emailed upon request. It is very important that your child is properly equipped for class. Please make sure your child has all of the supplies listed, and you check every month or two to see if refills are necessary.

DAILY SCHEDULE

School begins at 7:50 AM and is dismissed at 3:05 PM. Daily classroom schedules will be handed out during August parent/teacher visits.

PROFESSIONAL DEVELOPMENT

The School Board stresses the importance of continuing education for our teachers. All teachers must take at least six credits every five years or the equivalent in continuing education units. We feel that this benefits both the teacher and the children. Grace Lutheran Church budgets money each year to help offset continuing education costs.

NON-DISCRIMINATORY POLICY

Grace Lutheran School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at our school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of its educational policies, admission policies, athletics or other school administered programs.

Our school clearly lays out the Bible's position in our statement of beliefs which is found in this handbooks. Many federal laws, rules, court rulings, and prior practice recognize our religious liberties and we fully claim those rights.

CONTINUED CHRISTIAN EDUCATION

Graduates of Grace Lutheran School are accepted at Winnebago Lutheran Academy in Fond du Lac, and any other public high school. Graduates are encouraged to consider continuing their formal Christian education at Winnebago Lutheran Academy, where they will be taught the truths of God's Word and the secular subjects from a Christian perspective.

SPORTS

We believe it is our responsibility to provide our students with experiences both in and out of the classroom for their learning and to develop their God-given talents and abilities. Athletics provide activities that benefit a child's physical, social and emotional health and can teach valuable life skills beyond what is offered in the general classroom.

Grace athletics focus on developing teamwork, skill, and decision-making. Coaches promote positive attitudes in competition and Christian sportsmanship. Players learn commitment, dedication, and how to glorify their school and Savior in words and actions. Below are a few basic guidelines for our program. Please see the Athletic Handbook for more information.

- In order to participate in a game, players must have their uniform at the event in order to play. No modifications will be accepted.
- Students must be in school the day of a game or if the game happens to fall on a weekend, they must be in school the day before the game takes place. If players are absent the day of the game or the day before a game, they will not be permitted to play in that athletic contest.
- During each athletic season, the students will be split into different teams based on grade level. Typically, 5-6 graders are on one team, and 7-8 graders are on another team. We also offer a season to our 3-4 grade students in basketball.

BEFORE/AFTER SCHOOL CARE PROGRAM

Grace provides an afterschool care program for parents that need to use it. Below is the information regarding the program.

Times:

7:00 a.m. - 7:30 a.m. (free)

3:05 p.m.-5:30 p.m.

Cost:

There is a charge to use the afternoon session of After School Care. It costs \$4.00 per hour or \$1.00 per 15 minutes. You can access the amount you owe via Fast Direct.

If you have any questions regarding the ASC program, please feel free to speak with the principal.

ASBESTOS INFORMATION

Asbestos is an issue with which our government has been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 was enacted in 1987 by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. It is a naturally occurring material found in many countries. Its properties made it an ideal building material for insulating, sound absorption, fireproofing, etc. In more recent years, however, it has been determined to be hazardous to one's health. The EPA began action to limit its use of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

In 1988 we had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all building materials in our facility suspected to contain asbestos. The inspection and laboratory analysis records were used to develop any management plans necessary. We are happy to report that our facility was determined not to have any asbestos containing building materials which exceeded the standards set by AHERA. The one small patch area found to have non-friable asbestos has been removed, and to the best of our knowledge our school is free of all asbestos.

Nevertheless, the management planner in accordance to AHERA developed an asbestos management plan for our facilities. This was completed in 1988. Part of that plan is notifying parents and students that such a plan exists. This notification seeks to do that.

A copy of the asbestos management plan will be available for your inspection in our school office during the regular hours of the school day. We have a designated Asbestos Program Manager and all inquiries regarding the plan should be directed to him.

We are intent on not only meeting, but exceeding the federal regulation in this area. We will take all necessary steps to ensure our students and staff have a healthy, safe environment in which to learn and work.

FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Grace Lutheran School receives a request for access.
Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace Lutheran School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Student Privacy Policy Office,
U.S. Department of Education,
400 Maryland Avenue, SW
Washington, DC 20202



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