



PARENT/STUDENT HANDBOOK

Version 8/2025

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

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INTRODUCTION

Mission Statement

Grace Lutheran Ministries exists to be a “family growing in Christ while reaching out in love.”

Core Values

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

1. Making Disciples

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

2. Academic Excellence

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

3. Relationships

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

4. Serving and Leading

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

5. Safety and Security

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

About Grace

The school is an integrated ministry of Grace Lutheran Church in Menomonee Falls serving families from more than 29 zip codes. About one-third of the students are not members at Grace Lutheran Church. Since its beginning in 1963, Grace has been assisting parents in the spiritual training of children helping them develop spiritually, intellectually, emotionally, socially, and physically.

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

Accreditation

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



Grace Lutheran School Covenant

*Grace is a **family, growing** in Christ while **reaching** out in love. Each commitment point in our covenant embodies the Grace Ministries mission.*

Teacher/Administrator Commitment: As a teacher or administrator in the Grace community I will:

- ❖ Do everything in my power to ensure my students' academic success
- ❖ Arrive at school by 7:30 am each day and be prepared for the day
- ❖ Be accessible to students and families when questions arise (within 24 hours on school days)
- ❖ Communicate information in a professional and timely manner
- ❖ Create a classroom atmosphere that respects individual rights of all students
- ❖ Utilize technology in appropriate ways to support the spiritual and academic learning of my students
- ❖ Remain committed to teaching Biblical principles and strive to witness those principles in all I do
- ❖ Support families in understanding the Biblical and theological foundations of Grace Lutheran Ministries

Teacher's Signature

Date

Student Commitment: As a student in the Grace community I will:

- ❖ Do everything in my power to ensure my own academic success, as well as that of my fellow students
- ❖ Be ready to learn by 8:00am every school day
- ❖ Follow the school dress code
- ❖ Complete all assignments thoroughly and on time
- ❖ Utilize technology in appropriate ways to further my spiritual and academic learning
- ❖ Seek out and find solutions to problems without resorting to excuses
- ❖ Strive to exhibit Christ-like behavior in all that I do inside the school building, on social media/networks, in my home, and in my community
- ❖ Show respect and honor to my teachers, those in authority, and my fellow students

Student Signature

Date

Parent/Guardian Commitment: As a parent/guardian in the Grace community I will:

- ❖ Do everything that I can to ensure academic success of my child
- ❖ Ensure that my child is ready for learning by 8:00am every school day
- ❖ Ensure that my child is in clothing that abides by the school dress code
- ❖ Provide a time and place where my child can read, learn, and complete homework
- ❖ Ensure completion of homework, including reviewing and signing necessary documents
- ❖ Commit to addressing any questions or concerns by first communicating directly with my child's teacher, seeking clarity and partnership before discussing the matter with others
- ❖ Assist my child in problem solving and enabling independence by encouraging him/her to contact teachers regarding classroom questions or concerns
- ❖ Attend parent-teacher conferences and other mandatory parent meetings
- ❖ Seek out opportunities to partner with my child's school (i.e. volunteering)
- ❖ Enforce reasonable bedtimes to ensure adequate sleep
- ❖ Notify the school in advance of any necessary absences
- ❖ Ensure my child appropriately uses technology to enhance his/her spiritual and academic learning
- ❖ Support the Biblical and theological foundations of Grace Lutheran Ministries
- ❖ Show respect and honor to teachers and those in authority

Parent Signature

Date

ACADEMICS

Achievement Testing

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

Cumulative Record

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

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

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

Grading Scale

Letter	Percent	Recognition
A	95-100%	<i>High Honors</i>
A-	93-94%	<i>Honors</i>
B+	92-91%	
B	90-87%	
B-	86-85%	
C+	84-83%	
C	82-79%	
C-	78-77%	
D+	76-75%	
D	74-72%	
D-	71-70%	
F	Below 69%	

**This grading scale is the same as surrounding high-performing high schools that the majority of our students attend.*

Honor Roll

Grace celebrates students in grades 5-8 who have excelled in academic achievement. Honor roll and high honor roll includes students who have a rolling average of the percents noted above (95-100% for High Honors, 93-94% for Honors).

Homework

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

1. **Vacations** Because education incorporates hands-on experiences, collaboration, and group interactions that cannot be duplicated, we encourage parents to limit voluntary absences on school days. If a family chooses to take a vacation outside Grace's scheduled vacation dates, teachers may not be able to provide all assignments in advance. Students will be expected to make up work when they return.
2. **Amount** The daily average time students may be expected to spend on homework is:
 - a. Primary Grades (K-4): 10 - 30 minutes per night
 - b. Upper Grades (5-8): 30 - 90 minutes per night
 - c. Students are encouraged to read nightly (not included in the minutes listed above).

3. **Breaks** With the exception of long-term projects and independent reading, homework will not be assigned during winter or spring break.
4. **Absences** Requests for homework for absent students due to illness are accepted via school phone or email. Work may be available for pick-up at the end of the school day. Students are allowed one day to complete missed work for each day absent. Alternative assignments may be assigned for absences of 5 or more days. Please note that teachers may not be available during the day to respond to emailed assignment requests.

Eligibility

Grace Ministries recognizes the value of interscholastic extracurricular activities for students as an integral part of the total school experience. Since participation in interscholastic extracurricular activities is a privilege, and not a right, students are expected to demonstrate competence in the classroom as a condition of participation.

Interscholastic extracurricular activities are defined as school-sponsored activities involving more than one school or school district. Examples of these extracurricular activities include, but are not limited to, competitive sports and forensics.

Participation in athletics may be dependent upon, but not limited to, academics, behavior, and work completion. Students that are eligible to participate but have not met certain academic or behavioral standards set by coaching staff, building principal, and/or other school staff may be required to participate in an academic or behavioral intervention plan. Each plan will be tailored to the needs of that specific student.

A student in grades 5-8 receiving an average grade of two D's or an F in an academic subject will not be eligible to participate in extracurricular activities. Academic subjects include English language arts, math, science, social studies, and religion. A student receiving a 2 or below and a teacher recommendation in an allied subject area will not be eligible to participate in extracurricular activities. Allied subject areas include Art, Music, Physical Education and Spanish. If a student is ineligible, they will be placed on probation for 7 consecutive days until the next evaluation. If a student becomes ineligible three times in one season, the student is ineligible for the remainder of the season.

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

**Excessive behavioral issues are grounds for ineligibility based on the decision by the Athletic Leadership Team and principal.*

Report Cards

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

Parent / Teacher Conferences

Parent / Teacher Conferences are held in the fall and late winter for all K-8 students, and attendance is expected. Parent conferences can be held at the request of the parents or teachers anytime beyond those scheduled times. Conferences for 3K and 4K are held in February.

Academic Standards

Grace has established academic standards for Math, Science, Language Arts, Social Studies, Religion, Physical Education, Spanish and Music.

Student Advancement

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

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

Promotion and Retention for 5K through 8th grade

Only students who satisfactorily complete the class performance expectations will be promoted to the next grade. Student promotion may not occur based on the following criteria: MAP scores lower than a 25th percentile score, core subject grades or GPA, excessive absences (excused or unexcused) or teacher/principal discretion.

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

ADMISSIONS

Grace Lutheran School offers 3 Year Old Kindergarten (3K) through Eighth Grade for its member families and also for non-member families 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

*Toileting Policy:

All students must be fully toilet trained prior to the start of school.

Fully toilet trained is defined as:

- No wetting or soiling accidents for at least **30 consecutive days**
- Independent use of the toilet (including pulling down/up clothes, wiping, and washing hands)

Pull-ups or diapers are not permitted as part of our toileting policy.

If an Accident Occurs:

Occasional Accidents: Parents will be called to assist or pick up the child. The child may return the next school day.

Frequent Accidents (2 or more per month): A meeting will be scheduled with school staff. A temporary pause in attendance may be required until the child shows consistent readiness.

Return to School: Students may return after being accident-free for 5 consecutive days at home/daycare. Typical exclusion is 1–2 weeks, depending on readiness.

Medical Exception: If a child is under a doctor's care for a medical condition affecting toileting: 1. A physician's note is required. And 2. An individualized plan will be created based on school capacity and student needs.

New Student Applications

A new student can 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 \$40 non-refundable registration fee per child (**fee waived for students enrolling through a Choice Program**). Written proof of meeting the state immunization standards is required before starting classes but is not required at the time of application.
2. **Assessments 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 1-8) 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.

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

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

Private School Choice Programs (PSCP)

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

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

Application Process

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

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

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

Admission Appeal Process

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

Class Size Limits

Grace has established the following size limits:

- 3 year old Kindergarten 18 students
- 4 year old Kindergarten 24 students
- Kindergarten-8th Grade: 24 students per class

Exceptions may be allowed by the principal considering the social, academic, and behavioral makeup of the class. Because of our limited space, new admission families need to respond to Principal and/or School Office emails once they are admitted into Grace Lutheran School. Any family who does not respond to three emails requesting a response and/or three phone calls requesting a response will lose their place in those classes if there are other families waiting to get into that particular grade or grades.

Grace Lutheran School 3rd Grade Promotion Policy

Purpose of the 3rd Grade Promotion Policy

For any Grace Lutheran School student who scores below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam, Grace will engage in a thoughtful and comprehensive process to determine whether to promote that student to the 4th grade. *This process will reflect the mission of Grace Lutheran School to nurture the whole child—spiritually, academically, and emotionally—while also upholding the standards set by the Wisconsin Department of Public Instruction under Act 20.*

This policy ensures that promotion determinations are not based solely on one assessment but are made in partnership with families and school staff, considering all aspects of a child's development and learning progress.

Details of the promotion determination process are described below. Post-promotion mandates and good cause exceptions are outlined below.

Process for Making 3rd Grade Reading Promotion Determinations

When a student does not meet grade-level expectations on the 3rd grade reading portion of the Wisconsin Forward Exam, Grace Lutheran School will engage a team to evaluate whether promotion or retention is most appropriate. This process includes:

- **Team Collaboration:** A team of individuals will meet to review the student's case. This team includes, but is not limited to:
 - The student's parent or guardian
 - The classroom teacher
 - School Interventionists (title teacher, reading specialist, etc.)
 - The Principal
 - The Extended Care Director
- **Holistic Data Review:** The team will review all relevant data, including:
 - Forward Exam results
 - Reading readiness and diagnostic assessments (NWEA/MAP, mClass)
 - Classroom performance and progress monitoring
 - Observational and behavioral data
- **Promotion Considerations:**
 - The team will determine whether the student qualifies for any good cause exceptions (see Part III).
 - The team will share the long-term academic and emotional risks of retention with the family, including social stigma, emotional stress, and research showing limited academic benefit.
 - The team will discuss alternatives to retention available within the school to support student growth.
 - The decision will not be based solely on the state assessment result, nor will it be based solely on language proficiency for English learners.
- **Decision Outcomes:** After this comprehensive review, the team will make one of the following determinations:
 - The student is promoted with targeted supports.
 - The student's score reflects challenges not primarily related to reading proficiency, and promotion is granted.
 - The team recommends retention, and the parent/guardian provides written consent.

- ❖ **Communication with Families:** If retention is recommended, the school will:
 - Provide a detailed plan for academic and emotional support
 - Share how Grace Lutheran School will address the risks associated with retention

Students who enroll in 3rd grade after the Forward Exam will not be subject to this policy. Similarly, 4th-grade transfer students will receive tailored supports as needed within the academic offerings made available at Grace Lutheran School.

Post-Promotion Mandates and Exceptions

For any student promoted to 4th grade despite a below-grade-level reading score on the 3rd grade Forward Exam, Grace Lutheran School will provide an Individual Reading Plan (IRP) that outlines:

- **Targeted Intervention:** Intensive instructional services and supports to remediate reading deficiencies.
- **Progress Monitoring:** Regular tracking of the student's reading growth.
- **Family Communication:** Written notification to parents outlining support services and goals through the Title I teacher and/or reading interventionist.
- **Summer Programming:** Referrals or when available, direct service to participate in intensive summer reading programs until grade-level proficiency is achieved.

Good Cause Exceptions for exemption from the promotion policy and services include:

- Student is identified as Limited-English proficient.
- Student has a disability and does not take the Forward Exam due to assessment inappropriateness.
- Student achieves a proficient reading score on an approved alternative assessment.
- Student has a documented history of intensive reading interventions for 2+ years and previous retention in early elementary grades.
- Student has already been retained twice between K–3rd grades and continues to struggle with reading.

Even when exempted, these students will continue to receive the necessary supports and services as determined by the school in partnership with families.

Nondiscrimination Policy

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

Gender Identity Policy

1. We believe that God wonderfully and immutably creates each person as a biological male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. Based on our Biblical stance, Grace believes that one's gender is determined by God at conception. We do not believe that gender is fluid or is based on one's own personal self-identification but instead on how God has created that individual.
2. Student Names and Pronouns - While Grace and its employees will call a person by whatever their legal name is, we will use the pronoun that was biologically assigned to them by God at conception. If a person is a biological male we will use he/him and if a biological female we will use her/she.
3. Restroom/Locker Room Accessibility - Students will use the restroom and locker room that corresponds with their biological sex as assigned to them by God at conception.
4. Retreats - When Grace's students attend an overnight retreat, students will be assigned to rooms or dorms which reflect their biological sex as assigned to them by God at conception.
5. Participation in Athletics - Students at Grace may only participate in a sport or on a team which corresponds with the students biological sex as assigned by God at conception.

Public Display of Affection

Public displays of affection in any way that reflect romantic relationships between students are strictly prohibited.

Expulsion

Any student may be dropped from enrollment for: excessive tardiness or absences, persistence of non-Christian attitude and behavior, persistence of disciplinary problems, low academic performance, or lack of support for our program of Christian education (see Discipline Policies on p. 13).

Withdrawal

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

Transfer Student Placement

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

School Options

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

ATTENDANCE

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

Any student not in attendance at school-related activities by noon for any absence may not participate in any school-sponsored event during that day or evening.

Exceptions to any of these guidelines may be made at the discretion of the athletic directors, music directors and/or principal.

Missing School

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

Excessive Absences

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

Absences

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

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

Gym and Recess Excuses

If a child is well enough to attend school, but not well enough to participate in recess and physical education activities, a parent must submit a written note to the teacher excusing the student. A note written by a parent will excuse the child for one school day. If the parent wishes to continue to excuse a child from PE class without a doctor's note, the child will have to do PE class on an independent study basis. A doctor's note will be needed if the excuse is for two or more days in a row.

Make-Up Work

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

Medical Appointments

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

Tardies

Students are expected to arrive at school on time.

Students will be marked tardy if they are not in their assigned classroom by 8:00 a.m. Students given permission by a teacher to be outside of their classroom will not be marked tardy.

Letters will be sent to families that show a consistent pattern of tardiness. If that pattern continues, the Principal will request a meeting to discuss the tardies. Excessive tardiness (15 or more per trimester) will result in consequences for the student as determined by the Principal. Examples of consequences include (but may not be limited to): athletic ineligibility, detention, unable to participate in special events, extended school time to make up missed learning, loss of recess or lunch, etc.

Vacation

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

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

DRESS CODE

At Grace, we believe that our outward appearance reflects our respect for God, ourselves, and others. Students should dress in a way that supports a safe, focused learning environment and reflects Christian modesty.

Dress code expectations apply during the school day and at all school-sponsored events unless otherwise communicated (e.g., field trips, spirit days). The spirit behind our dress code is intended to provide a respectful and distraction-free learning environment.

General Expectations

- Clothing must be neat, modest, and appropriate for school activities.
- Undergarments should not be visible at any time.
- Writing or images on clothing must reflect Christian values or be school-appropriate (e.g., Grace wear, sports teams, vacation spots).
- No clothing with inappropriate, offensive, political, or suggestive messages.

Tops

As we strive to honor God in how we present ourselves, students are expected to wear tops that are modest and respectful. Specifically,

- Shirts must cover the midriff, back, and undergarments at all times—even during movement (sitting, stretching, leaning).
- Sleeveless shirts are acceptable, as long as straps are two fingers wide.
- No low-cut, spaghetti straps, cropped, sheer, tight, oversized, or off-the-shoulder tops.

- No tops with low necklines or large armholes
- Hoods may not be worn on the head indoors.

Bottoms (Pants, Shorts, Skirts)

- Must be worn at the waist and cover the entire buttocks area.
- Shorts and skirts must be fingertip length or longer.
- No rips, holes, or tears above the knee.
- No pajama pants, flannel pants, spandex, boxers, or lettering across the backside.

Footwear

- Shoes must be worn at all times.
- **Grades 3K–2:** Sandals must have back straps (no flip-flops or sport sandals).
- **Grades 3–8:** Sandals and flip-flops are allowed but must be safe for school activities.
- Snow boots may not be worn indoors.
- Gym shoes are required for the gym.

Outerwear

- Coats, hats, and outdoor gear may not be worn in the classroom.
- During snowy weather, students must wear snow boots and snow pants for full playground access.
- We encourage students to dress wisely for the weather, including coats, hats, and gloves during colder months. Teachers and staff will use discretion and may require outerwear when conditions present a health or safety concern, especially during extended outdoor time or when snow and wind are factors.

Accessories & Appearance

- No sunglasses indoors.
- No body or facial piercings.
- Students may not draw or write on themselves.
- **Grades 3-8:** Tattoos (including temporary or Henna) are not permitted, except Grace tattoos on spirit days.
- Hair should be clean, neat, and moderate in style.
- **Boys:** No facial hair or hair accessories.
- **Girls (Grades 7–8):** Modest makeup and appropriate nail polish allowed with parental permission. Makeup/nail polish may not be applied at school

Dress Code Violations

- **1st Violation:** Student will be sent to the office to change. Spare clothing may be provided until proper clothing is brought from home.
- **Additional Violations:** May result in further consequences and a parent meeting.
- **Chronic Violations:** May lead to suspension or other disciplinary action.

EXPECTATIONS

Grace Lutheran School Expectations

Voice Level 3. Outside voices 2. Conversation 1. Whisper 0. Silent	Cafeteria	Bathroom	Playground	Chapel	Hallways	Dismissal
Be Safe	<ul style="list-style-type: none"> - Always walk - Only eat food that is yours - Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> - Always wash hands - Keep water in the sink 	<ul style="list-style-type: none"> - Follow teacher to the playground - Slides - feet first 	<ul style="list-style-type: none"> - Walk single file facing forward - Keep hands, feet, objects to yourself 	<ul style="list-style-type: none"> - Always walk - Walk facing forward 	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Always walk - Keep yourself and others safe - Line up in an orderly fashion
Be Responsible	<ul style="list-style-type: none"> - Arrive on time - Use eating utensils properly - Clean up after yourself - Take home leftovers 	<ul style="list-style-type: none"> - Always flush appropriately - Dispose paper towels in the correct bin - Follow the 2 point rule: 2 min in bathroom 2 soap pumps 2 paper towel pulls 2 points "in the trash" 	<ul style="list-style-type: none"> - Be a peacemaker - Use proper "I feel..." to solve problems - Use equipment correctly - Gym ballroom - adults only - Line up when whistle blows - Report injuries or problems to adults 	<ul style="list-style-type: none"> - Sit up straight - Keep feet on the floor when seated - Follow adult directions 	<ul style="list-style-type: none"> - Always walk - Level 0 voice and quiet feet (Middle school - level 1 during passing times) - Middle school - be efficient when gathering supplies at your locker - Remember your purpose 	<ul style="list-style-type: none"> - Wait quietly with your class - Stay with your teacher until dismissed
Be Respectful	<ul style="list-style-type: none"> - Say please, thank you, etc. - Quiet right away when signaled - Be respectful during prayer 	<ul style="list-style-type: none"> - Respect others' privacy - Use Level 1 voice 	<ul style="list-style-type: none"> - Stay in the designated area - Take turns - count to 100 for swings - Include others in your games 	<ul style="list-style-type: none"> - Enter and exit using Level 0-1 voice - Give full attention to the speaker 	<ul style="list-style-type: none"> - Keep hands, feet, objects to yourself - Keep hallway clean 	<ul style="list-style-type: none"> - Follow adult directions - Pay attention - Quiet voice
Be a Disciple	Be a family, growing in Christ while reaching out in love.					

DISCIPLINE

"Train up a child in the way he should go, even when he is old he will not depart from it." Proverbs 22:6

Grace Lutheran School is a ministry that strives to guide students to be Christian examples in the world. The Grace staff is committed to providing a caring and safe learning environment for all our students. Students are expected to conduct themselves in an obedient, caring, and respectful manner. When a student acts inappropriately according to the expectations given, the steps below are taken to help students reflect and make positive changes to their behavior. Positive reinforcement will also be used to promote acceptable behavior. All final decisions about discipline will be the jurisdiction of the Principal.

Expectations:

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

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

In most circumstances, the classroom teacher will enforce discipline and communicate with parents to help change student behavior. If unacceptable behavior persists or the student commits a serious offense, the principal will be included. Discipline procedures may include any of the following, but not in any specific order or progression. Consequences may be based on the age of the student, the severity of the issue, and discipline record of the student. Depending on the severity of offense, discipline progression may vary; suspension or expulsion without warnings may be issued.

Discipline Progression: Grades 3-5

- Classroom Warning given by teacher
- Think Sheet - student completes, takes home for parent signature, returns next day
- Office Referral - student meets with principal and an email is sent to parent(s)
- Detention (served before school, after school or if necessary, during the school day)
- Suspension
- Expulsion - continued negative behavior, decided by administration

Discipline Progression: Grades 6-8

- Classroom Warning - given by teacher
- Refocus Form - student completes, meets with teacher, form is signed by student, teacher, and parent
- Detention - communication with parent, serves detention given by teacher
- Office referral - student completes/reviews Refocus Form, meets with principal, email sent to parent
- In/Out of School Suspension - repeated negative behavior, decided by administration
- Expulsion - continued negative behavior, decided by administration

Disciplinary Penalties

Students, guardians, family members, representatives, and/or guests who are found to have violated the school's Covenant may be subject to the following penalties, either alone or in combination, as decided by the administrator and/or his/her designee. The parent/guardian, family members, representatives, and/or guests who are found to have violated the school's Covenant may cause their student(s) to be subject to the following penalties as decided by the administrator and/or his/her designee:

- Oral warning
- Written warning/discipline slip sent home with student. Parents are required to sign discipline slips and return to school the next school day.
- Contract
- Conference with parent/guardian
- Confiscation
- Detention
- Exclusion and/or removal from a particular class or event
- Suspension from school cafeteria, library, social or athletic after-school events, extracurricular activities, field trips, or other activities or privileges
- Suspension from transportation
- In-school suspension
- Short-term suspension
- Long-term suspension
- Expulsion from school

Cheating/Copying/Plagiarism

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

AI Use Policy

Students may use teacher-approved artificial intelligence (AI) tools to support learning. All work must reflect the student's own thinking and effort. AI tools should never be used to copy or complete work dishonestly. Use of AI must follow school technology and internet safety guidelines. Consequences will be given at the teacher's and Principal's discretion.

Harassment Policy

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

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

Reporting Procedures for harassment or bullying

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

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

Consequences

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

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

Social Media

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

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

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

Appealing Disciplinary Action

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

The appeal process should follow, in order:

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

3. If a satisfactory resolution is not achieved, the parent can request a meeting (within 2 school days of the meeting with the teacher and Principal) with the Senior Pastor who will have the final decision to change or confirm the decision.

GENERAL POLICIES

Athletics

The Grace Athletic Program allows 5th through 8th grade students (and 3rd & 4th grade students for select sports) the opportunity to learn physical skills and cooperation with others in team play. Please refer to the Grace Lutheran Athletic Handbook for details on the eligibility policies and procedures of the athletic program.

Book/Equipment Loss or Damage

Students will be expected to pay for damaged or lost textbooks, library books 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, Smartwatches, game devices) & Other Items of Distraction

To maintain a distraction-free learning environment and promote student focus and safety, personal electronic devices must be silenced and kept in backpacks during the school day and during arrival and dismissal procedures (7:50 a.m. – 3:15 p.m.). Additional expectations for Grades 7-8 below.

Devices (such as cell phones or smartwatches) that are seen or heard during these times will be taken by a staff member and held in the office until claimed by a parent. A detention may be issued for repeated or serious misuse.

If a student has a specific need for an electronic item during the school day, a parent must contact the teacher to request permission in advance.

Additional Expectations for Grades 7–8:

Students in Grades 7 and 8 are required to turn in their personal electronic devices (phones and smart watches) to their homeroom teacher upon arrival. Devices will be securely stored and returned at dismissal. This practice is in place to prevent distractions and support full engagement in learning throughout the school day.

In addition, items that may cause classroom distraction—such as yo-yos, Rubik's cubes, fidget spinners, and similar toys—should remain in backpacks unless a teacher gives permission for educational or support-related use.

Teachers may grant exceptions based on individual student needs.

Field Trips

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

- **Permission:** No student will be allowed to participate unless a signed permission form is returned.
- **Funding:** Trips may be funded by additional parent fees if the field trip is considered optional for students to attend. If school staff determine it is an essential part of the instructional model, there will be no fee.
- **Chaperones:** Parents may be asked to serve as chaperones. No siblings are allowed on the trip. Chaperones shall not smoke while on field trips. Chaperones may be required to submit a background check and/or complete MinistrySafe training prior to the trip, depending on the nature and duration of the event. This is determined by the discretion of the teacher and/or principal.
- **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 by *Milwaukee Center for Independence*

Ordering: Lunches and milk are ordered through Sycamore Education 1 week in advance (specifically, orders need to be placed by Monday at midnight for orders starting the following week).

Payment: Families make deposits into their family cafeteria account by paying online or in the school office. Student lunch costs are debited daily. Please note: Because the school incurs the cost of all ordered lunches, families will be charged for each lunch ordered—regardless of whether the student is present or chooses to eat the lunch. This includes instances when a student is absent or forgets they signed up for hot lunch. We encourage families to review their orders carefully before submission. Free and reduced lunches are available for those who qualify through the federal school lunch program. Applications are available in the school office and on sycamore. USDA is an equal opportunity provider and employer. Negative balance alerts will be sent weekly and are expected to be cleared promptly. Additional information on negative accounts see “Unpaid Tuition, Lunch Balances and Extended Care Fees.”

Hours of Operation

School Office Hours	7:30 AM - 3:30PM	
3K	8:00-11:00AM (T, W, Th)	
4K	8:00-3:05PM (M-F)	
K-8	8:00-3:05PM (M-F)	The outside school doors open at 7:50 am.

*Students who must be dropped off before 7:50 a.m. should enter through the gym doors and immediately report to Extended Care (EC). Parents must sign in their children upon drop off, and normal hourly rate fees will apply for time spent in EC.

* At the end of the student’s school day, parents should pick up within 15 minutes of the dismissal time. Students who are not picked up within this time frame will be sent to EC where the normal hourly rates will apply. If families are not registered for EC, they will need to do so and pay the registration fee (\$36 per child) when picking up their children.

Insurance

No special accident or playground insurance is offered.

Language

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

Leaving School Grounds

Students may not leave school property during school hours unless accompanied by a parent or guardian. Parents who wish to excuse their child should call the office or send a note to the teacher. Students WILL ONLY be released through the School Office to the parent or person named in the note after the parent has arrived at the School Office and signed their child out.

Lockers

Hallway lockers are assigned to students in grades 3 – 8. Lockers must be kept clean and be able to be closed. No outside decoration (other than spirit or event posters) may be attached. Inside decorations must be attached with magnets. No stickers or contact paper are allowed. Painters tape is the only adhesive allowed. Students

may be fined for locker damage or cleaning. Lockers are the property of Grace and may be inspected by teachers or the principal at any time and for any reason.

Lost and Found

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

Music Program

Music and worship is an important part of whom we are at Grace. Students in K-5 learn music for chapel and worship services as a part of their regular music classes. Each class will sing in chapel and weekend services several times each year. Preschool students will sing periodically. Middle school students are invited to participate in music through the Band Program and/or Middle School Choir. There will be special presentations such as Christmas programs in December and Fine Arts Nights in the spring.

- Schedules: Performance schedules are distributed at the beginning of the school year. Parents are expected to consult the schedule before making other family plans and to encourage their child's attendance at all scheduled services or events.
- Excuses: If an illness or emergency prevents a student from a performance, the parent should submit a written excuse to the director.
- Band Program: Students in grades 5-8 can choose to participate in Grace's band program. An additional fee is charged for this program. Students are responsible for purchasing or renting their own instrument.
- Middle School Choir: Students in grades 6-8 can choose to participate in Middle School Choir. The choir will periodically sing in chapel and in weekend services.
- Special Presentations: When special presentations are given, such as concerts, programs and plays, it is required children participate. These are excellent opportunities for children to demonstrate their skills and abilities and often function as both educational and spiritual experiences.

Pet Policy

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

Phone Calls During the School Day

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

Sports Physicals

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

Recess

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

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

PLAYGROUND GUIDELINES

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

WINTER GUIDELINES

- Students must have winter coats, boots, hats, snow pants, gloves, etc. when playing in the snow.
- Teachers will send communication about sleds and snowboards during the winter season.
- Absolutely no throwing snowballs, no exceptions.

Respect of Property

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

Respect for Authority

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

School Cancellation - Weather

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

School Pictures

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

School Supplies

Students are expected to come to class each day prepared with the appropriate school supplies as outlined in the annual school supply list. Being prepared helps support learning, responsibility, and respect for classroom routines.

Teachers may notify families if additional or replenished supplies are needed throughout the year. If there are any challenges in obtaining supplies, families are encouraged to contact the school office to make a arrangements to ensure students have the supplies they need to be successful.

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 school telephone when the school schedule changes, if they are ill, or if contact needs to be made with a parent/guardian during the day.
- Communication from the teacher to the office via chat will be required for all students to use the office telephone.
- Calls made to a classroom teacher during the day will be forwarded to their voicemail.
- Student cell phones are not to be used during the school day unless specific permission has been given. A parent may send a text to a student to be read at the end of the school day.

Visitors Policy

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

HEALTH & MEDICATION

Accidents/Injuries

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

Drug and Substance Abuse Policy

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

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

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

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

Emergency Contact Information

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

Head Lice

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

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

Illness Guidelines to Stay Home

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

If a student or staff member has a positive COVID-19 test, Grace will contact the Waukesha County Health Dept. for further direction. Communication will be sent out once guidance is given.

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

Immunizations

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

Medication

Medications should be administered to students by parents at home whenever possible. If medication must be given during the school day, written consent must be given to school administration 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 and parent's supply the medication.

- Medication must be in the original labeled container, labeled with the student's name, dosage, time, and quantity to be given.
- The parent(s) MUST complete a "Medication Authorization Form" for cough medicine, Tylenol, Ibuprofen, and asthma inhalers.
- Parents will be notified each time the child takes medication at school.
- Cough drops/throat lozenges – shall be delivered by the parent to the teacher, along with a signed note (these are not available in the school office to be handed out to students)

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

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

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

- Parents MUST also complete a "Severe Allergy Information/Consent and Instruction Form" for emergency EpiPen injections.
- For a systemic reaction, 911 will be called.
- For a mild or severe local reaction, the EpiPen will be used in accordance with physician's instructions. Parent/guardian will be notified.

Asthma - Students with asthma may self-administer metered dose inhalers or dry powder inhalers as indicated by the health practitioner. Parents will annually fill out an Asthma Inhaler Authorization Form showing the dosage.

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

School Personnel Immunity

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

LUNCH/WELLNESS & NUTRITION

Lunch

Students may bring their own 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 LUNCHESES are available to families based on income qualifications. Application forms are available throughout the year in the School Office or on Sycamore. We will not publicly identify and will make every effort to eliminate any social stigma attached to students who are eligible for free/reduced-price lunches.
- Hot lunch orders: Orders should be placed 1 week in advance on Sycamore.
- Milk: Milk is included with hot lunch. It is sold a la carte for students who bring lunch from home. A la carte orders should be placed on Sycamore 1 week in advance of Sycamore.
- Payment: Parents deposit money into a family cafeteria account. Payments can be made online or in the school office. Student meals and milk purchases are debited each day.
- Hot Lunch and Milk Order Deadline: All orders must be entered into Sycamore by Monday at 11:59 for the next week.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax: (833) 256-1665 or (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Wellness / Nutrition

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

Grace school will:

1. Engage students daily in physical activity, physical education or recess.
 - All students will receive approximately 150 minutes per week (or its equivalent) of physical education or recess in which students engage at least 50% of the time in moderate to vigorous physical activity.

• After-school care will provide and encourage daily periods of physical activity for all participants.

2. Promote healthy nutrition habits. Grace will promote the consumption of fruits, vegetables, whole grains, and low fat dairy products.

- MEALS SERVED will include fruits and vegetables daily, offer only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives, and ensure that half the served grains are whole grain.
- **FAST FOOD, CAFFEINATED DRINKS, SUGARED SODA, and ENERGY DRINKS are not allowed during lunch. If these items are in a student's lunch they will be taken to the office. Use discretion for sending drinks, knowing they need to be re-sealed and/or consumed during their lunch period.**
- 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.

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

e. **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

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

Communication

Grace staff will use email, telephone, MailChimp, Sycamore, Parent/Teacher conferences, and our website www.grace-connect.org to communicate with parents. Parents are encouraged to contact the teacher with questions or concerns. Approach the school, not other parents, to help resolve any issues of concern. Parents are asked to use appropriate methods to contact staff. Parents can email staff using their Grace email address, leave a voicemail on their work phone, or message via Class Dojo. Contacting staff by using their personal phone number is a violation of parent policy, unless the teacher has given the parent explicit permission to do so.

Parents are asked to resolve conflicts at the lowest possible level following the Biblical pattern of Matthew 18. If there is a question or concern about the class, please go to the teacher first. If you are not satisfied with the answer, then you can approach the Principal. If you are not satisfied with the Principal's response, then an appeal can be made to the Senior Pastor.

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

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

Custodial / Non-custodial Parents

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

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

Parent Teacher League (PTL)

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

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

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

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

Grace Lutheran Church Member families commit to do the following:

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

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

Parent Behavioral Guidelines:

In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, caregivers and visitors exhibiting the following (on school grounds and at school-sponsored events):

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

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

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

Discipline:

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

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

Policies:

Early Pickup: Parents must understand that picking their child(ren) from school before dismissal time causes classroom disruption, so instances should be limited to where students have a scheduled medical/dental appointment. Like a tardy, students miss important schoolwork when leaving early. Consequences may occur for continued early pickups.

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

SAFETY

Asbestos

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

Mandatory Reporting: Child Abuse or Neglect

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

Cases shall be reported in accordance with these procedures:

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

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

Emergency Management

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

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

CHILD AND YOUTH ABUSE PREVENTION PROGRAM

Introduction

To help protect children, Grace Lutheran Ministries has adopted the following Child and Youth Abuse Prevention Program, in alignment to our ministry-wide MinistrySafe Guidelines. It is important that all Grace Lutheran paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.

2. Assists Grace Lutheran in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

Definitions

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any pastor, minister, preacher, cleric, teacher, assistant or employee who is paid.
2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
4. *Volunteer*: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
5. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or interfamilial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
6. *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

Protection & Prevention: Volunteer and Employee Screening Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

Employment Application and Volunteer Application: Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service. All employees and volunteers are required to complete assigned video training prior to their official start date. Failure to do so may result in a delayed start and possible reassignment of responsibilities until all training requirements are fulfilled.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.

Our Volunteer Application includes questions regarding:

- Current address.
- Criminal history information.
- Volunteer required training materials.

1. Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes Grace Lutheran to contact any individual or organization listed in the application.
2. Review all statements made in the application, paying specific attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
3. Review and acknowledge you have completed and will comply with the required volunteer training.
4. Conduct interviews with qualified applicants.
 - o If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.
 - o Whenever possible, Grace will have an associate participate in the interview.
5. Contact references and employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
6. *Criminal Background Check:* Grace will conduct a criminal background check on a nationwide basis, covering federal, state, and local records on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically.

Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

Supervision Procedures

Unless an extenuating situation exists, Grace:

1. Will have an adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip
4. If a child needs to be escorted to the restroom, the adult will wait outside the facility. If an emergency arises, two adults should be present to assist the child in the restroom.
5. Will encourage minors to use a "buddy system" whenever minors go on trips off of Grace property.
6. Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
7. Will designate a "confidential counselor" to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

Behavioral Guidelines of Religious Organization Paid Staff

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, Grace events that are co-educational will have both male and female chaperones.
3. Door windows should be left unobstructed in instructional rooms.
4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor or threats of physical discipline. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. Do not use inappropriate language of any kind.
7. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
8. If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
9. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of Grace for handling.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, or family violence.
3. A prior criminal history of an offense against minors.
4. DPI Disqualified Persons: As an employee or volunteer of Grace Lutheran Ministries, I acknowledge that I am not a person placed on the Disqualified Persons list under the Milwaukee, and/or Racine and Wisconsin Parental Choice (MPCP, and/or RPCP and WPCP) Wis. Stats. 119.23(1)(ag), 119.23(10) or 118.60(1)(ag), 118.60(10), I also understand should I be notified that I am placed on the Disqualified Persons list I will notify Human Resources immediately and will be no longer eligible to be employed or volunteer for Grace Lutheran Ministries.

Response to Sexual Abuse

Grace Lutheran Ministries will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse by a staff member or volunteer, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. A Human Resources representative or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. The investigation will be conducted as follows:

When an allegation is made involving sexual abuse of a child, the person reporting the complaint is to be told about the guidelines and the procedures to be followed.

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws. The person who was first informed of the abuse will call Child Protective Services immediately. (#262-548-7212 in Waukesha, #414-220-7233 in Milwaukee) Following the reporting, contact the Principal.
2. Report the matter to Grace's Senior Pastor.
3. Cooperate with authorities and the insurance carrier.
4. Grace may suspend (with or without pay for paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of Grace (and legal counsel or other consultants) will then meet with the governing body of Grace and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of Grace will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of Grace will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an official of Grace shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
9. An official of Grace (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of Grace.
11. Communicate with those affected by the ministry of the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of Grace's attorney.

SPIRITUAL

Chapel

On Wednesdays all teachers and students participate in a school chapel service.

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 each classroom offering containers and taken to chapel each Wednesday.

- Parents are invited to attend chapel services, but the services should not be considered as a substitute for regular weekend worship. Parents who attend chapel will need to check in at the office beforehand and adhere to the school's visitor policies.

TECHNOLOGY

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. Agreements need to be signed and turned in at school registration.

Technology Philosophy Grace Lutheran School's technology resources are intended to create a collaborative

21st Century learning environment that will enhance student engagement and promote the development of lifelong learners through the integration of technology and curriculum. Students are responsible for their ethical and safe educational use of the technology resources of Grace Lutheran.

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

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

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

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

User Privacy

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

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

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

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

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

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

Filtering, Supervision and Monitoring

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

Legal and Copyright Policy

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

Social Media Code of Conduct

1. Grace recognizes the role of social media in helping students and families socialize, encourage, and maintain friendships over distances. Grace students and parents are expected to act in an appropriate,

responsible and Christian manner in person and when using social media (Facebook, Twitter, Instagram, YouTube, tiktok, weblogs, ask.fm, kik, snapchat, etc.) during AND outside school hours. Parents are encouraged to take an active role in monitoring their children's presence on social media websites.

2. Students may not (with school and personal accounts):
 - a. Post inappropriate or threatening messages about or to another person.
 - b. Post explicit statements, photographs, or videos of themselves or another student. Posting inappropriate photographs or videos can be considered a criminal act.
 - c. Misrepresent, criticize, or make negative comments of the school, church, or its employees.
 - d. Use social media to share homework, quiz, or test answers.

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

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

Chromebook Use

1. Students are responsible for the general care of the Chromebook they are using and may be charged for damage caused by student carelessness or misuse.
2. No food or drink is allowed next to a Chromebook while it is in use.
3. Students should never carry Chromebooks while the screen is open or lift a Chromebook by the screen. Transport Chromebooks in a closed position with two hands. Always support a Chromebook from its bottom with the 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:** Inappropriate background images may not be used.
6. **Passwords:** Passwords must not be shared.
7. **Sound:** Sound must be muted unless permission is given by the teacher or permission is given to use earbuds.
8. **Printing:** Sharing documents is preferred and is generally used by all teachers. In some cases, though, students will be asked to print assignments from home. Students will not be able to print documents from their Chromebooks at school; the Chromebooks are not connected to a printer. If there is no printer available at a home, this will need to be communicated with the teacher in advance so that another option may be worked out before the due date.
9. **Account Access:** Only login using a gracemenomoneefalls.org account. Students may not login as a GUEST or INCOGNITO user.
10. **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 or departing from Grace.
11. **Damage:** Students should report any damage to a Chromebook to the classroom teacher.

Consequences for Violation

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

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

violation will be referred to the principal for further investigation.

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

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

Users will:

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

Users will NOT:

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

Student:

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

Student email _____@gracemenomonsee.org **Password** _____

Student Name: _____ **Student Signature:** _____

Parent/Guardian:

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

Parent Signature _____ **Date** _____

TRANSPORTATION

Arrival

1. There is no supervision at the front school entrance before 7:50 a.m. Students in 5K-8th grade should be dropped off using the Blue Line Route. Students who must arrive at school earlier than 7:50 a.m. must enroll in the Extended Care Program. Grace assumes no responsibility for students who arrive before 7:50 a.m.
2. Students may enter the building at 7:50 a.m.

Please complete a daily health screening of your child at home before bringing them to school each morning. Please review the following questions:

- Does your child have a temperature of 100.4 within the last 48 hours?
- Has your child been in close contact with a confirmed case of COVID-19?
- Is your child experiencing a cough, shortness of breath, difficulty breathing, or sore throat within the last 48 hours?
- Does your child have a new loss of taste and/or smell?
- Does your child have muscle pain or chills?
- Does your child have any other illness symptoms including vomiting, diarrhea, continuous nasal drainage, or rash in the last 48 hours?

If the answer to any of these questions is yes, the student must stay home.

3. Any student coming to school after 8:00 AM must come to the front office doors.
4. Students may be allowed in early to meet with a teacher if arranged ahead of time.
5. All 5K - 8th grade student drop offs are to be at the Blue Line route, not the Main Entry drive-through. Only 3K and 4K parents can drop off at the main entrance. In addition, if wanting to walk your child to the school door, please park on the street or the parking spaces by Blue Line. The main entry parking spaces are reserved for 3K and 4K arrivals. The front street area is a no parking or drop off zone, reserved for bus drop off.

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

- Blue line drop-off/pickup is recommended for 4K-8th grade students.
- Students arriving by car are dropped off on the "Blue Line" in the parking lot located behind the school. Students should wait in cars until the back school door is opened at 7:50 am.
- ENTRY: Cars enter the "blue line" drop off area by entering the parking lot at the end of Park Blvd.
- PARKING: Parents who want to walk a child to the door should park EAST of the cones. Please no parking west of the cones - this is reserved for blue line drop-off and pick-up only.
- BOOSTER SEATS: If your child requires assistance buckling into his/her booster seat, please pull ahead of the blue line (by the hill) after your child has entered your car to assist your child with the buckle. This process will help keep the line running smoothly and quickly. If your child is unable to open and close the car door on his/her own, please park and walk to get your child from Blue Line.
- PICK-UP: All students should be picked up between 3:05pm and 3:20pm. * At the end of the student's school day, parents should pick up within 15 minutes of the dismissal time. Students who are not picked up within this time frame will be sent to EC where the normal hourly rates will apply. If families are not registered for EC, they will need to do so and pay the registration fee (\$36 per child) when picking up their children.

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

Bus Transportation

Bus transportation may be provided based on the bus route areas determined by the local public school districts. Children in Kindergarten through Grade 5 may be eligible for busing if they live 1 mile or more from school and reside in the defined area. Children in Grades 6-8 are eligible if they live 2 or more miles from school and reside in the defined area. Johnson Bus serves the Menomonee Falls area and Riteway Bus serves the Germantown

area. If your child does not regularly ride the bus, but plans to do so with a friend, a signed note from home must be provided. The same is true if your child does normally ride the bus home, but plans to get off the bus with a friend.

Bus Conduct

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

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

These steps will be taken to correct bus misbehavior:

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

Parent Drivers

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

TUITION AND FEES

Registration Fee

A \$40 per student registration fee must be paid to complete an application. Other school fees (yearbook, outdoor education, band, athletics, technology, graduation, etc.) are paid on the final registration day in August.

Tuition Payments

There are two options for payment of tuition and fees:

1. Pay in full in advance
2. Payments: Enroll in FACTS for monthly electronic payments,
<http://online.factmgt.com/signin/3ZLZD>
3. Additional fees are charged for Outdoor Education, recorders and books, milk, athletics, technology, certain Field Trips, Yearbook, and Graduation.

Tuition Discounts

Families may reduce their tuition costs through these programs:

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

Tuition Assistance

Grace offers a limited amount of tuition assistance grants for families unable to afford school tuition. Tuition aid is granted based on the family completion of an application through FACTS

<http://online.factmgt.com/signin/3ZLZD>, which will determine family financial need. Applicants may be asked to disclose financial information with the senior pastor to explain unique family financial situations.

Unpaid Tuition, Lunch Balances, School Fees and Extended Care Fees

Grace 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 or follow a pre-arranged payment schedule will result in the following action(s):

- 1) 10 days past due:
 - a) The family will receive an email asking for payments to be made.
- 2) 30 days past due:
 - a) The family will receive a written notice by mail.
 - b) Unpaid lunch balances over 30 days without a payment arrangement in place will result in the student(s) being offered an alternate lunch (e.g. a cheese sandwich) or required to bring a cold lunch until the debt is resolved.
 - c) Unpaid Extended Care balances over 30 days without a payment arrangement in place will result in the student being unable to utilize this service.
- 3) 60 days past due for all fees:
 - a) The student will be ineligible to participate in any extra-curricular activities including but not limited to: graduation, athletics, school musical, extended care, forensics, etc. This ineligibility will continue until all fees are paid in full or a payment plan agreement is established with the school and all payments are made on time.
 - b) The student may be prohibited from attending school until a payment plan is established.
 - c) Report card and/or academic records will not be released to the parent or another school.
- 4) Unpaid balances over 90 days without a payment plan in place
 - a) May be issued a 1099 Tax Form OR
 - b) May be turned over to an attorney or collection agency.
- 5) Other Policies:
 - a) NSF checks will result in a \$30 per check service fee in addition to any bank charges to the family.
 - b) Families may become ineligible to re-enroll at Grace until all past due tuition, extended care, and hot lunch payments have been paid in full or payment arrangements have been made.

FERPA

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

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

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the district/school receives a request for access. Parents or eligible students submit a written request to the school principal/designee that identifies the record(s) they wish to inspect. The Principal arranges for access and will notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights. Parents or eligible students may ask the school to amend a record they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy or other rights. If the school decides not to amend the record as requested by the parent or eligible student, the school notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school may disclose records to school officials with legitimate educational interests. A school official is a person employed by the district/school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district/school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district/school in which a student seeks or intends to enroll or to other entities authorized by law.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District/School to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,

SW Washington, DC 20202-4605

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

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

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

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

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

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

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

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

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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

student's record and shall be dealt with consistent to Grace Lutheran School's student records policy and procedures. Disciplinary action may be taken based on video documentation.

DEVICE RECORDING CAPABILITIES

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

PRIVACY IN LOCKER ROOMS

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