

# GRACE LUTHERAN SCHOOL PARENT HANDBOOK

Grace Lutheran Church and School  
7300 Division Street  
River Forest, Illinois  
708-366-6900  
[www.graceriverforest.org](http://www.graceriverforest.org)

This handbook has been prepared to acquaint parents, students, and friends with the procedures, policies, and operation of Grace Lutheran School. Specific questions not answered in this handbook should be directed to your child's teacher, the school office, or the principal.

Revised August 2015

## **2015-2016**

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## **MISSION AND PHILOSOPHY**

### **Mission**

Our mission at Grace Lutheran Church and School is to bring in, build up, and send out disciples for Jesus Christ. Our school prepares children for a life of discipleship by helping them to grow in faith, knowledge, and character.

### **Philosophy**

Education at Grace Lutheran School is a shared effort between teachers, students, parents, and congregation. Together we seek a strong spiritual, academic, and moral foundation for our students, trusting in God’s promise in Proverbs 22:6: “Train children in the right way, and when old, they will not stray.”

We seek to educate the whole student—mind, body, and spirit—and to develop in students a lifelong love of learning. We strive to provide an intellectually challenging environment that is responsive to the needs of all students. We believe that learning occurs in the classroom and beyond—on the playground and playing field, in worship, in song, and in service.

### **Goals**

These are our goals for Grace students:

*Faith Formation:* Students will develop a relationship with God that leads to on-going spiritual growth and active involvement in the Christian community.

*Academic Excellence:* Students will master a challenging and enriching curriculum that meets or exceeds established learning standards.

*Character Development:* Students will develop the moral integrity and sense of responsibility that guide a life of service to God and seek justice in God’s creation.

## **ADMINISTRATION**

Grace Lutheran School is a mission of Grace Lutheran Church for the purpose of providing a Christian education for children from the congregation and the community.

The congregation's authority is exercised in meetings as described in the church's constitution and bylaws, which are available on the congregation's web site ([www.graceriverforest.org](http://www.graceriverforest.org)). The affairs of the school are executed through the Board of Elementary Education, which consists of six members of Grace Lutheran Church elected by the Congregation, along with the Senior Pastor and the Principal as *ex officio* members. The school faculty offers its professional advice in the policies of the school, particularly in matters of curriculum and materials.

The Board of Elementary Education meets monthly. Check the church or school calendar at [graceriverforest.org](http://graceriverforest.org) for dates and times. Parents are welcome to bring agenda items to the principal two weeks prior to the meeting.

## **ENROLLMENT**

Enrollment in Grace Lutheran School is open to all children. Returning students, members of Grace Lutheran Church, and siblings of students already enrolled in the school are eligible to enroll for the next school year during the early enrollment period in January. Open enrollment for new students begins on February 10. An enrollment fee is due at the time of enrollment. Half of the book fee is due in April with the remainder due in July.

### **Entrance requirements**

Grace Lutheran School follows the guidelines set forth by the Illinois State Board of Education concerning age of entry into school. Children entering three-year-old preschool must be three years old before September 1 of the year of entry. Junior kindergarten students must have reached their fourth birthday before September 1 of the year of entry. Children entering Senior Kindergarten must have attained their fifth birthday before September 1 of the year of entry.

Parents of students applying for admission to Grace School will be asked to submit records and reports from their children's schools. More information is available in the enrollment packet and on the school website.

### **Medical examinations and health records**

The Illinois Board of Education school code and the Illinois Department of Public Health (IDPH) require the following medical exams prior to school entrance:

- Preschool, junior kindergarten, senior kindergarten, and sixth grade students must have a completed physical exam, dated within one year of the starting date of the school year.
- Senior kindergarten, second grade, and sixth grade students must have a completed dental exam, dated within one year of the starting date of the school year.
- Senior kindergarten and first grade students who have not attended kindergarten must have a completed vision exam.

All students coming from out of state and all students entering school for the first time must provide medical, dental, and vision exams dated within one year of the starting date of the school year. Those students transferring schools within Illinois may use forms from their previous school. Health records are required of all new students on or before the first day of school.

## **FINANCIAL SUPPORT**

Grace Lutheran School is supported financially by the members of the congregation and the parents of pupils attending the school. When enrolling a child in the school, parents must submit an enrollment form, pay the enrollment fee, and make a pledge of financial support for the school.

The cost of educating a child is determined each year by the Board of Elementary Education. This figure is included in enrollment information. Families are asked to respond to the cost of educating their children by making and fulfilling an annual financial pledge to support the school. Enrollment in the school is not complete until parents have made a pledge. We urge parents to consider their contributions in the light of the blessings God has given them. Parents may wish to consider pledging an amount beyond the cost of educating their own children to support additional programs of Grace Lutheran School or other ministries of Grace Lutheran Church.

Because Grace Lutheran Church and School must meet its financial obligations in a timely manner, we ask that family contributions be made in a timely manner. To help families meet this request we suggest the following options for fulfilling pledges:

- In full at the beginning of the school year, OR
- In *equal* semester installments, in August and January, OR
- In *equal* monthly installments, ending no later than the month of June, OR
- In *equal* weekly installments, as part of the Offering, ending no later than June 30.

Families who choose monthly or weekly contributions should make these contributions by automatic withdrawal from a designated bank account, using the online giving service available under the “Giving” tab on the Grace web site ([www.graceriverforest.org](http://www.graceriverforest.org)). There is no fee for this online service.

3 year old Pre-Kindergarten & PM Kindergarten are not subsidized by the Grace congregation. Therefore the tuition must cover 100% of the school’s operational expenses for these programs. Failure to stay current with payments for these programs will remove a student’s eligibility to participate in these programs.

## FORMS AND FEES

### Registration night

A packet of information is sent to each school family early in August. Parents should read this material carefully, download and print the required forms from the school web site, and return the material at registration night, 5:30-8:00 p.m. on the Wednesday before school starts.

Registration night provides the opportunity for parents to pay fees, turn in forms, meet/greet the classroom teacher, pick up classroom information and/or material, and register for extended care, band, and orchestra. If parents cannot attend registration night, they should make arrangements with the school office to register at another time, before the first day of school.

### Required forms

*Birth certificates.* In accordance with the Missing Children Records Act the school office needs a copy of your child's birth certificate. Illinois law requires that Grace Lutheran School receive a copy of a student's birth certificate within 30 days of enrolling at the school. If the family provides an original, school personnel will immediately make a copy and return the original to the family. In the case of a family not being able to produce a copy of the birth certificate, a passport, visa, or other governmental documentation of the child's identity, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate is acceptable. If the family fails to provide this documentation within this 30 day time period, state law requires that Grace School immediately notify the Illinois Department of State Police and River Forest police. Grace School must also provide the family in writing that they have 10 additional days to comply. The school must also immediately report to the Illinois Department of State Police any affidavit received which appears inaccurate or suspicious in form or content. In the case of a transfer student, Grace School may request directly from the student's previous school a certified copy of the student's record.

*Emergency contact form.* This should be reviewed and updated annually.

*Medical forms.* See page 6-7 for specific requirements.

*Photo permission form.*

### Additional Fees

*Book rental and incidental fee.* The book rental and incidental fee covers books, instructional materials and certain supplies. Parents of returning students may pay the full fee in April or half the fee in April and the remainder in July. This fee also includes an activity fee to defray the cost of snacks, materials, and activities at class parties. All books furnished by Grace Lutheran School are to be returned at the end of the school year. When books, materials, or equipment are damaged, students will be asked to pay replacement costs.

*Milk.* Grace Lutheran School participates in the USDA school nutrition program that provides low-cost milk. White and chocolate milk are available for order. Milk for the entire school year is ordered and paid for at registration in August.

*Class Pictures.* Students' pictures are taken in the fall of each school year, and prints and class composites are delivered before Christmas. Payment is made at the time pictures are taken. Eighth grade graduation portraits are taken in late winter.

*Field trips.* Parents will be informed of field trips during the school year through classroom newsletters. Parents will be asked to sign a single permission form at registration in August that applies to all field trips during the school year. A \$15.00 fee is collected at registration to cover the cost of transportation for field trips. Some field trips may involve additional fees.

*Athletic fee.* Students who participate in after-school sports pay an athletic fee of \$35 per sport, with a maximum fee for the school year of \$100 per child, or \$150 per family. Students will not receive a team uniform until the fee is paid.

### **Fee payment policy**

Grace Lutheran School offers a wide range of services for families that enhance or enrich the educational program or assist families with childcare. The core educational program is supported and subsidized by the Grace congregation to be available to an economically diverse student body. The auxiliary services are not subsidized and fees must cover 100 percent of the school's operational expenses for these programs. *Failure to stay current with program fees will remove a student's eligibility to participate in these programs.*

## **SCHOOL PROCEDURES**

### **School hours**

Preschool	8:15 a.m. to 11:30 a.m.
Junior kindergarten	8:15 a.m. to 11:30 a.m.
Senior kindergarten	8:15 a.m. to 11:30 a.m.
Multi-age early childhood program	11:30 a.m. to 3:00 p.m. 11:30 a.m. to 2:15 p.m. (Wednesday)
Grades 1 through 8	8:15 a.m. to 3:00 p.m. 8:15 a.m. to 2:15 p.m. (Wednesday)
Extended care	3:00 p.m. to 6:00 p.m. 2:15 p.m. to 6:00 p.m. (Wednesday)

### **Arrival**

All students will enter school via the Bonnie Brae doors. Before school care is available starting at 7:00 a.m. All students who arrive between 7:00 and 7:45 a.m. must go to before school care. Students who arrive between 7:45 and 8:00 a.m. will wait in the atrium. Students proceed to their classrooms at 8:00 a.m. A bell at 8:15 a.m. indicates that all students should be in their classroom. Students entering the school after 8:15 a.m. will be considered tardy.

## **Dismissal**

Preschool, junior kindergarten and senior kindergarten students will be escorted by teachers to the Bonnie Brae doors for dismissal at 11:30. Those students not picked up by 11:45 will be taken to the school office and must be picked up there. Parents will be charged the extended care rate of \$7.00 per hour for the first child and \$5.00 per hour for each additional child.

Children in the multi-age early childhood afternoon programs and in grades 1-8 will be dismissed at 3:00 p.m. On Wednesdays, students are dismissed at 2:15 to allow time for faculty meetings. When school is in session for half a day, grades 1-8 are dismissed at 11:30 a.m.

The faculty will supervise students for 15 minutes after dismissal. The playground and classrooms are not supervised after school hours and teachers cannot be responsible for children who have been dismissed.

Children should leave the school grounds promptly after dismissal unless they are involved in a school-related activity such as an athletic event or scouting. If children have not been picked up within 15 minutes following the end of their school day, they will be taken to extended care and parents will be billed for the time they spend there. Students remaining at school because of a sibling's after-school activities must register for and go to extended care.

*Pick-up and parking.* All students not attending extended day care will be escorted to the Division Street doors for afternoon dismissal. Parents will not be permitted to pick up students at the Bonnie Brae entrance to the building.

Parents picking up students may park in the spaces on the south side of Division Street. Students may walk to cars on the south side of the street. Cars may also park on the north side of Division Street. Parents and students must cross at the Bonnie Brae crosswalk.

*Other pick-up times.* Students who must be picked up before regular dismissal times or after sports practices and other after-school activities will leave the building through the Bonnie Brae entrance.

## **Extended Care**

Extended Care begins at school dismissal and ends at 6:00 p.m. Extended day care is available from 11:30 a.m. until 6:00 p.m. on days in which there is a half day of school due to parent teacher conferences. There is no Extended Care on days when there is a full day off for parent teacher conferences, on the first and last day of school, or when there is no school due to holidays or teacher institute days. For specific information, please go to the school calendar on the Grace website. Extended Care fees are billed on a monthly basis. All bills are due within 30 days of the invoice date. Failure to stay current with paying fees may lead to a loss of Extended Care privileges.

## **Leaving school grounds**

Students are not permitted to leave the school grounds or building unless accompanied by an adult, including before or during after-school activities. This includes trips to the Seven-Eleven

store at Harlem and Division.

## **Bicycles**

Students may ride a bicycle to school if they understand safety rules of the road. Bicycles are to be secured to the bike rack at the southwest corner of the building. Students are responsible for their bicycles and should provide their own chain and lock. After a pupil has arrived at school, the bicycle is not to be used until classes are dismissed for the day.

## **Attendance**

Please notify the school office between 7:30 and 8:15 a.m. when a child will be absent or tardy. Unreported absences will be investigated to ensure student's safety. Students entering the school after 8:15 a.m. will be considered tardy.

Regular attendance is crucial for learning and academic success. When a child is absent often, instruction is missed and school work accumulates, putting them in a difficult position to succeed. The State of Illinois defines a chronic or habitual truant as a student who is absent without valid cause for five percent or more of the previous 180 regular attendance days. Absences at Grace are considered excused if they are due to illness, death in the immediate family, a family emergency, or special circumstances approved by the principal on a case by case basis. All other cases are considered unexcused. A note from your doctor may be requested in order to verify illness. Ten or more unexcused absences in a school year may put future enrollment at Grace in jeopardy.

A child who is not at school by 8:15 is considered tardy. When a child is tardy, they miss important morning procedures or announcements, and their arrival disrupts the classroom, the teacher, and other students. Students who are tardy 18 or more times in a school year may put future enrollment at Grace in jeopardy.

While at school a child is expected to participate in all classes, including gym. However, if there are circumstances limiting participation, parents should communicate this in writing to the school. In some instances a doctor's recommendation may be required.

## **Family vacations**

Children who are taken out of school for family vacations miss academic material covered during their absence. We urge parents to plan vacations to coincide with vacation time on the school calendar. If vacations must be taken when school is in session, it must be with the understanding that teachers are not responsible for preparing assignments ahead of time, for preparing make-up work, or for rescheduling parent conferences. We ask that you complete the Family Vacation form available at the school office at least one week in advance.

## **Emergency school closings**

The principal may close the school, delay the start of the school day, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. In the event of a school closing or a delayed opening time, you will be notified by a room parent phone tree or email. You can also check for school closing information on the school web site, on the public site [www.emergencyclosings.com](http://www.emergencyclosings.com) (search for Grace Lutheran School), or on local TV and radio stations:

### *Television stations*

WBBM Channel 2

WMAQ Channel 5

WLS Channel 7

WGN Channel 9

WFLD Channel 12/32

CLTV Cable

### *Radio stations*

WGN 720 AM

WBBM 780 AM

## **Crisis management**

The school administration has adopted a crisis management plan that includes, but is not limited to the following: fire, tornado and intruder drills, and severe weather precautions and procedures. The entire crisis management plan can be viewed upon request in the school office.

## **Telephone**

Students may use the school telephones in case of an emergency or when asked by a teacher to convey a message to parents. Students should not call home for permission to visit another child after school. Such arrangements should be made before coming to school.

## **Lunch procedures**

Please discuss with your children the amount of food included in their sack lunches. We do not like to see food wasted. Students eat lunch under the supervision of a staff member. Keeping the environment in mind, we encourage the use of reusable containers and utensils. We also encourage students to use the blue recycling bins.

Grace Lutheran School participates in the school nutrition program that provides low-cost milk. White and chocolate milk are available for order. Orders for milk for the entire year are taken at registration. There are no refunds in case of absences.

## **Selling items at school**

Children are not permitted to solicit contributions or sell things at school unless the organization is sponsored by Grace or permission is granted by the principal.

## **Parties and treats**

Birthday or special day parties are permitted on school time, provided they are conducive to wholesome fun and extend hospitality to all. Check with the classroom teacher prior to bringing a treat. Please do not bring treats containing peanuts, nuts, peanut byproducts, or nut byproducts. Accidental exposure to nut or peanut products may trigger a life-threatening

allergic response in some children. Healthy snacks, such as fruit, popcorn, yogurt, bagels, muffins, crackers, fruit juice, or vegetable sticks, fruit bars, etc. are preferable to cupcakes, cookies, soda, and chips. Please also consider including non-allergen treats so all students in the class may enjoy regardless of allergy. A list of non-allergen options and number necessary can be provided for your child's class.

Invitations to after-school or weekend parties should not be handed out in school unless all the children in the class, or all the boys or all the girls, are invited. We encourage families to plan parties that emphasize including, not excluding, a child's fellow students. Grace Lutheran School and Church facilities are not available for personal parties.

## **Money**

Children are discouraged from bringing unnecessary money to school. If a parent considers it necessary for a child to carry a larger sum of money for use later in the day, parents should direct the child to ask the teacher to keep the money until the end of the school day.

## **Electronic devices**

Students are allowed to bring cell phones to school, but their use is restricted. Cell phones must remain turned off completely during school hours, from 8:15 a.m. until 3:00 p.m. They may be used only in the main entrance area of the school or outside. Any device that is used or goes off during school hours will be immediately confiscated. The parent/guardian must come to school to pick it up. Do not try to contact your son or daughter by cell phone during the school day or during after-school activities; please call the school directly.

Electronic entertainment devices may only be used before or after school and must be kept in lockers. Personal listening devices must be turned off and not worn inside the school building. Teachers may permit use of these devices during the day at times such as recess.

Students are discouraged from bringing cell phones, tablets, music players, and other electronic devices to school. The school is not responsible if these are lost, stolen, or broken.

## **Lost and found**

Lost articles are turned in to the school office where they may be claimed by the rightful owner. Unclaimed articles are stored in the office area and are displayed for parents on the parent-teacher conference dates. Unclaimed items are given to a charity.

## **Lockers**

Individual lockers are provided either outside or within the classroom and in the physical education program. Students' backpacks should fit into their lockers. Locks are provided to secure athletic clothing.

## Visitors

Visitors must enter the building through the Bonnie Brae entrance and must sign in at the reception desk. Parents are welcome to visit the school, but are encouraged to make an appointment with the school office. Homework, gym clothes, lunches, etc., brought to school by parents or others must be dropped off at the school office rather than taken to the child's classroom. Staff will ensure that the items are properly distributed.

## COMMUNICATION

Regular communication between school, teachers, and parents fosters cooperation, community, and student success. Parents, school, and teachers communicate in many ways.

**Web site.** The Grace Lutheran Church and School web site ([graceriverforest.org](http://graceriverforest.org)) includes information about school activities, news, and links to forms for parents to download. Click on School Home and/or use the pull-down menu to access the school home page, the school calendar, weekly news and events, and other important information.

**The Friday Principal Note** is sent to parents via email and posted on the Grace web site on Friday afternoons. Paper copies of the Friday Principal Note are available from the school office.

**Tuesday Folders.** In grades 1-6, graded homework, classroom announcements, permission slips, teacher comments, etc., are sent home on Tuesdays in a designated folder. Parents are to sign the form inside the folder, indicating that they have seen the material, and send the folder back to school with the child.

**Classroom newsletters** prepared by teachers are sent home via Tuesday Folders and/or distributed via email.

**PowerSchool** gives parents of students in grades 5-8 web-based access to teachers' records of student assignments, grades, and tests. Parents receive more information about using PowerSchool at the beginning of the school year. There is a link to the PowerSchool login page under "Parent Quick Links" on the School home page of the Grace web site.

**Phone.** Teachers check their school voice mail daily. When you leave a message, please include information about the best time for a return phone call. During the school day, the receptionist can connect callers to teachers' voice mail. Please do not expect a return call during school hours. Teachers are busy during the day teaching your student. After hours, use the extension numbers found in the school directory to connect with voice mail.

**Email.** Teacher and staff email addresses at [graceriverforest.org](http://graceriverforest.org) consist of the person's first initial and last name (for example, [bkoehne@graceriverforest.org](mailto:bkoehne@graceriverforest.org)). Eileen Maggio, the School Administrative Assistant, can be contacted at [office@graceriverforest.org](mailto:office@graceriverforest.org).

**School directory.** The school publishes a directory early in each school year. It includes contact information for student families as well as information about contacting Grace teachers and staff members. The school office must be notified at the beginning of the school year if a

family wishes any of its contact information not to be published in the school directory.

**Weekly student intercom announcements** are made on Monday mornings (Tuesday if there is no school on Monday). Eighth grade students plan these announcements with the assistance of staff.

**Direct mailings and special emails.** Critical information, for example, re-enrollment information, is sent by postal mail to parents. Emails transmit timely information about many topics. School parents also receive Grace Church newsletters, including *Grace Notes*, by mail or email.

## HEALTH

### School nurse

Grace School is served by a part-time school nurse. When the nurse is not on the premises, parents may leave messages for her with the school office.

### Illness during school hours

If a child becomes ill at school, parents will be contacted by phone for instructions. Emergency contact forms should be reviewed annually. Please keep the school office advised of changes in your contact information. It is assumed that the parent will provide for the child's transportation in the event of illness or minor injury. Due to new federal regulations, children with minor cuts, scrapes, and bloody noses will be encouraged, under supervision, to provide care for themselves.

In a medical emergency, River Forest Emergency Medical Services will be called to provide ambulance transportation to a nearby hospital. The school nurse, principal, or other school personnel will accompany the child. Please keep school personnel and the school nurse informed should your child have an existing condition, i.e. asthma, life-threatening allergy, serious medical condition, etc., that could potentially lead to an acute episode.

### Medication

Grace Lutheran School policy forbids school personnel from administering any type of prescription or non-prescription medication to students without a signed order from a physician. Medication orders in need of renewal must be renewed annually at the start of the school year for the medication to be administered at school. Students are not allowed to bring medication of any type to school.

If medication is required during the school day, it must be sent to school in the original container or duplicate pharmacy container, labeled with the child's full name, name of the medication, dose, time, route, date of prescription, special directions for administration, doctor's name, pharmacy name, address, and phone number. The medication must be accompanied by a completed, signed physician order form that is also signed by the parent. The required form can be obtained from the school office or the school nurse. All medications are administered under adult supervision. In some situations, the parent may bring the medication

to school to administer the dose to the child at the required time (for example, eye drops). The child will be excused from class to come to the office to meet a parent who will administer the medication. All medications will be sent home or discarded at the end of the school year.

## **Hearing and vision screenings**

Hearing and vision screenings are done by the school nurse who is a certified vision and hearing technician. Vision screenings are done for students in preschool, junior kindergarten, second, and eighth grade. Hearing screenings are done for students in preschool, junior kindergarten, senior kindergarten, first, second, and third grade. New students, special education students, and students referred by teachers may also receive vision and hearing screenings. Parents can also request that their child be screened. All children who fail the first screening are re-screened. Results will be mailed to parents *only* if the child fails both the initial screening and re-screening, indicating a need for follow-up.

## **Communicable disease**

Good health and regular attendance are necessary for full achievement in school. Children should come to school rested, after a nourishing meal, and well. Basic hygiene measures such as covering the mouth when coughing or sneezing, and frequent and proper hand washing are taught and encouraged at school to minimize the spread of communicable disease. However, children with diagnosed communicable disease or acute signs of illness such as:

- temperature of 100 degrees or higher
- vomiting and/or diarrhea
- skin rash

need to stay home. Children may return to school when they feel well again, their temperature has been less than 100 degrees without the use of fever-reducing medication and have not vomited or had diarrhea for 24 hours with resumption of a normal diet. It is appreciated when parents are specific about the reasons for their child's absence. Students with a skin rash or who have been hospitalized for any reason must have a physician note to return to school.

## **ACADEMICS**

### **Homework**

Homework serves an important function in the learning process. Research shows that homework leads to higher achievement. Through their homework assignments, students practice skills, reinforce concepts, and prepare for upcoming classroom experiences. As students handle both long and short-term assignments, they learn to manage their time.

Students are responsible for recording their assignments in their assignment notebook each day and carrying home all the necessary books and materials required to complete the assignment. There will be consequences in school for not completing homework; these will depend on the

age and grade level of the student. Teachers will communicate with parents when incomplete homework becomes a persistent problem that jeopardizes a student's academic progress.

Parents can help students by providing a consistent time and place for homework to be done. Parents should provide supervision and support in the homework process, but students should do their own work. Parents of students in grades 5-8 can monitor their child's completion of homework by checking PowerSchool. (See page 14 for details.)

## **Honesty**

Grace Lutheran School values an academic environment of fairness and integrity. Academic dishonesty causes harm. The student who cheats or plagiarizes is harmed by receiving a false evaluation of their work. Classmates are harmed when cheating or plagiarizing lowers the value of honest work. Finally, cheating or plagiarism hurts all students by devaluing the integrity of a diploma from Grace Lutheran School.

**DEFINITIONS-** Plagiarism is theft. Plagiarism is using another person's words, ideas or expressions in your writing, intentionally or unintentionally, without crediting the source. Cheating is taking answers from another through means other than those permitted by the teacher.

Assisting in dishonesty occurs when a student helps another student cheat by giving answers or providing questions from a test or assignment in advance.

**EXAMPLES-** Examples of plagiarism or cheating include (but are not limited to):

- Copying another student's work
- Failing to use quotation marks or citations when using references
- Working with other students to complete an assignment when directed not to do so by a teacher
- Copying, or allowing someone other than the student, to complete a homework assignment, project, lab report or take-home test.
- Allowing another student to copy a student's work
- Texting or otherwise transmitting questions or answers to another student

**CONSEQUENCES-** It is the students' responsibility to prove that the work they submit is their own. A student may be asked to produce a rough draft, a works cited page, or copies of sources, or demonstrate their knowledge of the material through discussion or questioning by a teacher.

Students found responsible for plagiarism, cheating, or assisting others' dishonest behavior may be asked to redo the assignment for half credit or may lose all credit for the assignment, project, or test. Parents will be notified by a teacher or principal. The student may face a loss of privileges or suspension.

## **Reporting pupil progress**

Teachers keep up-to-date records of each child, and in grades 1-6, share the child's work with parents via Tuesday Folders, which contain students' work and comments from the teacher. Parents are asked to review the material in the folders. There may be assignments that need to be corrected or information about homework or classroom activities. Once reviewed, the folders are to be returned to school the following day. Parents of students in grades 5-8 can also monitor homework and tests using PowerSchool.

## **Parent-teacher conferences**

Student progress is reported to parents in individual conferences in October, February and May. Scheduling information is sent home prior to the conferences. Progress reports are issued rather than traditional report cards with letter grades. Children's progress is evaluated in light of the child's potential and instructional learning level. Parents are discouraged from missing scheduled conference times. Conference requests for other times will be scheduled at the teacher's convenience and parents may not be able to have a face-to-face conference with the teacher.

We encourage parents to meet with teachers about their children's progress at any time throughout the school year. Please contact your child's teacher to set up an appointment. Teachers can answer questions and discuss a child's progress more effectively in a scheduled meeting than in a chance encounter.

## **Assessments, screening, and testing**

An informal screening is administered to all new students prior to acceptance into the school. If there is a need for additional testing, Grace's Special Education Coordinator will facilitate the process. The River Forest Public School District evaluates students in River Forest parochial schools after sufficient intervention measures have failed to produce results. The public school district also provides speech and language testing and remediation services at Grace.

## **Student records**

Cumulative records for all pupils are kept in the school office. At the close of the year, teachers complete records for the current year and return them to the office.

## **Procedures for promotion, acceleration, or retention**

Any change of placement for a child will be thoroughly studied by the child's teachers and principal prior to the discussion with parents. If a student is to be retained, this decision is usually made by the end of April. Documentation of all proceedings concerning any change in placement is provided for parents and students.

## **Graduation Requirement: Successful completion of 8<sup>th</sup> grade**

If an 8<sup>th</sup> grade student accumulates three or more trimester grades below 65 in core courses throughout the year, graduation is contingent on successful completion of a plan put in place

for the student by administration. At the end of the year, administration will make a recommendation to the board of elementary education for their approval regarding whether or not the student should receive a diploma from Grace.

Note: Core courses are defined as any course that meets 4 or more times in a typical week.

## **BEHAVIOR**

It is impossible for good teaching and learning to take place in a classroom unless order is maintained. Students must adhere to a code of good behavior, not only for their own benefit, but also for the welfare of others.

Our intent is to create an atmosphere that is student-centered and mindful of diversity in which certain rules and procedures have to be followed. This requires a spirit of shared responsibility among students, teachers, parents/guardians, and staff. Shared responsibility promotes the growth of self-disciplined citizens in our educational community.

### **Discipline**

Christian discipline is the application of self-control and orderliness as motivated by the teachings and example of Christ. Teachers and parents nurture and supervise children in accordance with the Gospel. Discipline at Grace Lutheran School is understood to be a learning process aimed at the development of Christian character.

We strive to prevent problems by giving our students constructive direction and positive reinforcement. All efforts are made to work positively with our students and to shape their behavior by providing logical consequences to their actions. We believe that positive disciplinary measures help students develop self-worth and self-control, diminishing the need for other disciplinary actions.

*Student responsibility.* Initial responsibility for appropriate behavior belongs to the individual student. Each student is responsible for:

- Arriving at school on time ready for the activity of the day.
- Accomplishing assigned learning tasks; homework needs to be completed carefully, by the student and turned in on time.
- Enhancing personal learning opportunities as well as those of the class by helping to maintain a productive learning environment.
- Functioning in a safe and orderly manner at school and when traveling to and from school.
- Treating adults and fellow students with respect and consideration, and recognizing their rights and needs as members of the school community.

*School responsibility.* It is assumed that the principal, teachers and other staff members will exhibit respect toward all the people they encounter at Grace and will also be competent stewards of the property and materials provided. Principal, teachers, and staff will strive to create a disciplined environment by:

- Providing supervision to ensure a safe and secure atmosphere for all.
- Setting and enforcing limits at school that are fair and consistent and take into consideration the uniqueness of each student's needs.
- Acting as role models for students by exhibiting high personal standards of courtesy, respect, trust, honesty, and language.
- Communicating with students and parents about academic and behavioral concerns.
- Maintaining a school environment that will assure each child an opportunity to learn.

*Parent responsibility.* It is assumed that parents will exhibit respect toward all the people they encounter at Grace and will be competent stewards of the property and materials provided. Parents must model and practice Christian discipline at home. Cooperation between the school and home is essential for effective student behavior. Parents are responsible for:

- Seeing that their child arrives at school on time with the proper materials, in appropriate attire, clean, and in good health.
- Familiarizing the child with school rules and procedures.
- Monitoring the child's progress and behavior at school by reading the Tuesday folder, checking PowerSchool (grades 5-8), and responding to communications from teachers, principal, or staff members.
- Supporting the school by discussing expectations for student behavior with the child.
- Working with the school in modifying the child's behavior when necessary.

*The administration.* The administrators work with students, teachers, and parents when problems with discipline occur. The administrators may also establish procedures for using additional resources in handling behavioral problems. Teachers, parents, and administrators may together initiate a plan for evaluating and modifying student behavior. The results of this plan may affect the student's future placement in the school.

Procedures for maintaining a Christian, well-disciplined environment in the school may include detention and suspension. Upon recommendation of the principal, the Board of Elementary Education may expel a student guilty of serious misconduct.

## **Communicating about behavior problems**

When a student continually misbehaves, the teacher has the responsibility to seek support from the administration and/or parents to help the child understand the problem and to implement a plan for modifying the behavior. When a student or parent has a concern about discipline; he or she should first discuss the issue with the teacher. If the problem is not resolved, the student or parent should present the concern to the principal. Parents are expected to use discretion in discussing discipline issues with other parents.

Day-to-day disciplinary problems (talking out of turn, running in the hallways, misuse of materials, late or missing assignments) will be handled individually by the teacher, and if necessary, the principal. Normally parents are not contacted about minor disciplinary problems. Parents will be contacted about continual disruptive behavior, destruction of personal or school

property, use of profanity, violent behavior, and other behavior that causes the student to be removed from the class setting and which calls for more serious intervention. In most cases, parents will be informed and be part of the follow-up and consequences.

## **Respect for property**

Students are expected to view school property as a gift from God that should be valued and treated with respect. Accidents do happen, but damage or destruction to property of the school and others will have to be paid for by the offender.

## **Bullying**

Every student has the right to feel safe. It is the responsibility of the school staff to provide a safe, respectful, and nurturing environment in which learning can take place. No student should be subject to bullying, aggression, and violence. The school is committed to ensuring that a supportive, caring, inclusive, safe and civil environment exists in order for students to learn and achieve high academic standards.

Harassment or bullying is regarded as a serious matter and will not be tolerated. Please see the Grace Lutheran School Policy on Bullying (2007) in the appendix for specific information on bullying.

## **School social worker**

A school social worker from Lutheran Child and Family Services works at Grace on scheduled days each week. She assists the faculty and staff in maintaining a positive social environment in the school.

## **Dress policy**

Cleanliness, appropriate dress, and safety are important ingredients for good school manners and healthy living. Parents are encouraged to teach their children the value of proper appearance, modesty, and cleanliness. Students' clothing choices are a means of self-expression, but these choices must be consistent with the values of the school community. We must also recognize that some clothing is too casual for the important business of education.

Here are some guidelines for students and parents:

- Practice moderation when choosing clothing, hairstyles, or make-up.
- Students may not bring fragrances, lip gloss, or make-up to school.
- All clothing should be in good repair, without rips or holes.
- Appropriate tee shirts and athletic shirts are permitted. Some logos are acceptable, for example, names of colleges or schools, state emblems, vacation spots, etc. Logos representing alcohol, smoking, violence, or anything inconsistent with school philosophy are not acceptable.
- Shoulders must be completely covered for students in grades 3-8.
- Lounging and pajama pants are not allowed.

- Athletic shorts and athletic pants are not permitted in grades 5-8.
- Leggings or spandex style pants must be covered through the mid thigh.
- Midriffs are to be covered through the normal range of motion.
- Shoes and socks are to be worn at school at all times. For safety purposes shoes must have a closed toe and closed heel. Dangerous and/or inappropriate footwear such as flip-flops, clogs, crocs, platforms, and wheeled shoes are not permitted. Where the design of the shoes requires, shoelaces must be worn and tied.
- Gym shoes are required for all physical activities.
- Headgear should be removed upon entrance to the building. Caps, hats, bandanas, jackets, or outdoor vests are not to be worn in classrooms without special permission.
- Shorts are permitted in warm weather. Students must wear shorts of appropriate length (mid thigh or longer) and styles. Spandex styles and cut-offs are not permitted.
- Children are expected to go out for recess, weather permitting. Attire for cold weather should include hats, scarves, mittens or gloves, and boots.
- Please mark boots, mittens, coats, and gym clothes with the child's name.
- Field trips may require special attire.

If students or parents need to determine if an article of clothing is acceptable, it should be brought (not worn) to school and presented to one of the staff. In the final analysis, the school reserves the right to exercise judgment for the welfare of the entire Grace Lutheran School community. The staff will provide appropriate alternate attire, if necessary.

Updated June, 2015

## **MEDIA AND TECHNOLOGY**

### **Computer and Internet use policy**

All students in grades one through eight, and their parent(s) or guardian, must sign an annual Acceptable Use Form to use Grace School computers and access the Internet through the school's network. The form, which is distributed at registration, is to be signed and returned to the school, where it will be kept on file.

### **Library Media Center**

The library media center is open during school days from 8:00 a.m. until **15 minutes after the end of school**. Students are welcome before and after school and **during lunch and recess** as permitted by their classroom teachers. There are eight desktop and 27 laptops. Each computer has access to the library's computerized catalog and the Internet. Software programs loaded on the computers include Microsoft Word, Excel, Power Point, Photo Story and Audacity.

Access to the library's color laser printer and copy machine is available to students at no cost when instructed by a teacher. Printing and copying for personal use, or to complete assignments that were to be done at home, costs ten cents per page. Punch cards good for **ten** pages of printing or copying are available at the school office for \$1.00, and 50 pages for \$5.00

The library media center web site, [gracelmc.org](http://gracelmc.org), includes links to Grace's subscription databases which help students find reliable information quickly and easily. *Electric Library* and

Ebsco's *History Reference Center* allow school and home access using Grace's user names and passwords. In addition to databases, the website also includes online book discussions, information on doing effective research, and assignment-related links. Library news and events are published to the site regularly, and an RSS feed is available.

Students through second grade come to the library for weekly story time and may borrow up to two items for one week. Students in grades three through [six](#) visit the library weekly for book selection and sustained silent reading. Third through eight graders may borrow up to four items for two weeks. Overdue notices are distributed on Tuesdays. There are no overdue fines. If an item is lost or damaged, the student is charged the cost of the item, as printed on the overdue notice. This amount includes the cost of processing and cataloging the replacement. Students in grades five through eight have regular research and technology classes. All grades may use the library for research purposes as the schedule permits.

### **Technology resources**

There are two computer labs available to Grace students: a Macintosh computer lab and a Windows mobile laptop cart. Access to computers in the Macintosh lab outside of class times is at the discretion of teachers. Students have access to Windows-based computers in the library media center throughout the school day from 8:00 a.m. until [15 minutes after the end of school](#).

Students using the Mac lab will be given a user ID and password to access their personal network folders. Students using the mobile computer lab are expected to save their work to personal flash drives so that they may work on projects both in school and at home. Shared folders are available for temporary file storage when students do not have a flash drive with them. Grace School will not be held responsible for digital files that are lost or damaged while in a shared folder.

## **WORSHIP AND MUSIC**

### **Chapel**

Students attend chapel once a week, usually on Wednesdays. There are daily chapel services during Holy Week. Chapel services are led by Grace's pastors, by teachers and students, and by various guests.

Children experience various leadership roles in chapel services: reading Scripture, ushering, receiving the offering, and singing. Younger students are assigned older chapel partners, upper-grade students who sit with them during worship and help them participate more fully in the service. Children are asked to bring an offering every week to chapel. The offerings gathered are given to designated benevolence ministries.

Holy Communion is celebrated in the worship services that open and close the school year, on Ash Wednesday and Maundy Thursday and at other times throughout the liturgical church year. At Grace Lutheran Church and School we believe that the crucified and risen Christ is present in the Lord's Supper, giving his true body and blood as food and drink. We welcome all baptized Christians to the table where Christ himself is host.

## **School choirs**

All children in grades 1-8 participate in choir. Choirs are organized by units. In grades 1 and 2, choir is part of general music instruction. For students in grades 3-8 choirs rehearse twice a week during the school day. Students in grades 6, 7, and 8 may choose to participate in the handbell ensemble in place of choir.

Grace School choirs sing for the congregation's Sunday morning worship services four to six times during the school year and in Wednesday evening worship services during Advent and Lent. Choirs also lead the Children's Christmas Eve Service on December 24. Children in grades 5-8 sing for Easter and for the graduation service at the close of the school year. A choir schedule is published at the beginning of the school year with dates for all choir performances. *Grace students are expected to be present when their unit choir sings for worship services outside the school day.*

## **Instrumental music**

Grace Lutheran School offers a band program, in cooperation with Walther Christian Academy, and an orchestra program. Students in grade 4 and up are eligible to participate in band, and students in grade 1 and up are eligible for orchestra. Private lessons are available during the school day for an additional fee. The band and orchestra perform at concerts and special events during the school year. Orchestra bills are sent in September and January. *Failure to pay fees within 30 days of the billing date will remove a student's eligibility to participate in these programs.*

## **AFTER-SCHOOL ACTIVITIES**

### **Enrichment classes**

The Grace Parent Organization offers after-school enrichment classes in a variety of areas. The Friday Principal Note and the school web site contain more information about classes and schedules.

### **Scouting**

Grace Lutheran Church sponsors Cub Scouts, Boy Scouts, and Girl Scouts. The meeting days for Brownies, Juniors, Cadets, Cub Scouts, and Boy Scouts are announced in the fall. Troops are dependent on parental leadership.

### **Athletics**

Athletics play a vital role in Christian education. One way children worship God is through the development of their talents. Our athletic program emphasizes individual achievement as well as responsibility to the group and growth in mind as well as body. Winning is secondary to the realization that God-given athletic ability is used to the glory of God.

Grace offers a variety of extra-curricular sports for students in Grades 3-8. Teams compete after school against other Lutheran schools and participate in weekend tournaments. Grace teams

frequently earn invitations to state tournaments sponsored by the Lutheran Sports Association ([www.luthsports.org/](http://www.luthsports.org/)). The table below provides more information about extra-curricular sports teams and seasons.

<b>Sport</b>	<b>Participants</b>	<b>Season</b>
Cross country	Girls and boys in grades 3-8	September through mid-October
Volleyball	Teams for girls and boys in grades 5-8	September through early November
Basketball	Teams for girls and boys in grades 7-8	November through March
	Teams for girls and boys in grades 5-6	November through February
Track	Girls and boys in grades 3-8	April and May

Students who participate in after-school sports pay an athletic fee of \$35 per sport, with a maximum fee for the school year of \$100 per student or \$150 per family. The fee must be paid at the beginning of the sports season. Students who have not paid the athletic fee will not receive a team uniform.

### **Ineligibility Policy**

It is important for students-athletes to understand that participating in athletics at Grace School is a privilege and that academics must always be our first priority. With this in mind, the following policy has been established.

In Grades 7 & 8, a student will be considered ineligible to participate in athletic practice and competition for one week under the following conditions.

- More than one class has a grade below 65
- Grades will be checked on Tuesday each week and students that do not meet the acceptable standard will be ineligible beginning Tuesday through the following Monday.
- If a student is deemed ineligible they will be allowed to call parents at lunch to inform them of their status and if necessary, make transportation arrangements.
- This process and determination will begin after a minimum of 10 school days have passed at the beginning of each trimester and continue each week until the trimester ends.
- Students that are ineligible based on final trimester grades will remain ineligible until the first check of the next trimester. (ex: if two grades are lower than 65 on the final grade report for the 1<sup>st</sup> trimester, the student can not practice or compete until the first official check for everyone a minimum of 10 school days into the 2<sup>nd</sup> trimester)

Note: Consideration is made for students that have been absent.

In Grades 3-6, at the discretion of faculty members, a student may be held out of a practice or competition for an incomplete major project or if incomplete daily assignments become a reoccurring problem.

Student-athletes may also be held out of practice or competition or removed from a team due to reoccurring inappropriate behavior at any time during a school day or after school event.

## **Spectators at games**

All students are invited to attend athletic events at Grace as spectators. Arrangements should be made prior to the event for the students to be picked up promptly after the event has ended. All spectators are to remain in the gym or entry area. Children planning to stay for home games are to remain in a designated classroom under the supervision of a staff member until the opposing team arrives.

All student spectators are to go into the gym spectator area and remain in the gym until the end of the game. If they need to leave the spectator area, they are permitted to use only the facilities adjacent to the gym. They are expected to return to the gym after a reasonable amount of time. The faculty hall attendant will supervise. All students must behave in a manner that demonstrates respect and sportsmanship to all participants. Children are not to leave Grace School premises to buy food or soft drinks and then return for after-school activities. No food, soft drinks, or gum will be permitted in the gym.

## **PARENT VOLUNTEERS**

### **Grace Parent Organization (GPO) and Room Parents**

The Grace Parent Organization and the volunteer Room Parents for each grade level work together. They exist to:

- Enrich the academic experience at Grace through extracurricular activities, support programs, and social events while promoting the intellectual, emotional, physical, and spiritual growth of our children.
- Foster fellowship, volunteerism, and communication between families and Grace Lutheran Church and School.
- Engage parents and teachers in working together to implement and support programs that enrich the learning environments beyond the core curriculum.
- Create fund-raising programs to sustain these enrichment activities as well as to help meet needs of the school not funded by contributions.

The Grace Parent Organization and Room Parents sponsor a variety of programs and events throughout the school year including after-school enrichment classes and social events for parents and children. Information about meetings and activities can be found on the school calendar at [www.graceriverforest.org](http://www.graceriverforest.org).

### **School volunteers**

Grace Lutheran School encourages parents and other interested adults to volunteer at the school. A list of parent volunteer opportunities is included with the forms completed at the beginning of the school year. Classroom newsletters and the Friday Principal Note frequently contain information about specific volunteer activities. If you have specific interests or skills to offer as a volunteer, please talk to your child's teacher or the principal.

Volunteers serve an important role in the education of the students at Grace. Volunteers are involved in activities such as Reading Parents, scribing, and chaperoning field trips. At times, people from outside of Grace School are hired to teach after-school enrichment classes. The names of all school volunteers or paid non-employees who are expected to have contact with children will be checked against a public database of sex offenders.

### **A Graceful Evening**

Grace Lutheran Church and School sponsors an annual dinner and auction called A Graceful Evening. This event raises funds for the school and provides an evening of fun and fellowship shared by school parents and congregation members. The event takes place in March. Many volunteer hours are needed to make the evening a success. Parents of students at all grade levels are encouraged to volunteer for committees as well as attend the event.

## **APPENDICES**

### **GRACE LUTHERAN SCHOOL POLICY ON BULLYING (2007)**

In Proverbs 22:6, God said, “Train children in the right way, and when old, they will not stray.” Grace Lutheran School (“School”) believes that Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes. It is the responsibility of faculty and staff to use disciplinary situations as opportunities for training students to learn and assume responsibility for the consequences of their behavior in accordance with the teachings and philosophy of Christ. Faculty and staff members who interact with students shall apply best practices to prevent discipline problems and encourage students’ abilities to develop self-discipline.

To this end, Grace Lutheran School prohibits acts of harassment or bullying (see description below). The School is committed to ensuring that a supportive, caring, inclusive, safe and civil environment exists in order for students to learn and achieve high academic standards. Harassment or bullying is regarded as a serious matter and will not be tolerated. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers, thereby providing positive examples of student behavior.

“Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, cell phone, personal digital assistant (pda) or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expressions; or mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Harassment can be a beginning stage in the bullying process.

“Harassment” or “bullying” is conduct that meets all of the following criteria:

is directed at one or more students;  
substantially interferes with educational opportunities, benefits or programs of one or more students;  
adversely affects the ability of a student to participate in or benefit from the school’s educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and  
is based on a student’s actual or perceived distinguishing characteristic (see above), or is based on association with another person who has or is perceived to have any of these characteristics.

There are several types of bullying, all of which are deemed unacceptable to the School and are subject to disciplinary measures:

- Direct or physical bullying which can include, but is not limited to, punching, poking, strangling, suffocating, pinching, shoving, hitting, biting, spitting, hair pulling, finger bending, etc.
- Verbal bullying which can include, but is not limited to, such acts as name-calling, put-downs, insults or verbal threats, cruel jokes, or demands for servitude, money or property.
- Emotional bullying which can include, but is not limited to, rejecting, terrorizing, defaming, humiliating, rating or ranking a person on his or her characteristics, manipulating friendships, playing mean or embarrassing tricks, peer pressure, isolating, hateful looks, and ostracizing on the basis of social status.
- Hate-motivated bullying is based on bias and, behavior can include, but is not limited to, taunting about race, national origin, religion, sexual orientation, and physical or mental disabilities.
- Cyber-bullying is repeatedly hurting someone else through the use of technology. It can include, but is not limited to, tormenting, threatening, harassing, humiliating, or embarrassing a person using the Internet, interactive and digital technologies or mobile phones. Types of cyber-bullying include blogs, instant messaging, email, chat rooms, or text messaging.

The School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and school community members. (The School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. (Since bystander support of harassment or bullying can support these behaviors, the School prohibits both active and passive support for acts of harassment or bullying. The faculty and staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The School requires the principal and/or the principal's designee to be responsible for receiving the complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or principal's designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy.

The School requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The School prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in

reprisal or retaliation shall be determined by the principal and/or principal designee after consideration of the nature, severity, and circumstances of the act.

The School prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The School requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The principal and/or principal designee shall develop an annual process for discussing the school's policy on harassment and bullying with students and staff.

The school shall incorporate the information regarding the policy against harassment or bullying into each parent, and faculty handbook.

## **CONSEQUENCES**

### **Definitions**

*Service detention.* \* A period of time before school, after school, or during lunch that a student is separated from peers as a consequence for misbehavior and must perform a service oriented task to be determined. Detentions are to be served with the staff member who issued the detention. The location and time of the detention will be determined by the staff/administrator who assigned the detention.

*Suspension.* Time (one or more days) a student is not in regular attendance at school. An in-school suspension is served at school in a supervised area. Students who are suspended (in school) are required to complete academic and behavioral assignments and do not have contact with peers during the day. An out-of-school suspension is served at home or at a location decided upon by the parents/guardian. Students who are suspended are expected to complete schoolwork being done in classes that day. Students serving any suspension may not participate in before- or after-school activities on the day(s) they are suspended. Students serving an out-of-school suspension may not be on school grounds on the day(s) they are suspended.

*Expulsion.* The Board of Elementary Education may expel a student guilty of serious misconduct upon recommendation of the principal.

*Discipline referral form.* Any faculty or staff member observing a student behaving inappropriately is expected to tell the student to discontinue the behavior. If the behavior continues, a staff or faculty member may fill out a Discipline Referral form and send the student to the principal's office. A copy of the form should be given to the principal.

## **Parent notification and involvement**

Every attempt will be made to notify parents or guardians when any consequence beyond a warning is assigned. The Discipline Referral Form will be sent home with the student and must be signed by the student's parent/guardian and returned to the office. When the principal or teacher feel that a parent conference would be beneficial, every attempt will be made to arrange a conference.

## **Explanation of levels of consequences**

The behaviors that are not allowed are organized into three levels. Level 1 behaviors are considered relatively minor offenses, Level 2 are considered more serious, and Level 3 are considered severe.

In each level of behavior there is a range of possible consequences. When the behavior warrants administrative intervention, the administrator will use his or her discretion in assigning consequences, depending on the circumstances and frequency of the student's behavior.

Any behavior may be assigned a higher-level consequence for that behavior, based on progressive discipline and the seriousness of the offense.

All of the behavior standards in this document apply to students in school, on field trips, at athletic events and on school buses.

## **Drug, Firearms and Battery Reporting Policy**

Grace Lutheran School does not tolerate drugs, weapons, or excessively threatening behavior. Any such act may result in a recommendation for suspension, expulsion, or termination. Faculty and staff who have knowledge of these behaviors are required to report the actions and file an incident report with the principal or his or her designee. In compliance with the requirements of the School Reporting of Drug Violations Act [105 OLCS 127], with Section 10-27.1a and 10-27.1B of the School Code [105 ILCS 5/10-27.1A and 10-28.1B], and with Section 10-21.7 of the School code [105 ILCS 5/10-21.7] the principal is responsible for informing parents/guardians/local police and/or other appropriate authorities of the infraction.

Approved by BEE 3/26/15

## **ADOPTION OF A RACIALLY NON-DISCRIMINATORY POLICY**

### **Non-Discrimination Policy**

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

### **School Nutrition Non-Discrimination Policy**

As required by law, the school announces the following non-discriminating policy: “The school nutrition program is available to all eligible participants without regard to race, color, national origin, handicap, sex, or age. Any person who believes he or she has been discriminated against in any USDA-related activity should write to: Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302.”

## **NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS (SCHOOL INFORMATION POLICY)**

These guidelines explain parents’ and guardians’ rights to your child’s records maintained by Grace Lutheran School. These rights include:

*Right to inspect.* You have the right to view all of your child’s records maintained in the official school file.

*Right to prevent disclosures.* The school will not disclose anything to third parties from your child’s records unless (a) you consent in writing prior to the disclosure, or (b) the information is directory information which you have not requested be kept confidential, or (c) the request for the information meets one of the limited circumstances described in the guidelines.

*Right to request correction.* You have the right to present evidence that the school should amend any part of your child’s records which you believe to be inaccurate, misleading or otherwise violates a student’s rights. If the school decides not to change the record, you may insert an explanation in the record. Once your child turns eighteen or begins attending a post-secondary institution, these rights will only be accorded to the student.

## **REPORTING CHILD ABUSE**

The State of Illinois, by law, requires all school personnel, as mandated reporters, to report to the Department of Children and Family Services any allegation/suspicion of child abuse or neglect.

## FUNDRAISING PHILOSOPHY STATEMENT

Fundraising is a fact of life in every school, and especially in private schools. Fundraising provides money for a variety of things that would otherwise put an undue or inappropriate burden on a school's operating budget. The proceeds of fundraising enable us to advance the mission of our school. They enable programs and activities that deepen our students' and teachers' experiences. We are grateful for the gifts of our benefactors and supporters. The richness of God's blessing is evident in the abundant resources we have at Grace Lutheran School.

The purpose of this Fundraising Philosophy Statement is to convey the principles that Grace Lutheran School believes should shape and guide school fundraising activities, and to help frame the choices that Grace families make in supporting the School. We believe that fundraising activities must be aligned in spirit and conduct with the objectives of a Christian education, and the values shared by members of the Grace Lutheran School community. We intend to approach fundraising in the context of Christian ministry.

In that context, we will encourage Grace Lutheran School children to organize and participate in fundraising that benefits others (such as the Uptown project or Misericordia) so that they understand fundraising as an act of stewardship.

Since the School, students, and their families should give higher priority to matters other than fundraising, we will strive to conduct fewer fundraising activities with higher proceeds (rather than a greater number of activities with lower proceeds) to achieve our fundraising goals.

Fundraising for extra-curricular opportunities should be organized and conducted by persons other than the School faculty and staff members, and must be approved by the Board of Elementary Education in consultation with the Church Council.

Participation in and contributing to fundraising is voluntary. We believe that every family in the Grace Lutheran School community should find a way to give of their time and talent to helping with fundraising each year. No student or family should be compelled to engage in fundraising if it causes financial strain or personal hardship.

When children are asked to take an active role in fund-raising, the role should be age-appropriate, and supported/supervised by an adult.

We believe that, as members of the Grace Lutheran Church and School community, families need to understand the goals and processes of fundraising, and are entitled to clear communications on this topic. School fundraising committees will provide resources for, coordination of, and communication regarding fundraising activities on an ongoing basis.