

**GRACE
LUTHERAN
SCHOOL**

**PARENT
HANDBOOK
2021-2022**

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SECTION I: GENERAL INFORMATION

NON-DISCRIMINATION POLICY IN THE EMPLOYMENT OF TEACHERS

Grace Lutheran Church and school does not discriminate on the basis of race, color, sex, age, handicap status, veteran status, national, or ethnic origin in employing teachers who serve in the Christian Day School. As a parochial (church-affiliated) school, it reserves the right to employ teachers who meet the religious guidelines specified in the Constitution and By-Laws of Grace English Lutheran Church (3/92).

OPERATIONAL POLICIES

Grace Lutheran School is owned and operated by Grace English Evangelical Lutheran Church, which is a member of the Lutheran Church, Missouri Synod. The Board of Christian Education, elected by the voting members of Grace Congregation, recommends, controls, and adopts the operational policies of the school with the teachers establishing procedure. Parents seeking clarification of these policies are asked to contact the Church Council and/or the Board of Education. By virtue of enrolling a child in Grace, the parent(s) commit(s) to following the policies set by the Board as noted in this handbook and as they may be additionally adopted by the Board.

MISSION STATEMENT

Grace Lutheran Church and School provides a Christ-centered atmosphere for God's children and families by addressing their spiritual, social, emotional, educational, and physical needs with God's word as the foundation for the associations between church, school, and home and as the framework through which a child is to approach life.

Education for Today! Success for the Future!

PLEDGES TO THE AMERICAN FLAG AND THE CHRISTIAN FLAG

Patriotism

Grace Lutheran School provides instruction in American patriotism, the principles of representative government, the Declaration of Independence, the Constitution of the United States of America, the Constitution of the State of Illinois, and the proper use and display of the American Flag. Students daily recite the Pledge of Allegiance.

The Pledge to the American Flag:

I pledge allegiance to the flag of the United States or American, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

The Pledge to the Christian Flag:

I pledge allegiance to the Christian flag and to the faith for which it stands; one Savior, Jesus Christ, with grace and mercy for all.

CORPORATE WORSHIP

Worship is a vital part of a Christian education. Since worship and participation in the Sacraments are an outgrowth of faith:

- A. Parents and children who are members of Grace are expected to worship and commune regularly and to participate in group Bible study through Sunday Bible classes.
- B. Parents and children who are not affiliated with Grace are expected to worship and commune regularly at their own church.

Church attendance records are kept by the teachers. This information is reviewed periodically and sent to either Grace's Board of Elders and/or Board of Evangelism or to the pastor of the church of non-Grace members. The purpose of this is not to be judgmental, but rather to encourage and support our fellow Christians in their worship life.

A worship service is held at Grace Lutheran Church every Sunday morning at 9am.

All school families are invited and encouraged to worship at Grace Lutheran Church on a regular basis.

Chapel services are held weekly in the church or gym, Wednesday at 9:30am. Parents are also invited to worship with the students.

Students are expected to participate fully in the Chapel Service and any other church services where students are singing. **All students are required to attend** and participate in the **September 12, 2021** Teacher Installation service, Christmas service in December, Lutheran Schools Week service, and the **June 5, 2021** graduation service.

RELIGIOUS INVOLVEMENT

The school is maintained for the children of Grace Lutheran Church families and is the primary evangelistic outreach arm of this congregation to any other families who desire Christian training for their children. All students participate in the full religious program. If parents are not members of a Lutheran church, we invite them to attend an adult information class enabling them to become familiar with the teachings their children will learn. All religion classes for the students, daily devotions and praying, as well as a weekly chapel service are a part of the Grace Lutheran School curriculum. Therefore, attendance and participation in all the above are required.

HOME-SCHOOL COOPERATION

The primary responsibility for education, both religious and secular, rests with the home. Schools exist to assist and support the parents, providing intensity and expertise that most parents are not trained to provide. Thus, the desired outcome of the total education offered at Grace will not be realized unless the home and school work closely together and in harmony.

It must be said that the responsibility for the academic performance and the in-school behavior of a student rests ultimately with the student and his or her parent(s). In order to foster the home-school partnership, a combination of reports and conferences is part of our school policy. Mid-terms are issued approximately six weeks after the beginning of each new trimester. Report cards are issued three times per year. Scheduled parent-teacher conferences are held after the first and second marking periods for the purpose of discussing and, when necessary, improving the student's progress. Should a need arise before this, parents or teachers may request special conferences. If you have a concern about your child's progress, please contact his or her teacher as soon as possible.

TELEPHONES

The office system is for the use of staff and for student emergencies with the permission of a teacher. Teachers will not be called to the phone except in cases of emergency. Messages will be relayed at convenient times.

Children are to turn off their cell phones while at school and lock them in the office safe. Children who do not lock their phone during the school day will have their phone confiscated and their parent will need to come to school and get it from the office. Parents who need to contact their child during the school day will need to leave a message for them through the school office.

SECTION II: FINANCIAL POLICIES & ENROLLMENT PROCEDURES

ENROLLMENT POLICY (NON-DISCRIMINATION POLICY)

Grace Lutheran School serves the entire community. Grace Lutheran School does not discriminate on the basis of race, color, sex, disability, immigration status, or national ethnic origin in admission or students; in the right to privileges, programs, and activities generally made available to students in the school; in administration or educational and employment policies; and in administration or athletic or other school administered programs. The Non-Discrimination Policy of Grace Lutheran School complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et seq; Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.) the Americans with Disabilities Act of 1990 (42 U.S.C 120101 et seq.) and the Illinois School Code (105 ILCS 5, and relevant case law including Plyler v. Doe, 456 U.S. 202, 102S. Ct. 2382 (1982). The Church Council and/or the School Board of Grace Lutheran School is responsible for implementation of the non-discrimination policy and addresses any concerns in this area. In addition, any person who believes they have been discriminated against in any USDA-related activity should write to: Administrator, Food and Consumer Service 3101 Park Center Drive, Alexandria, VA 22302

Birth Certificate

A legal copy of the birth certificate must be brought to the school office and will be returned to the parent after a copy is made. Grace Lutheran School is required to keep a copy of birth certificates for each student enrolled. Birth certificate is to be presented before enrolling the student.

AGE REQUIREMENTS

4-Year-Old Kindergarten: A child whose fourth birthday occurs on or before September 1 of the year enrolled will be accepted for the 4-year-old Pre-kindergarten class. **No exceptions will be made to this policy.**

Kindergarten: A child whose fifth birthday occurs on or before September 1 of the year enrolled will be accepted for the kindergarten class. **No exceptions will be made to this policy.**

Grade One: A child whose sixth birthday occurs on or before September 1 of the year enrolled will be accepted for the first-grade class. **No exceptions will be made to this policy.**

Other Grades: Children will be enrolled in the appropriate grade as indicated by their previous school records.

ENROLLMENT OF NEW STUDENTS

Enrollment is affected upon the completion of the following:

- *Review of Missing Children's List
- *Registration and Enrollment Form
- *Payment of fees
- *Academic testing
- *Physical examination
- *Immunization history
- *Dental examination
- *Eye examination
- *Interview with the teacher
- *Grace Parent Handbook Form

All students are subject to 18-week probation. During this time, academic progress and behavior will be evaluated. Parents will be asked to contact the teacher if a problem is observed. The school reserves the right to terminate enrollment if the child demonstrates severe learning or behavioral problems. Also, termination may occur if parents do not give accurate information to Grace.

ENROLLMENT PROCESS TRANSFER grades 1 - 8

Upon completion of all enrollment documents, a REQUEST of RECORDS Form will be signed by the parent(s) listing the school the child is coming from. Final acceptance into Grace is dependent on the information received from the former school. If Grace does not receive the records from the former school within 14 days, the child will be asked to withdraw from Grace until the records are received. (Exception: The above will be started according to the former schools first day of school.)

Missing Student Report

The teacher(s) and school secretary for Grace Lutheran School are alert to flag records requests for any current or former student reported as a missing person by the Illinois State Police. missing@isp.lstate.il.us

RECORDS AND RECORDKEEPING

Student records are kept on file in the school office. They include birth certificate, medical records (immunizations, medical, dental, and eye exams), MAP test scores, report cards, correspondence with parents and other information about the child, and results of diagnostic testing. Parents may make an appointment to review their child's files by contacting the school office

TUITION AND FEES

ANNUAL FEES

1. **Registration Fee** This fee will be applied toward the tuition and holds the child's place in school. This fee is non-refundable. \$75
(Current families may pay from \$50 to \$150 until June 30)
2. **Education Fee – Pre-K4 through upper grades*** \$175
This fee is non-refundable:
3. **Miscellaneous Fees**
 - Milk \$15 annually
 - Bible (Pre-K4 through upper grades) \$15

*Includes hardcover textbooks, consumable workbooks, art supplies, and any additional worksheets, insurance, office supplies, Field trips.

The school receives no aid beyond funds received through direct contributions of its members, tuition, and other fixed fees. The only exceptions to this are the State of Illinois Secular Textbook Fund, the Title I Fund, Federal Milk Fund, and Chicagoland Lutheran Educational Foundation (CLEF).

Tuition Rate

One Child	\$3,500
Two Children	\$7,000
Each Additional Child	\$3,500

Please remember that **tuition is paid over 10 months**, with the first payment due on **September 1, 2021**. The last payment is due on **June 1, 2022**. Each payment must be made no later than the 1st of each month. On the 15th day, a \$25.00 late fee will be added. Students will be withheld from classes if payment is not made by the last business day of the month.

Parents who are experiencing financial difficulties must speak to the Church Council and/or Board of Education in order to make suitable arrangements for payment. A student's grades and/or transfer of credits will be withheld until all tuition and fees are paid in full. While we are happy to accept your personal check, there is a charge for any checks returned to us for any reason other than the bank's error. If your check is returned for non-sufficient funds, you must immediately replace it with cash along with the \$35.00 returned check (NSF) fee and late tuition fee of \$25.00, if applicable. Thereafter, all tuition and fees must be paid by CASH or MONEY ORDER only. Personal checks will no longer be accepted for your account.

The final tuition payment is due JUNE 1st and must be in the form of cash.

Discounts or Tuition Assistance

New student discount of \$500 per child for new families.

A 10% discount will be applied to the entire year's tuition if paid in full by September 30, 2021. To be eligible for a \$50 discount for each half year, the entire first half of the school year's tuition has to be paid in full by September 30, 2021; the entire second half year's tuition has to be paid in full by January 1, 2022. All other forms of payment will be paid on a monthly basis by the 1st of each month, with the final payment completed by June 1, 2022.

Tuition Grants may be available to families who complete the Application for Family Tuition Assistance. These grants are dependent on outside funds received by Grace. Most of these funds are received from donors who have contributed to the Chicagoland Lutheran Educational Fund (CLEF). **These funds will be applied only if the rest of the tuition is kept current.**

Active Church Discounts are available for any family from last school year who is actively attending their own Christian church on a regular basis. A Church Attendance form will need to be signed by their pastor stating active attendance from January to June and turned into the school office by September 1 and verification for July to December are turned into the school office by January 15. Each half a year earns \$250. A possible total of \$500 for the year per child.

Grace Lutheran School is an extension of Grace Lutheran Church and is supported by the entire congregation. Whereas member families support the school through their weekly tithes and offerings, the congregation has adopted a Member Tuition Rate for those families actively and regularly attending Grace Lutheran Church. A Church Attendance form will need to be signed pastor stating active attendance from January to June and turned into the school office by September 1 and verification for July to December are turned into the school office by January 15. Each half a year earns \$350. A possible total of \$700 for the year per child.

Registration Fee for the next school paid before June 30 will be matched. (These will double the initial amount toward tuition.)

WITHDRAWAL/TRANSFER out of Grace

Parents who wish to withdraw their child from Grace Lutheran School for any reason must notify the school's office **in written form** at least two days in advance to allow time to gather the student's records. A Transfer Out Form will be signed by the parent(s) listing the school to forward the child's records. In order for the withdrawal process to be complete, all financial obligations must be met. All transfers of records will be sent to the receiving school within 10 working days. Only information specifically requested will be sent.

Parents will be charged monthly tuition until a written withdrawal request has been submitted to the office.

SCHOOL FUND RAISERS

Each year Grace Lutheran School usually holds three fundraisers:

*Fall – Candy Sale. Participation is not required but encouraged. Money raised goes to help fund field trips and technology.

*Winter – January/February talent show/silent auction/ bake sale. Money raised goes to help fund field trips and technology.

*Spring – A spring fundraiser will be announced at a later date.

SECTION III: ACADEMICS

CURRICULUM

Grace Lutheran School uses a variety of textbooks and computer-based learning so each child may learn success and growth in their educational process. To this end students in grades 1 – 8 will be taught by several teachers. Each teacher will be specializing in certain subjects giving the students the extra attention needed to succeed.

The curriculum and course of study at Grace Lutheran School meets the requirements of the State of Illinois and the curriculum for Lutheran elementary schools. Grace's textbooks are the same as those utilized in secular education, and all curriculum materials are approved by the Board of Christian Education. The areas of study include: social studies, reading, language, spelling, science, mathematics, computer science, art, music, and physical education.

Bible Based Religion is taught each day to all students, and additionally, is integrated into the standard school subjects.

Grace Lutheran School utilizes the Title I program by contracting with Catapult.

[IXL](#) is a web-based program to assist with the students learning.

IXL helps gain fluency and confidence in math! IXL helps students master essential skills at their own pace through fun and interactive questions, built in support, and motivating awards.

IXL Language arts develops from phonics and reading comprehension to writing strategies and more, IXL helps learners develop the communication skills needed for success in school, college, and career.

IXL Science helps students build lasting critical thinking abilities. With IXL, they'll analyze data, build new vocabulary, and deepen their understanding of the world around them.

On IXL, history is more than facts and dates! Learners dive deeper by evaluating primary sources and drawing connections between historical events and the world today.

IXL lays the foundation for Spanish fluency with interactive questions, engaging audio, and real-world narratives that put a fresh spin on vocabulary and grammar skills.

ACTIVITIES

LEARNING FAIR: Some years our students participate in a Learning Fair. These projects are done outside of the classroom with teacher and parent guidance.

TALENT SHOW: Some years students are encouraged to share their talents with fellow students, parents, the faculty, and members of Grace Lutheran Church.

FIELD TRIPS: Classes are occasionally taken to places of educational interest in the Chicago metropolitan area, such as museums, zoos, industries, etc., under the supervision of the school. Permission slips will be sent home in advance to notify parents of the trip.

AWAY FROM SCHOOL

All students must have a signed parent permission slip to attend any field trip. Money will not be accepted for trips after the due date. If a student does not attend a field trip for whatever reason, the student will be placed in another classroom with work to complete or will be requested to stay home. If a teacher requests that a parent chaperone his or her child on a trip, the student will not be able to attend without a parent or other designated chaperone.

AROUND THE SCHOOL

Students may go on walking field trips within a few blocks of the school with or without notification. Please notify the school if you do not give permission for your child to go on a walking field trip during the school year.

LUNCH PERIOD

Lunches should come to school with the student. Refrigerators or microwaves are not available for the students. The school will not supply snacks or lunch.

GRADING SYSTEM

Individual measures of academic achievement are determined by several methods that include class participation, daily assignments, tests, and attendance.

GRADING SCALE AND PERCENTAGES

Academic grade point average (GPA) may be computed for any student at any time upon the following numerical equivalents for letter grades:

Student scores between 90 – 100 = A (4.0)/ E (Excellent)

Student scores between 80-89 = B (3.0)/G (Good)

Student scores between 70-79 = C (2.0)/S (Satisfactory)

Student scores between 60-69 = D (1.0)/ Needs improvement

Student scores below 60 = F (0.0)/Unsatisfactory

HIGH HONOR ROLL, HONOR ROLL, AND MERIT ROLL

At the end of each trimester a student's grades will be averaged. Students in grades 3 to 8 who achieve a grade point average (GPA) of 3.9 or 4 will be placed on the High Honor Roll.

Students achieving a GPA of 3.5 through 3.8 will be placed on the Honor Roll.

Students with a GPA of 3.0 through 3.4 will be placed on the Merit Roll.

Students achieving perfect attendance* in any trimester will have their names posted.

STANDARDIZED TESTING

NWEA Map (Measurement of Academic Progress) testing is administered at Grace Lutheran School MAP. Tests measure student performance in reading, language arts, and mathematics. Features of the testing program allow teachers to gather a more precise idea of what each child can and cannot do. It allows teachers to use this information to match their instruction to fit each student. It also enables the teacher to monitor progress of all students toward state standards and measure the growth of each individual student over time.

CHRISTIAN TRAINING

Four mornings each week, students begin with an opening devotion and their pledges to the American and Christian flags. Then they have a time of worship, scripture reading, a **memory verse** and prayer. Bible is taught as a course and each course is compatible for each grade level.

Once a week all students participate in a chapel service, which will consist of a worship time and a message. Parents are welcome to attend.

TUTORING

Grace Lutheran School will not be responsible for providing one-on-one tutoring sessions. If your child needs extra help other than what is allotted in the classroom, parents are encouraged to aid their children. At their discretion, some teachers may be willing to provide extra help after school hours for a fee of their choice. Here are some places that provide tutoring.

1. Sylvan - www.sylvan.com or 1-888-338-2283
2. Huntington – www.huntingtonhelps.com or 1-800-CAN-LEARN
3. Linda Mood-Bell – www.lindanmoodbell.com or 1-800-233-1819
4. Your local library – Literacy Program – www.chipublib.org or 312-747-4300
5. YMCA’s Homework Help Programs www.ymcachicago.org or 1-800-872-9622
6. Boys & Girls Club of Chicago – www.bgca.org or 1-847-490-5220
7. Academic Tutoring Center – academictutoringcenters.com or 1-847-823-5300
8. Chicago Youth Centers – www.chicagoyouthcenters.org or 312-913-1700
9. Midtown Educational Foundation – www.midtown-metro.org or 312-738-8300

HOMEWORK

It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. There is a great degree of variance through the grades and in the amount children in the same grade have. It may be time for an examination of study habits, use of study time in school, etc., and a parent/teacher discussion may be in order if you feel your child is spending too much or too little time on homework.

We encourage parents to assist their children by providing encouragement and a quiet place to study. If your child is unable to complete an assignment, kindly send an explanatory note to the teacher.

EYE PROTECTIVE DEVICES

Every student, teacher, and visitor is required to wear an industrial-quality eye protective device when participating in or observing any activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

TOXIC ART SUPPLIES

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in Pre- kindergarten through the upper grades. Art supplies containing toxic substances should be used for students in the upper grades only if materials are properly labeled as required by section 105/135 of the Illinois School Code.

STUDENTS' NEED FOR EMERGENCY SUPPORT SERVICES

If serious injury, death, or other event should occur that has a marked effect on the emotional state of Grace's students and/or staff, outside intervention workers may be contacted. The teacher or designated representative will have a list of resources available. The decision to involve outside personnel will be made by the teacher and/or designated representative.

Electronic and internet usage

Parents and children will be required to enter into a signed agreement with the school and the Chicagoland Lutheran Educational Foundation (CLEF) while using the iPads, chrome books, or computers provided by CLEF.

AFTER GRADUATING FROM GRACE LUTHERAN SCHOOL

Walther Christian Academy

Grace Lutheran Church, in conjunction with many congregations, supports Walther Christian Academy. Walther is a Gospel-centered community where the individual is affirmed through the knowledge of and faith in God's love for them in Christ.

Other High School options

Information may be provided to upper-grade students and parents regarding other High School programs available. It is the parents' responsibility to fulfill all application requirements. Grace Lutheran School assumes only an information-providing role.

SECTION IV: GRACE LUTHERAN SCHOOL HOURS

SCHOOL HOURS

Academic hours are from 8:30 a.m. until 3:30 p.m.

Classes begin promptly at 8:30 a.m. Students should arrive at 8:15 to prepare for the day's classes. Students are to enter and exit the building through the office doors. School doors will open at 8:15 and will be locked at 8:30 a.m. Students arriving after 8:30 are to use the office entrance.

School dismisses at 3:30 p.m. Parents are asked to please be prompt in picking up their child(ren). Students on the premises after 3:45 p.m. will be sent to the after-school care program and will be charged accordingly.

Students are not to run around or be in the playground area before and after school.

Students arriving after 8:30 must sign in at the school office and receive a pass to class.

Parents are asked to drop off (do not block the alley entrance way) the office doors of the school building. All students are to be out of the building by 3:45 p.m. Parents are to pick up their children in the playground or the gym during inclement weather. Students involved in a school-sponsored activity (including spectators at athletic events) must remain in the school.

Students are not to leave the school at any time from the moment they are dropped off until they are picked up by a parent, legal guardian or a designated person.

EARLY RELEASE

Please call the school in the morning if your child must leave early that day. You will need to sign your child out of the office at the time of pickup.

ABSENCES

In the event a child will be absent from school, parents must notify the school office prior to 9:00 a.m. This policy is for the safety and well-being of the child. If the answering machine is on at the time you call, simply leave a message that your child will be absent from school. Students are not to call for themselves. Upon returning to school, parents must send a written note with their child, which is to be given to their teacher (see example below). A child under a physician's care or absent three days or more must have a doctor's statement to return to school. Medical and dental appointments should, when possible, be made during non-school hours. There will be make-up work for doctor and dentist appointments ONLY.

EXCUSED ABSENCES

Excused absences are those which are unavoidable, as in the case of illness or death in the family, or with a physician note due to illness. The teacher determines whether the work needs to be made up.

UNEXCUSED ABSENCES

An absence is unexcused if it does not qualify as an excused absence.

Any child that has an accumulated of 18 days of unexcused absence in one school year may not be promoted to the next grade pursuant to the action of the teacher and/or the Church Council/Board of Education. And the parent may be required to take a parental responsibility class.

A WRITTEN EXCUSE IS MANDATORY UPON THE CHILD'S RETURN TO SCHOOL.

This note must include:

1. Date(s) of absence;
2. Reason for absence; and
3. The parent's or guardian's signature.

COMMUNICABLE DISEASES REQUIRE A WRITTEN NOTE FROM THE CHILD'S PHYSICIAN.

Children will not be allowed to return until such written permission is presented. The school office should be contacted immediately when a communicable disease is diagnosed. A note signed by the family doctor is also required for absence due to illness exceeding three days in succession.

TARDIES

Punctual attendance trains a child "in the way they should go." Grace Lutheran believes that its children must be punctual and regular in their attendance at school as a vital part of their Christian citizenship.

Students who are tardy disrupt the beginning of school for their classmates and teacher.

Students will not be allowed to enter class without a tardy slip. It is a courtesy to call your child's teacher or the school office as soon as possible if you are going to be late for any reason.

Students arriving after 8:30 will be charged \$2.00 until 8:45 and then \$5.00 after that. (Excused tardiness's may include doctor appointments, dentist appointments, etc.)

ATTENDANCE PROBATION

If a student accrues 10 unexcused absences, that student will be placed on Attendance Probation. An Attendance Probation indicates a warning that a student is near superseding our attendance policy and is unable to incur any additional absences and/or tardiness's.

EXTENDED CARE PROGRAM

Grace Lutheran School may offer (dependent on number of students needing services) a before- and/or after-school program, for children who are enrolled in 4-year-old pre-kindergarten through 8th grade.

Currently the service is only available from 3:30 p.m. until 6:00 p.m. each day that school is in session. Any student still on school grounds after 3:45 p.m. will be sent to extended care. Your child(ren) must be picked up no later than 6:00 p.m. or we will be forced to charge an additional \$1.00 per minute per child. ANY FAMILY TWO WEEKS OR MORE BEHIND IN PAYMENT WILL HAVE THEIR CHILD(REN) EXCLUDED FROM EXTENDED CARE.

Students receiving Illinois Department of Human Services (DHS) funds for extended care are still responsible for their weekly fees. Once the state releases DHS funds to Grace Lutheran School, students' accounts will be credited.

RELEASE FORM (Who may pick up your child)

ALL students must have a release form on file. This form is completed to let the school know who is authorized to pick up your child. A photo ID is required for anyone who is not recognized by the staff. An emergency release form is given to each parent/guardian at the time of enrollment and this form serves to indicate all individuals who are permitted to pick up your child from school. If a person comes to the school that is not on this form, the child will not be released. If you know that someone is going to pick up your child and is not on the release form, please contact the office or send a note signed and dated by the parent stating the name of the person. That person must also show a valid photo ID.

If a parent or guardian is picking up a student and it is apparent that the parent or guardian is in a state that could possibly cause harm to that child, we will not release the student. The state could include, but is not limited to, being under the influence of alcohol or drugs of any kind. This is for the student's safety. The police will be called in this case.

EMERGENCY SCHOOL CLOSINGS

In the event of extreme cold, Grace Lutheran School will make every attempt to stay open for the benefit of families that need a warm place for their children. In the cases where parents are able to keep them home, this will be counted as an excused absence. To make this determination, check our website, Facebook page, or EmergencyClosingCenter.com website. In cases of extremely cold weather, heavy snowfall, etc., Grace Lutheran School will make the determination on cancelling school on the basis of safety for the students and the staff. When in doubt, check the EmergencyClosingCenter.com website. Local TV news programs also provide information at the bottom of the screen. For those families who have provided the school with their e-mail address, they will be notified by e-mail.

VACATION TRIPS

Vacation trips during the school year (except during Christmas and Easter break) are strongly discouraged. The school will not excuse any child for special trips or extended vacation periods. The Church Council and/or Board of Education has resolved that the school cannot be responsible for a child's progress while he or she is away, nor will the school be responsible for special help when the child returns in order to help him or her catch up with the group. Immediately upon a student's return, it is his or her responsibility to request all missed work and to complete it in a timely fashion.

LEAVING THE SCHOOL GROUNDS

No pupil is to leave the school grounds during the school day. We strongly discourage the making of appointments with doctors and dentists during school hours. If an appointment is made requiring a student to leave school prior to the regular dismissal time, an official request in writing or an e-mail from the parent or guardian is needed. Whenever such permission is granted, full responsibility rests with the parent and student. **Parents must sign out their child when picking him or her up in the school office.**

SECTION V: UNIFORMS/DRESS CODE

Grace Lutheran School is committed to providing a well-rounded learning environment. Therefore, the dress and appearance of the student should encourage and promote the learning process. The following requirements provide both the framework and guidelines for each student's attire.

We form the basis for our dress and appearance requirements based on these biblical principles:

*Modesty (1 Timothy 2:9; 1 Peter 3:3)

*Cleanliness (Hebrews 10:22)

*Respect for God (Romans 12:1-2; Corinthians 6:19-20; Colossians 3:17)

DRESS CODE

The dress code consists of the following:

Boys: Clean, **blue or khaki-type pants; plain, solid-color shirt** or white shirt with a collar and white or dark socks. Dress shorts are acceptable in warm weather.

Girls: Clean, blue or **khaki-type pants or skirts** (skirts no shorter than 2 inches above the knee); **plain, solid-color blouse** or white blouse with a collar; and white or dark socks, tights, or nylons. Dress shorts are acceptable in warm weather.

Makeup is not allowed during school hours. While wearing nail polish is allowed, the application of nail polish is prohibited during school hours.

All students may wear **plain, solid colored sweaters** over their shirts depending on the weather. Sweatshirts and fleeces are allowed provided they are plain with no logos of any type.

Please **label your child's clothing**, especially sweaters, with his or her name.

Clothing should be neat, clean, and in good repair.

Students who are not dressed appropriately will not be allowed in the classroom.

A few examples of inappropriate clothing: baggy pants, tank tops, halter tops, pants dragging the floor, jeans, hot pants (tight pants), sportswear, etc.

Please note that Grace Lutheran School is NOT responsible for the everyday wear and tear of clothing, or for clothing torn from accidents or student interaction.

The reasons for this policy are: Grace Lutheran School is a special school and our students should dress in a manner that reflects this. Many gang-related problems occur based solely on the color and/or type of the clothing, and this policy will help curb any gang affiliation misunderstandings. Competition among students trying to out-do each other with expensive designer clothing will no longer be a concern. Finally, the inappropriate and sloppy dress of some students will no longer be a problem.

DRESS DOWN FRIDAY

For a small fee (\$0.50), students may wear casual clothing (jeans) that does not violate the general clothing guidelines or that are not vulgar or violent in nature. Dress Down Friday is an option, and the student who chooses not to participate must wear the regular school uniform. It will be considered a uniform violation for students who dress down but do not have the required fee. Money raised during Dress Down Fridays will go toward a special event for the children during the trimester.

SECTION VI: POLICY ON DISCIPLINE

STUDENT'S CODE OF CONDUCT

*I agree to obey those in authority (parents, teachers, administration, staff employees, and elders) for this is right in the sight of God (Ephesians 6:1; Romans 3:1).

*I agree to show proper respect to parents, teachers, administration, staff employees, elders, and other students (Romans 13:7).

*I agree to express myself verbally with words that are encouraging and not at any time use foul language, slang vocabulary, or cruel words towards anyone, or foolish teasing that is hurtful (Ephesians 4:29).

*I agree not to lie, cheat, or steal. I am also to help stop other students from this behavior as well (Exodus 20:15-17)

*I agree to keep the classroom clean. (1 Corinthians 14:40)

*I agree to behave in a way that will not disrupt the educational environment (John 13:35)

*I agree to exemplify a positive attitude at all times by learning to accept ALL school policies cheerfully, because pouting can become a bad habit (Psalm 118:24).

*I agree to give my very best in all that I do (Colossians 3:23; 1 Corinthians 10:31).

*I agree to practice Christian character at all times (Galatians 5:22-23).

EXPECTATIONS OF STUDENTS

At Grace Lutheran School, students will:

1. Arrive each day before 8:30 to prepare for the day's classes.
2. Take responsibility for being attentive to the classroom instruction.
3. Respect the rights, property, and personal space of other students and teachers.
4. Take responsibility to contribute to a positive classroom where all students can learn to their fullest potential.
5. Complete class work and homework assignments.
6. Conduct themselves in an acceptable manner in any of the church/school facilities.

The three-fold philosophy of discipline at Grace Lutheran School is to be FIRM, FAIR, and CONSISTENT. Submission to authority is a biblical principle that must be firmly taught if we love our students.

1. Prompt and cheerful obedience to all school personnel by all students is expected.
2. Respect must be shown for the rights and property of others.
3. Students are to follow a "hands-off" policy (i.e., no fighting, pushing, pinching, biting, etc.)
4. Students who are responsible for causing damage will be expected to replace damaged property.
5. Students are not allowed to use the telephone with the exception of emergencies and only in the office.
6. Behavior on field trips and school buses must conform to the same values at Grace Lutheran School
7. Consumption of gum and soda pop is prohibited (unless authorization is received from the teacher).

In the beginning of the school year, all teachers will make known what is expected of each student. The teacher will outline when they expect students to raise their hands, talk among fellow students, etc. Therefore, the student's first week of school will be a week of grace so he or she can get accustomed to the regulations of the classroom (unless something is done that constitutes a major offense, regardless of grade).

Grace Lutheran School expects parents to support school policies and actions in front of their children and to air grievances with appropriate school personnel in a positive and courteous manner. As a Christian school, we will follow Jesus' example of not tolerating misbehavior. Our discipline will always begin with building a positive relationship with each student. Therefore, the student will know that he/she is loved and respected as an individual. The teacher will counsel, pray with, and warn students regarding their actions and attitudes.

GIVE ME FIVE (5) RULES

1. Respect God.
2. Respect Authority.
3. Respect Yourself.
4. Respect Others
5. Respect School Property.

Grace Lutheran School will not tolerate threats or the use of gang signs or symbols. If a student threatens a teacher or another student, he/she may be subject to immediate dismissal. If a student makes a terrorist/death-type threat, even in jest, it will be handled by the Chicago Police Department.

Grace Lutheran School reserves the right to search desks, backpacks, and lockers.

The school will not be responsible for reimbursing lost wages to parent/guardian due to time off work because of student-related behavior problems, injuries, parent/teacher conferences, sickness, and/or other activities.

DAMAGES

The child will be required to reimburse the school for the loss of textbooks and library books, as well as for any willful or careless damage to textbooks, library books, or iPads, chrome books, or computers. Also, pupils will be held responsible for school furniture and/or equipment that is deliberately or carelessly defaced, damaged, or marred.

VANDALISM

Any and all persons involved in any and all acts of vandalism upon the property of Grace Lutheran Church and School shall be held fully responsible for all repairs. If any minors are involved, said minors' parent(s) will be held responsible. Repairs will include time and materials with a minimum labor charge of \$25.

VALUABLES

Students are not to bring valuables to school. Valuables include, but are not limited to, money jewelry, electronic games, and expensive outerwear.

ELECTRONIC DEVICES

The use of electronic devices will not be permitted during normal school hours. Electronic devices include, but are not limited to, electronic games, personal stereos, I-pods, MP3 players, cell phones, etc. The teacher will confiscate the item and a parent will need to pick the item up from the teacher. The items will not be given back to the student.

TOYS & GAMES

Grace Lutheran School will not be liable for any damaged, lost, or stolen items that a student brings to school.

BULLYING

A person is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Examples of bullying include, but are not limited to: picking on someone, teasing, hurting someone's feelings on purpose, insulting someone, touching inappropriately, name-calling, hitting, slapping throwing things at someone, and any exclusionary behavior. This also includes "cyber-bullying," the bullying of another student as stated above by use of computer or electronic device during school hours and outside of school hours.

In order to stop bullying, all students are responsible to speak out against bullying behaviors. A student who witnesses bullying should advise a teacher when either he or she or another is being hurt emotionally or physically by another child.

DISCIPLINE

If the student repeatedly fails to fulfill the expectations as previously stated, then he or she will receive a detention.

A loving concern for students as children of God means firm corrective measures when necessary. The following procedures have been established to provide a specific step-by-step process for dealing with student misconduct.

- A. Each teacher has developed a list of classroom rules and a plan for dealing with classroom problems. This will be discussed thoroughly with the students at the beginning of the school year.
- B. Where repeated misconduct occurs, students will receive a Disciplinary Detention. Detentions will be served on Wednesday afternoons from 3:45 to 4:30 p.m. for students in Grades 2 through 8 or at a time set by the teacher who issues the detention, under the supervision of one of the teachers. When a detention is given, a detention notice will be sent home with the child to be signed by the parent and returned the next school day. Failure to report for a detention will result in an additional detention.
- C. If a student receives [Three Disciplinary Detentions](#), the following process will go into effect:

Step 1 (Third Detention)

In-school or out-of-school suspension with no participation in extracurricular activities on the day of suspension. All work is to be completed during the suspension and handed in to the teacher at the end of the day. The parent(s) will meet with the teacher and the student to discuss the child's behavior.

Step 2 (Fourth Detention)

The child will be given an out-of-school suspension to be served on the next school day.

A meeting will be held with parent(s), teacher, student, and a member of the Church Council and/or Board of Education to determine whether the child can return to the classroom or be expelled from school. **Only tests may be made up. All daily work will be given a zero.**

Behaviors that will be dealt with beginning at Part C above:

1. Leaving school grounds without authorization.
2. Destruction of property.
3. Fighting (Step 1).
4. Stealing (Step 1).
5. Use of and/or possession of cigarettes, drugs, or alcohol (Step 2)*
6. Possession of dangerous, harmful, or restricted objects, i.e. weapons, pepper spray, mace, etc. (Step 2)* *Police will be called when necessary.

DRUG-FREE POLICY

The possession, consumption, and/or distribution of drugs on school premises and at off-campus school-sponsored functions is strictly prohibited. Drugs include, but are not limited to, alcohol, tobacco, illicit drugs, and the non-therapeutic use of prescribed drugs.

Incident Reporting – Firearms and Drugs

The school teacher:

1. Immediately notifies a local law enforcement agency of firearm incidents at the school.
2. Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which includes the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity.
3. Notifies the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity within 48 hours of becoming aware of the incident.
4. Notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

Incident Reporting – Battery of School Personnel

The school teacher:

1. Immediately notifies local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel.
2. Shall also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS).

SECTION VII: LEGAL MATTERS

POLICY OF DUE PROCESS

Inasmuch as no partnership is perfect, the Church Council/Board of Education realizes that conflicts and misunderstandings between parents and teachers may arise. In order to best resolve these conflicts in a Christian manner, both parents and teachers are reminded of our Lord's teaching in Matthew 18:15 as to how conflicts between Christians are to be settled. In light of Matthew 18:15, the Board requests that parents and teachers work under the following guidelines in order to resolve conflicts:

1. Speak with the other party to resolve the conflict. If the conflict remains unsolved, the parties are asked to:
2. Speak with the principal in order to resolve the conflict. If the conflict remains unsolved, the parties are asked to:
3. Send a letter to the Church Council/Board of Education outlining the conflict. If necessary, the Council/Board will then meet with the parents and teacher in an attempt to resolve the conflict.

CHILD CUSTODY ISSUES

Grace Lutheran School will not become involved with unwritten legal matters of custody issues and/or visitation. Also, Grace Lutheran School will not be involved in any divorce and/or separated parent matters. All financial arrangements for tuition and fees are the responsibility of the parent(s) according to the financial policies and procedures outlined. The financial responsibility is to the parent that has enrolled the student. If there are child visitation issues that have not been resolved, Grace Lutheran School is not the appropriate place for parent visitation, therefore leave Grace Lutheran School out of any compromising situation. Failure to comply may affect your child's enrollment.

ORDER OF PROTECTION

If a court issues an order of protection it is the parent's responsibility to give the school a copy of such order. Without such order given to Grace Lutheran School, the school must turn children over to any legal guardian.

PHOTOGRAPHS AND VIDEO

Photographs and videos of students participating in our programs may be taken from time to time and may appear in newspapers, magazines, television ads, brochures, or other publicity material. Photographs will also be taken and occasionally displayed throughout the school. Photographs and videos that include your child will be used without compensation to the student or parent. *Parents not wishing their child's image to be used must notify the school office in a written and dated note.*

SECTION VIII: MISCELLANEOUS

VISITING SCHOOL

Parents are welcome to visit classes at any time. However, in the interest of orderliness, we request that anyone desiring to visit classes contact the teacher, preferably two or more days in advance.

ALL VISITORS MUST CHECK IN (INCLUDING PARENTS) AT **THE OFFICE UPON ARRIVAL AT THE SCHOOL.**

TEACHER QUALIFICATIONS

Teachers at Grace Lutheran School:

- *Sense a calling to Christian Education
- *Attend church regularly
- *Live godly lives, based on directives drawn from the Bible
- *Are dedicated to the highest standards of excellence and professionalism
- *View their work as a ministry
- *Are able to manage a classroom (usually up to 25 students) including the use of assertive discipline or its equivalent.
- *Support the vision, mission goals, objectives, and policies of the school.
- *Are committed to further professional development.
- *Are able to integrate subject matter with behavior and truth.
- *Make prayer a vital experience in their lives for students and the ministry of the school.
- *Develop and utilize strong interpersonal communication skills with parents.
- *Attend all in-service, teacher training, faculty meetings, etc. as scheduled.
- *Not have electronic messages with a student without copying the message to the parent.

NOTE: Messages to parents will be copied and given to the principal.

EXPECATIONS OF FACULTY AND STAFF

It is the objective of our faculty to foster the spiritual, social, emotional, and intellectual growth of each student. We will do this by providing:

1. A positive classroom atmosphere;
2. A well-organized and stimulating course of study;
3. Meaningful assignments with achievable success; and
4. A constructive, supportive, and positive relationship with each other.

SUPERVISION OF FACULTY AND STAFF

1. The Council/Board is responsible to supervise and direct classroom work, to assure that teachers and others who provide or assist with instruction are planning appropriately, using methods designed to achieve the goals set by the school, and that all students are progressing satisfactorily.
2. The council/Board is responsible to counsel personally with teachers regarding improvement, techniques, activities, resources, and other pertinent items and to conduct a formal evaluation of proficiency and competency at least every two years.

TEACHER CERTIFICATION

Grace Lutheran School teachers are normally expected to have a valid Illinois teaching certificate. All are required to hold a bachelor's or higher degree.

LOST AND FOUND

Each year there is an accumulation of lost and found items. Please check with the school office for your missing items. Items remaining at the end of the school year will either be discarded or donated. All items should be clearly marked with your child's name. This will enable us to return lost articles to the owner. Lost items with NO name will be brought to the main office, dated, and kept for ONE MONTH. Articles will be donated or disposed of after one month. Occasionally, these items will be on display for claiming. In addition, the method of disposal may be the Salvation Army and/or Goodwill.

BIRTHDAYS AND CLASS PARTIES

Parents are welcome to send treats purchased from a store to share with their child's classmates on birthdays and/or class parties, at the teacher's discretion.

Please make arrangements with your child's teacher ahead of time.

COMPUTER POLICY

Computing, data, storage and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school are encouraged to use computers, software packages, and electronic mail for efficient exchange of useful information. All users are expected to conduct their activities in an ethical and legal fashion in or out of school.

Appropriate educational uses of these resources include:

*Accessing the Internet to retrieve information from libraries, database, and World-Wide Web to enrich and expand the curriculum, e-mail capabilities to facilitate distance learning projects, new groups to gain access to current information on local, state, national, and world events.

Inappropriate and or unacceptable uses of these resources include, but are not limited to:

- *Uses that violate the law or the rules of network etiquette.
- *Uses that violate the integrity or security of any network connected to the Internet.
- *Vandalism, including, but not limited to attempts to harm or destroy the data of another user or the network/Internet, or attempts to breach the security codes and/or passwords.
- *Posting or commenting in derogatory manner toward anyone.

The use of these resources is a privilege, not a right. Misuse of these resources will result in suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Each computing device with Internet access on school network has a filtering device designed to block or filter student access to inappropriate material, including content that is: (1) obscene, (2) pornographic, (3) harmful or inappropriate for minors, as defined by the Children's Internet equipment. The principal or IT administrator shall enforce the use of such filtering devices. A teacher, or authorized personnel may disable the filtering device for bona fide research or other lawful purposes, provided the person receives prior permission from the teacher or System Administrator.

The teacher of designee shall include measures in this policy as well as restricting access to harmful material, student safety and security when using electronic communications, limiting unauthorized access, including "hacking" and other unlawful activities, and limiting unauthorized disclosure, use, and dissemination of personal identification information.

Parents must give consent via the Grace Lutheran School Agreement for the Use of Computers and Telecommunications Resources. Parents and students must sign off on the form that they agree to voluntarily abide with all terms and conditions of the school's policy. This agreement policy remains in effect until the student transfers, graduates, or there is written notification from the parent/guardian requesting that the child not be permitted to access the Internet. *Students are not allowed to go to sites unapproved by staff or print material without the permission of the teacher.*

Parents and children will be required to enter into a signed agreement with the school and the Chicagoland Lutheran Educational Foundation (CLEF) while using the iPads, Chromebook, or computers provided by CLEF

All students are required to have their own headphones and may NOT share. No Exceptions!

SECTION IX: HEALTH and SAFETY

SAFETY DRILLS

FIRE

Fire drills are conducted on a regular basis. Students are expected to participate in a quiet and prompt manner for the safety of all. Visitors are asked to depart the building along with students and staff.

OTHER DRILLS

A Tornado drill, Bus Evacuation Drill, and Law Enforcement (active shooter) Drills will be conducted during the school year. These drills practice the current safety skills to keep your students safe in case of an emergency. Students are expected to participate in a quiet and prompt manner for the safety of all.

EVACUATION PROCEDURES

If the school is evacuated, the parents will be notified. We have a written system of instructions to follow that have been filed with both the Chicago Police and Chicago Fire Departments.

MEDICAL RECORDS AND ILLNESSES

State and city regulations require Grace Lutheran School to maintain medical record for each student, and for each student to have a physical, dental, and vision examination before entering Pre-K and kindergarten. Grace Lutheran School requires exams to be completed annually (valid within six months before the first day of school). All exam reports are due in the office by October 15th of the current school year. (Pre-K students are exempt from eye exams).

MEDICAL, DENTAL, AND EYE EXAMINATION RECORDS

1. Proof of Dental Examination: This form must be completed by a dentist and returned by October 15th of the school year for students entering kindergarten, 2nd grade, and 6th grade.
2. Eye Examination Report: Children entering kindergarten or when enrolling for the first time must, before October 15th of the school year, must submit an Eye Examination Report completed by an optometrist or ophthalmologist.
3. Medical Exam and Immunization Records: Children entering Pre-K or Kindergarten must submit a medical examination and immunization record completed by a physician within one year prior to entry. New students in 1st through the upper grades are required to submit a medical examination and immunization record. Students entering 6th grade must submit an updated medical exam form completed by a physician within one year of entry.

In accordance with the regulations of the State of Illinois, a child is excluded from attending school if requirements for Dental, Eye, and Health Examinations and Immunization records have not been completed and turned into the school office by October 15th of the school year.

ILLNESS SYMPTOMS

For the protection of all students, your child should be kept at home if he/she exhibits any of the following symptoms:

- *Above-normal temperature
- *Diarrhea or vomiting
- *A rash
- *Itchy scalp
- *Any contagious disease
- * Itchy, discharging eyes, itchy ears, or unusual nasal discharge

Children must be fever-free with a normal temperature of 98.6 degrees for 24 hours before returning to school. Parents should exercise every caution and keep their child at home when other unusual symptoms occur. If the child has been exposed to a contagious disease, he/she should be kept at home and the state of his/her condition should be reported to the school.

The following is a list of conditions categorized as “highly contagious:”

- | | | |
|------------------------------|----------------------|----------------|
| *pin worms | *viral infections | *measles |
| *chicken pox | *mumps | *scarlet fever |
| *pink eye | *head lice | *strep throat |
| *flu | *Covid-19 or variant | |
| *infected ears and/or glands | | |

A note from the doctor stating the student is no longer contagious is required before the student is allowed to return to school after a contagious disease. If a student becomes ill during the day, a Grace Lutheran School member will contact the parent(s) to request that the parent will immediately make arrangements to take the child home.

Any child too sick to participate in school is too sick to be in school.

HEAD LICE

If a student is found to have head lice, live eggs, or dead eggs, he/she will be sent home as the parasites are very easily spread from host to host. We recommend that any over-the counter treatment be used as promptly as possible, following the manufacturer’s directions. A successful head check is when the scalp and hair are completely egg-free and louse-free. Because of the contagious nature of head lice, a student who repeatedly returns to school with head lice will be subject to dismissal for a sustained period of time.

The school will not be responsible for financially reimbursing parents for purchases or doctor visits concerning lice, chicken pox, etc. We will inform each classroom via a memo if lice have been found in your child’s class. If you find lice on your child’s head, please contact the school office immediately.

IMMUNIZATION

Any child whose family has chosen not to immunize will be kept out of school should there be a case of the disease. The student will be allowed to return when it is deemed safe to return.

ADMINISTERING MEDICATION

1. Students are not allowed to bring medication to school without proper authorization. If at all possible, medication is administered by parents/guardians outside of school hours (School hours include instructional day and all before and after school activities). However, it is understood that there are situations in which medication must be administered during school hours. In such cases, the administration of medication is subject to the following regulations:
 - a. Written permission from the parent/guardian is necessary to allow a child to receive medication during school hours. Permission must be renewed each year.
 - b. One possibility is that the parent or guardian wishes to have the school administer medication. In such instances, request is made and permission given by submission of the form: *REQUEST/PERMISSION FOR SCHOOL TO ADMINISTER MEDICATION DURING SCHOOL HOURS*.
 - c. A second possibility is the parent or guardian wishes to have the child self-carry and self-administer medication. In such instances, request is made and permission given by annual submission of the form: *SELF-ADMINISTRATION AND SELF-CARRY OF MEDICATION DURING SCHOOL HOURS*. When reasonably possible and with submission of the *SELF-ADMINISTRATION AND SELF-CARRY OF MEDICATION DURING SCHOOL HOURS* form, a member of the school staff will observe self-administration of medication. It is understood that, while highly desirable, circumstances limit the capacity of school staff to observe self-administration of medication. Staff member is to observe any self-administration of diabetes medication.
 - Where the medication is for *asthma*, the parents/guardians must also submit annually a copy of the prescription and an asthma action plan.
 - Where the medication is for *diabetes*, the parents/guardians must also submit annually a copy of the physician-signed diabetes care plan, which also carries the parent/guardian signature.
2. Over the Counter Painkillers

When circumstances support use of over the counter painkillers during school hours:

 - If school is to administer over the counter painkillers, the parent or guardian submits form: *Request/Permission for School to Administer Medication During School Hours*. The school will not supply any medication. All medication must be sent in the original container. The school keeps a log of disbursement of over the counter painkillers. The log includes student's name, date and time, person dispensing, and reason for use of over the counter painkiller. This tracking is done to ensure there is no misuse or abuse of over the counter painkillers.
 - Aspirin, in rare instances, triggers Reye's syndrome. As a precaution, the school will not administer aspirin or approve self-carry and self-administration of aspirin.
 - If child is to self-carry and self-administer over the counter painkillers, the parent or guardian submits form: *Self-Administration and Self-Carry of Medication of Medication During School Hours*.

3. Students are, upon submission of a note from the parent to the teacher, allowed to self-administer and self-carry cough drops/throat lozenges.
4. Staff Training
 - a. The school requires its personnel who work with pupils to complete every two years an in person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
 - b. When the school has a student with diabetes, all school employees receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate attention or emergency medical attention, and whom to contact in the case of an emergency.
 - c. The school requires every staff member who is taking care of a student with diabetes to be trained appropriately as a “Delegated Care Aid” by a licensed healthcare provider with expertise in diabetes or by a certified diabetic educator.

The school’s policy is that no medication, whether prescription or over-the-counter, will be administered without the written consent of the parent. Verbal consent does not meet legal requirements. We must have written directions from the doctor’s office for our files before we administer prescription medications.

STUDENTS MAY NEVER SHARE ANY MEDICATIONS WITH ANYONE.

MEDICATIONS ARE ONLY FOR THE STUDENT WHO THEY ARE DESIGNATED FOR!

A student may be excused from physical education classes for medical reasons. The parent/guardian must submit a note explaining the reasons in order to be excused.

MEDICAL EMERGENCIES

In the event of a medical emergency or accident, we will attempt to contact the parents. If we are unable to reach either parent and/or should emergency treatment be required, the student will be taken to the nearest medical center immediately. It is VERY important that phone numbers are kept current in case of such emergencies. It is the parent’s responsibility to keep the school informed about home phone, cell phone, work phone, or address changes.

GREEN POLICY

At Grace Lutheran School, we recycle paper. We have installed high-efficiency, low-wattage fluorescent lighting. Also, window film has been applied to the school windows, which cuts down the sun’s infrared rays by 72% helping to keep the school cooler in the summer. It also reduces heat loss through the windows by 48% in the winter. We will work with your child to help educate him or her in various ways of conserving energy and practicing a “green lifestyle.”

WELLNESS POLICY

Grace Lutheran School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

NUTRITIONAL STANDARDS

The School shall ensure that meals, including milk, meet the program requirement and nutrition standards found in federal regulations. Teachers shall encourage students to make nutritious food choices. The school shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs, as in parent-purchased treats or in lunches or snacks sent from home.

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices. To accomplish this goal, Grace Lutheran School has developed this policy to encourage and educate students on the benefits of maintaining healthy choices throughout life.

Fast food lunches are discouraged—with the exception of special occasions, such as birthdays, etc.

PHYSICAL EDUCATION AND ACTIVITY

The school shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

IMPLEMENTATION AND EVALUATION of WELLNESS POLICY

The wellness policy will be implemented at Grace Lutheran School by the school staff. Teachers will be responsible for operating the policy and reporting any problems to the Church Council/Board of Education. The Council/Board will be responsible for overseeing the implementation of the wellness policy. Through observation and reports from teachers, the Council/Board will report any difficulties with the implementation of the wellness policy to the others on the Council/Board.

STUDENT ALLERGIES TO FOODS

Grace Lutheran School is a peanut/nut-free zone. Many students throughout the school have severe allergies to certain foods. All foods provided for group consumption (parties, bake sales, etc.) shall be nut-free. It is possible that further restrictions will be placed on individual classrooms on an as-needed basis to ensure the safety and health of all students. We ask for your cooperation when dealing with these important medical issues.

CONCUSSION INFORMATION

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon? Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety. If you think your child has suffered a concussion Any athlete even suspected of suffering a concussion should be removed from the game or practice

immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Youth Sports Concussion Safety Act requires athletes to complete the Return to Play (RTP) protocols for their school prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

GRACE ENGLISH LUTHERAN SCHOOL
2725 N Laramie Ave., Chicago IL 60639

School Year: 2021-2022

GRACE PARENT HANDBOOK RECEIPT ACKNOWLEDGMENT

I/We have read the entire Grace Parent Handbook, and I/We agree to comply with the policies as stated in the Grace Parent Handbook and accept the terms set forth in order for my child(ren) to continue his/her/their enrollment at Grace Lutheran School.

Parent/ Guardian Printed Name: _____

Parent/ Guardian Signature: _____ Date: _____

Parent/ Guardian Printed Name: _____

Parent/ Guardian Signature: _____ Date: _____

Student(s) Name(s): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

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