

**Handbook for Parents**  
**Grace Chapel**  
**Lutheran School**

**Making and Keeping Disciples for Jesus Christ**



***Grace is for all!***

GRACE CHAPEL LUTHERAN SCHOOL  
10015 LANCE DRIVE  
ST. LOUIS, MISSOURI 63137

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## FOREWORD

The purpose of this handbook is to acquaint the parents, children, and members of Grace Lutheran Chapel with the aim, policies, and practices, along with the general operation, of Grace Chapel Lutheran School. It is presented with a prayer that it may serve for a better understanding of our school program. Anyone desiring further information and clarification should contact the school office.

Parents should discuss the contents of this handbook with their children so that all may know the policies of the school. It is suggested that this book be kept handy for ready reference.

Grace Chapel Lutheran School is owned and operated by Grace Lutheran Congregation. It is accredited by the Missouri Non-Public School Accreditation Association; and National Lutheran School Accreditation.

Office Hours:  
Monday thru Friday  
8:00 a.m. to 3:30 p.m.

Office Telephone: 867-6564

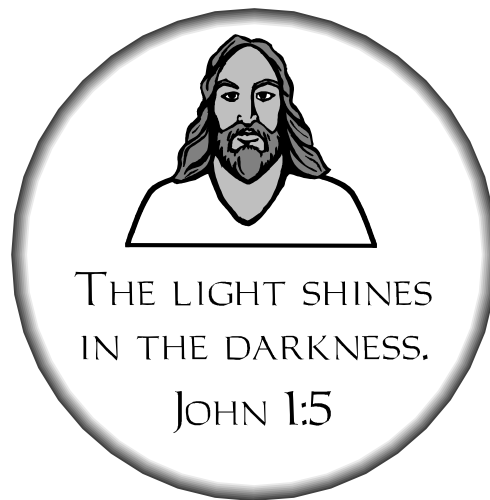


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## DIRECTORY OF PERSONNEL

### School Office

Principal: Eric Brofford ..... Ext 221  
Program Coordinator Sandy Kratzer ..... Ext 222  
Secretary: Dorleen Reichgert ..... Ext 211

### Faculty

Toddler Teacher Lisa Fackler ..... Ext 112  
Pre-School Amy Brofford ..... Ext. 115  
Pre-Kindergarten Heather Herr ..... Ext 114  
E.S Director Lisa Fackler ..... Ext. 113  
  
Kindergarten Eulia Neal ..... Ext 100  
1<sup>st</sup> Grade Marissa Langan ..... Ext 101  
2<sup>nd</sup> Grade Melissa Henson ..... Ext 102  
3<sup>rd</sup> Grade Rebecca Little ..... Ext. 103  
4<sup>th</sup> Grade Daneen Hanson ..... Ext 104  
5<sup>th</sup> Grade Kimberly Krato ..... Ext 105  
6<sup>th</sup> Grade Robin Roberts ..... Ext 106  
  
P.E./6-8 M.S. Spencer Sander ..... Ext 107  
7<sup>th</sup>/8<sup>th</sup> Grade John Greene ..... Ext 108  
Band Director Hannah Pierson ..... 389-3100

### Staff

Extended School Jaime Mueller ..... Ext 201  
School Nurse Karen Robinson ..... Ext 223  
School Counselor Sara Schuessler ..... Ext TBA  
Librarian Chris Tirmenstein ..... Ext 227  
Athletic Director John Greene ..... Ext 108  
School Kitchen Sara Geiger ..... Ext 225  
Linda Prahlow  
  
Custodian Carl Black ..... Ext 220

### Church Office

Secretary: **314-868-3232**  
Carol Young ..... Ext 210  
Pastor Rev. Nate Ruback ..... Ext 213

## **2019-20 School Board**

Chris Knight, Chair  
4060 Fleur de lis  
Florissant, MO 63034  
921-7012

Barb Liszewski  
230 Habecking  
St. Louis, MO 63137  
867-1549

Cindy Hollmann  
10034 Bellefontaine Rd.  
St. Louis, MO 63137  
314-369-0647

Mia Love  
10628 Spring Garden Drive

St. Louis, MO 63137  
803-8342  
Hazelwood, MO 63042

Clarke Baker  
11708 Prigge Meadows  
St. Louis, MO 63138  
225-7662

Michael Kratzer

LaWanda Terrell, Advisory Member  
12625 Clock Tower  
St. Louis, MO 63138  
741-1277

The Board of Education meets on the fourth Monday of each month except in July and December. Board meetings are held in the school library and generally begin around 7:30 p.m. Meetings are open to school parents, teachers and congregational members. Those wishing to address the board must contact the chairman of the board at least one week in advance of the meeting. If a parent or other party has a conflict or dispute with a teacher or staff member, the following most occur before the issue is addressed by the Board of Education:

- 1) Meet with the teacher or staff member to attempt to resolve the dispute/conflict. If the issue is not resolved, then:
- 2) Meet with the school administrator and the teacher or the staff member. If the issue is not resolved, then:
- 3) Contact the chairman of the Board of Education to be included on the School Board agenda.

## **PURPOSE OF GRACE CHAPEL LUTHERAN SCHOOL**

In order to carry out the command of Jesus, “Teaching them to observe all things whatsoever I have commanded you.”, the members of Grace Chapel Congregation of St. Louis established and maintain this school. These members believe the school to be essential in carrying out God’s command regarding the Christian training of their children. They also want to assure themselves and their children of the blessings God has promised to those who give their children a Christian education.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

Christ is the center of Grace Chapel Lutheran School and all subjects are taught in the light of God’s Word. Students are nurtured to become productive citizens and to strengthen their faith in Jesus Christ.

## **MISSION STATEMENT**

Grace Lutheran Chapel and School seeks to make and keep disciples for Jesus Christ.

## **ACCREDITATION**

Grace Chapel Lutheran School is accredited through National Lutheran School Accreditation and the Missouri Non-Public School Accrediting Association.

## **CREDO OF CHRISTIAN EDUCATION**

### **THIS WE BELIEVE:**

#### **I. CHILDREN ARE A GIFT OF GOD**

- Luke 18:16 (NIV) “Let the little children come to me and do not hinder them, for the Kingdom of God belongs to such as these.”
- I Samuel 1:20 (NIV) “So in the course of time Hannah conceived and gave birth to a son. She named him Samuel, saying, ‘Because I asked the Lord for him.’”
- Psalm 127:3 (ABT) “Behold, children are an inheritance from the Lord.”

#### **II. GOD COMMANDS PARENTS TO TRAIN THEIR CHILDREN IN HIS WORD**

- Ephesians 6:4 (NIV) “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”
- Proverbs 1:7 (NIV) “The fear of the Lord is the beginning of knowledge.”
- Deuteronomy 6:6-7 (NIV) “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”
- Matthew 28:20 (NIV) “and teaching them to obey everything I have commanded you.”

#### **III. PARENTS OFTEN NEED HELP IN CARRYING OUT GOD’S COMMAND.**

The Christian school is equipped to work in cooperation with the parents in this important task.

We believe that the Lutheran School:

- Daily provides for the nurturing of the child’s spiritual life.
- Is best able to provide Christian education in depth.
- Teaches the child to live under his Baptism in his everyday relationships.
- Helps the child develop knowledge, attitudes, and conduct needed for effective discipleship as a child of God.
- Tries to meet all of the child’s needs - - spiritual, intellectual, physical, emotional, social, and aesthetic. (The whole child.)
- Not only prepares the child for his earthly life, but also offers preparation for the life to come.
- Is an effective means of instilling a sense of good citizenship.
- Provides the child with consistent opportunities for wholesome Christian fellowship.

#### **IV. GOD PROMISES HIS BLESSINGS UPON CHRISTIAN EDUCATION**

- Proverbs 22:6 (NIV) “Train a child in the way he should go, and when he is old he will not turn from it.”

## **OBJECTIVES OF CHRISTIAN EDUCATION**

Grace Chapel Lutheran School has as its main objective, the education of the whole child -- SPIRITUALLY, INTELLECTUALLY, PHYSICALLY, EMOTIONALLY, SOCIALLY, AND AESTHETICALLY.

A. In development of **SPIRITUAL** potentialities, Christian education encourages and instructs the child to:

1. Acquire a thorough knowledge of God and His Word.
2. Recognize sin and the need for salvation.
3. Accept Jesus as Savior through the working of the Holy Spirit.
4. Rely upon God for both temporal and spiritual blessings.
5. Desire to conform to God's Law.
6. Utilize the Means of Grace, namely the Word and Sacraments.
7. Lead a sanctified life.
8. Desire to lead others to the Savior.
9. Serve the Church through proper stewardship of time, talent, and treasure.

B. In the development of **INTELLECTUAL** potentialities, Christian education encourages and instructs the child to:

1. Evaluate all human knowledge in the light of divine revelation.
2. Develop an inquiring mind, independent thinking, and desirable study and work habits.
3. Acquire a thorough knowledge of and skills in the common branches of learning.

C. In developing **PHYSICAL** potentialities, Christian education encourages and instructs the child to:

1. Regard his/her body as a gift of God.
2. Use his/her body for the purpose for which God has given it.
3. Acquire and maintain desirable physical habits and fitness.

D. In development of **EMOTIONAL** potentialities, Christian education encourages and instructs the child to:

1. Gain self-esteem through the message of the Gospel.
2. Discover the help that God's Word can give to relieve his emotional stress.
3. Express his emotions in a God-pleasing manner.

E. In development of **SOCIAL** potentialities, Christian education encourages and instructs the child to:

1. Lead a godly life.
2. Show kindness and affection to his family and associates.
3. Respect, under God, authority of home, school, church, and state.
4. Recognize the rights, privileges, and obligations of others as well as his own.
5. Learn responsible behavior and serve as a useful and active citizen in his community.

F. In development of **AESTHETIC** potentialities, Christian education encourages and instructs the child to:

1. Know that God has created man with artistic ability in varying degrees.
2. Understand that all of man's creative efforts are to be used for God's Glory.
3. Be aware of the beauty that exists in daily living.
4. Grow in the ability to handle art media and method.
5. Initiate a desire to use art interests and activities to enrich work, worship, and leisure time.
6. Know that music is a gift from God, to be used to praise and glorify Him.

7. Develop an awareness of timbre, pitch, rhythm, form design, and structure in music.
8. Experience music that can be enriching, rewarding, and satisfying.
9. Know that music is for life to be enjoyed and used.

**IN ORDER TO ACHIEVE THESE OBJECTIVES, IT IS NECESSARY:**

1. That we earnestly pray for our children and their families.
2. That God's Word be upheld in the home and school.
3. That the family appreciate the importance of participation in the activities of the congregation of which the school is merely an extension.
4. That teachers and parents serve as Christian examples for the children.
5. That Christian love and forgiveness prevail at all times.
6. That love for the Savior motivates all of our thoughts, words, and deeds.
7. That the home, school, and church cooperate and communicate with one another.
8. That Grace Chapel Congregation continues to support its school by words, works, and prayer.





## **GUIDELINES ON DISCIPLINE**

These statements on discipline are guidelines. The extent, manner, and order in which they are implemented in any specific case is to be determined by the sole discretion of the faculty, staff, administration, and Board of Education. Certain behaviors of a severe nature, but not identified in these guidelines, may result in immediate action not herein identified. These guidelines on discipline apply to the regular school day and all school sponsored activities, events, and programs, whether on school property or elsewhere.

At Grace Chapel Lutheran School, discipline is considered as the teaching of Christian attitudes, self-control, orderliness, honesty, integrity, efficiency, and accountability. Our guide in matters of conduct is based on

II Corinthians 5:14, “for the love of Christ constrain us.” This means that cooperation with these guidelines is expected in a spirit of Christian love. When there is disobedience, the discipline of the law must be applied.

In the classroom, the teacher is expected to maintain discipline and students are to abide by the rules and regulations of the school. Therefore, teachers will be guided by God’s Word and deal with children in accordance with the teachings and philosophy of Christ and school policy. If a discipline problem occurs, the teacher will clearly identify to the student what was the inappropriate behavior and what positive behavior is expected in the future. Appropriate action includes, but is not limited to, verbal reprimand, general warnings, and removal of the student from the situation for a short time to allow a “cooling off” or “settling down” period and detentions.

Teachers have established procedures for notifying parents of behavior problems. Those procedures will be shared with parents at the beginning of each school year. Continued behavior problems will lead to Office Referrals with the principal. Office Referrals may lead to suspension or expulsion.

In order for you to be informed of areas which can result in disciplinary action, the following non-exclusive list of examples is provided:

1. Refusal by a student to attend classes as scheduled.
2. Unauthorized entry, occupation or use of any school facilities.
3. Intentional obstruction or disruption of teaching administrative or disciplinary procedures, or other authorized functions or events.
4. Theft of or damage to property of the school or the personal property of any individual in attendance at an authorized school function.
5. Abuse or the threat of abuse against any person at any school authorized event, or other conduct which threatens or endangers the health, safety, spiritual welfare, or physical well-being of any such person.
6. Intentional interference with the lawful right of access by a person to school facilities.
7. Setting a fire on school property.
8. Use or possession on school property of firearms, ammunition, knives, or other dangerous weapons, substances, or materials.
9. Use or possession of alcoholic beverages or tobacco on school property.
10. Illegal use or possession of drugs on school property.
11. Sexual or racial harassment.
12. Any other act that is deemed by the school administrator to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, and physical well-being of other persons on school properties or present at any authorized function (school) or event.

We pray that no one will misconstrue the above to be an arbitrary set of rules. Rather, they should be looked upon as information and a means by which we can better work with the rest of the Grace Chapel family for their own Christian well-being.

It is the policy of Grace Chapel Lutheran School to have “zero tolerance” for the possession or use of firearms, or other dangerous weapons or illegal controlled substances on school premises or at any school function. Any violation of this policy will result in immediate suspension pending further investigation and action by the Board of Education, and may result in permanent expulsion.

Students assigned a **detention** for misbehavior serve the detention after school or the next morning. Detentions are from 3:15-4:00 p.m. or 7:30-8:15 a.m. Students serving detention are charged at the same rate as the Extended Care Program.

In the case of a **suspension**, a student is removed from regular classes and not allowed to attend school or extracurricular activities. The principal has the authority to suspend a student not to exceed a period of ten (10) school days for the first suspension. Any suspensions shall be reported to the Board of Education at its next regularly scheduled meeting.

Disciplinary action after a second suspension may bring a recommendation for expulsion of said student, and the student remains suspended until the Board meets to hear the reasons for expulsion. Upon a written request, the parents may also request a hearing at the same Board meeting. Only the Board of Education may expel a student from school and only after the parents or guardians have been given notice in writing that the suspended student’s case will be reviewed in its next meeting.

A continuous behavior problem may result in disciplinary probation on such terms and conditions, including seeking professional counseling, as are deemed appropriate by the administration and Board of Education. Failure to comply with the terms and conditions of disciplinary probation will result in expulsion.

**Expulsion** is the termination of the student’s enrollment in the school. Grace Chapel Lutheran School reserves the right to expel any student for persistent or severe misconduct or failure of parent(s) or student(s) to comply with school rules and standards. The Board of Education has the sole authority to expel students without further approval of any other officer, board, or assembly of Grace Chapel Lutheran Church. No tuition or other fees paid to the school shall be refunded upon expulsion.

**Corporal punishment** will not be administered by Grace Chapel Lutheran School.

## **GENERAL SCHOOL RULES AND DISCIPLINE**

### **SCHOOL RULES**

#### **Hallways and Stairs**

1. Walk! Running can cause injury to others.
2. Talk softly. Do not disturb classes in session.
3. Walk to right -- less chance of bumping into others.
4. Don't bounce or throw balls. Ceiling tile and lights are easily broken.

#### **Playground/Parking Lot**

1. Play on north side of school (except primary playground), front lots and front of church are off limits.
2. No snowball throwing.
3. Between 8:00 a.m. and 8:30 a.m. (when cars are arriving) and after school (when cars are leaving), we cannot use the lot for play.
4. Do not play in the covered doorway at entrance to school. Do not play between cars and fence.
5. No running up or down the slide.
6. Do not pick up the rubber mulch.
7. No playground balls or other equipment on the playground.
8. One person may go down the slide at a time.
9. No jumping off of playground equipment.
10. No more than four (4) people at one time on the rock wall or web.
11. No jumping from the swings.

#### **Cafeteria**

1. Stay sitting at your table while eating except to return trays.
2. Do not tamper with other children's food.
3. Talk in conversational voice, no shouting or screaming.
4. Take only what you can eat and do not take food out of dining area.
5. Use good table manners and be sure all trash is put into containers.
6. Stay in front of the cafeteria service counter.
7. No soda is allowed during lunch.

#### **Restrooms**

1. Do not climb on or under partitions.
2. Talk in conversational voice.
3. Put paper towels in container.

#### **Gym**

1. Do not kick soccer, playground or basketballs, only "Nerf" balls.
2. Do not throw softballs except under teacher supervision.
3. Wear only gym shoes or soft-soled shoes that do not mark floor.

#### **General**

1. Do not damage or vandalize school property.
2. Do not sit on tables or stand on chairs.
3. Do not use electronic devices such as games or music players at school.

## **CURRICULUM**

Textbooks are the same as those found in most public schools or in other private schools. See the appendix for a list of current textbooks and materials.

To meet the aims and purposes of our school, the chief subject is religion. A well-integrated course of Bible history, doctrine, and memory work is required of every pupil. All children participate in regular morning devotions and the weekly Wednesday morning Chapel Service.

The areas of learning are:

**Religion:** Bible Study, Memory Work, Worship, Prayer, and Study of Christian Doctrine.

**Language Arts:** Reading, Literature, Spelling, English, Handwriting, Phonics, Library Skills, etc.

**Social Studies:** Geography, History, Citizenship, and Current Events.

**Mathematics:** All concepts in Elementary Math, and Algebra as an option in 8th grade.

**Fine Arts:** Music Education, Choir, Instrumental Music, Art. Also opportunities in Drama.

**Science:** General Science with units in Physics, Chemistry, and Biology, Health and Sex Education.

**Physical Education:** Skills for various sports and physical fitness activities, rhythmic activities and games.

**Computer Education:** Computer Assisted Instruction in all grade levels.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

Consistent with the principles for which Grace Chapel was established, all pupils will attend Church and Sunday School each Sunday. This is expected inasmuch as Church and Sunday School are the normal extension of the school program in the lives of the children.

In the event that a child is not enrolled in a Sunday School or his parents do not attend or hold membership in a church, we invite these and others to attend Grace Lutheran Chapel.

The church regularly offers classes explaining the teachings of the Lutheran Church - Missouri Synod. You are cordially invited to attend. Please contact the church office (868-3232) for more information.

The Worship Schedule is as follows:

Sunday School and Bible Class:	9:30 a.m.
Sunday Morning Worship Services	8:00 a.m. 10:45a.m.
Saturday Evening Worship Service:	
Traditional	4:00

## **WEDNESDAY CHAPEL SERVICES**

Every Wednesday morning a special children's worship service is held. The children learn from experience how to conduct themselves in the House of God. Efforts are made to have the children take an active part in the service. The message endeavors to emphasize some practical lesson in Christianity that the children can apply to their daily lives. The children's offering is directed to missions, charitable institutions, and other church-related organizations. Parents are invited and urged to attend.

During Advent and Lent, 3<sup>rd</sup> through 8<sup>th</sup> grade attend a regular worship service at 8:30. PreSchool through 2<sup>nd</sup> grade have a special service following the regular worship service.



## **SCHOOL ATTENDANCE**

Parents are asked to cooperate with the school by seeing to it that children attend regularly. Please call the school office to report absences and tardies.

School begins at 8:25 a.m. and dismisses at 3:15 p.m. Students may enter classrooms at 8:10. Teachers area available to parents for short consultations from 8:00-8:10. Students arriving earlier than 8:10 must attend the morning Extended School Program. Any child who has not been picked up by 3:30 p.m. will be placed in the Extended School Program, and parents will be billed accordingly.

## **TESTING PROGRAM**

Added to regular subject matter testing, standardized tests are given in grades 1 - 8. At the present time we use a standardized achievement test based on national norms. The achievement test results are mailed home each year. I.Q. tests are also given in alternate years, and results are mailed home. Individual and class results of these tests are used for guiding the individual child and for general school and class curriculum planning.

## **HOMEWORK**

The program at Grace Chapel has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his by providing encouragement and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his assignments for any reason, kindly send an explanatory note to the teacher so the work may be completed at a later date. If assignments are consistently burdensome, the teacher will appreciate such information so the problem may be alleviated.

## **STUDY HALL**

Students in 3<sup>rd</sup> through 8<sup>th</sup> grade who have missing or incomplete homework will be given a Homework Notice. Parents have the option of having their child stay after school to complete the assignment. Students staying for Study Hall are charged at the same rate as the Extended Care Program

## **REPORTS TO PARENTS**

Midterm Reports and Report Cards are issued the Wednesday following the end of a marking period. Parents are encouraged to discuss the progress of their child with the teacher at any time that is mutually convenient. There is a parent-teacher conference for everyone following the first trimester. If a child is failing, notification to the parents will be made and an appointment set between parent and teacher. Children who do not reach a satisfactory level of achievement will be retained. Teacher and parents are urged to consult with each other as soon as learning difficulties appear.

The following grading scale is used to determine letter grades:

A+ .....	100%	C+ .....	77-79
A .....	94-99	C .....	73-76
A- .....	90-93	C- .....	70-72
B+ .....	87-89	D+ .....	67-69
B .....	83-86	D .....	64-66
B- .....	80-82	D- .....	60-63
		F .....	Below 60

\*Students in 3<sup>rd</sup> – 8<sup>th</sup> grades who achieve a grade point average of A- or above each trimester are recognized on the Honor Roll. Honorable mention is given to students with a B+ average.

## **CHOIRS**

Each pupil attending Grace Chapel Lutheran School will receive regular instruction in singing and music. In addition, handbell and chime choirs are offered. The choirs provide selections at services at Grace Lutheran Chapel, represent the school at special occasions, and give interested children more specialized training in choral performance.

## **BAND PROGRAM**

Instrumental music is offered to students in grades 5 - 8. This program is conducted by the Instrumental Music Teacher of Lutheran High School North. Participation is voluntary and students are released from classes to participate. The parents will need to bear the cost of renting or purchasing the student's instrument and also pay part of the cost of lessons.

## **FIELD TRIPS**

The planning of field trips is at the discretion of each classroom teacher and there are a variety of field trips planned each year. All field trips are approved by the principal and there are a minimum of two (2) field trips per year. Field trips are well chaperoned with help from room parents. Transportation is generally by bus. *Parents who chaperone children on field trips will not be allowed to bring other children along with them.*

## **CHRISTMAS SERVICE**

The entire school presents a Christmas Service in the afternoon and evening shortly before Christmas Break begins. All students in Kindergarten through 8<sup>th</sup> grade are expected to participate in both programs.

## **ACADEMIC FAIR**

Grace Chapel Lutheran School participates in the annual Academic Fair at Lutheran High School North held in January. A math contest, spelling bee, and music festival are held every year. Currently there is a three-year rotation for Science Fair, Social Studies Fair and Fine Arts Fair.

## **LOST AND FOUND**

Please check with the school office for lost and found items. Periodically, unclaimed items are donated to a charity.

## **STUDENT PICTURES**

Student pictures are taken in the fall and spring of each year by a reputable photographer. Students must abide by the school dress code for fall pictures. Revisions to the dress code are allowed for spring pictures.

## **SPRING CONCERT**

Each spring a concert or musical is performed by all students in grades K-6. Participation by students in 7<sup>th</sup> and 8<sup>th</sup> grades is optional.

## **LIBRARY**

The school library is staffed by a librarian and volunteers, and is open every day for individual students and classes. In addition, we have the services of the St. Louis County Bookmobile on a monthly basis.

## **OUTDOOR EDUCATION PROGRAM**

Every year the 6<sup>th</sup> grade students attend an Outdoor Education Program. This program is part of the 6<sup>th</sup> grade curriculum. There is an additional cost for students to attend. Please contact the principal if paying this additional fee is a hardship.

## **ATHLETIC PROGRAM**

The school offers an interscholastic sports program for children in grades 5 through 8. Girls may participate in cross-country, co-ed soccer, volleyball, basketball, track, cheerleading, and pom-poms. Boys are offered cross-country, co-ed soccer, basketball, and track. Our school participates in the St. Louis Lutheran school league as well as individually scheduled contests. There is a sports fee for all students participating in one or many sports.

Our school teams are called the Chargers and our school colors are royal blue and gold.

### **USE OF THE TELEPHONE**

The office telephone is not a public phone and a teacher's permission MUST be secured before a student may use it. The phone may be used with permission in the event of an emergency, such as illness or an accident, or if the school makes a change in a previously announced plan.

Students are allowed to bring cell phones to school and school events. However, once on school grounds, cell phones must be turned off and kept in backpacks or lockers. Please see the complete Cellular Phone policy on page

### **DAMAGED PROPERTY**

Pupils and/or their parents shall pay the school and/or person(s) for damage intentionally or negligently inflicted on persons, on school property, or the property of another person.

### **HOT LUNCH PROGRAM**

Daily hot lunches are served in the school cafeteria. A hot lunch menu is printed every month and distributed to every child the first of every month. Students will not receive a regular lunch when the family balance owed is more than 10 lunches.

### **EXTENDED SCHOOL PROGRAM**

Extended School is offered for parents who need supervision for children. The hours are subject to change. Currently Extended Care is offered from 6:30 to 8:10 in the morning, and again from 3:15 to 6:00 in the afternoon. During these hours, the children are provided with supervised recreation, study time, table games, snacks, etc. Fees for this program are listed on the Schedule of Fees. Children who arrive before 8:10 a.m. or stay after 3:30 p.m. will be placed in Extended School (Study Hall is a part of Extend School). A late fee of \$5.00 is charged for every 15 minute interval or part thereof that a child remains after 6:00 p.m.

### **CLASSROOM VISITATION**

1. Parents should leave classrooms at the 8:10 a.m. bell.
2. Parents should not interrupt classes during the day. All parents should check-in at the school office. Visitors will obtain a Visitor Badge when they check-in.
3. Parents are welcome to observe classes. Request at least 24 hours notification.

### **BIRTHDAY CELEBRATIONS FOR STUDENTS**

- 1) Parents should inform the teacher when bringing in a snack to share with the class.
- 2) All food should be store-bought with the ingredients list readily available.
- 3) Food will be limited to one snack per child and one drink per child. It is recommended that the snack be cupcakes, cookies, or some other store-bought baked good. Ice cream will not be served.
- 4) Balloons and other decorations are not allowed.
- 5) Birthday party invitations should not be distributed at school unless the entire class is included.
- 6) Birthday celebrations should minimally intrude on the educational time of a class.

## **PARENT-TEACHER LEAGUE (P.T.L.)**

The purpose of this league shall be to help all parents and all instructors of Grace Chapel Lutheran School to achieve greater competence in Christian child training.

To achieve this purpose the league shall seek to:

1. Be of service to home and school, and to this end, offer help and guidance for Christian parents.
2. Work in the interest of Christian education of Grace Congregation.
3. Bring into close relation the home and the school, that parents and teachers may cooperate more effectively in Christian training.

## **VOLUNTEER WORKERS**

Our school is dependent upon many volunteer workers in order to provide a well-rounded instructional and extra-curricular program at a reasonable cost. Volunteer workers not only help the total school program but also benefit themselves by being more involved in and informed about our school. If you have the time and talent we would appreciate your help in any of the following areas:

**Library:** The Library is staffed by volunteer workers. You can volunteer for half or full days. Contact the Librarian for more information.

**Room Parents:** Room Parents are needed for each class to help with parties, field trips, hosting the PTL meetings, working on picture day and registration day, etc.

**Teacher's Helpers:** Volunteers help with reading groups, recess supervision, duplicating, and other classroom matters.

**PTL Special Events:** These include assemblies, the Christmas Store, Grandparents' Day, Lutheran Schools Week, Spring Concert, and fund raisers.

**Office Helpers:** Volunteer help with duplicating and collating material for the teachers.

## **PARENTS-IN-PARTNERSHIP**

The School Board has established Parents in Partnership (P.I.P.) to encourage families to become more involved at Grace Chapel for the benefit of all of our students.

- For the 2019-20 school year each family must fulfill ten (10) hours of service BY APRIL 30.
- To get involved, find something you can volunteer for or work with the classroom teacher on an idea you have.
- Fill out a P.I.P. Record form (print the form from our website) and turn it into the office.
- Opportunities for involvement will be publicized through the school newsletter, FastDirect messages, e-mail, Sign-up Genius, and classroom newsletters.
- The buy-out for uncompleted hours is \$20 per hour and will be added to the May tuition payment.



## **FINANCIAL REGULATIONS**

All students are required to pay a Registration Fee each year upon enrolling or re-enrolling. This fee helps pay for books and other supplies. Enrollment is not complete until the registration fee is paid.

### **Registration Fee**

The registration fee is NON-REFUNDABLE upon the school's acceptance of registration. Exceptions are made for families moving out of the area. A *written request for a refund* must be submitted to the school office.

### **Tuition**

The party responsible for tuition is obligated to pay 10% of the tuition of any student registered and accepted by the school but withdrawn after July 1 and before the start of school. A written notice of withdrawal must be submitted to the school office.

The cost to educate one child at Grace Chapel exceeds the tuition fee. A tuition charge is made for all students, member or non-member. Active members of Grace Chapel pay lower tuition rates, as they are expected to contribute to the total church program through church contributions and stewardship of time and talents. The reduced tuition rates are given if one or both parents (or the legal guardians) are communicant members of Grace Chapel and meet the following requirements:

1. Sign the attendance register in at least 13 separately attended church services each six months. (January - June and July - December)
2. Participate in at least one service-oriented activity each year.

### **Late Tuition**

All tuition payments must be up-to-date by the end of each month beginning with September. Students with outstanding tuition may not attend class on the first Monday of the new month.

50% of outstanding tuition must be paid before the student may return to class. Payments may be made by cash, credit card, debit card, or money order. Personal checks will not be accepted.

A finance charge of 10% of any unpaid balance will be added to the tuition bill.

### **Tuition Payments**

Tuition may be paid by one of the following three methods:

1. Single Payment--due before the start of school
2. Three Payments—due before the start of each trimester.
3. SMART Monthly Payment Plan. Tuition is budgeted over 10 months beginning in AUGUST.

### **Tuition Assistance**

Parents/Guardians may apply for Tuition Assistance. Grace Chapel uses TADS to determine need. Applications for returning students must be submitted to FACTS by April 1.

### **SPECIAL EDUCATION PROGRAM**

At this time Grace Chapel does not have a Special Education Program or Resource Consultant. Parents should work with the classroom teacher to complete packets for Special School District to have a child evaluated.

### **CHANGE OF ADDRESS**

The need for a close contact between school and home is important and an accurate and up-to-date address list and current telephone numbers of all parents are necessary. Parents are urged to notify the school office IN WRITING of changes in address and telephone numbers as soon as possible.

### **INCLEMENT WEATHER**

In the winter, school may be canceled due to snow or icy conditions. The decision to close school is made early in the morning and announced on **radio KMOX, Channel 2, 4 and 5 on TV**. A “phone blast” with a recorded message will also be used to make you aware of cancellations.

If inclement weather begins during the school day, school will continue as usual. We **DO NOT** dismiss early. If you desire to pick up your child early on such a day, please come to the School Office.

### **HOME AND SCHOOL COOPERATION**

Home and school must cooperate if the child is to progress satisfactorily. Parents may visit school so that they may see their child in an everyday school situation. Good understanding between parents and teachers is thereby promoted. All visitations must be cleared through the principal of the school and the classroom teacher. All visitors are to “check in” at the office before going to the classroom.

If you have problems concerning your child, the teacher will arrange a conference at a mutually convenient time. Please feel free to ask for conferences whenever you feel one is necessary. Please follow the guidelines of Matthew 18:15-17 by first meeting with your child’s teacher. If you still are not satisfied with that response, invite the principal to meet with you and the teacher. In extreme cases, refer the problem to the Board of Education

## HEALTH PROGRAM AND SERVICES

### PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

It is the policy of Grace Chapel School that every student should have a physical examination when they enter school (Early School, Kindergarten, and new students in upper grades) and before grades 4 and 7. If a student transfers to Grace Chapel, physical exams will be honored provided the child has had the examination in accordance with the recommended schedule. A report of his examination is to be on file in the Cumulative Health Record maintained for each student at school. A health form should have been included in your summer registration packet if your child is to have a physical examination for the current school year.

As prescribed by State Law (Section 167.181), all students in Kindergarten through eighth grade are required to have two doses of a measles containing vaccine (MMR, MR, or measles vaccine) and must have received four doses of Diphtheria-Pertussis, and Tetanus (DTaP/DTP) vaccine for students entering kindergarten. The last dose must have been received on or after the 4th birthday unless the child has received six doses. The polio section of the Rule has been updated to include the use of either the IPV/OPV sequential schedule, an all-IPV schedule, or an all-OPV schedule. If a combination of IPV and OPV is used, four doses of vaccine are required. The last dose must have been received on or after the fourth birthday unless the child has received four doses. Students 9th through 12th grade require a Td booster 10 years after the last dose. Hepatitis B Vaccine (3 doses) is presently required for all students entering Kindergarten and entering 7th grade.

State law requires that all children either be immunized or exempted from immunization

**BEFORE** attending school. Those not immunized will not be allowed to attend until they have complied with the law. A child shall be exempted from the immunization requirements of this regulation upon certification by a licensed physician that such immunizations would seriously endanger the child's health or life. Also, the law providing for this regulation shall not apply to any child if one parent or guardian objects in writing to his school administrator against the immunization of the child.

The school administrator is mandated by Missouri State Law (Section 167.181) to report to the Division of Public Health the name of any parent or guardian who neglects or refuses to permit a nonexempted child to be immunized as required by the rules and regulations and must maintain a current valid list of delinquent names and addresses of parents or guardians for use in audit activities.

### ILLNESS

To minimize the danger of infection to other children, parents are urged to keep their children at home when they are suffering from severe colds and other infections. **A child with a temperature of over 99.6 should not attend school until the temperature has been normal (98.6) for 24 hours without Tylenol.**

Unless a doctor recommends otherwise, children attending school should be well enough to participate in all class activities, **indoors** and **outdoors**. If your child is recuperating from an illness and you want his/her physical activity to be limited, the teacher will comply with this request if a **written note** is sent to the teacher.

Please notify your child's teacher, the school office, or the school nurse if your child has a contagious disease or must go to the hospital. It is unlawful for any child to attend school while afflicted with any contagious disease. Therefore, he should be excluded from school so long as there is any possibility of

such disease being transmitted. Children who have had a contagious disease are strongly urged to have a doctor's approval before returning to school.

In case your child becomes ill during the day, you will be called to make arrangements to pick up your child. In case of serious injury, an attempt will be made to contact the parents. However, if a parent cannot be reached, the school reserves the right to use its own good judgment and will follow the information given on the Pupil Emergency Information Card. By law, you would need to give your expressed permission in writing before hospital personnel could give your child any medical attention. The Emergency Medical Treatment Form, included in the summer registration packet, signed by you and returned to school, would give such permission. We would not take these measures unless every effort has been made to contact parent or guardian within a reasonable period of time, **and only in an extreme emergency**.

### **HEALTH RECORDS**

The school nurse is responsible for maintaining up-to-date records and arranging for health services during the year. These include vision tests, hearing tests, and checking height and weight. Vision and hearing tests are usually given every other year.

### **POLICY ON COMMUNICABLE DISEASES - STUDENTS**

A student shall not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the Board of Education or its designee has determined, based upon medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction as per the policy of the student's local educational agency.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and conditions of such students will be informed. These staff members are: (1) those who are designated by the school to determine the fitness of an individual to attend school or work in a school environment; (2) those who are responsible for providing health care to the infected individual, such as the school nurse, and (3) those who are most likely to be in a position to render first aid to an infected individual in case of accident or medical emergency. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The school will implement reporting and disease outbreak control measures in accordance with 19 CSR (Code of State Regulations, Missouri Department of Health) 20-20.010 through 20-20.060 and 20-28.010.

### **Recommended Procedures:**

1. The school's policy and procedures on communicable diseases, including detailed information about procedures to be implemented should a student with a chronic infectious disease be enrolled will be disseminated to parents of all students attending the local school.

2. All employees will follow the most recently issued guidelines of the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills, whether or not an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action.
3. Any staff member who has a basis for believing a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease shall inform the building administrator, who will request a review of the case by a designated health professional (school nurse, physician, county nurse).
4. If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school until a physician certifies the student no longer is liable to transmit the disease.
5. If the designated health professional determines that a student may be infected with a chronic infectious disease, the student shall be excluded from school until the following procedure has been concluded.
  - a) The building principal shall within three (3) working days request a team review and assessment of the student's medical condition. The team shall be comprised of the following:
    - the student's parent or guardian
    - the student's personal physician
    - a school health professional
    - a public health official
    - the building principal (administrator)
  - b) The team members shall be those responsible for determining the fitness of the student to attend school as provided for in Section 191.689 RS Mo.
  - c) The team will assess the student's condition, the school conditions, and the risk of exposing others to the disease in the school environment and determine whether the student should be permitted to attend school without restrictions; attend school under stated restrictions and conditions; or be excluded from attending school and provided an alternative educational program. The team will also establish dates and/or conditions under which the student's status will be reviewed.
  - d) The team will also identify the school staff members who have a medical need to know the identity of the infected student because they are responsible for providing proper health care and provide the names of these persons to the chief administrative officer of the school as provided in Sec. 191.689 RS Mo.
  - e) The decision of the team shall be made known within three (3) working days after the team has been convened, and communicated in writing to the student's parents or guardian, and the building principal (administrator). The determination will be final unless reversed or appealed.
  - f) The parents or guardian of the student may appeal the decision of the team to the local Board of Education by submitting a written appeal to the building administrator within five (5) working days after receiving written notification of the team decision. Within five (5) working days after receiving written notification of appeal, the building administrator will meet with the review team and review the record and/or receive additional information, and make a recommendation to the local Board of

Education. The Board will consider the recommendation at its next regularly scheduled meeting or at a special called meeting. The Board's decision shall be final. The stated timeline may be adjusted by mutual agreement of the parties.

6. If a student with a chronic infectious disease is permitted to attend school, the building administrator will identify and notify the staff members who, for medical reasons, need to know the student's identity and conditions under which the student is attending school, as provided in Section 191.689 RS Mo. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.

### **DISPENSING OF MEDICINE**

Teachers are prohibited by state law from dispensing medicine of any kind to the school children without authorization. This includes Tylenol. If a child is to bring medication to school, **he/she should leave it with the school nurse along with proper authorization from his/her parents AND doctor describing dosage, time of dispensing and type of medication.**

See School Medication Request Form in Appendix.

## **CHILD PROTECTION AND REFORMATION ACT**

Grace Chapel School abides by the State Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

## **ENROLLMENT POLICY**

Grace Chapel Lutheran School is a Christian Day School for the children of members of Grace Lutheran Chapel, and as space is available, for the children of other parents interested in securing a Christian Education for their children. Grace Chapel Lutheran School is a part of the total Christian Education Program of Grace Lutheran Chapel. Policies of the school are established and activities are controlled by the Congregation through its Board of Education. Direct supervision is entrusted to the principal and members of the faculty.

Grace Chapel Lutheran School admits students of any race, color, national or ethnic origin to all the rights and 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 or ethnic origin in administration of its education policies, admissions policies, and athletic or other school administered programs.

Grace Chapel Lutheran School reserves the right to test all pupils that are new enrollees, and to recommend to the parents in which grade their child should be placed. This testing will take place at Grace Chapel School prior to the beginning of the new school year or before being admitted during the school year.

Grace Chapel Lutheran School also reserves the right to refuse admission or re-enrollment because of learning disabilities, limited achievement, or behavioral and emotional problems which cannot be properly cared for by our school.

Since Grace Chapel Lutheran School is part of the total Christian Education Program of Grace Lutheran Chapel, it therefore expects regular and faithful Church and Sunday School attendance by its students.

Grace Chapel Lutheran School abides by state law for age requirements. Kindergarten children must be 5 years old by July 31st of that same year. First grade pupils must be 6 years old by July 31st of that same year.

Registration for currently enrolled students begins in January. Students who are currently enrolled must re-enroll by February 15 to maintain enrollment preference over new applicants. The non-refundable Registration Fee must accompany re-enrollment to hold child's place in the class.

**Students who are enrolling for the first time must:**

1. Fill out an Application Form and pay the application fee.
2. Provide a transcript of grades from their former school, if transferring.
3. Be tested to determine the grade level at which they are working.
4. The family must meet with the principal for an interview reviewing the school's purposes and policies of Christian Education.

The four steps listed above must be completed before the first-time students may attend classes.

Following are the admission guidelines for students transferring to Grace Chapel

1. Be in good standing at previous school.
2. Have a "C" average or equivalent for the previous school year.
3. Score on the 50<sup>th</sup> percentile in a nationally recognized achievement test in reading and math.

The parents of all new students to Grace Chapel are asked to attend a class on Lutheran doctrine.



## **POLICY ON ABSENTEEISM AND TARDINESS**

(adopted by the Board of Education—July, 2002)

### **Absenteeism**

In order to receive quality education, it is necessary to attend classes regularly. When a student is absent parents should contact the teacher stating the reason for the absence. If a student returns to class without the parent contacting the teacher, the absence will be considered an unexcused absence.

### **Excused Absences**

The student will be allowed two days for every day absent to make up all missed assignments without any penalty.

### **Unexcused Absences**

If the teacher or school office is not contacted when a student is absent, it is considered an **unexcused absence**. The student will receive a failing grade on all assignments during the absence period. A form letter will be sent home with the student stating the policy of the school. This form must be signed and returned to the classroom teacher.

### **Excessive Absenteeism**

If a student is often absent, the teacher will contact the parent. If a problem continues, the principal will contact the parent. Students who are absent 40 or more days during the school year will be retained unless medical reasons for the absences are presented to the School Board.

### **Tardiness**

Tardiness can only have a disruptive effect on the student and the class. If a student must be late to school, a **written note** or personal statement by the parents is necessary. Tardies will be excused for medical or dental appointments. Tardy students must receive a tardy slip from the office before going to the classroom.

### **Excessive Tardiness**

If a student is often tardy and unexcused, the teacher will contact the parent. If a problem continues, the student will receive a consequence and the matter will be referred to the principal. Students receive monetary fines for excessive tardiness. Report Cards will not be issued until fines are paid. For the 2012-13 School Year, students will be fined at the end of each trimester at the following rates:

Tardies 5-7: \$5.00 each  
Tardies 8-10: \$10.00 each  
Tardies 11+: \$20.00 each

## **POLICY REGARDING INTERSCHOLASTIC SPORTS ELIGIBILITY**

(adopted by the Board of Education—July, 2002)



1. A student is ineligible for interscholastic sports while suspended from classes or on probation.
2. To maintain or regain eligibility students must have no “Fs” and maintain at least a “C-” average in the major subjects (mathematics, literature, science, religion, social studies, spelling, and language) on midterm reports and report cards.
3. Students with “Incompletes” on midterm reports or report cards are ineligible until a grade is given.
4. Eligibility of students with a Services Plan (Also called an Individualized Education Plan) will be determined based on the student working to his/her potential. This determination will be made by the classroom teacher in consultation with the resource room teacher.

### **POLICY FOR LEAVING SCHOOL GROUNDS**

Students who, for good reasons other than emergencies, need to leave the school grounds during any time of the day, must be signed out by a parent/guardian or designee.

Whenever students leave building during the school day, full responsibility then rests with the pupil and parents.

Before leaving the school, students must report to the school office. When it becomes necessary for a student to leave school early, the student should bring a note from parents to the teacher in the morning, stating the reason and time they are to leave. This allows the student to leave at the appropriate time without the office personnel coming to find them. If the student knows about this a day ahead of time, this same procedure can be followed.

## **POLICY ON ACCEPTABLE DRESS AND APPEARANCE**

(adopted by the Board of Education –February, 2005)

Revised February, 2006, May, 2010, February 2014

At Grace Chapel Lutheran School we desire students dress in a way that is proper, modest and respectful. In order to accomplish these goals, Grace Chapel has adopted a standardized dress policy.

### **Kindergarten through 8th Grade**

The following dress code lists the types of clothes that **are** allowed and clarifies what is not allowed. If a certain style of dress is not listed (i.e. cargo pants, jeans, running suits), that style is not acceptable.

#### **Boys:**

##### **Bottoms**

Navy, Black, or Khaki 5 pocket uniform style slacks or dress short. No sagging, lowriding, tight or oversized pants. Shorts must reach the length of the fingertips. Except for kindergarten students, slacks and shorts with belt loops must be worn with a belt.

##### **Tops**

Single color long or short sleeve polo shirt or button down shirt. Solid color sweatshirts or sweaters. No logos, brandnames, artwork, or stitching other than Grace Chapel logos. Shirts must be tucked in and remain tucked in when hands are raised above the head. No hooded tops.

#### **Girls:**

##### **Bottoms**

Navy, Black, or Khaki 5 pocket uniform style slacks, dress shorts, skorts, skirts or jumpers and capris, or plaid skorts, skirts, or jumpers. Shorts, skorts, and skirts must reach the length of the fingertips. Except for kindergarten students, bottoms with belt loops must be worn with a belt. No sagging, lowriding tight or oversized bottoms. **ROYAL PARK PLAID #50 IS THE ONLY ACCEPTABLE PLAID.**

##### **Tops**

Single color long or short sleeve polo shirt, button down shirt, or blouse. Single color sweatshirts or sweaters. No logos, brandnames, artwork, or stitching other than Grace Chapel logos. Shirts/blouses must be tucked in and remain tucked in when hands are raised above the head. No hooded tops.

### **All Students**

##### **Shoes**

Athletic style shoes are the preferred footwear. Shoes must be worn with socks, nylons, or tights. Shoes must be secured to feet with tied laces and/or fastened velcro. Heels or soles more than 1 1/2 inches may not be worn. Shoes without a back, sandals and snow boots are not allowed. Appropriate athletic shoes are required for P.E. Snow boots may be worn outside only.

##### **Jewelry**

No excessive make-up, jewelry or accessories (including belt buckles) that bring attention to the student. Chains/necklaces are not to be worn over clothing. Hoop and dangling earrings are not to be worn.

##### **Belts**

Belts must have buckles and be a single color with no wording. No large or decorative belt buckles. No ropes, chains, hooks, suspenders, or items hanging from the belt.

##### **Other**

Tatoos must be covered at all times when at school or school events including, but not limited to, athletic contests.

Hats and sun glasses are allowed outside only.

Students' hair should be well groomed; only natural hair colors are allowed, , i.e. no purple, orange, green, etc. Hair styles that distract from the learning environment are not allowed.

## **SCHOOL COUNSELING POLICY**

### **School Counseling Policy**

School counseling is a part of the educational program provided at Grace Chapel Lutheran School. A Christian school counselor provides services from Lutheran Family and Children's Services of Missouri. These services include conducting classroom activities (in collaboration with the teaching staff) on awareness of personal gifts and interests, Christian relationship building, career awareness, and substance abuse prevention. The counselor also works with individual students and with groups of students and is available for consultation with teachers, parents, and (with signed parental consent) with outside professionals.

Referrals may be received from students for themselves, from parents, from teachers, or from pastors. The counselor will, at times, convene small groups of students to address relationship issues that arise at school. This is done in order to allow the counselor to assist students in providing helpful feedback to one another and to give students guided practice in Christian relationship building.

Lutheran Family and Children's Services and Grace Chapel Lutheran School view school counseling as an educational process. Meeting with the counselor does not necessarily indicate a special problem. The school counselor, in much the same way as the classroom teacher, informs parents of any serious concerns which may come to light during his/her interaction with their children. Children who participate in the group sessions are invited to do so in order to contribute their views and to participate in Christian relationship building.

Appointments with the counselor are made in consultation with teachers, and care is taken to minimize intrusion on instructional time.

## **Cellular Phone Policy**

(adopted by the Board of Education—May, 2010)

Students are allowed to bring cell phones to school and school events. However, once on school grounds, cell phones must be turned off and kept in backpacks and/or lockers—including during extra curricular activities such as athletics and programs. Students may never use cell phones during the school day.

Student may only use cell phones following extracurricular activities with the permission and under the direct supervision of a teacher, coach, or extended care worker.

Students who violate this policy will have their cell phone confiscated and placed in the school office. The phone will only be released to a parent/guardian.

A second violation will result in confiscation of the cell phone and a \$50 cash deposit will be required for the phone to be released to a parent/guardian. The deposit will be refunded at the end of the school year if no further violations occur.

A third and additional violations will result in loss of the deposit and confiscation of the phone until the end of the school year.

Grace Chapel is not responsible for lost, stolen or damaged cell phones.

## **Acceptable Use Policy for Grace Chapel Lutheran School**

Grace Chapel Lutheran School is pleased to provide computer and Internet services for its students. This notice describes the rules, requirements, and restrictions of Grace Chapel technology. Students will be held responsible for their actions and activity while using technology. Technology will be used in ways consistent with our school philosophy and the Christian faith we profess. Access is a privilege – not a right. General school rules for behavior and communications apply.

### **The following actions are not allowed:**

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others verbally
4. Damaging computers, computer systems or the computer network
5. Destroying data of another user
6. Violating copyright laws
7. Using a personal account to access e-mail at school
8. Intentionally wasting limited resources
9. Employing or using the Internet for commercial purposes
10. Other violations deemed unacceptable by the general standards of our faith and our school. Violations may result in a loss of access as well as other disciplinary action.

### **Internet Guidelines:**

In addition to the inappropriate behaviors listed above, also included are these ground rules for use of the World Wide Web.

1. Do **NOT** give your personal information such as your address, telephone number, parents' work address or telephone number, or the name and location of our school without permission.
2. Do **NOT** enter **CHAT** areas. At some sites there may be an opportunity to enter a chat line. You are **NEVER** to do this.
3. At some sites there are questionnaires to fill out. You are **NOT** to do this without permission from your teacher.
4. At some sites there is advertising. There may be order forms to purchase something. You are **NEVER** to fill out any of these forms.
5. If you arrive at a site that is offensive to Christians, use the "**BACK**" button to leave the site and report it immediately to your teacher.
6. Free surfing of the Internet and sending or receiving of personal e-mail at school is not allowed.

Grace Chapel intends only to provide a means for educational activities. We dedicate the property comprising the computers, and grant access to it by users, only for the educational activities authorized under this policy and procedures. Grace Chapel will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. We have installed filtering systems and classroom teachers will closely monitor student use to every extent possible.

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Grace Chapel acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology. With responsible student use, and with the home and the school working in partnership, our computers and the World Wide Web will be valuable learning tools.

This statement will serve as your notice of Grace Chapel's Acceptable Use for computers. Please read and discuss this statement with your child. You have the option of requesting that your child not be provided with access to the Internet. If you do not want your child to use the Internet, please forward in writing a signed and dated request. Your child will still be able to use computers for classroom work such as word processing.

# Grace Chapel Lutheran School

## Wellness Policy

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 Chapel Lutheran School has developed this policy to encourage and educate students on the benefits of maintaining healthy choices throughout life.

### 1.1 NUTRITION EDUCATION GOALS

- Students in all grades, pre-K through 8 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- The message of making healthy choices will be consistent throughout the school, classrooms, lunch room, and other areas where the message can be presented.
- The curriculum for health education will include both nutrition and physical education.
- Health education and making healthy decisions will be infused as appropriate throughout the other curricula areas.
- The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
- Staff who provide nutrition education will be offered appropriate training opportunities.
- The school will seek ways to involve the parents, students, and the community in nutrition education activities.

### 1.2 NUTRITION STANDARDS

- All food served by our school food service meets the guidelines of the Child Nutrition Act. This includes appropriate portion sizes and the following of all nutrition guidelines.
- Food and beverages in the food service program will represent good choices for a balanced and nutritional diet.
- Care is taken so that students entitled to free and reduced price lunches are served and treated the same as all lunch program users. No child is refused lunch due to lack of ability of the parent to pay.
- Students will be encouraged to participate in the meal program. The staff will monitor lunches brought from home and encourage families to provide nutritious meals.
- Grace Chapel Lutheran School will provide a clean, safe, and pleasant setting and adequate time for students to eat.
- The school does not allow use of vending machines during school hours. During school sponsored activities, healthy alternatives will be offered in the concession stand, so that parents and students can make choices.
- The Extended School Program will provide students with a nutritious after-school snack.
- Healthy choices and nutritional food value will be a consideration in selecting school-sponsored fundraising activities. Physical activity fundraising alternatives will be considered when planning the yearly fundraising events.
- When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low-nutrition snacks and instead provide children with nutritional alternatives.

### **1.3 PHYSICAL EDUCATION AND PHYSICAL ACTIVITIES**

- Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the academic curriculum.
- The school physical education curriculum will equip students with the knowledge, skills and attitudes for lifelong physical activity.
- Physical education classes will build student confidence and competence in physical abilities.
- Physical education classes will be taught by highly qualified teachers.
- Students will be given opportunities for physical activity through before and/or after school activities such as intramurals and athletic programs.
- The school will work with the community to help provide safety for students walking, riding bikes, or otherwise using physical activities to get to school.
- The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities in family events.
- The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities.

### **1.4 GOALS FOR OTHER SCHOOL-BASED ACTIVITIES**

- Drinking fountains will be available in the school buildings and students will be given opportunity to have water throughout the day.
- Lunch periods will be scheduled near the middle of the school day with adequate time for students to eat before needing to leave the lunch area.
- Food will not be used as a reward or punishment in the school. Children who have been removed from the classroom for disciplinary reasons will be provided with lunch.
- Teachers will be encouraged to provide all students with physical activities at recess and other times when physical education or activity is scheduled.
- Foodservice staff and teachers will receive proper training in nutrition and physical education.
- The school will make efforts to provide students and families opportunity to participate in physical activities in after-school programs.
- The staff will strive to be role models in practicing healthy eating habits.
- The school will provide information and outreach materials about other FNS programs such as Food Stamps, and Women, Infants, and Children (WIC) to families.

### **1.5 IMPLEMENTATION AND EVALUATION**

- The wellness policy will be implemented at Grace Chapel Lutheran School by the school staff. Teachers will be responsible for operating the policy and reporting any problems to the principal.
- The principal will be responsible for overseeing the implementation of the wellness policy.
- School food service staff will ensure compliance with nutritional policies within school food service areas and will report to the school principal.
- Through observation, and reports from the teachers, the principal will report any difficulties with the implementation of the wellness policy to the Board of Education.
- This policy is subject to ongoing review and modification as necessary to assure compliance with the purpose and intent of Grace Chapel Lutheran School.



# Grace Chapel Lutheran School

## Textbook/Materials List

### **KINDERGARTEN**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Religion	One in Christ	Concordia	2013	Consumable
Language Arts	Literacy by Design	Rigby	2010	2010
Phonics		Wilson	2018	Consumable
Math		Saxon	2012	2014
Science		Pearson	2016	2016

### **FIRST GRADE**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Religion	One in Christ	Concordia	2011	Consumable
Reading	Literacy by Design	Rigby	2010	2010
Phonics		Wilson	2018	Consumable
Spelling		Houghton-Mifflin	2004	2004
Social Studies		Scott Foresman	2007	2007
Math		Saxon	2012	2014
Science		Pearson	2016	2016
Handwriting		Zaner-Bloser	2003	Blackline

### **SECOND GRADE**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Religion	One in Christ	Concordia	2011	Consumable
Reading	Literacy by Design	Rigby	2010	2010
Phonics		Wilson	2018	Consumable
Handwriting		Zaner-Bloser	2003	Blackline
Spelling		Houghton-Mifflin	2001	2002
Social Studies		Scott Foresman	2007	2007
Math		Saxon	2012	2014
Science		Pearson	2016	2016

### **THIRD GRADE**

Religion	One in Christ	Concordia	2011	Consumable
Religion	Child's Garden of Bible Stories	Concordia	2001	
Reading	Literacy by Design	Rigby	2010	2010
Spelling		Houghton-Mifflin	2001	2002
English		Saddler		2019
Handwriting		Zaner-Bloser	2003	Blackline
Social Studies		Scott Foresman	2007	2007
Math		Saxon	2012	2014
Science		Pearson	2016	2016

**FOURTH GRADE**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Religion	One in Christ	Concordia	2011	Consumable
Reading	Literacy by Design	Rigby	2010	2011
Spelling		Houghton-Mifflin	2001	2002
English		Sadlier		2019
Handwriting		Zaner-Bloser	2003	Blackline
Social Studies		Scott Foresman	2007	2007
Math		Saxon	2012	2014
Science		Pearson	2016	2016
Current Events	Time for Kids	Time		Periodical

**FIFTH GRADE**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Religion	One in Christ	Concordia	2011	Consumable
Reading	Literacy by Design	Rigby	2012	2013
Spelling		Houghton-Mifflin	2001	Consumable
English		Sadlier		2019
Handwriting		Zaner-Bloser	2003	Blackline
Social Studies		Scott Foresman	2007	2007
Math		Saxon	2012	2014
Science		Pearson	2016	2016
Current Events	National Geographic	National Geographic	-----	Periodical

**SIXTH GRADE**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Religion	One in Christ	Concordia	2012	Consumable
Literature	My Perspectives	Pearson	2017	2017
Spelling		McDougal		
English		Sadlier		2019
Social Studies		Scott Foresman	2007	2007
Math	Middle School Course 1	Harcourt	2012	2013
Science	Science Fusion	Holt	2013	2013
Current Events	Weekly Reader	Weekly Reader	-----	Periodical

**SEVENTH GRADE**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Literature	My Perspectives	Pearson	2017	2017
Spelling		McDougal		
English		Sadlier		2019
Social Studies	American History	Holt	2000	2005
Math	Math	Holt	2012	2013
Science	Science Fusion	Holt	2012	2013
Health	Science Fusion	Holt	2012	2013

**EIGHTH GRADE**

<u>Subject</u>	<u>Title</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Year Purchased</u>
Religion				
Literature	My Perspectives	Pearson	2017	2017
Spelling		McDougal		
English		Sadlier		2019
Social Studies	American History	Holt	2000	2005
Math	Math	Holt	2012	2013
Algebra	Exploration & Application	McDougal-Littel	2007	on loan from LHN
Science	Science Fusion	Holt	2012	2013
Health	Science Fusion	Holt	2017	2013

July 30, 2018

Dear Parents,

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

Grace Chapel Lutheran School has conducted a complete inspection of its facilities on 5/28/88, utilizing the services of Mead Environmental Associates, Inc. We have also had re-inspections in 1991, 1994, 1997, 2000, and 2003. The results of these inspections have been included in a management plan. This management plan is available in the school office of Grace Chapel Lutheran School during normal school hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents, You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of Grace Chapel Lutheran School for any reason. This school takes very seriously the recommendations made in the management plan, which has been approved by the appropriate agencies.

The person at Grace Chapel Lutheran School who is to ensure compliance is Eric M. Brofford. As required by Rule, Eric M. Brofford is the single contact for the public to obtain information about asbestos-related activities at the school. You may reach Eric M. Brofford at the school office, 867-6564.

Thank you for your cooperation and understanding.

Eric M. Brofford  
Principal



## **FERPA Notification**

### *Family Educational Rights and Privacy Act*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Grace Chapel Lutheran School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by a school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, D.C. 20202-4605



## **THE ANCHOR CROSS**

When the top part of an anchor is in the shape of a cross, it is called an Anchor Cross, a symbol of Jesus Christ, our sure Anchor. This cross is carried over from the days of persecution before Constantine, when Christians were able to see Christian hope in the anchor, while non-Christians saw nothing but an anchor. An anchor is a symbol of a hope “sure and steadfast” (Heb. 6:19).

In the late 1950’s the Anchor Cross was chosen as the symbol for our school. When our school was built in the early 1960’s, this symbol was placed on the southwest corner of the building. The circle surrounding the Anchor Cross symbolizes the never-ending circle, God eternal (without beginning and without end).