

SCHOOL HANDBOOK
2022-2023

GRACE EV. LUTHERAN SCHOOL

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GLENDALE, ARIZONA 85301

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FACULTY

Principal & Upper Grades
Preschool Director
Preschool Teacher
Kindergarten
Grades 1/2
Grades 3/4
Grades 5/6
Grades 7/8
Student Services
Student Services

ext. 302
ext. 319
ext. 319
ext. 308
ext. 316
ext. 315
ext. 323
ext. 312
ext. 313
ext. 313

Mr. Joel Walker
Mrs. Shawna Tech
Mrs. Tanya Walker
Miss Michael Wilde
Mrs. Kris Groth
Mr. E. John Fredrich
Mrs. Kim Buchholz
Mr. Terrance Greening
Mrs. Brenda Wagenknecht
Mrs. Rebekah Frear

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PHILOSOPHY OF EDUCATION

True Christian education seeks to educate the whole child. Thus, a Christian education which seeks to instruct the mind only, and omits the eternal soul of the child, is not only seriously lacking, but is not a "true" education. By birth and nature, all are sinful and are lost forever and cannot do anything to gain eternal salvation. Our only hope is the joyful news of the Gospel that Jesus Christ suffered, died, and rose again to pay the price for all people's sins. This assures all people of the free gift of eternal life in heaven and a richer, fuller life in His love here on earth. This message is only believed and comprehended through the Holy Spirit working in the means of Grace: in the Bible and the Sacraments of Holy Baptism and the Lord's Supper.

Our Lutheran elementary school seeks to work alongside families in bringing Christian education to children. As a school, we dare not take the place of the family; but instead, we assist and work with the parents or guardians in helping these students with their walk of faith. We must work together as a unique team in raising children.

WHO WE ARE

Grace Ev. Lutheran School is a ministry of Grace Ev. Lutheran Church, and we are a member of the Wisconsin Evangelical Lutheran Synod (WELS).

Our school was established in 1927 to offer a Christian education to our members' children. We also strive to give the gospel message to others and include them in a Christ-centered education. We teach that Jesus Christ, true God and true Man, was crucified and died to make full payment for our sins. Some of our basic beliefs as noted in our congregation's constitution are as follows:

- We confess the divinely-inspired canonical books of the Bible as the only source and basis of our faith and doctrine. Grace Evangelical Lutheran Congregation agrees to be guided in the interpretation of the Bible by the *Book of Concord*, 1580.
- We believe the Bible to be not only inspired but also infallible and error-free and "is useful for teaching, rebuking, correcting and training in righteousness" (2 Timothy 3:15-17).
- This congregation accepts and confesses the following Symbols and/or Statements of Faith of the *Book of Concord* of 1580 as true statements of Scriptural Doctrine: The Apostles' Creed, The Nicene Creed, and The Athanasian Creed, as well as the *original Book of Concord*.
- This congregation accepts and confesses these symbolical books without reservation, not insofar as they are the Word of God, but because they are the presentation and explanation of the pure doctrine of the Word of God and summary of the Christian faith held by this Evangelical Lutheran Church.
- We believe that God wonderfully and immutably creates each person as male and female, and that these two distinct, complementary genders together reflect the image of and nature of God.
- We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)
- No doctrine shall be taught or tolerated in this congregation which is in any way at variance with the Holy Scriptures and these Symbols.
- All controversies which may arise in this congregation shall be decided according to this article and in accordance to the Holy Scriptures.

For more information regarding the teachings of the Wisconsin Evangelical Lutheran Synod (WELS), please meet with one of our pastors or visit our WELS website at www.wels.net.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of faith, doctrine, practice, policy, and discipline, our Church Council, advised by the Pastors, is the final interpretive authority on the Bible's meaning and application.

DISCLAIMER:

This handbook does not serve to contractually bind Grace Ev. Lutheran School in any way.

This handbook is subject to change without notice by the school's governing body. GRACE EV.

LUTHERAN CHURCH MISSION STATEMENT

Mission Statement: We exist to give glory to God for his undeserved love in Jesus by growing in faith, serving each other, and sharing God's Word.

- Ephesians 2:8-9: For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast.
- 1 Corinthians 10:31: So whether you eat or drink or whatever you do, do it all for the glory of God.
- 2 Peter 3:18: But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.
- Galatians 5:13: Serve one another in love.
- Mark 16:15: He said to them, "Go into all the world and preach the good news to all creation."

GRACE EV. LUTHERAN SCHOOL MISSION/VISION/OBJECTIVES

MISSION STATEMENT

Grace Ev. Lutheran School is dedicated to partnering with parents to make disciples of Jesus Christ, equipped for life and for eternity by providing a Christ-centered, high-quality education.

VISION STATEMENT

Grace Ev. Lutheran School will teach our students that their earthly lives and their eternal futures are safe in the hands of their Savior, Jesus Christ. We will accomplish this while providing a safe, supportive, and loving Christian environment where teaching and learning is embraced. Our students will graduate well prepared to be actively involved in their church, home, school, and community. We will seek to nurture the faith of those who know their Savior and reach out with his love to those who don't.

OBJECTIVES OF OUR CHRISTIAN, HIGH-QUALITY EDUCATION

- Motivate students by using the gospel of Jesus Christ
- Develop students' God-given talents to be used to the glory of God
- Train each child to live a Christian life of love and self-discipline which comes from proper use of the law and gospel
- Prepare our students to be witnesses of their Savior Jesus
- Teach and prepare our students to be outstanding, productive citizens
- Seek to use our school as an outreach tool for Grace Ev. Lutheran Church
- Equip each student with the tools needed to succeed in high school and beyond by teaching the following:
 - Using deeper thinking skill strategies throughout each school day

- Enabling our students in proper use of technological resources
- Effectively practicing oral and written communication skills
- Encouraging our students to develop study strategies and organizational skills
- For a complete listing of our curriculum for each grade level visit graceglendale.org/school/curriculum.

The Purpose of Grace's School is...

...to serve the church by nurturing the spiritual and educational needs of the children of Grace Ev. Lutheran Church and other WELS congregations, as well as actively reaching out to our community in general, all in the light of the saving work of Jesus Christ.

I. Making Disciples means:

- A. using the law to show a need for a Savior (Rom 3:22-23);
- B. teaching students "the one thing needful," (Luke 10:42), the gospel of Jesus Christ;
- C. training students to be WELS Christians in word and deed (Eph. 4:11-12) by the Holy Spirit working (1 Cor. 2:14) through the means of Grace (the Gospel in Word and Sacrament); and
- D. beginning a lifelong process of spiritual growth in faith and life that we pray will continue throughout their lives. (1 Corinthians 3:1-2; 1 Peter 2:2-3; Hebrews 5:11-6:1).

Romans 3:22-23 *There is no difference, for all have sinned and fall short of the glory of God. (NIV)*

Luke 10:42 *but only one thing is needed. Mary has chosen what is better, and it will not be taken away from her." (NIV)*

Ephesians 4:11-12 *It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up (NIV)*

1 Corinthians 2:14 *The man without the Spirit does not accept the things that come from the Spirit of God, for they are foolishness to him, and he cannot understand them, because they are spiritually discerned. (NIV)*

1 Corinthians 3:1-2 *Brothers, I could not address you as spiritual but as worldly -- mere infants in Christ. I gave you milk, not solid food, for you were not yet ready for it. Indeed, you are still not ready.*

1 Peter 2:2-3 *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. (NIV)*

Hebrews 5:11-6:1 *We have much to say about this, but it is hard to explain because you are slow to learn. In fact, though by this time you ought to be teachers, you need someone to teach you the elementary truths of God's word all over again. You need milk, not solid food! Anyone who lives on milk, being still an infant, is not acquainted with the teaching about righteousness. But solid food is for the mature, who by constant use have trained themselves to distinguish good from evil. Therefore let us leave the elementary teachings about Christ and go on to maturity, not laying again the foundation of repentance from acts that lead to death, and of faith in God, (NIV)*

II. Serving the educational needs of the children means:

- A. Instructing students in the academic teachings of this world subject to the truth of the holy Scriptures (Romans 11:33-36, 1 Corinthians 1:25, 1 Corinthians 1:18).

Romans 11:33-36 *Oh, the depth of the riches of the wisdom and knowledge of God! How unsearchable his judgments, and his paths beyond tracing out! "Who has known the mind of the Lord? Or who has been his counselor?" "Who has ever given to God, that God should repay him?" For from him and through him and to him are all things. To him be the glory forever! Amen. (NIV)*

1 Corinthians 1:25 *For the foolishness of God is wiser than man's wisdom, and the weakness of God is stronger than man's strength. (NIV)*

1 Corinthians 1:18 *For the message of the cross is foolishness to those who are perishing, but to us who are being saved it is the power of God. (NIV)*

Curriculum

For a complete list of the curriculum visit:

<http://www.graceglendale.org/school/enroll/curriculum/>

CHRISTIAN LIFE

CHURCH & SUNDAY SCHOOL ATTENDANCE:

Regular public worship is indeed important. God tells us in Hebrews 10:25, "Let us not give up meeting together...but let us encourage one another." As we expect growth in the academic development of our students, so too we expect the students to grow spiritually. This can be done only through the gospel.

The Lord, and thus our school, expects parents to bring their children to worship opportunities on a regular basis. Church attendance is an important part of the lives of our children. Parents can set a good example for their children by bringing them to church and by attending divine services with them. Those who are members of another congregation may certainly have their children attend their own place of worship. Church attendance is taken throughout the school year and is reported regularly to the School Board.

Because a confirmation vow is one of the most important promises a person makes to the Lord, and because our Savior calls upon us to faithfully worship him, it is expected that those preparing for confirmation will be faithful in their church and Sunday School attendance. Confirmands will receive further information about this from the pastors.

We also strongly encourage all students and their parents to attend Sunday School on Sunday morning. Attendance at our Lutheran Elementary School (LES) is considered in addition to, not a replacement for, normal Sunday morning Bible Study. Sunday School lessons are rarely the same as what is taught in the LES. Church and Sunday School attendance is taken each week. Regular Sunday School attendance helps lead to a good habit of attending Bible class following confirmation through adulthood.

When students attend a Pioneers campout, or other similar sponsored activity, we hold a service with the students. This counts as a "yes" to both church attendance and Sunday School attendance.

SCHOOL DISCIPLINE PROCEDURES:

Our Father in heaven, showing His great love for all mankind, sent His Son to this earth. His Son, our Lord and Savior Jesus Christ, willingly gave His life so that we might have salvation. Out of love for our Savior and out of love for your child's welfare, we pray that a spirit of cooperation will exist between home and school.

Cooperation between parents and teachers is especially important in the area of discipline. With proper discipline procedures in place and understood by all, you as parents can be assured that your children will be in an atmosphere that is both pleasing to you and to our Lord.

Teachers are to have clear expectations for their students. The correct application of Law and Gospel, sin and grace, and love and forgiveness will motivate the teachers in dealing with the students. If you haven't already done so, you are encouraged to discuss your child's classroom discipline plan with his/her teacher.

Our God, speaking through inspired Scripture, requires appropriate discipline of his children. There are many statements and examples to this effect:

Do not withhold discipline from a child. (Proverbs 23:13)

He who loves [his child] is careful to discipline him. (Proverbs 13:24)

Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you. (Hebrews 13:17)

Our school, based upon the Word of God, also requires that our faculty and parents provide and support appropriate discipline. All Called workers are required to correctly apply both law and gospel in their daily interactions with the children. Each Grace faculty member has received and accepted a Call that in part states...

In extending this call to you we solemnly charge you...to maintain Christian discipline in the school...

Furthermore, the congregation, and you as school parents, have vowed...

On our part we solemnly promise...

- A. To support your work among us with our prayers and personal assistance; and
- B. To aid you in maintaining the proper Christian discipline...

Teachers are to be obeyed and respected as the representatives of God as shown in the Fourth Commandment, where He requires respect for all in authority. Parents should also expect the Called workers to show respect to them and their children. Bearing this in mind, parents should not attempt to excuse their children from conforming to any of the rules of our school.

We plead that parents refrain from standing in judgment over the disciplinary actions of the school in front of their children. If any misunderstanding or problems should arise in regard to discipline, we expect that parents will discuss them with the teachers in a manner that is pleasing to the Lord, following Matthew 18.

The following is our core beliefs that tie into our school's mission statement and objectives:

GUIDE FOR DISCIPLINARY ACTION

1. Serve our Lord and Savior Jesus Christ in all we think, say, and do.
2. The faculty will use Law (correction) and Gospel (forgiveness) as the primary tool to address all discipline issues.
3. Every attempt will be made to maintain the dignity of each student, parent, and teacher.
4. Students will be guided in finding God-pleasing solutions to their problems and are expected to do so without creating problems for anyone else.
5. Students will be given opportunities to make age-appropriate decisions and to show a willingness to live with the consequences of those decisions.
6. Students are encouraged to request a conference with their teacher (or the principal) whenever consequences appear to be unfair.

NOTIFICATION – PROBATION – DETENTION – SUSPENSION – EXPULSION PROCEDURES

Notification Procedure

In the event of difficulties, the teacher will inform the parents of inappropriate behavior or lack of schoolwork satisfactorily completed.

Probation Procedure

1. Students may be placed on probation due to either poor academic performance or poor classroom behavior. The principal will inform the parents concerning the conditions of probation.
2. If during the period of probation the desired results are not evident in the child, suspension procedures will take place.
3. If a problem of a serious nature arises, probation procedures will be set aside and suspension procedures will begin.

Detention Procedure

1. Similar to probation, Students may receive detention due to either poor academic performance or poor classroom behavior.
2. The principal will be the final authority on whether or not a detention will be given.
3. The principal may issue a suspension if a student receives five or more detentions in one quarter.

Suspension Procedure

1. As noted in the previous section, a child may be suspended from school for inappropriate behavior and/or poor study habits if repeated efforts to correct these habits have no effect.
2. The principal also has the authority to suspend a child for an incident that may not have been part of an ongoing problem.
3. The principal will inform the parents when a child has been suspended.
4. The length of the suspension will be determined on a case by case basis.
5. All suspensions are reported to the School Board.

Expulsion Procedure

First Step – A discussion of the problem by the School Board is followed by a written communication from the Chairman of the Board formally indicating the problem. The letter will also point out the following procedure if the problem is not corrected.

Second Step – A meeting of the parents, the child (part of the time), the School Board, pastor, teacher, and principal will take place to try and solve the problem.

Third Step – The actual expulsion by the School Board takes place. This step is to be enacted if the desired effect does not take place after Step 2 has been followed.

APPEAL PROCESS FOR SUSPENSION/EXPULSION

If you disagree with your child's suspension/expulsion, you should try to resolve the issue by talking to the Principal and to your child's classroom teacher(s).

If the problem cannot be resolved by talking to the Principal, you can write a letter of concern to the Chairman of the School Board.

If the suspension is longer than one day, you may request in writing a formal review of the decision to suspend. This written request must be made within 3 days of receiving written notice of the suspension.

When the School Board grants your request to review the suspension decision they can decide to:

- Confirm the principal's decision
- Modify the duration of the suspension
- Remove or modify the record of suspension/expulsion from the student's permanent record
- In case of an expulsion, they could re enroll your child

Just because you request a review does not mean that your child will be allowed to return to school for the duration of the suspension.

Sample of a written appeal:

Dear Mr. [Principal/Chairman of the School Board]:

I, the mother/father/guardian of [student's name], would like to request a review of the decision to suspend/expel my child dated [date on written notice of suspension].

[A brief statement of why you disagree with the decision].

Sincerely yours,

[your signature]

PROCEDURE TO BE FOLLOWED CONCERNING COMPLAINTS

1. Any question or complaint regarding classroom instruction or procedure should be **first** channeled to the teacher involved. While the principal is always available to discuss this, he will normally direct you to set up a meeting with the teacher to discuss the complaint.
2. Following this step, the principal (or principal and teacher) will be happy to meet with the complainant if requested.
3. Any questions or complaints regarding school administration should be channeled to the principal.
4. If no agreement can be worked out following the steps above, pastors and/or the School Board will be happy to meet with the complainant and/or the teacher.

Always use the above steps listed to help define, clarify, and resolve an issue before expressing discontent publicly at meetings, etc., or in other private settings. (8th Commandment)

Let us remember to deal with each other in love as the forgiven sinners that we are. *“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you” Ephesians 4:32.* We all need to remind ourselves of the Eighth Commandment, which obligates us to defend and speak well of everyone we work with, remembering to take all words and actions in the kindest possible way. It is important that we remember that we are working together as a team for the welfare of our children.

DRESS CODE

We ask that parents exercise discretion in seeing that their children follow **dress code standards** at all times; if you know certain clothing is against the dress code, please have your child change. We also ask that parents consider the same dress code when helping at school or on field trips. The culture we live in unfortunately dictates many of the styles the children of our world wear. We need everyone helping us out with our dress code standards.

Dress Code Standards

Students are required to wear a single color, plain, solid color polo shirt or Grace logo polo shirt. Grace t-shirts may be worn on Fridays so long as they are in good condition. Undershirts must be solid colors and must be tucked in the waistline of pants or skirts.

Khaki, navy blue, or black pants or shorts may be worn for boys. Khaki, navy blue, or black pants, shorts, skirts, or scooters may be worn by girls. Shorts may be worn by pupils in any grade, but the shorts must reach any part of the child's fingers. Items that are not permitted include, but are not limited to, pants/shorts with frayed bottoms or that are extremely baggy or hang below the waist-line; clothing with holes in them; bare midriffs, sweat pants, athletic shorts and pants, and tight clothing. Undergarments are to remain unseen at all times.

Winter dress code can include Grace sweatshirts or a plain sweatshirt with a dress code appropriate top underneath. Winter jackets are allowed with appropriate polo shirts worn underneath.

Clothing purchased in the “School Uniform” department of any of the following retail outlets will satisfy the **dress code standard**: Wal-Mart, Target, Sears, JCPenney, or Lands End. Exceptions to the **dress code standard** shall be made by the principal. These may include but are not limited to Casual Friday, Spirit Day, etc.

Students may wear earrings. However as a matter of safety, students may not wear dangling or hoop earrings. Please speak with the school administration regarding any other piercings. Student hairstyles must not hinder the academic progress within the classroom. Students may dye their hair; however the color must be a natural hair color. If you are uncertain if a hairstyle or color meets the dress code standards, please speak with the school administration before making any hairstyle changes.

For health and safety reasons, “flip-flops”, heelys, and high-heeled shoes (including lift-type shoes) will not be allowed. Students must wear shoes that allow them to be active during breaks and physical education classes.

Students should dress in conformance with one’s biological sex.

Students may not be permitted to attend class with dress code violations. Either a change of clothes will be provided to them, or they will remain in the office until the violation is corrected—the absence from class will be unexcused. The final decision on whether clothing meets the dress code **and the consequences for the infraction** rests with the principal. Consideration will be given for special circumstances. Please bring any concerns to the principal.

I Corinthians 6:12: ¹²“**Everything is permissible for me**”—but not everything is beneficial. **“Everything is permissible for me”**—but I will not be mastered by anything.

After-School Activities

Our dress code applies to after-school activities sponsored by the school. The only exclusion to this will be changing for mid-week worship services or changing for sporting events into a Grace sports uniform. At all other times, a student must remain in dress-code appropriate clothing until they are picked up by their parents.

Graduation and Special Services

Our dress code applies to students participating in graduation and special services as well, with the inclusion of nice dress clothes being allowed. If a student arrives at a service in attire that is deemed inappropriate by the principal, the student will not be permitted to participate in the service. Students may also follow the confirmation guidelines regarding appropriate dress. For the young ladies, please wear a modest dress with no off-the-shoulder or spaghetti straps, and consider an appropriate neck-line/length. For the young men, please have a dress shirt (no golf shirts), dress pants (no jeans), and dress shoes (please no athletic sneakers) “...whatever you do, do it all for the glory of God.”

Please keep these guidelines in mind when your child sings in church, including the Children’s Christmas Service. Sweaters or other similar appropriate clothing may also be worn. Please remember that the Children’s Christmas Service is a special service and dressing up is appropriate.

GUM

Gum chewing is not permitted anywhere on our campus. Students are not permitted to chew gum before, during, or after school. We also ask that parents do not send gum as a classroom treat.

ILLEGAL DRUGS

Illegal drugs, tobacco, vaping products, and Marijuana are not permitted on our campus. Students who are either using such drugs or have such drugs on their person will be dismissed immediately from the campus—either to the custody of their parents/guardians or to the appropriate authorities. Appropriate authorities will be notified according to state statutes (such as ARS§13-3411). Future enrollment will be determined in a special meeting of the School Board.

VERBAL/WRITTEN THREATS

To ensure the safety of the student body, any and all verbal or written threats against a person or persons will be taken very seriously. Students who either speak or write such threats will be dismissed immediately from the campus—either to the custody of their parents/guardians or to the appropriate authorities. Future enrollment will be determined in a special meeting of the School Board.

WEAPONS

Lethal weapons are not permitted on our campus (including pocket knives). Students who have weapons on their person or in their possession will be dismissed immediately from the campus—either to the custody of their parents/guardians or to the appropriate authorities. Future enrollment will be determined in a special meeting of the School Board.

ADMINISTRATION

ENROLLMENT POLICY

All parents who are members of our church are urged to enroll their children in our Lutheran Elementary School according to the policies and practices set down in this handbook.

To enroll, all Kindergarten students must be 5 years old by September 1 of the school year. Typically, classroom sizes will not exceed 25 students. However, under rare/special circumstances, the School Board may allow more than 25 students.

Our school exists to serve the members of the congregation and our community. While we would love the opportunity to work with all families, there are times when we will be forced to deny an application due to class size. When these times arise, students will be enrolled according to the following priority list:

1. **Children whose parents are members of Grace Lutheran Church.**
2. **Children whose parents are members of another WELS congregation.**

Such children are encouraged to enroll provided that there is a desire for and a commitment to the study of God's Word and the following commitments on the part of parent/guardian:

 - a. Faithful church attendance according to our policy (at the child's home congregation).
 - b. School tuition payments are kept up-to-date. (cf. Finances in this handbook).
3. **Children whose parents are not members of any church (mission prospects).**

Such children are encouraged to enroll provided that there is a desire for and a commitment to the study of God's Word, and parents agree to have their children taught according to our Lutheran doctrines. Also required are the following commitments on the part of parent/guardian:

 - a. Completion of our pastors' Bible Information Class by the end of the second year of enrollment. (Becoming a member of our congregation is **not** required).
 - b. Faithful church attendance according to our policy.
 - c. School tuition payments are kept up-to-date. (cf. Finances in this handbook).
 - d. No new students will be accepted after the beginning of the 2nd semester.
 - e. Enrollment is on an annual basis only.
4. **Children whose parents are members of other churches.**

Such children are enrolled on a case-by-case basis. During a meeting with the principal, doctrinal differences may be explained. Parents of other Christian churches must agree to have their children taught according to our Lutheran doctrines. Also needed is a desire for and a commitment to the study of God's Word and the following commitments on the part of parent/guardian:

 - a. Completion of our pastors' Bible Information Class by the end of the second year of enrollment. (Becoming a member of our congregation is **not** required).
 - b. Faithful church attendance according to our policy (at the child's home congregation).
 - c. School tuition payments are kept up-to-date. (cf. Finances in this handbook).
 - d. No new students will be accepted after the beginning of the 2nd semester.
 - e. Enrollment is on an annual basis only.

Grace Ev. Lutheran School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the

school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

ATTENDANCE

Absence from School: Pupils should be regular and prompt in attendance. Written or verbal excuses from the parents are required for all absences. Students may not excuse themselves from school nor report the reason for an absence. Absences with no written or verbal excuse from a parent or guardian will result in an unexcused absence. **When the total of unexcused absences reaches 10 in a semester, parents must meet with the principal to discuss the issues regarding the unexcused absences.** The details of this meeting will be reported to the School Board. If the issue is not resolved, the student's enrollment for the following year may be in jeopardy.

If you know that your child will be absent from school, you must inform your child's teacher of this absence in advance. If for any reason your child will miss more than 3 consecutive days of school, a vacation form must be completed and submitted at least 48 hours prior to the child's absence from school.

If possible, your child's teacher will give you his/her homework ahead of time. It is best to have this homework completed and handed in before you leave. In some cases the school may advise against such an absence. Pupils are required to make up work missed due to absence within a reasonable period after his/her return to school. Unless otherwise directed by the child's teacher, the student will have one day to complete the missed assignment for each day the student missed school.

We ask that you schedule doctor's appointments after school hours whenever possible. If a child misses school due to a doctor's appointment, the student will receive an excused absence.

Tardy: Being on time for class is important. All classrooms are open to students at 8:00 AM. Parents are encouraged to bring students to school at 8:00 AM so that they have ample time to prepare for the school day. Students will not feel rushed, classroom atmosphere will not be interrupted, and most importantly, students will not miss memory work, devotion, and God's Word being taught. All students must be at their desk, ready to learn, by the 8:15 bell or they will be marked tardy. If a student will be gone at the beginning of a school day, the parent should contact the teacher in advance. **Unless excused by the principal,** students arriving at school more than 45 minutes late will be marked as a half day absence. Excessive tardies may make students ineligible for grants. Excessive tardies may also lead to a family's ability to enroll in future years.

1. If a student has 5 tardies per quarter, parents must contact their child's teacher.
2. If a student has 10 tardies per quarter, parents must contact the school principal, and an official school letter stating excessive tardies will be placed in the student's permanent record.
3. If a student has 15 tardies per quarter, the issue will be brought to the School Board and may result in additional consequences.

Perfect Attendance: Students with perfect school attendance are those that have missed no school days.

BIRTH CERTIFICATE

Arizona Law requires that persons enrolling a pupil for the first time in a particular school must furnish the school with the child's birth certificate or baptismal certificate. We ask that the parents of pupils attending our school for the first time bring the child's birth certificate or baptismal certificate prior to the child's first day of classes. We will make a copy of the certificate and return the original to you.

HONOR ROLL

Students in grades 5-8 are eligible to be considered for the Honor Roll. Position or placement on the honor roll is determined by grade point average (GPA). Criteria for the quarterly Honor Roll is as follows:

Highest Honors: 3.75 – 4.00

High Honors: 3.50 – 3.74

Honors: 3.00 – 3.49

Receiving any grade lower than a C- in any subject will disqualify a student from being placed on the honor roll.

Academic Probation

Students in grades 3-8 will be placed on Academic Probation when they receive one F or two D's on a quarterly report card. All students on Academic Probation will be given a written plan to address their academic needs. The principal will review the student's progress after 4 weeks of classes to determine if the probation will be lifted or extended. The principal may also place a child on temporary academic probation during a quarter if a child has an excessive amount of missing work. Once the missing work is satisfactorily submitted, the principal may lift the probation.

GRADING SCALE

The grading scale is as follows:

A+	99-100%	4.00	C	73-76%	2.00
A	93-98%	4.00	C-	70-72%	1.67
A-	90-92%	3.67	D+	67-69%	1.33
B+	87-89%	3.33	D	63-66%	1.00
B	83-86%	3.00	D-	60-62%	0.67
B-	80-82%	2.67	F	0-59%	0.00
C+	77-79%	2.33			

LEAVING SCHOOL GROUNDS

Pupils who need to leave the school grounds during any time of the school day must have written permission of the parents, as well as the permission of the classroom teacher. If such permission is granted, full responsibility rests with the pupil and the parents. Parents/guardians must sign out their child in the office.

MEDICINE

If your child is required to take medicine during the school day, you must give your child's teacher written directions for administering the medication. Prescription medication must come in the pharmacy's bottle and must be prescribed for that same child. **Students may not keep any medication in their possession. All medication must be secured by the classroom teacher or kept in the school office.**

PARENT-TEACHER CONFERENCES

Regular communication between parents and teachers gives students a better chance for success. Therefore Grace Lutheran School holds special Parent- Teacher conferences each fall. By means of such conferences the parents are able to discuss the progress of their children with the individual teachers. It is our expectation that all parents will attend these conferences. Teachers will do their best to accommodate the schedules of the parents, but we ask that parents do their best to schedule the conference during the designated times. Parents are always welcome to visit Grace Ev. Lutheran School at any time. We encourage parents to meet periodically with their child's teacher to monitor the child's progress at school. The School Board meetings of Grace Ev. Lutheran School are also open to all parents.

PRIVATE SCHOOL AFFIDAVIT OF INTENT

According to Arizona Revised Statute §15-802, all students attending our school need to fill out a Private School Affidavit of Intent to Enroll form. This is done to assure that the children of Arizona are receiving formal education. All students who did not attend our school last year are to fill out such an affidavit. This form must be notarized; our secretary is a Notary Public, and there is no charge for the notarization. This can be done on REGISTRATION DAY. If a student leaves Grace before eighth grade graduation, the parent must also fill out a Maricopa County Private School Withdrawal Form that must be mailed to the Private School Services.

CELL PHONES AND OTHER ELECTRONIC DEVICES

If a parent deems it necessary to send a child to school with a cell phone, the cell phone must remain off and in the student's backpack throughout the school day unless otherwise directed by the child's teacher. The policy will also be enforced during extended care and other school sponsor activities. Students may use cell phones after school to arrange rides from 3:00 – 3:15 PM. Students should only be using the cell phones to communicate with a parent or guardian. Students may only use electronic devices (such as chrome books) for educational purposes at the direction of the classroom teacher. Before an electronic device is brought to school, the parents must speak with the child's teacher. Grace Ev. Lutheran School is not liable for the loss, theft, or breakage of any property the student may have brought to school. If students misuse any electronic devices, the devices will be taken and kept until the parent/guardian of the student comes to claim them.

REGISTRATION REQUIREMENTS

All parents and guardians are REQUIRED to register their child/children and fill in the various forms which are required. Payment plans for tuition must be set prior to the child's first day of school. Some of the forms you may be required to complete or submit are as follows (this list may change throughout the year depending on state or federal requirements):

1. Student Registration Form – online (must update each year)
2. Emergency Contact State Form (must update each year)
3. Tuition Payment Plan (must update each year)
4. Immunization Record (must update each year)
5. Birth Certificate (only needed in first year of enrollment)
6. Withdrawal Form (only needed in first year of enrollment)
7. Records Requests Form (only needed in first year of enrollment)
8. Private School Affidavit of Intent to Enroll (only needed in first year of enrollment)

VISITATION DAYS

Parents will have the opportunity to schedule a visit to their child's classroom before school starts. Each family has the opportunity to schedule a visit with their child's teacher to go over important information about the upcoming school year. These days are typically set between REGISTRATION DAY and the first day of school. They will be shown on the Master Calendar.

SCHOOL HOURS

Unless you are notified in advance, the normal school day will be from **8:15 AM to 3:00 PM** for grades K-8. On early release days, school dismisses at 11:30 for all grades. Before Care is available from 6:45-8:00 AM. For the safety of the students, parents who drop their children in Before Care, MUST sign them in personally before leaving campus. We ask that you pick up your children by 3:15 PM. Students not picked up at 3:15 PM will be signed into Extended Care. Once a child is sent to Extended Care, a parent MUST sign them out. Parents of students not picked up by 3:15 PM may be assessed a fee; students not picked up by 3:30 PM will be charged. Extended Care is available both before and after school. See more information under the "Finances" section.

SCHOOL SUPPLIES

The children of grades K–8 are required to furnish their own supplies such as paper, pencils, and crayons. A list of such supplies can be received from your child's teacher. Parents are asked to send their children with all needed supplies. Please make sure your child has all needed supplies throughout the year.

TESTING PROGRAMS

Grace will use an Arizona State approved standardized test. All students are required to take any testing established by the School Board.

SUPPLEMENTARY EDUCATIONAL OPPORTUNITIES

COMPUTER ACCESS

We have Chromebooks available in each classroom for student use. Upper grade students will have the opportunity to learn how to operate and use a Chromebook. All students will be assigned a school Google account.

FIELD TRIPS

Field trips are planned and scheduled by the teachers of the various rooms throughout the school year. The field trips are specifically designed for the students of one individual classroom, and we ask that parents not take children from other classrooms on these scheduled field trips.

ENRICHMENT

We offer time at the end of each day for students to engage in more in-depth studies and specialized activities. Students also may have an opportunity to complete homework at this time.

EXTRACURRICULAR ACTIVITIES

ELIGIBILITY

Students participating in extracurricular activities must maintain an acceptable scholastic average. If a student receives one F or two D's on a quarterly report card, the student will be placed on academic probation. As a part of the conditions of their probation, students will not be able to participate in any extracurricular events (such as sports games, concerts, and performances). In addition, their ability to practice for these events may be limited or denied. Students will remain ineligible until the academic probation has been lifted by the principal.

JUNIOR CHOIR

Our school also offers a special choir for students in Grades 5–8. The purpose of this choir is to give the students an opportunity to sing religious, secular, popular, and other types of music in two and three parts.

JUNIOR HANDBELLS

Our school offers this special group for students in the upper grades—space is extremely limited. The group will play for school chapel services, church services, concerts, and other special occasions. If possible, we will also have a beginning hand chime group for students in grades 5-6.

SCHOOL BAND

The grade school band program is open to students in Grades 5-8. More detailed information will be given on REGISTRATION DAY, and also at the start of school. For costs, please see the Finances section.

DRAMA PROGRAM

A drama program is available for the students. Each fall the students present a play or musical. All students participating in the drama program are expected to be in attendance at all rehearsals. If the director deems it necessary, students in lower grades may be asked to try out. Any parent who can assist with props, backgrounds, etc. should contact the director.

SCHOOL ATHLETICS

In addition to the regularly scheduled physical education classes in all grades, a competitive sports program is carried on with other schools. Refer to the Athletic Handbook for additional details.

FIRST LEGO® LEAGUE (FLL)

FIRST LEGO® League is a global program created to get children excited about science, technology, engineering, and mathematics. FLL utilizes theme-based challenges to help children discover the fun in solving real-world problems through robots, research projects, and teamwork. FLL emphasizes learning, community involvement, and friendly sportsmanship.

FLL challenges children to think like scientists and engineers. During FLL WORLD CLASS™, teams will build, test, and program an autonomous robot using LEGO MINDSTORMS® to solve a set of missions in the Robot Game. Throughout their experience, teams will operate under FLL's signature set of Core Values. Find out more at the FIRST LEGO® League website firstlegoleague.org.

FINANCES

EXTENDED CARE

We will be offering Before School Extended Care from 6:45-8:00 AM for \$3.25. This will be billed weekly and needs to be paid within the next week. After School Care will be offered until 6:00 PM at \$3.25 per hour. Once in After Care, an hour minimum is charged (beginning at 3:00), but then we will bill by quarter hour. If you pick up your child after 6:00 PM, there will be a \$2 per minute late fee.

LUNCH*

Parents and their children are responsible for the proper care of any food that is brought from home. Special meals may be served from time to time. More information will be shared when a meal is planned.

***The existence of the Hot Lunch and Milk programs is contingent on staffing.**

SCHOOL BAND COSTS

Band lessons are offered to students in Grades 5 – 8. The Band director is responsible for managing the program. Parents are encouraged to meet directly with the Band Director for questions regarding this program. For more information about this program, please see the Band Handbook.

SPORTS FEE

A sports fee is due prior to a student participating on a sports team at Grace. The cost is \$10 per sport with a cap of \$60 per family. Sports that require a sports fee are soccer, volleyball, basketball, and track. There is no charge for the K-3 track meet.

TUITION RATES – 2022-2023

Grades K-8 = \$5750 per student

Operating and maintaining a Lutheran Elementary School is a very costly undertaking. We strongly encourage parents to learn more about the AZ Tuition Tax Credit program.

TUITION AND FEE COLLECTION POLICY

Upon enrollment of a child at Grace, every family will meet with Grace's office manager and will fill out a payment plan worksheet as follows:

Payment Plan Worksheet School Year 2022-2023

Option A: Pay in full by August 5th, 2020 (\$5600 per student enrolled in grades K-8)

Option B: Set up 10 Automatic monthly Payments at \$560 per month.

Option C: Set up at least 10 automatic monthly payments* at an amount less than \$560.

By choosing option C, I agree to the following terms:

1. I will attend a Grace Tuition Assistance Workshop
2. I will stay current with my monthly payment plan.
3. I will submit proof that I have registered with STO's listed on the Grace STO list
4. I will submit proof that I have donated to Grace Lutheran School or a student of Grace Lutheran School through ACSTO

Option D: Set up at least 10 automatic monthly payments* at an amount less than \$560 and request a Tuition Grant from Grace Lutheran Church.

By choosing option D, I agree to the following terms:

1. I will attend a Grace Tuition Assistance Workshop
2. I will complete the Grant request through FACTS and submit all supporting documents requested.
3. I will stay current with my monthly payment plan
4. I will submit proof that I have registered with STO's listed on the Grace STO list
5. I will submit proof/receipt that I have donated to Grace Lutheran School or a student of Grace Lutheran School through ACSTO

6. I understand that the amount of my grant will be impacted based on my ability to complete steps 1-5.

*A 3% processing fee will be applied to all credit card transactions
Select Option: A B C D

If C or D was chosen, what will your monthly payment be? _____

Print Name: _____ Date: _____

Signature: _____

This payment plan must be updated on a yearly basis. Automatic withdrawal from a checking account must be set-up for parents who pay on a monthly basis.

In order to continue to offer a Christian, high-quality education, it is imperative for parents to make good on their tuition payment plans and pay all other additional fees. If at any time **families need to delay a payment** because of a financial hardship, they are strongly encouraged to **contact the school** to explain their situation.

If an account becomes delinquent, the school board will review the account. It is in a family's best interest to initiate communication with the school as soon as an account becomes delinquent. Without communication, delinquent bills may result in additional fees and possible removal from school.

Withdrawal of a Child with a Balance Due

Grace will not transfer the child's records until full payment is made or a payment plan is established with the school principal in consultation with the office manager. If a family leaves with a balance due and withdraws their child(ren) from Grace, Grace will be forced to use an outside company to collect the tuition or fees if a payment plan is not established. This is not the desire of Grace, but this must happen in order for us to pay for the expenses incurred through a child's enrollment at our school.

Re-enrollment with a Balance Due

Upon re-enrollment of a child at Grace, all past due tuition and fees must be paid or placed into the next year's payment plan.

TUITION ASSISTANCE APPLICATIONS

All school families (member and non-member) requesting tuition assistance must apply online through FACTS Grant & Aid Assessment website and pay the application fee to FACTS. The website address is online.factsmgt.com/aid. **TUITION ASSISTANCE APPLICATIONS MUST BE MADE EACH YEAR.**

ADDITIONAL BOOK FEES

Christian Worship Hymnals, NIV Bibles, and *Luther's Small Catechisms* are to be purchased by each student as listed below and students should bring them to school each day. Please contact the office manager to check on the current price.

Hymnals are required in Grades 1 – 8.

Bibles are required in Grades 3 – 8.

Catechisms are required in Grades 5 – 8.

These books may be purchased or ordered through the school.

RETURNED CHECK FEES

If you have a bounced check, you will need to pay an additional \$10 fee.

PUPIL SAFETY AND HEALTH

We are very concerned with your child's safety when arriving or when leaving our school. In order to prevent serious accidents, our School Board has adopted the following safety guidelines:

CLOSED CAMPUS

We have added several security measures to keep our campus more secure during the school day. When you arrive on campus, you will need to sign in at the office. The safety of our children is of the greatest importance.

NO PARKING ZONE

During the school day you will not be able to park in the majority of our north parking lot because this is reserved as a recess play area. Be sure to tell all friends or relatives who may pick up your children these rules as well.

DROPPING OFF AND PICKING UP STUDENTS

We understand that space is limited and it is congested after school when picking up your child. But the safety of all our children remains a high priority with drop-off and pick-up of students. **NO DOUBLE PARKING** will be allowed. Students must wait in the appropriate pick-up area with their teacher until cars have pulled up to the appropriate pick-up spots. **Think RIGHT turns** to help ease the flow of traffic, **please enter and exit our parking lot with ONLY RIGHT hand turns**. When people wait to make left hand turns onto or off of Myrtle, traffic is impeded! Thank you for your cooperation.

Dropping Off & Picking Up: : We want all K-4 students to be dropped off and picked up in our north parking lot on Myrtle. You will enter the west parking lot gate, take the second left in the parking lot, and drop your child off at the gate by Room 6. You will then leave through the east parking lot gate onto Myrtle. We ask that you use caution and drive slowly! 5th-8th grade students may also be dropped off in the North parking lot. However, they have the additional option of being dropped off and picked up at the gate near the fire hydrant on Palmaire.

AFTER SCHOOL

Students not participating in sports or other school activities are to go home immediately after school is dismissed. If there is a sporting event, all students – regardless of age – must have an adult supervising them. During sporting events, no child is allowed to remain on campus without adult supervision. Siblings of older students participating in sports will need to be in extended care if they are remaining on campus and have no adult supervision. During games, our playground will be closed to general use.

SCHOOL INSURANCE

Our church automatically provides accident insurance for all children attending our school. We do ask that parents submit a claim with their own insurance carrier first, and then use our carrier to pay whatever is not covered by the parent's insurance.

TRANSPORTING STUDENTS FOR SCHOOL ACTIVITIES

We require all persons transporting students for school activities to provide and use a seat belt for each child they transport. We also expect all vehicles transporting students for school activities to carry at least the minimum insurance required by the state of Arizona. Volunteer drivers must read and sign a Drivers' Agreement Form and submit a valid drivers' license, vehicle registration, and insurance so that copies can be made and kept on file in the office. This must be done before the driver is allowed to transport students to and from school events.

CONTAGIOUS ILLNESSES

Children should not attend school if any of the following conditions are present:

1. Vomiting and/or diarrhea during the past 24 hours.
2. Fever above 100 degrees during the past 24 hours.
3. An unidentified rash (children cannot attend school until the rash is gone or a physician diagnoses it as non-contagious).
4. Open sores (minor sores must be covered with a dressing while the child is in school).

5. Communicable diseases such as chicken pox, common cold, pink eye, influenza, Hepatitis, impetigo, lice, strep throat, etc.

The principal needs to be contacted immediately if a student attends school with any of the above conditions. That student cannot attend class.

PARENTS' and STUDENTS' RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Approval of this Handbook: This handbook was approved by the Grace Lutheran School Board on February 3, 2022. Although it is not common practice, the School Board reserves the right to alter this School Handbook at any official board meeting to better serve the school families and/or the ministry interests of Grace Lutheran Church. However, whenever an official change takes place, all school families will receive access to an updated version of the handbook within one week of any official changes to this document. Any concerns about changes made to the handbook should be discussed with the School Board prior to their next scheduled meeting.

SCHOOL BOARD 2022-2023

Andrew McDunn	602-403-4714	Chairman
Scott Hill	602-376-8572	
Brady Cherney	623-256-3363	
Jake Oliphant	602-568-6764	

FACULTY EMAIL ADDRESSES

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Mr. Terrance Greening	tgreening@graceglendale.org
Mrs. Brenda Wagenknecht	bwagenknecht@graceglendale.org

STAFF

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School Office Manager, Monica Assaker		church, (623) 937-2010 x 326 massaker@graceglendale.org
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