

**Elm Grove Lutheran School**  
2011—2012

**PARENT  
HANDBOOK**



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## **"Equipping God's Children for His Service"**

### **LUTHERAN SCHOOLS**

Since our Synod's beginnings, we of the Lutheran Church-Missouri Synod have placed a heavy emphasis on education as an integral part of the ministry of our church. Whether it was catechism classes, midweek school, elementary day school, high school, or the Concordia University system, the LCMS has kept our children and young peoples' education as a priority. The Lutheran Church-Missouri Synod operates the second largest parochial school system in the country, second only to the Catholic Church. The Lutheran Church-Missouri Synod has 2,829 schools with 287,395 students in preschool through high school. The Synod encourages schools within the system to become accredited not only by the National Lutheran Schools Accreditation program, but also by organizations such as the North Central Association of Schools and Colleges and other similar organizations throughout the country that accredit parochial, private, and public schools. Most Lutheran schools require their teachers to not only be graduates of accredited education programs but to also be certified by the state in which they are teaching. Lutheran schools throughout the country have been designated as Blue Ribbon Schools by the Department of Education, providing their students with a quality Christian education. Despite these academic achievements and accolades probably the most important reason for choosing Lutheran education is that it provides our children the opportunity to study the Word of God daily and to share their faith with one another. Very few schools can make that claim; Lutheran schools can.

### **ELM GROVE LUTHERAN SCHOOL**

Elm Grove Evangelical Lutheran Church has a long history of supporting Christian education. Since establishing Elm Grove Lutheran School in 1955, the congregation has supported the school with its time, talents, and treasures. During those years the enrollment has risen and declined, teachers and principals have come and gone, but the commitment of the congregation to Lutheran education has been unwavering. Our school has committed to providing a quality Christian education to the children of the congregation, our sister congregations, and the community. Elm Grove Lutheran School is accredited by the National Lutheran Schools Accreditation Program and has been recognized in the past as a Blue Ribbon School by the U.S. Department of Education. The faculty members are certified by the State of Wisconsin and continue to take classes and workshops that will help them grow as teachers. The curriculum follows Wisconsin state guidelines and challenges students to grow academically, physically, emotionally, and spiritually. Why choose Elm Grove Lutheran School? EGL is committed to providing your child with a quality education. More importantly, Elm Grove Lutheran School allows your child to study God's Word daily, to see how it relates to other areas of the curriculum, and to incorporate that message into his or her daily life. A committed congregation, a dedicated faculty and staff, supportive parents, and caring students make Elm Grove Lutheran School a safe place where your child can grow in knowledge and faith.

## A CREDO FOR ELM GROVE EVANGELICAL LUTHERAN SCHOOL

- I. We believe the Triune God, our Creator, Redeemer and Sanctifier, has a plan for educating God's children.  
*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.* 2 Timothy 3:16-17
- II. We believe God's purpose in education is to lead people to Christian faith, to a life of Christian discipleship in this world, and to eternal life in Heaven.  
*...pursue righteousness, godliness, faith, love, endurance and gentleness. Fight the good fight of faith. Take hold of the eternal life to which you were called when you made your good confession in the presence of many witnesses.* 1 Timothy 6:11b-12
- III. Since we believe the Lord calls us to place Him into every area of thought, life and learning, we also believe complete education is achieved:
- A. through applying God's Word and the power of the Holy Spirit.  
*Apply your heart to instruction and your ears to words of knowledge.* Proverbs 23:12
  - B. through the active involvement of the members of the Body of Christ with one another.  
*See to it, brothers, that none of you has a sinful, unbelieving heart that turns away from the living God. But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness.* Hebrews 3:12-13
  - C. through the work of Christian professional teachers who, reflecting Christ's love for them, have a Christ-like love and concern for children.  
*I tell you the truth, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. And whoever welcomes a little child like this in my name welcomes me.* Matthew 18:3-5
- IV. We believe the family has the prime responsibility for their children's education and the church and school's role is to equip and support parents in this important task.  
*Train a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6
- V. We believe the Christian school must expect and encourage every child to use his or her God-given abilities to serve God and humankind.  
*Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Col. 3:23-24

- VI. We believe the Christian school should provide "on-the-job" training for every child to learn, not only how to make a living, but how to live a God-pleasing life.

*And we pray this in order that you may live a life worthy of the Lord and may please Him in every way: bearing fruit in every good work, growing in the knowledge of God. Colossians 1:10*

## MISSION

**OUR MISSION** is to assist and support parents in providing a Christ-centered education that will equip God's children to faithfully serve as witnessing Christians and productive citizens. *"Equipping God's Children for His Service"*

## VISION

Elm Grove Lutheran is committed to core values of Christian discipleship and whole child development that equips God's children for His service.

## SPECIFICALLY, WE AIM:

- I. To provide children the opportunity to study God's Word, with an emphasis on Luther's Small Catechism with Explanation, so that the children reach a level of spiritual maturity enabling them to confirm the faith into which they were baptized.
- II. To work with and support Christian parents in their efforts to raise their children, as God would have them raised. With God's blessing, we will help children to...
  - a. learn what it means to live in God's love because of Jesus' death, life, and resurrection.
  - b. learn to faithfully study God's Word, to worship, and to pray so that, by the power of the Holy Spirit, they respond by living in accordance with God's holy will.
  - c. learn and demonstrate what it means to forgive as God forgives.
  - d. learn how to live a life of witness to their faith in Jesus as their Lord, their Savior, and their Friend.
- III. To provide instruction in balanced elementary curriculum that, when taught in harmony with the Holy Scriptures, will help students live in accord with God's will and a life of service to their Lord.
- IV. To give children the opportunity to learn in a way that recognizes and builds on their learning style, intelligence, and God-given talent. This is accomplished through diagnosis and careful planning by the classroom teacher, and by incorporating the help of two resource teachers who provide both enrichment and remedial experiences for students, who would profit from them.

## **ADMINISTRATION**

Elm Grove Lutheran School is part of the total ministry of Elm Grove Evangelical Lutheran Church. The school is under the supervision of the congregation through the Voters' Assembly, the governing body of the congregation.

For efficiency, the congregation elects members to the Board of Christian Education and grants authority for the operation of the school to them. The principal and pastors are advisory members of the board. The Board of Christian Education establishes school policy. It delegates the daily operation of the school to the principal.

## **ENROLLMENT**

### **Entrance Age**

A child must be three years old by September 1 to be eligible for 3-year kindergarten, four years old by September 1 for 4-year kindergarten, and five years old by September 1 for kindergarten.

### **Early Entrance**

Parents requesting early entrance to the kindergarten program for their child must complete the necessary testing. A faculty committee, which includes the principal, kindergarten teacher, first grade teacher, and one other faculty member, will establish the requirements. Early entrance is not an option for the 3-year old and 4-year old programs.

### **Priority for Enrollment**

1. Member of EGLC who is a sibling of a student already enrolled in EGLS.
2. Member of EGLC
3. Member of a sister congregation that contributes to the cost of tuition.
4. Member of another congregation with a sibling enrolled in EGLS.
5. Member of a sister LCMS congregation.
6. Family with no church home.
7. Member of another LCMS congregation.
8. Member of another Lutheran congregation.
9. Member of a non-Lutheran congregation

### **Enrollment Fee**

A \$30.00 non-refundable enrollment fee will be charged to all parents applying for enrollment of their child. This fee may be waived if the book and registration fee is paid at the time of enrollment.

### **Enrollment Procedures-Pre K-3 through 8<sup>th</sup> grade**

1. Complete all enrollment forms (including physical examinations for students entering kindergarten, fifth or seventh grade, and immunization records for all students).
2. Provide your child's most recent report card and achievement test results (Grades 1-8 only).
3. Provide information related to any diagnosis of a special need (learning disability, ADHD, or other learning or behavioral problems).

4. Provide authorization to speak with the principal and/or teacher at your child's previous school (Grades K-8 only).
5. Schedule a time for testing your child as needed to determine his or her academic level (Grades 1-8 only if needed).
6. Schedule a time to meet with the principal prior to a decision on placement.
7. Upon completion of these steps the classroom teacher and principal will meet to evaluate the information that has been compiled and make a decision for placement.

### **Registration/Re-enrollment Guidelines**

1. Registration/Re-enrollment forms and book and registration fees will be sent out no later than March 1.
2. Forms and at least 1/2 of the education fee will be due by March 15. The balance of the education fee will be due by June 1.
3. After March 15 enrollment will be open to the community with priority based on the order of applications.
4. In the case of a returning class, which has been at maximum capacity during the current school term, enrollment will not be made for that classroom until one of the following has occurred:
  - a) all current students have registered
  - b) a currently enrolled student/family has indicated that re-enrollment will not take place
  - c) the closed re-enrollment period has come to an end
1. At the end of the re-enrollment/registration period, applications may still be turned in. However, enrollment will be made as applications are received and as classroom space allows.

### **Class Size**

1. The Board of Christian Education has established the following as the maximum number of students in a classroom.
 

· Pre-Kindergarten 3	10 students (without an aide)
· Pre-Kindergarten 4	13 students (without an aide)
· Kindergarten	20 students (without an aide)
· 1 <sup>st</sup> -8 <sup>th</sup> Grade	25 students
2. The Board of Christian Education may extend this number by two students in certain circumstances.
3. If more students are seeking enrollment, additional staff may be required.

### **Student Placement**

1. The principal, current teacher(s) and teacher(s) for the next grade-level will make a recommendation for classroom placement in the case of students with special needs.
2. Requests for specific classroom placement will be considered per priority guidelines.
3. Requests for placement based on social reasons (friends wanting to be with friends) will not be considered.

4. Parental input will be considered, but requests may not always be granted.
5. Should a point be reached with any priority group where there are more applicants than openings, placement will be made through a random drawing from that point on. A random drawing will take place as necessary within each successive priority ranking. The random drawing will also be used to form the waiting lists for each classroom.
6. Each year all the individual class rosters will be reassigned in an attempt to mix all students in a given grade during their years at EGLS.
7. The waiting list for classrooms becomes official following the open re-enrollment/registration period in March. The waiting list will remain active until the re-enrollment/registration period the following year.
8. New applications for enrollment during the waiting list period will be placed on the list according to their priority ranking... (e.g. a new EGL member would be placed at the bottom of the EGL priority list. Those families in lower priority groups would then be moved down on the list.).

### **Part-time/Home School Students**

1. EGLS does not accept applications for enrollment from part-time or home school students, who are enrolling only for the purpose of participating in athletics or extra-curricular activities.

### **Advanced Placement**

1. Requests for advanced placement should be submitted in writing by the parent (s).
2. A faculty team consisting of the principal, the current teacher, and a teacher from the grade level above will evaluate the request.
3. Parents will be responsible for arranging a complete battery of tests from a professional, accredited and mutually agreed on testing source.
4. Tests will include ability as well as achievement.
5. Mental development as well as all academic skill levels must exceed the mean scores for the grade desired.
6. The student will be interviewed prior to the recommendation to gain his or her perspective on grade level placement.
7. Advanced placement is not an option if the student is deficient in language development, has motivational problems, or shows an unwillingness to cooperate at the present grade level.
8. The decision to make an advanced placement or retain at grade level will be made by the advanced placement team
9. If the team, using student test results, finds that the child will not profit from advanced placement, the child will remain at his or her current placement level.
10. If the team, using student test results, finds that advanced placement may benefit the child, a trial period will be initiated.
11. At the conclusion of the trial period, the team and parents will meet to discuss a final recommendation.
12. Whenever possible, advanced placement should be requested prior to the beginning of the school year.

## **Retention**

1. The teacher or parent(s) of the student should submit requests for retention in writing.
2. A faculty team consisting of the principal, the current teacher, and a teacher from the grade level above will evaluate the request.
3. The team will consider academic, behavioral, emotional, and social factors when considering the recommendation.
4. Parent(s) should be informed of the teacher recommendation for retention, and be allowed an opportunity to meet with the team, prior to a final recommendation.
5. Teacher recommendations for retention should be considered prior to the end of the third quarter, so parents can be informed of the recommendation and have time to appeal it.
6. A parent may appeal the decision of the faculty team to the Board of Christian Education.

## **EDUCATIONAL COSTS**

It is the responsibility of our congregation to provide a Christian education for our children and to assume a portion of the cost. Parents, as members of Elm Grove Evangelical Lutheran Church, contribute to the total support of the congregation including the school ministry through their regular gifts to the Lord. In addition congregational school families are encouraged as are all members of the congregation to give of their time and talents to support the ministries of the church. The Bible exhorts each of us to give as the Lord has blessed us, as Christians that should be our guide for giving to the church.

All parents are charged a book and registration fee, which is due by March 15<sup>th</sup> of the preceding school year or at the time of enrollment. The book and registration fee includes the cost of textbooks, materials, and classroom and office supplies, necessary in carrying out the educational program of the school.

Members of Elm Grove Evangelical Lutheran Church who are having financial difficulties may ask for help through the principal. He or she will ask for information about the family's finances so that an informed decision can be made in response to the request for financial assistance. It is not the intent of the church to deny a Christ-centered education to anyone simply because the family is unable to pay tuition or fees.

Parents, from sister congregations, from other church bodies, and those without a church home are welcome to enroll their children. These parents, or their churches, are responsible for the educational cost (tuition) as determined by the Board of Christian Education of Elm Grove Lutheran Church. In some instances the parents' home congregation pays the tuition costs for children of their congregation. **(for more information see Financial Matters page 35)**

## **HOME-SCHOOL RELATIONSHIPS**

The home-school relationship is a vital link in the education of a child. We view this relationship as partnership between home and school. It is important that both the home and school support one another in order for this partnership to be successful. The purpose of a Christian day school is, first and foremost, to nurture and train children to develop a closer relationship with Jesus Christ. However, parents are given the primary task of Christian training for their children. The purpose of our school is to be an extension of the home and not a replacement. If the home and school are both Christ-centered your child will receive the best possible education.

## HOME VISITS

In order to promote a strong home-school relationship, homeroom teachers will be scheduling a home visit with each family for sometime prior to the beginning of school. At the home visit the teacher will share with the parents and child information about the upcoming school year. This information will include, but not be limited to, academic expectations, classroom management, preliminary class schedule, and other activities that the class will be involved in. The goal of the home visit is to establish a relationship between the family and the teacher that will help encourage open communication as the school year progresses.

### **Church Attendance Policy**

Elm Grove Lutheran School is an education arm of Elm Grove Lutheran Church, as are the schools of the Lutheran High School Association of Greater Milwaukee. Our MISSION is to *assist and support parents in providing a Christ-centered education that will equip God's children to faithfully serve as witnessing Christians and productive citizens* thus *EQUIPPING GOD'S CHILDREN FOR HIS SERVICE*.

In following our mission it is essential that families are a part of the worship life of the congregation. Active members are connected to the *Means of Grace* through regular attendance at worship and participation in the study of God's word. With this in mind the congregation has established the following policy which is intended to encourage families toward this goal.

**Policy:** Families of children enrolled at Elm Grove Lutheran School or a school operated by the Lutheran High School Association, are required to attend worship services At Elm Grove Lutheran Church on at least 70% of the weekends in each quarter of the school year.

**Procedure:** Elm Grove Lutheran Church attendance is taken each week in the classrooms of the school and monitored by the pastoral staff. At the end of each quarter the church attendance reported will be calculated and compared with the policy requirement. If the attendance is deficient, a letter will be sent home from the school office reporting this. The first quarter that a letter goes home parents are expected to take note and improve attendance in the following quarter. If a letter is required for a second quarter, the result will be to bill and collect the tuition charge that is in effect at that time.

In the case of high school students church attendance will be monitored by the pastoral staff ( via the *Shepherd's Staff* software database). Annually the pastor provides our high school students with a signed certification of an active relationship with their home congregation. That certification may be withdrawn if church attendance is below the standard.

**Summary:** Out of a sincere Gospel motivation, the congregation wishes to extend tuition-free quality Christian Education to the membership in order to provide instruction in the word of God and training for a productive Christian life. Participation in the program of a congregation is evidence of an active membership. An active membership enables a congregation to do this. It is the prayer of this congregation that through Word and Sacrament, our Lord will provide the means to "Equip God's Children for His Service."  
*Board of Christian Education – May 3, 2010*

## PARENT-TEACHER LEAGUE

The Parent-Teacher League (PTL), occasionally, will offer speakers on child development and education at its meetings, and assists parents and teachers to work together to provide children with a Christian education. The PTL is also instrumental in raising funds for school programs and equipment that would not otherwise be available to our students.

## PARENT SERVICE HOURS PROGRAM

The PTL, Board of Christian Education, and faculty of Elm Grove Lutheran School believe that academically, physically, and spiritually our children benefit significantly from the active participation of parents and teachers in the educational process. We feel that active parental participation has the following benefits:

- Provides an opportunity for parents to use their time and individual talents towards nourishing our children.
- Allows our children to benefit from seeing their parents use their time and talents in God's service.
- Allows our children to benefit from the modeling of critical life lessons such as commitment and service.
- Provides communication and opportunities to socialize for parents and teachers.
- Develops a sense of community for parents, students, and teachers.

The Elm Grove Lutheran School Service Hours Program was established so students could benefit from the many unique talents of our parents. This program was developed to encourage parental involvement by asking each family to volunteer a number of hours of service per semester to Elm Grove Lutheran School over the course of the school year.

- **10 hours per semester for families of children in grades K-8**
- **5 hours per semester for families who have children enrolled only in the Pre-school program.**

We realize that many parents surpass this Service Hour commitment and we are grateful for that support. This program is intended to encourage ALL parents to participate in their children's education. Complete details of this program can be found in the PTL Handbook.

## ACCREDITATION AND RECOGNITION

Elm Grove Lutheran, like all Lutheran and public schools, seeks to offer the highest quality elementary education. Measured by the results of standardized achievement tests, and by graduates' proficiency in high schools and colleges, our school achieves that objective.

We respect the public school system for its work. Elm Grove Lutheran does not exist in opposition to it, but to supply what the public school cannot, a Christian education.

Elm Grove Lutheran is fully accredited by the National Lutheran Schools Association, and has received recognition in the past by the United States Department of Education as an Exemplary Elementary School.

## ACADEMICS

### Curriculum

Our school is established on the foundation of God's Word. All students receive daily instruction in the Scriptures as well as Lutheran doctrine and the application of these to daily living. Religion, however, is not just a segregated subject in the day's work; rather, its influence permeates all other subjects. We believe that only in keeping with God's Word can all secular subjects be properly understood and applied.

The curriculum of Elm Grove Lutheran School is based upon the curriculum guides for Lutheran Elementary and Middle Schools entitled "*Integrating the Faith*" and from a study of the guidelines for elementary schools from the State of Wisconsin.

Within the curriculum we feel there are three areas key to a student's future success: reading, writing, and mathematics. Although they are given emphasis at all grades levels, they are especially stressed in kindergarten through second grade. At these levels, additional time and effort is directed toward ensuring that students have a strong foundation in these subject areas. In addition to these three core subjects, students will also study social studies, science, grammar, spelling, computer education, art, music, and PE.

A curriculum synopsis of what is taught in Pre K-3 through 8<sup>th</sup> grade and a listing of curriculum texts is available in the school office. A detailed catalogue of curriculum objectives for each class and grade is available in the principal's office.

### Textbooks

Religious books (Bibles, hymnals, catechisms, etc.) become the permanent property of the student. All books, but particularly books containing God's Word, are to be treated with respect, whether or not the student owns them.

The school provides the students with textbooks. A portion of the book/registration fee is used to purchase all textbooks and consumable materials. Textbooks are reviewed on a regular basis and replaced when necessary, ensuring that Elm Grove Lutheran students are provided with the best materials available. A full listing of current textbooks used in each classroom can be found in the "**EGL-Curriculum Synopsis**".

### **Audio Visual Materials**

Audio visual materials such as television programs, DVDs, videos, CDs and tapes will be used in the classroom within reasonable limits as deemed beneficial to student learning. Viewing will be done in accordance with the curriculum, with a specific learning purpose and/or recreation in mind. AV materials used with the children will primarily be "G" rated. If any are "PG" rated or unrated materials containing sensitive topics, parent will first receive a separate form which provides the title, a brief description of the material, and the purpose for its use. Parents will need to sign the form granting their child permission to view or listen to the materials.

### **Homework**

The educational program at EGLS will require children to do some work at home. Homework is an important part of a child's education, but it also is important in developing a child's sense of responsibility. The amount of homework will depend upon the ability of the child, his or her study habits, and the grade level. Parents can help by providing encouragement and a quiet, well-lighted room that is free from distractions and interruptions. Parents should refrain from giving too much help. It is important that students learn to finish and turn in all assignments on time. Late work puts more of a burden on the child as well as the teacher.

### **Grading Scale**

Students in kindergarten and first grade are assessed as **Emerging, Developing, or Consistent** in the various curriculum areas. Students in grades 2-8 are given a letter grade based on the following percentage scale.

A+ 100%	A	96%-99%	A-	93%-95%
B+ 92%-90%	B	89%-86%	B-	85%-82%
C+ 81%-78%	C	77%-74%	C-	73%-70%
D+ 69%-67%	D	66%-64%	D-	63%-60%

Students who have been absent or are behind in assignments may be given an I-incomplete until the missing work is completed and turned in.

### **Honor Roll**

One of the goals, of Elm Grove Lutheran School, is to provide students with the opportunity to recognize and build on their various learning styles, knowledge, and God given talents. When students work hard to achieve academic excellence and develop those God given talents, it is important that their efforts be recognized. Encouragement and praise are important tools in promoting a student's effort to achieve academic excellence. However there must also be the understanding that our abilities and effort are a gift from God, which must be acknowledged and cherished.

In order to recognize and praise those students that have worked hard to achieve academic excellence, the faculty at Elm Grove Lutheran School has established an honor roll for students in the fifth through eighth grade.

The faculty of Elm Grove Lutheran School determined that all academic subjects should be considered when determining if a student had achieved academic excellence. However not all academic subjects receive the same emphasis, so subjects are weighted

according to the number of times that they meet each week. The three levels of honor roll are listed below:

**3.60-3.68 Honor Roll**

**3.69-3.84 High Honor Roll**

**3.85-4.00 Principal's Honor Roll**

The three levels of honor roll are determined upon the final average percentage in each academic subject.

An Honor Roll is posted four times a year based on quarterly grades. Students who qualify for the Honor Roll will be acknowledged in the school newsletter and following a chapel service. Students who qualify for the Honor Roll in all four quarters will be presented with a Certificate of Achievement and recognized in the summer newsletter. Students who qualify for High Honor Roll or the Principal's Honor Roll in all four quarters will receive a Certificate for Academic Excellence and be recognized in the summer newsletter.

### **Reports and Conferences**

Pupil progress reports are sent home eight times a year - four mid-quarter reports, and four quarterly report cards. In addition to the written reports, parent/teacher conferences are held for all parents at the close of the first quarter. A second conference is held midway through the third quarter. Additional conferences may be scheduled any time during the year as needed.

### **Testing**

Each year students in kindergarten through eighth grade take the Iowa Test of Basic Skills. The results of this test are used to evaluate student progress, identify areas of academic weakness for individual students as well as the school, and to develop a plan for improvement. The tests alone are not used to determine whether a student is retained or advanced, but would be one tool in assessing need. In addition, students in grades 2,4,6, and 8 will also take the Cognitive Abilities Test (CogAT), which assess a student's verbal and nonverbal reasoning ability.

### **Music Programs**

The children present special programs during different seasons of the year under their teachers' direction. These performances are opportunities for the children to practice stage manners and public speaking before audiences larger than their classroom groups. Parents should arrange for students to be present for their performances. Examples of these special programs include but are not limited to the Instrumental Christmas Concert, 3-5 Musical, Spring Concerts, and others.

### **School Choirs**

Children enjoy singing praises to God in regular and special services. Elm Grove Lutheran has two grade-level choirs:

Grades Kindergarten through 2<sup>nd</sup>, all students

Grades 3 through 8, 3<sup>rd</sup>-5<sup>th</sup> graders and interested 6<sup>th</sup>-8<sup>th</sup> graders  
*(there is no fee to participate in the vocal choirs).*

In addition, students in grades five through eight have the opportunity to participate in a handbell choir. The cost, payable monthly, is the parents' responsibility.

### **Band/Strings Instrument Lessons**

Students in grades five through eight may take lessons on a band instrument through a program offered by a contracted band instructor. Individual and group lessons are offered during the school day. Lessons for students in fourth through eighth grade are also available on stringed instruments. The cost, payable monthly, is the parents' responsibility.

In addition to individual lessons, there are also weekly band rehearsals at school and a Saturday morning mass band practice at Milwaukee Lutheran or Martin Luther High School. Two mass band concerts are held each year.

## **EXTRACURRICULAR ACTIVITIES**

### **Definition/Eligibility**

Extracurricular activities are an important part of the overall educational program at Elm Grove Lutheran School. We believe that participation in these events is a privilege not a right. Extracurricular activities include all school-sponsored events that are not considered a part of the regular school curriculum. This would include academic contests/exhibitions (excluding events that are required of all students such as science fair, social studies fair, mission fair, and the fine arts fair) student council, and athletics. We expect that students participating in extracurricular activities will apply themselves academically, represent the school in a God pleasing fashion, and will conduct themselves in an appropriate manner. To remain eligible for extracurricular activities, a student must maintain a C- average, and must not have an F for any subject on the mid-quarter report or quarterly report card. Upon completion of the mid-quarter report or report card for each grading period, homeroom teachers in grades 5-8 will submit a list of students who are ineligible to the principal, athletic director, or activity sponsor. The parents and student will be notified of ineligibility. Students, who are ruled ineligible will have one week in which to raise that grade. If at the end of that time they have raised their grade sufficiently they will be reinstated on a probationary basis with a weekly grade check being provided by the classroom teacher. If the student's grade again drops below the acceptable range the student will remain ineligible until the next grading period. Students may also be excluded from participation in extracurricular activities for inappropriate behavior or violating activity rules. Reinstatement will be at the discretion of the coach, athletic director, or principal.

### **Academic Contests/Exhibitions**

During the school year we encourage, or in some cases require, students to participate in a number of extracurricular academic contests/exhibits. The classroom teacher will provide details and rules for these events. The following contests/exhibitions occur on an annual or bi-annual basis:

- Spelling Bee: Grade 3-8 (January)
- National Geographic Geography Bee: Grade 6-8 (December)
- Science Fair: All grades (March every other year)
- Knowledge Bowl: Grades 6-8
- Fine Arts Fair: All grades (In conjunction with the spring concert)

## **PAWS**

Students in grades 5-8 are eligible to participate in the PAWS (Positive Active Wildcat Students) Program. Students that wish to participate in PAWS will fill out an application and will be interviewed for the positions available. PAWS will sponsor two major events, one each semester and will be responsible for choosing, planning, and leading the event. In addition PAWS members will be responsible for writing, getting approval, and reading the announcements every Friday morning. Members may also be asked to help with events such as the PEP assembly, Spirit Tournament, etc.

## **Athletic Program**

Athletics play an important role in the overall program of Elm Grove Lutheran School. Elm Grove Lutheran is a member of the Milwaukee Lutheran Elementary School Athletic Association, which sponsors competition for boys in cross country, soccer, basketball, volleyball, and track, and for girls in cross country, volleyball, basketball, track and softball. Students in grades five through eight may participate with parental permission.

EGLS recognizes the importance of an adequate balance between academics and athletics. Therefore, students participating in extracurricular activities are expected to apply themselves academically (see extracurricular eligibility pg. 13), as well as conduct themselves in a manner that glorifies God and serves as a model of Christian behavior.

Parents often assist with the athletic program by attending and by assisting with transportation, coaching and supervision. Interested parents should contact the athletic director. Parents whose children participate in athletics will be provided a copy of the Athletic Handbook, which provides program specific policies, at the beginning of each school year. Copies are also available from the athletic director.

## **Scouts**

Elm Grove Lutheran Church and School currently sponsors a Cub Scout, Boy Scout, Girls Scout, and Brownie Troop. Students are encouraged to participate in these very worthwhile programs. If you would like more information on these programs please contact the school office.

## **ATTENDANCE**

### **Attendance**

Since learning is cumulative, it is essential that each child attend school regularly. Attendance records are maintained and forwarded to parents. To assure student safety we ask parents to call the school between 8:00 and 9:00 a.m. each morning the child is absent. In case of extended absence due to illness, please send a note from a doctor explaining the medical reason for the absence. If your child has contracted something contagious (strep throat, chicken pox, pink eye etc.), please contact the school office. This will allow us to inform other school families so that they may take some preventive measures.

1. Students are to be present no sooner than 8:05 or after 3:45 on a normal school day unless they are involved in a supervised activity. Parents must arrange transportation at the close of after-school activities.

2. Students arriving at school later than 10:00 a.m. or leaving school sooner than 2:00 p.m. will be counted as absent for one half day.
3. Students are to be in attendance each day of scheduled classes, unless they are absent due to illness or an approved excuse.
4. Students will be allowed ten (10) days of absence per semester. Absences verified in writing by a doctor (a sickness or injury which prevents the child from being in school) or due to a family emergency will **NOT** be counted in this total.
5. Students that accumulate more than ten (10) days of absence in a semester may be required, along with their parents, to meet with the Board of Christian Education concerning the student's academic progress. The classroom teacher and administrator will also attend at the meeting.
6. The official school calendar will indicate all days that school is in session.

### **Leaving School Grounds**

A student, who needs to leave school during the course of the day for an appointment must be "signed out" by a parent or designated adult. The student will be called to the office where the parent/designated adult may sign them out. Students should check in with the office upon their return. We encourage parents if at all possible to schedule appointments before or after school to avoid students missing class time.

### **Emergency Closing**

If it is necessary to close school due to inclement weather or any other reason, the closing will be announced on WTMJ radio - 620 AM, TMJ-4 television, WITI-Fox 6 television, and WISN-12 television, and the EGL website.

If the Elmbrook Schools are closed, EGLS will normally also be closed.

### **Vacations and Trips**

We encourage families to plan vacations when school is not in session. When that is not possible, teachers will keep a record of the work a student misses; and after the student returns, he/she will have one day for each day missed to turn in assignments for full credit. Assignments will be given only upon return to school unless the teacher agrees to provide assignments prior to the vacation. The teacher however is not required or may not be able to do so. It is the students' and parents' responsibility to be sure all assignments are completed.

### **Tardy Policy**

At Elm Grove Lutheran School we believe that it is important for students to arrive at school on time. Late students disrupt not only their learning but that of the class as well. Teachers must interrupt devotions or instruction time to revise paper work, allow the student time to get prepared, and then they must refocus the class on the task at hand. It is not fair to the other students or the teacher when students are not in the classroom prepared to begin their day.

1. **Procedures** Although we do not wish to be punitive in nature, it is important that students realize that we all make choices and that there are consequences connected with those choices. To that end the following procedures will be followed:

- a. Any student arriving after 8:30 a.m. will report to the school office where he or she will be issued a tardy notice. Any student not in their classroom by 8:30 a.m. will be recorded as tardy.
- b. Tardy notices will be categorized as excused or unexcused.
- c. An excused tardy will include doctor/ dentist appointment, bus problems, inclement weather.
- d. The tardy notice will be presented to the classroom teacher and will be included in the attendance report from the classroom teacher. This will be the basis of the official count.
- e. Excessive tardiness during a quarter will be addressed through the following steps:
  - On the third tardy- a letter will be sent to the parents
  - On the fifth tardy- a letter to parents warning of a detention.
  - On the sixth tardy- a letter to parents issuing a 30-minute detention.
  - On the seventh tardy- a letter to parents issuing a 30-minute detention.
  - On the eighth tardy- a letter to parents issuing a one day in-school(principal's office) suspension.
  - On the ninth tardy- student and parents will be asked to meet with the Board of Christian Education.
- f. The school secretary will generate a report periodically that identifies students, who have excessive tardies.
- g. When students are in violation of the tardy policy, the teacher will send home the letter informing parents of the violation. A copy of the letter will be kept in the office.

## **HEALTH**

### **Communicable Disease Policy**

The Board of Christian Education, faculty, and staff wish to provide a safe and healthy environment for all of the pupils who attend Elm Grove Lutheran School. The school should be notified immediately of a communicable disease. All children found to have a communicable disease or a condition that is readily transmitted to others are to be excluded from school. The following guidelines apply:

- 1. Chicken Pox:** Exclusion for at least six days after onset of skin eruption. [Note to parents: after exposure, the first sign may be the onset of a fever. This can occur up to two weeks after the initial exposure, but does not happen in some children. For some children, the first sign is the skin eruption.]
- 2. Fifths Disease:** Exclusion for 4-14 days.
- 3. Hand, Foot, & Mouth Disease:** Exclusion for 3-5 days.  
**Head lice:** Exclusion until effective treatment has been administered and when the child is nit free. If nits return, exclusion for one day is allowed for the combing out and treatment of the problem.  
**Impetigo:** Exclusion until prescribed medicine treatment has been taken for 24

hours.

**Mononucleosis, meningitis, and hepatitis:** Exclusion until written release from physician.

4. **Mumps:** Exclusion for 9 days after onset of swelling and until swelling is gone.
5. **Skin rashes, eruptions, and conjunctivitis: (Pinkeye)** Exclusion until condition clears or a written statement from the physician that the child is no longer contagious.
6. **Strep infection:** Exclusion until the child has been on antibiotic therapy for 24 hours.
7. **HIV infection/AIDS:** As a general rule, pupils suspected of or diagnosed as being HIV-positive will be allowed to attend school in their regular classroom setting and should be considered eligible for all rights, privileges, and services provided by school policy. If an HIV-positive pupil endangers the health of students or a staff member, poses a risk of significantly exposing students or staff to HIV (i.e. is not toilet trained, has open sores that cannot be covered, or demonstrates behavior such as biting that could result in potentially infected body fluids being introduced into the bloodstream of a pupil or school employee) the student may be asked to withdraw from school.

Students who have an acute respiratory infection, sore throat, earache, a fever of 100° or who have been vomiting within the past 24 hours should not come to school. Students with a fever of 100° or above or who are vomiting at school will be sent home. EGLS does not maintain facilities to care for sick students and will notify parents to pick them up immediately. Written permission from the doctor is required when a child returns to school after recovering from the following diseases: diphtheria, infectious hepatitis, scarlet fever.

The school will maintain the confidentiality of the health records of students, and will not disclose them except to the extent required or permitted by law and essential to the safe conduct of the school's operations.

## **Student Allergy Guidelines**

### **1. Family's Responsibility**

- a. Notify the school of the child's allergy
- b. Work with the school team (classroom teacher, secretary, hot lunch director, principal) to develop a plan that accommodates the child's needs throughout the school including: in the classroom, in the lunchroom, in after school programs, during school sponsored activities, and on the bus, as well as a Food Allergy Action Plan.
- c. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide.
- d. Provide properly labeled medications and replace medications after use or upon expiration.
- e. Educate the child in self-management of his or her food allergy including:
  1. Safe and unsafe foods.
  2. Strategies for avoiding exposure to unsafe foods.
  3. Symptoms of allergic reactions.
  4. How and when to tell an adult about an allergy problem.

- 5. How to read food labels. (age appropriate)
- f. Review procedures with the school staff, the children's physician, and the child (if age appropriate) after a reaction has occurred.
- g. Provide emergency contact information.

## **2. School's Responsibility**

- a. Be knowledgeable about and follow federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or school policies that apply.
- b. Review the health records submitted by parents and physicians.
- c. Include food allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- d. Identify a core team of, but not limited to, classroom teacher, principal, secretary, and hot lunch program director to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with the core team participation.
- e. Assure that all who interact with the student on a regular basis understand food allergy, can recognize symptoms, know what to do in an emergency, and work with other staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- f. Practice the Food Allergy Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.
- g. Coordinate with the school secretary to be sure medications are appropriately stored, and be sure an emergency kit is available that contains a physician's standing order for epinephrine. Medications are to be kept in a secure, easily accessible, central location in the school, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician, parent, school principal, and allowed by state or local regulations.
- h. Designate school personnel who are properly trained to administer medications in accordance with Good Samaritan laws governing the administration of emergency medications.
- i. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- j. Review the guidelines and prevention plan with core team members after a reaction has occurred.
- k. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- l. Follow federal and state regulations regarding sharing medical information about the student.
- m. Take threats or harassment against an allergic child seriously.

## **3. Student's Responsibility**

- a. Should not trade food with others.

- b. Should not eat anything with unknown ingredients or known to contain any allergen.
  - c. Should be proactive in the care and management of his or her food allergies based on the student's developmental level.
  - d. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- 4. Most Common Food Allergens:** Foods that most often cause an allergic reaction are: peanuts, nuts, wheat, soy, milk, eggs, fish, and shellfish. However, other less common foods can also cause anaphylactic reactions.
- 5. Signs and Symptoms:** If a child with a known food allergy suddenly develops any of the following symptoms, the staff member or parent should contact the office immediately. Do not leave the child alone; an adult must remain with the child. The most common warning signs and symptoms of an anaphylactic reaction are:
- a. Complaint of tingling, itchiness, or metallic taste in the mouth.
  - b. Hives.
  - c. Difficulty breathing.
  - d. Swelling and/or itching of the mouth and throat area.
  - e. Diarrhea, cramps, and stomach pain.
  - f. Vomiting
  - g. Paleness (drop in blood pressure) or loss of consciousness

### **Physical Examinations**

Parents are to submit a physical examination report for all students entering kindergarten, grade five, and grade seven. The exam must be performed by a licensed physician and submitted to the school office by the first day of school that year.

### **Immunizations**

Students are required to be in compliance with the immunization laws of the state of Wisconsin. An immunization form must be submitted to the school office by the first day of classes for that year. The principal may, at his/her discretion, exclude non-immunized students from school. The Wisconsin Student Immunization Law was changed. There are new requirements for students attending day care and for school age children. The changes will go into effect September 1 with the beginning of the 08-09 school year. The requirements include: Day Care students need 1-3 doses of Pneumococcal Vaccine through age 4. Students in K-5 and 6th grade need 2 doses of chicken pox vaccine unless the child has had a documented case of chicken pox. Students in 6th grade will need 1 dose of Tdap vaccine unless they have had a vaccine with tetanus or diphtheria (e.g. DTap, Td, DT, or TT) within 5 years of entering these grades.

### **Prescription Drugs and Medication**

Parents of students who need to take prescription or non-prescription medication during the school day must complete a medication form and leave the medication in the school office. Office personnel will dispense the medication per parent or physician directions.

## **GENERAL INFORMATION**

### **School Hours**

Classes begin at 8:30 a.m. and close at 3:30 p.m. The bell for preparation time rings at 8:25 each morning as the signal for all students to get ready for class. A child who arrives after 8:30 must report to the office and receive a tardy slip to be admitted to class (see tardy policy). Any student not present in the classroom by 8:30 a.m. will be recorded as tardy.

#### **Kindergarten hours are as follows:**

3-year pre-kindergarten: Tuesday and Thursday morning session: 8:30 to 11:00 a.m.

4-year pre-kindergarten: Monday, Wednesday, and Friday morning 8:30 to 11:15 a.m.

5-year kindergarten: morning session only: 8:30 to 11:30 a.m.

### **Child-Care Center**

Elm Grove Lutheran Church operates a Child Care Center located at 805 Terrace Drive. The Center operates from 7:00 AM until 6:00 PM daily and provides supervised care for children age two and one half through grade eight. For information regarding childcare, contact the center at 262-797-2979.

### **School Calendar**

A complete calendar of school dates and events is sent home with the summer mailing. The official calendar of dates when school is in session is mailed out with registration materials in February. A monthly activity calendar is posted on our web site at [www.egl.org](http://www.egl.org).

### **School Newsletter**

We send home a weekly newsletter with information about school matters and items of interest to parents and students. The newsletter is sent home on Friday of each week (Thursday with Pre K-3 students) via e-mail, unless a hard copy is requested by a family. In addition, a summary of school activities appears in quarterly or weekly Sunday announcements. Special notices are sent home as needed.

### **Yearbook**

The yearbook highlights Elm Grove Lutheran students with individual pictures and snapshots of school activities and programs from the past year. An order form is sent home for those families that wish to purchase a yearbook.

**Field Trips**

Classroom teachers may plan field trips designed to support the class curriculum with the principal's approval. Most of the cost of field trips will be covered by the fall fundraiser, but in some cases there may be an additional cost which the parents pay.

**Hot Lunch/Milk Program**

Elm Grove Lutheran operates a daily hot lunch program for students in kindergarten through eighth grade, and we encourage our families to take advantage of this program. The food for the hot lunch program is provided through a contract with a private catering company and meets all state and federal nutritional guidelines. The food is delivered here hot and served with the help of volunteers. Parents purchase lunch and milk cards to cover the cost of lunches. Menus are printed monthly and weekly in the newsletter and are available on the school web site. Milk is available for those who bring a lunch from home. Free and reduced cost lunches are available to those families that qualify, to apply please contact the school office.

**Transportation**

Wisconsin state law requires all local school districts to provide transportation for students attending non-public schools. The statute allows the local school district to either provide bus transportation or issue a parent contract. Whenever bus transportation is not available, the office will provide information to help in arranging car pools. Changes to normal bus transportation must be in written form signed by a parent and brought to the office.

**Chapel Services**

Chapel is held every week. Parents and friends are invited to join us in these worship services. Chapel offerings are designated for Christian mission projects. This stewardship program helps children grow in their response to the Lord's blessings.

**Chapel Families**

At the beginning of each year students in PK-4 through eighth grade are assigned to a chapel family. Each classroom(homeroom) teacher serves as a Chapel Family leader. Chapel families sit together during the chapel service and the older children are responsible for helping the younger students follow along with the service. In addition we try and schedule Chapel Family activities throughout the year to help promote interaction and bonding between older and younger students. These activities include but are not limited to: lunch, craft activities, reading to younger students, and field day activities.

### **Phone Use**

Students may use the phone in the school office with teacher permission. Phone use should be limited to emergency situations only. Students are discouraged from bringing cell phones to school, however if it is necessary, they should be turned off and remain in the student's backpack during school hours. Please remember, that the school is not responsible for items that are lost or stolen while they are at school.

### **Clothing Identification**

Parents are asked to mark all children's clothing, especially in the primary grades, with id tape or permanent ink. Articles of clothing not claimed from the Lost and Found area by children or parents are donated to charity.

### **Nuisance Items**

Children are not to bring toys, electronic games, sport equipment, radios, or similar items to school unless the classroom teacher has given them permission. Personal CD players may be used on the bus, but should be removed and placed in back packs when students arrive on school grounds. Personal CD players should remain in the student's backpack until they board the bus. Gum chewing is not allowed on campus.

### **Lockers**

Students have lockers to store their belongings during the school day. In order to keep them in good condition, we have established the following guidelines:

1. Assignment: The classroom teacher assigns lockers.
2. Care: Lockers are school property and must be treated with care. They are to be closed without slamming; hanging on doors or stepping on sills is not permitted. Lunches may be stored in lockers, but no overnight food storage is allowed. Stickers, posters, message boards, and the like are not permitted. Lockers must be kept neat and clean at all times.
3. Use: Lockers may be entered before school, at breaks, at lunchtime, after school and at other times with a teacher's permission. Students may not enter any locker but their own.
4. Inspection: Lockers are school property; teachers have the right to inspect them.

## **ELM GROVE LUTHERAN SCHOOL DRESS CODE**

### **Philosophy**

The dress code at EGL exists to provide guidelines for good grooming and to assure that clothing and accessories students wear are appropriate for the school setting. Experience at Elm Grove Lutheran has shown that appearance and grooming lifts students' general behavior and improves study habits. The dress code has evolved in an effort to allow current styles that are in good taste and modest while maintaining a standard for all children. Parents play a key role in enforcing the dress code.

### **Hairstyles should reflect good grooming.**

1. For girls, hair should be kept clean and combed and should not fall over the eyes as this tends to affect direct eye contact with the teacher.

2. For boys, hair should be properly groomed and cut to a length no longer than the bottom of a shirt collar and should not fall over the eyes.
3. Fad styles or hair color for either boys or girls are not appropriate.

### **Shirts/Sweat shirts/Blouses**

1. All shirts, sweatshirts, and blouses are to be clean, neat, modest and not offensive.
2. Shirts/blouses, which expose the midriff are not acceptable.
3. Shirts that display offensive secular rock group logos, or inappropriate words or pictures are not acceptable
4. Girls may also not wear spaghetti strap tops or tank tops.

### **Pants/Slacks/Shorts**

1. Pants, slacks or capris should be neat, clean and in good repair. No sagging pants.
2. All students may wear appropriate length shorts from August through October 31 and April 1 through the end of the school year.
3. Sweat pants that are neat, clean, and do not sag may be worn by all EGLS students.
4. Cut-offs and spandex are not acceptable attire.

### **Dresses/skirts**

1. Dresses and skirts should be of a length, which reflects good taste.
2. Miniskirts are not acceptable attire.

### **Shoes**

1. Shoes should be worn fastened at all times.
2. Sandals must be fastened in the front and back for safety on the playground.
3. Due to liability and safety concerns students may not wear "wheelies".

### **Accessories**

1. Headwear (i.e. hats, caps, scarves), sunglasses, or chains may not be worn in the building.
2. Body piercing, tattoos, and earrings for boys are not to be displayed or worn in the building.
3. Students should not have make-up or styling products at school.

### **Consequences**

1. The first violation of the dress code will result in the teacher talking with the student about appropriate attire and contact with the parent. The student may be asked to change into P.E. uniform or other appropriate apparel if available.
2. If a second violation should occur, the teacher will contact the parent to inform them of the violation.
3. In the event of a third violation, the parents will be notified to bring a change of clothing. The child will not be allowed to enter class until they have changed.

## **SCHOOL DISCIPLINE-CONSEQUENCES**

### **Detention**

Students may be required to serve a detention for disciplinary reasons. Parents will be informed and they are responsible for transportation. Repeated detention will lead to further disciplinary action, which may include suspension and/or expulsion.

### **Suspension**

Students may be suspended from classes at the discretion of the principal for violations of school policy or for other behavior not appropriate to a Christian environment. Suspension may be up to, but not exceed, three days. Any student serving an in or out of school suspension will not be allowed to participate in extra-curricular activities (sporting events, after school programs, concerts, etc.) the evening that the suspension has taken place. The student will be expected to complete all homework and classroom assignments given during the suspension period and submit those on their return to the classroom.

### **Expulsion**

Extreme, habitual, or inappropriate behavior may result in a student being expelled. Expulsion of a student may only result from action taken by the Board of Christian Education based on a recommendation by the principal.

### **Guidelines for Expulsion**

1. Prior to expulsion a student will be suspended for ten days. A meeting to consider expulsion must take place within that suspension period. If more than one meeting is necessary, only the initial meeting need be limited by the ten-day period.
2. Any subsequent meetings should take place within thirty days.
3. The student and his or her parents or legal guardians will be invited to attend the meeting of the Board of Christian Education.
4. The principal shall present evidence to support his or her recommendation for expulsion.
5. The student and his or her parents or legal guardians will be given adequate time to present facts that support their position.
6. After hearing all evidence and studying any documentation of the evidence the Board of Christian Education will render a decision to:
  - a. Expel the student
  - b. Restore the student to a position of good standing
  - c. Restore the student to the student body on a probationary basis
7. All decisions rendered by the Board of Christian Education are final.

### **School-Rule Infractions**

School rule infractions, which will result in suspension and/or expulsion include, but are not limited to, the following:

1. Possession of and/or use of tobacco, alcohol, or illegal substances.
2. Possession of a weapon.
3. Flagrant disrespect for faculty or staff members.

4. Physical violence or abuse of others.
5. Verbal abuse/Sexual abuse or harassment.
6. Stealing.
7. Habitual use of inappropriate language.
8. Willful destruction of the property of others.
9. Truancy.
10. Habitual failure to accomplish tasks and homework.
11. Habitual disruptive behavior in the classroom, church, on the playground, or at any school sponsored or school related activity.

### **Cheating**

In order to help students grow spiritually and academically, it is important that we as teachers and parents hold students accountable for their actions. When a student chooses to cheat by copying another student's work, soliciting answers on a test, or plagiarizing an assignment from another source, they are not growing spiritually or academically. If as parents and teachers, we do not hold them accountable and demonstrate that there is a consequence for their behavior, we are in essence condoning this behavior. It is important that students understand that if they are to grow academically they need to be responsible for their own work. It is even more important if they are to grow spiritually that they understand that cheating is contrary to God's will. With this philosophy in mind the following consequences were developed:

- |                 |  |
|-----------------|--|
| First Offense:  | The student will receive a "0" on the assignment, a note will be sent home, and the teacher will make a follow-up call to the parent.  |
| Second Offense: | The student will receive a "0" on the assignment, a conduct notice will be sent home to inform the parents, and a follow-up call will be made.   |
| Third Offense:  | The student will receive a "0" on the assignment and will serve an after school detention on the following day. Parents will be asked to meet with the principal and the teacher to discuss the behavior and possible solutions.                           |
| Fourth Offense: | The student will receive a "0" on the assignment and will serve an in-school suspension. The principal will inform the parents of the suspension. The child will also be required to meet with a pastor for counseling prior to being readmitted to class. |

### **ADDITIONAL EGL POLICIES AND REGULATIONS**

A child is a precious gift from God. As parents, you are to educate your child for Him, to see that your child learns to pray and to believe and know Christ. Your Christian school is here to help you do this, as well as to give your child a well-rounded elementary education.

1. Sometimes parents have questions, problems, or complaints relating to the school. The parents should first contact their child's teacher. If the concern is not resolved, they should then contact the principal. If the concern is not re-

solved, they should then contact the Board of Christian Education. If the concern is not resolved, the matter should then be brought to the Church Council for consideration. In all matters, the Voters Assembly shall be the final authority. The pastor may be approached if the matter concerns spiritual guidance or religious doctrine.

2. No member of the faculty should be interrupted during class hours by telephone calls or personal visits except for emergencies. Contacts must be made through the office. Please do not ask to speak to a child on the phone during school hours. Messages are distributed to children at 11:00 AM and 3:00 PM each day. This policy is not intended to restrict or prohibit any parent from visiting a classroom. Nor is it intended to discourage parents from contacting the teachers with questions about their children's education. It is intended only to keep these questions from disturbing classroom teaching. We encourage parents to make classroom visits. Anyone wishing to visit a classroom must obtain permission from the principal or teacher no later than the day prior to the planned visit.
3. The use of school facilities during regular school hours is reserved for students. No organization or group of individuals is to be given exclusive use of any portion of the school facilities during regular school hours.
4. The school's purpose is to provide a quality Christian education to all pupils equally. While the faculty is to show Christian understanding to all pupils with their different personalities and dispositions, no member of the faculty or Board of Christian Education shall at any time show favoritism to any pupil, in either instruction or discipline.
5. To assure the best possible education for all pupils, each member of the faculty must be given wide latitude of judgment as to the manner and methods used to present instructional material. The Board of Christian Education shall not interfere with the methods used unless there is an apparent abuse of discretion.
6. Since a teacher must, on the spur of the moment, determine the type of disciplinary action that is to be taken for a specific offense, a degree of latitude must be allowed to each individual teacher in the classroom. The principal or the Board of Christian Education shall not overrule or modify the discipline imposed by a teacher unless there is an apparent abuse of discretion.
7. Since it is not always possible for a teacher to use recess or noontime periods for disciplinary purposes, the Board of Christian Education permits the faculty to use after-school-hour detention. The teacher shall notify the parents when such action is taken and the parent will be responsible for the child's transportation.
8. The Board of Christian Education and the faculty shall adopt rules for pupils' conduct during school hours and explain them to the pupils and parents. Each pupil will be expected to observe all rules and all parents will be expected to show Christian cooperation with the school in requiring observance of the rules. The faculty shall have the authority to enforce the rules through disciplinary action.
9. Members of the Board of Christian Education are welcome to observe the school "in action". Visits are to be scheduled through the principal.

## **GENERAL PUPIL CONDUCT REGULATIONS**

1. Students are expected to treat fellow students, teachers and other helpers in the school program with politeness and respect.
2. Students are to demonstrate appreciation for the facilities at Elm Grove Lutheran by helping to care for them and by not abusing the equipment, grounds or buildings.
3. Students should remember that everyone connected with our school including teachers, custodian, secretaries and other helpers are here because they want students to be successful and learn to apply their God-given talents to the best of their ability. Faculty and staff are here to help!
4. Students are expected to be prepared for school each day, including having all necessary supplies for the school day and all assignments and class work.
5. When so many people share one building each student, teacher, and parent must remember that as children of God we must respect other's rights and needs. Patience is an important tool when living in a school community.
6. Teachers will establish the guidelines for daily living in their classroom and will post those in the classroom. Students need to know that the guidelines may vary from classroom to classroom, but in every classroom the guidelines for Christian living will be followed.

## **SCHOOL RULES/REGULATIONS**

### **Hallways**

1. Hallways in the school are to be used to move quietly from room to room or from activity to activity. Because the hallways are narrow and the classrooms close by, talking should be kept to a minimum and a quiet voice used whenever conversation is necessary. It may be necessary sometimes for teachers to require a "no talking" time in the hall to respect the needs of students in other classrooms.
2. As a general rule, students should walk on the right side of the hallway. When a whole class is moving through the hall, students should walk in a straight line so others can get by easily.
3. Students should give special consideration to any adults who are in the building to be sure they can get through the halls easily; greet them with a smile and help them find their way through the building.
4. When moving up or down a stairway, students are to remain in single file and to stay to the right.
5. Students should be careful to keep the hallway clear when using a locker.

### **Restrooms**

1. There are restrooms on each level of our building. Students should use the closest restroom and return to their classes as quickly as possible. Restrooms are not a place for visiting.
2. Students should help keep the restrooms clean and free from clutter.

### **Arrival and Dismissal**

1. Students are to use the main school entrance near the gymnasium. Students need to walk carefully in the parking lot area because of the number of vehicles coming and going.
2. The church entrance (the blue doors) and the office entry should be used only with special permission.
3. The upper level office door is not to be used for student drop off or pick up.
4. Students are to arrive after 8:05 am and are to leave the school grounds by 3:45 PM unless they are involved in activities such as athletic practice or Scouting.
5. Students riding bicycles are dismissed with the walkers and bus and car riders. But, because of the congestion in the area, bike riders are to wait to leave with their bicycles until the buses are gone.

### **Bus Conduct**

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

1. Be on time for the bus so it stays on schedule.
2. Do not stand or extend head, arms, or hands out the windows while on the bus.
3. While on the bus students are in the driver's charge and must obey him or her at all times.
4. Remember that loud talking or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Remain seated until the bus comes to a complete stop before leaving. Cross the street, in FRONT of the bus after making sure that the street is clear.
6. Each child must ride only his or her designated bus. Any other arrangements must be cleared through the school office with a written note from the student's parent.

### **Bus Regulations**

If any of the above guidelines are not followed, corrective measures must be applied. These steps will be followed, to correct any misbehavior by students on the bus:

1. When the bus driver must call a child's attention to any rule, the incident will be reported to the principal by means of a written "Unsatisfactory Bus Conduct Report." The parent will be informed of the misbehavior by a phone call from the principal.
2. If the student continues to misbehave, he or she will not be permitted to ride the bus for a period of one week. The parents will be made aware of this fact and asked to make other transportation arrangements.
3. If the behavior of the student does not improve, he or she will not be permitted to ride the bus for two weeks. The parents will be made aware of this action and asked to meet with the principal.
4. If after parents and principal meet and no behavior improvement is seen, the child will no longer be able to ride the bus for the remainder of the school year. The parents and school board will be informed of this action.

### **Playground Conduct-General Rules**

1. The playground includes the parking lot west of the pole lights, including the softball and football fields, and the area west of the dumpster pad. (In winter months, the snow-mountains are included within the play area. Teachers on duty will decide how far the children may climb on the mountains.) Students are to

stay off the stairs and railings outside the west entrance of the new addition. Students are to remain away from all vehicles parked in the parking lot. Students are to enter the playground area south of the NO PARKING signs painted on the pavement.

2. To protect students from possible injury, throwing snowballs is not allowed.
3. For safety reasons, the following are not allowed on the playground:
  - a. skateboards
  - b. in-line roller blades
  - c. hardballs and super-balls
  - d. playground balls in the play equipment area
4. The signal from the teacher (bell, whistle, etc.) is the signal for students to stop and line up, ready to enter the building.
5. Students are to enter the building quietly, following the teacher's direction.

### **Playground equipment**

1. Children should use the slides only on their bottoms going down. Slides are to remain free of stones.
2. Stones and snow are to remain on the ground.
3. When using the monkey bars, children are to use hands only (no hanging by knees or sitting on top of bars) No "apple turnovers."
4. Children should use the swings sitting on their bottoms. The following are not permitted: twisting, riding double, swinging sideways, jumping off, or running under the swings.
5. Personal play equipment is to remain at home unless the teacher gives permission.

### **Recess**

The purpose of the recess period is to provide students with an opportunity during the school day to get some fresh air and exercise, which are important in maintaining a healthy mind and body. Although all students do have scheduled P.E. periods, which provide the students with exercise, they are not scheduled everyday and do not provide the student with fresh air or the opportunity to choose what activity they would like to participate in.

Students in Kindergarten through second grade will have two recess periods per day of at least 15 minutes. Students in grades three through eight will have at least one recess period per day of at least 15 minutes. Recess will be held outside on the playground, the playing fields, or the parking lot weather permitting. If it is raining or if the air temperature or wind-chill temperature falls below 10 degrees Fahrenheit the students will not be permitted outside. If it is snowing it is at the teacher's discretion whether students will go outside for recess.

During the winter months, students must bring hats, coats, mittens/gloves, and boots in anticipation of going outside. If students wish to play in the snow they will also need to bring snow pants. Although students may occasionally forget the appropriate clothing for outside recess, students that habitually forget or do not bring appropriate clothing on purpose will be in violation of the dress code and dress code consequences will be applied. During inclement weather, when there are no afternoon P.E. classes scheduled, teachers may with approval use the gym for indoor recess otherwise recess will be limited to the classroom.

Teachers may withhold recess time due to missing or incomplete assignments, however every effort should be made to ensure that students are getting some type of physical activity and fresh air each day.

## **LIBRARY/MEDIA CENTER POLICY**

### **Philosophy**

The primary purpose of the library is to enrich and support the educational program of the school. The library provides opportunities for children to do research and gather resources for classroom projects. Students also are encouraged to explore various genres when they are completing assignments, as well as when they are selecting leisure reading materials. We strive to provide library resources that enrich quality of thought and expression. The materials selected for our library are meant to contribute to the development of informed and responsible Christians.

### **Materials**

The library at Elm Grove Lutheran School provides faculty, staff, students and parents with a variety of materials. Our collection includes hardcover books and paperbacks, videos, reference materials, periodicals, Big Books, and books on tape. Please refer to the Elm Grove Lutheran School Materials Selection Policy for information concerning the following areas:

1. Criteria for Selection of Materials
2. Re-evaluation of Collection
3. Donated Materials
4. Procedure for Challenged Materials

### **Library Usage**

**Hours** – The school library is available for use Monday through Friday from 8:30 a.m. until 3:25 p.m. The library is available for use by individuals, small groups, and entire classes as arranged by the librarian and faculty. The librarian is responsible for scheduling at least one library period per week for each class. Students must be under adult supervision when using the library.

**Circulation** – Each staff member, student, and library volunteer is assigned a library number at the beginning of each school year. The librarian enters each patron into the library computer. If the library is being used when the librarian is not on duty, the supervising adult is responsible for checking out materials on the computer. Directions for using the computer are located on a binder on the librarian's desk. Periodicals do not have barcodes. If they are being checked out, there is a clipboard on the desk where the use of periodicals is to be recorded.

Staff members and library volunteers may check out any materials. There is no limit to the number of items being checked out by these individuals. The materials may be kept until they are no longer needed or until another library patron is waiting to use the materials.

Students may check out any materials except videos/DVDs and Big Books. They are allowed to check up to a maximum of two items. (This limit can be waived if classes are doing special projects that require additional materials.) Some of the classroom teachers for the lower grades limit their students to one item per week. This is left

to the teacher's discretion and the classroom teacher is to notify parents of this decision. Students may keep library materials for one week. If students need the materials for an extended period of time, materials may be renewed weekly. They are allowed a maximum of three renewals on an item unless another library patron is waiting to use the materials. Then the item may no longer be renewed.

### **Lost or Damaged Materials**

Library books and materials issued to students, staff members, or library volunteers become the responsibility of that person. Weekly overdue notices are printed and distributed to library patrons. Fines are collected if the library materials are lost or damaged such that replacement of the item is necessary. Fines are not to exceed the replacement value of the item. When students have received overdue notices and the materials are over 1 month overdue, this information will be forwarded to the school office. At this time, billing will occur through the office. Library patrons with overdue books or unpaid fines will not be allowed to check out new materials.

## **MATERIALS SELECTION POLICY**

### **Definition of Materials**

Materials acquired by the library, computer lab, science lab, art room, music center, and individual classrooms include books, magazines, filmstrips, videocassettes, records, CDs, cassettes, maps, globes, models, science lab equipment, computer software, paint, construction paper, musical instruments, sheet music, manipulative resources for the various subject areas, puzzles, and games. This list is by no means all encompassing, but does give a sampling of the items which are provided for student and teacher use.

### **Criteria for Selection of Materials**

Elm Grove Lutheran School is concerned with the spiritual, intellectual, emotional, social, and physical development of our students. The materials we used are consistent with the philosophy and mission of Elm Grove Lutheran School, and reflect the varied levels of interest, ability, and maturity of students. The intent of the use of these materials is to support and enrich the curriculum.

### **Objectives for Selection of Materials**

1. The following selection objectives are to be used:
  - a. Materials support and are consistent with the educational goals and objectives of Elm Grove Lutheran School.
  - b. Materials reflect Christian attitudes.
  - c. Materials meet high standards of quality in factual content and presentation.
  - d. Materials are appropriate to the subject area, as well as for the age and emotional development of the students for whom the materials are selected.
  - e. Materials stimulate student growth in factual knowledge, appreciation of good literature, and ethical standards.
  - f. Materials have aesthetic, literary, or social value.

- g. The value and impact of any literary work will be evaluated as a whole, so that the purpose, style and theme of a given work should overshadow any isolated section considered offensive.
  - h. Materials are chosen to foster respect for women, minorities, and ethnic groups, and shall realistically represent our pluralistic society.
  - i. Biased or slanted materials may be provided to meet specific curricular goals.
  - j. Materials chosen may provide information on opposing sides of controversial issues, so that students may develop the skill of critical analysis under the guidance of Christian school personnel.
  - k. Materials are selected on the basis of examination, inclusion in standard catalogs, reviews in authoritative sources, or any combination of the above.
  - l. When possible, audio-visual materials and computer software will be previewed before purchase or ordered with return privileges guaranteed.
2. The following specific criteria will be considered:
- a. Overall purpose of materials and how well that purpose is accomplished.
  - b. Reputation and significance of author, editor, artist, publisher, or producer.
  - c. Consistency with the distinctively Christian nature of the school.
  - d. Timeliness or permanence of the material.
  - e. Importance of the subject matter to the existing collection.
  - f. Accuracy of material.
  - g. Cost and durability of material.
  - h. Suitability of format for intended use.
  - i. Quality of the writing and illustrations.

### **Re-evaluation of Collection**

The selection process begins with the evaluation of materials before purchase and is completed with the evaluation of materials before discarding them. Weeding is the process of clearing the collection of resources throughout the school that have outlived their usefulness. Evaluation of materials throughout our school is a continuous process and should be a cooperative effort of the total faculty. Materials should be constantly re-evaluated in order to maintain current and useful resources.

1. The following types of materials should be considered for discard:
  - a. Materials, which are too badly worn to be mended or rebound, or badly soiled.
  - b. Materials with inappropriate print or yellowed pages, outdated illustrations, outdated styles or information.
  - c. Materials beyond the comprehension of students in the school. Some resources that are not easily understood should be retained if they are useful for research in the curriculum.
  - d. Encyclopedias over five years old should be considered for discard. If sets are still useful, they may be used in the classrooms and circulated at the teachers' discretion.

### **Donated Materials**

Donations of materials will be subject to the same standards of selection as stated above. All donated materials become permanent property of Elm Grove Lutheran School and are used, as the faculty, staff, and principal deem appropriate. Materials that do not meet current selection criteria will not be accepted. A statement of financial value of donated materials will not be provided.

### **Lost or Damaged Materials**

Students, parents, or teachers will be charged for materials that have been lost or damaged due to negligence. The person responsible for the lost or damaged items will be billed for the replacement cost of the material. The replacement cost will include both purchasing and shipping the materials to be replaced. The charge is not to exceed the replacement value of the item and is subject to approval by the administrator.

### **Procedure for Challenged Materials**

All questions and concerns about materials should be expressed to the appropriate teacher or the library/media specialist. If the issue cannot be resolved, it should be taken to the principal. At that time, the complainant will be invited to file the objections in writing on the form provided for that purpose. These forms can be obtained in the school office. The materials will not be removed from use during the re-evaluation period, unless directed by the principal. Anyone filing a "Request for Reconsideration" form will receive acknowledgement upon its receipt.

The Materials Reconsideration Committee will consist of the principal, library/media specialist, a teacher, a member of the Board of Christian Education, and a member of the PTL Board. The committee may ask for further information from the faculty member using the challenged material and from the complainant. If the faculty member or complainant is a member of the committee they will exclude themselves from the decision process. The committee will report its decision in writing to all parties involved within ten school days. The decision of the committee will be final and binding and may not be challenged for at least two years.

## **TECHNOLOGY POLICY**

### **Student Use Policy**

The use of the Internet is a privilege, not a right, inappropriate use will result in a cancellation of those privileges and possible school discipline in accordance with the EGL-Policy Manual.

### **Netiquette**

1. Be polite. Do not be abusive in any messages to others.
2. Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, and expressions of bigotry, racism, or hate. Illegal activities are strictly forbidden.
3. Do not reveal personal addresses, or telephone numbers of others.
4. Do not use the network in such a way that you would disrupt the use of the network or other users.

## **Security**

1. Under no circumstances should students give anyone their passwords.
2. Students should not reveal their personal addresses or telephone numbers.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
4. Students have the right to appeal any restrictions of access privileges. (see Appeals)

## **Vandalism**

1. Vandalism is defined as any malicious attempt to harm or destroy electronic information including data or equipment.
2. Uploading or creation of computer viruses is considered vandalism.

## **Rules and Code of Ethics**

1. The students should act honorably and in a manner consistent with ordinary ethical obligations.
2. The student will not use the computer resources for non-academic activities.
3. The student will not make unauthorized copies of software in accordance with copyright laws.
4. The student should respect the rights and privacy of authorized users.
5. The student represents his/her school and should do so in ways that are positive.
6. Under the State Statute Section 947.0125, students may be subject to criminal sanctions if, by means of signs, signals, writing, images, sounds, or data, they threaten, intimidate, abuse, or harass another person through electronic email or other computerized communication systems.
7. E-mail accounts and file materials are not private in nature and remain subject to monitoring by Elm Grove Lutheran. The school and network administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify Internet access privileges and examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Designated staff may search the file system for potential violations, and when there is evidence of a possible violation, may view users' files, read mail, monitor keystrokes, and otherwise observe users' activities.

## **Disclaimer**

Elm Grove Lutheran School is not responsible for the accuracy or the quality of information obtained through the Internet.

## **Appeal Process**

Students who have their network or Internet privileges suspended or restricted may appeal the decision to the Board of Christian Education using the following guidelines:

1. A letter of appeal stating the student's case should be submitted to the Board of Christian Education within ten days of the suspension or restriction.
2. If requested, a meeting time should be arranged with the Board of Christian Education and the principal to hear any pertinent information.
3. The Board of Christian Education will render a decision within five days of receiving the appeal.

## FINANCIAL MATTERS

### Book and Registration Fees

In January the principal shall recommend to the Board of Christian Education a fee structure that will meet the expenses for books and materials for the coming school year. The fee structure is to be approved by the department and charged to all students.

1. A bill for book and registration fees will be sent with re-enrollment materials in February and will be due by the March 15<sup>th</sup> deadline.
2. Parents may choose to pay 50% of the fees by the March 15<sup>th</sup> deadline with the remainder due by June 1<sup>st</sup>.
3. The re-enrollment process will not be considered complete until the book and registration fee is paid in full.
4. The book fee includes textbook rental for student use during the school year. Normal wear is expected. However, when textbooks are lost or damaged beyond normal wear and tear parents will be charged for the cost of replacement.

### Special Fees

Students are to be assessed for special fees related to field trips, special materials, guest speakers and the like. The principal must approve all special assessments.

1. **Sports Fee:** An annual sports fee will be assessed to each student participating in sports to help offset the cost of league fees, referees, and uniforms.
2. **Computer Lab Fee:** An annual computer lab fee will be assessed each student for computer lab maintenance, purchase of software, and student management system.
3. **Band Fee:** An annual fee that helps to defer the cost of group band, which is held once a week. This fee is in addition to the individual band lesson fee.
4. **Handbell Fee:** Beginning Fall 2010, students will be charged a fee to participate in handbell choirs, similar to the instrumental lesson fee.

### Refunds

Parents withdrawing their child from Elm Grove Lutheran School prior to June 15<sup>th</sup> will receive a full refund of their book and registration fee. After June 15<sup>th</sup> book and registration fees will not be refunded because books, supplies, and materials will have been ordered based on enrollment figures as of June 15<sup>th</sup>. Parents that have paid their tuition in full and withdraw their child during the first quarter of school will receive a 75% refund of their tuition moneys. Those parents that withdraw their child during the second quarter will receive a 50% refund of tuition moneys and withdrawals during the third quarter will receive a 25% refund. No refund will be granted to families withdrawing during the fourth quarter.

### Tuition

Tuition is charged to all non-members either personally or to their home congregation. Tuition is based on a percentage of the actual cost per pupil and is established in January for the following school year. Members of Elm Grove Lutheran Church will not be charged tuition but will be expected to support the ministry of the church and school through their weekly giving and worship attendance as well as their time and talents.

1. **Tuition Reduction:** Families with several students enrolled may find the cost to be a considerable financial challenge. To assist such families, the following scale is to be followed.
  - a. Tuition for the first (oldest) child will be the full tuition amount for that grade.
  - b. Tuition for the second child will equal 90% of full tuition for that grade.
  - c. Tuition for the third, fourth, etc. child will equal 80% of full tuition.
2. **Tuition Payments:** A tuition payment form will be mailed to parents with the summer mailing in July. The form must be completed and returned to the office by August 1st. Parents that do not complete the form will be billed for the entire tuition amount beginning with the August 1<sup>st</sup> billing statement. Tuition payments may be made using one of the following plans.
  - a. Tuition may be paid in full by September 1<sup>st</sup>, which will result in a \$30.00 discount. Payments made after September 1<sup>st</sup> will not receive the discount.
  - b. Two equal payments, due on August 15<sup>th</sup> and January 15<sup>th</sup>.
  - c. Four equal payments, due on August 15<sup>th</sup>, November 15<sup>th</sup>, January 15<sup>th</sup>, and April 15<sup>th</sup>.
  - d. Ten monthly payments due on the 15<sup>th</sup> of each month beginning in August and ending in May.

### **Outstanding Accounts**

Each family is responsible for educational fees, child-care charges, lunch fees, and other charges accumulated during the course of the school year. Every effort is made to keep these charges reasonable. Accounts that are considered past due (more than 30 days late) will be charged a \$15.00 late fee to cover the cost of additional billing and follow-up. Returned checks will result in a \$10 handling fee, which covers the bank charge.

1. **Past Due Accounts:** The following procedures will be followed for those accounts that are considered past due:
  - a. The school office will send a letter stating that, if the installment is not paid within ten days of the date of the letter, all future installments will become immediately due and payable.
  - b. If the account is not brought current within ten days, a registered letter will be sent advising the family that, unless all education fees and tuition are paid within fourteen days of the date of the letter, the family's child (ren) will no longer be enrolled.
  - c. All fees and tuition must be paid before the last day of school. Failure to make all payments by the last day of school will result in the holding of report cards, transcripts, and ITBS test results until the payment is made.
1. **Financial Aid:** A family that is unable to meet its financial obligations may request financial assistance. Documentation of the need will be forwarded to the principal who will make a recommendation to the Board of Christian Education on financial assistance. A yearly report on financial assistance will be provided to the Board of Christian Education.
2. **Lunch Accounts:** Lunch accounts are to be prepaid. A negative balance of \$50.00 will result in the lunch card being pulled until a positive balance is maintained.

3. **Child Care:** Child Care accounts must maintain a positive balance. If a balance becomes negative, the situation must be rectified within the week or a \$10.00 late fee will be assessed each week until the account is brought current.

## **ABUSE AND HARRASSMENT POLICY**

### **Purpose**

Elm Grove Lutheran School's priority is to provide an environment that is safe, both for those receiving its ministries and for those providing its ministries. When those employees or volunteers who provide the ministries of the school engage in physical abuse, sexual abuse, sexual exploitation, sexual harassment, or harassment based on race, creed, color, national origin, age, disability, marital status, veteran's status, or receipt of public assistance, they violate the terms of their employment or voluntary service. Such behavior compromises the safety of those placed in their care, and violates the ministerial mission of EGLS. As a result, violation of this policy will be grounds for disciplinary action, termination of employment, or dismissal as it is deemed appropriate. In addition any student behavior, which embarrasses another student, has sexual connotations, or calls attention to the student's sexuality in a demeaning or un-Christian manner will not be tolerated. In either circumstance the victim, the victim's parents, or any observer may file a harassment complaint.

### **Prohibited Behavior under this Policy**

Employees/volunteers are prohibited from engaging in the following behaviors as more specifically defined by the Laws of the State of Wisconsin.

1. Physical abuse refers to any behavior that inflicts physical or mental injury to a person by someone who is responsible for the care and safety of that person.
2. Sexual abuse, which in itself is morally wrong, refers to any behavior that sexualizes a relationship; inappropriate touching, implicit or explicit invitations to sexual activity, genital exposure, sexual intercourse, causing a child to view or listen to sexual activity, sexual exploitation of a child. Such behavior is an abuse of position and takes advantage of another person's vulnerability, whether the victim is a faculty member, staff, student, or someone who looks up to the person as an authority figure.
3. Sexual harassment: Wisconsin law, and the EEOC federal guidelines define sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.

### **Selection and Screening of Workers**

In order to ensure adequate safeguards, Elm Grove Lutheran School has developed the following screening procedures for those who work with the children of our school. We realize that screening procedures will inconvenience the worker, but we believe that it is important to adequately provide for the safety of the children entrusted in our care. Workers will not be allowed to minister to children until they have completed the screening procedure. Any worker with a history of sexual abuse or of child abuse will not be considered for any position in the school.

1. **Paid Employees of the School:** All paid employees of EGLS will undergo a screening procedure as part of the job application. The procedure will consist of

the following components:

- a. a personal interview
  - b. reference checks
  - c. completion of a criminal records check authorization form
- 2. Volunteer Workers:** All volunteer workers may be interviewed by the employee of the school with whom they will be working and may be required to complete an application form if working directly with children.
- All volunteer workers must be members of EGLC, parents or family of current students or alumni of EGLS.
  - Volunteers with criminal sexual abuse or physical abuse convictions will not be permitted to work with children or youth under any conditions.
  - Volunteers working directly with children may be required to complete an application and agree to follow school policies.

### **Supervision of Workers**

1. Open Door Rule: Classroom doors without windows should be open to assure that the work and children can be seen from the hall. Classroom doors with windows may not have the windows obstructed.
2. One-on-One Situations
  - a. Students may remain after school for detention or academic help. The student's teacher will notify the parent or guardian by telephone or in writing.
  - b. The principal as part of his/her ministry may counsel students as necessary within the school building.
  - c. Teachers may keep students in the classroom during a recess period for disciplinary reasons or to give academic help as needed. In all situations involving one on one contact with students, workers should conduct themselves with professional integrity. Contact with a student should occur with the door open in order to provide visibility to another adult.
  - d. Transportation rule: No EGLS paid employee or volunteer worker may transport a child or youth to or from any school related activity without securing permission from the parent or guardian.
  - e. The Overnight Rule: Any program of EGLS, which includes the supervision of children during overnight activities will observe the following procedures:
    - Written permission from the parents or guardians of the children or youth involved will be secured in advance.
    - Only those adult supervisors who have completed the proper application will be allowed to attend the activity. There will be at least two adults on site with the children at all times. It would be preferable to have at least two male and female adults present.
    - Children/youth will not be allowed to leave the location of the overnight event with anyone except parent or guardian unless permission is given in writing by the parent/guardian.
  - f. Suspicious Behavior Rule: any inappropriate conduct or relationship between an adult and a child should be confronted immediately and investigated by the adult supervisors and the principal. If it is determined that child sexual abuse may have occurred, the steps under "Reporting Procedures will be fol-

lowed.

### **Reporting Procedures**

1. **Mandated Reporting of Suspected Child Abuse:** Section 48.981 Wisconsin Statutes, The Law of the State of Wisconsin provides that certain categories of persons are to report to civil authorities if they know or have reason to believe that a minor is or has recently been neglected, physically abused, or sexually abused. The school directs its employees/volunteers who are mandated reporters to comply with the requirement of the law. Allegations should be reported within twenty-four (24) hours to civil authorities. Furthermore the school directs all of its employees/volunteers, (even those who are not mandated reporters), to report their knowledge or belief of the abuse of minors to the County Child Protection Agency, to the County Welfare Agency, to the Municipal Police, or to the County Sheriff's Department, except in those cases where to so report would violate established and legally recognized confidentiality requirements or restrictions. In such cases of confidentiality matters, the principal should be advised of the existence of the confidentiality claim.
2. **Persons Required to Report:** Teachers, day care workers, administrators, and volunteer workers are required to report cases of abuse.
3. **Reporting Professional Church Worker Violations:** In addition to what is stated elsewhere, all employees/volunteers of the school are to report suspected violations of the above-named prohibitions of physical abuse, sexual abuse, sexual exploitations or sexual harassment to the principal. The principal will report the suspected violator to the assistant to the District Executive for Education of the LCMS-South Wisconsin District and the Chairperson of the Church Council. If the suspected violator is the principal, the report will be made to the Senior Pastor and he shall report to the individuals as set forth above.
4. **Reporting Alleged Violations by Others:** All employees/volunteers are required to report those same alleged violations of non-professional church workers to their supervisors unless the supervisor is the alleged harasser (or for some other reason the employee/volunteer does not want to report to the supervisor). In those cases, the report must be made to the principal and the principal will report to the individuals as set forth above.

### **Responding to Allegations of Sexual Harassment-Students**

The victim, the victim's parents or any observer may file sexual harassment complaints. The school will respond in following way to immediately and deliberately halt the harassment:

1. **First offenses** result in a referral. The principal or teacher will inform the child that the offense constitutes sexual harassment and explain it. The child will apologize to the victim. The child is informed that another act of sexual harassment will result in a hearing before the Board of Christian Education to decide upon continued enrollment. The child will also lose recess for one week and his/her parents will be notified in writing of the incident and the action taken by the school. If, in the opinion of the principal and the classroom teacher, the incident is extreme in nature (e.g. fondling, indecent exposure, etc.) the principal may suspend the student pending a hearing by the Board of Christian Education to determine the enrollment status of the offender.

2. **A second offense** will result in immediate suspension from school until such time as the Board of Christian Education is able to conduct a hearing to determine the enrollment status of the offender, including expulsion.
3. **A third offense** will automatically result in expulsion.
4. Any act of sexual harassment, which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.

### **Responding to Allegations of Sexual Abuse-Employees/Volunteers**

Allegations will be promptly investigated and appropriate action taken. Support will be given to the accused and victim and their friends and families. The Church Council will be notified and that body will take final action. Confidentiality of all parties will be protected.

1. **Procedures for Responding:** When an allegation of child sexual abuse is made against a called, paid, or volunteer worker(s) these steps shall be followed:
  - a. Pray for all concerned and for compassion, objectivity, wisdom, and courage for yourself and others who may need to deal with the situation.
  - b. Look for ways that this incident can be used for positive witnessing.
  - c. Document each step
  - d. Call Child Protection Services for Waukesha County
    - Do not try to determine if they should be called in or not, just call and let the CPS worker make that judgment.
    - Check with the Child Protection Services caseworker concerning the setting of the interviews (school vs. off-campus settings)
    - Child Protection Services vary in how they investigate the allegation. Therefore, check with the agency you contact about the steps that follow.
- a. The principal will meet as soon as possible with the president of the Church Council. They will contact the school's liability insurer and legal advisor to determine how to best proceed. After contacting the liability insurer and legal advisor, they will determine how to best carry out the following items. These items need to be done quickly but not necessarily in the order given below. Extreme care must be taken so the rights of the alleged offender are not violated.
  - Call the parents to inform them of the accusation and to express concern for the welfare of their child. Inform them of the pending suspension of the employee/volunteer worker and the status of the investigation.
  - The accused educator or staff member will be suspended pending the outcome of the investigation.
  - Inform the employee/volunteer of the accusation. He/she should leave the school immediately. The principal shall escort the employee at all times from the moment they are informed until they leave the building. This is especially important as personal effects are gathered, so that incriminating evidence (if any) is not removed. The principal shall take an inventory of any personal effects the employee may take. The principal shall have the employee turn in all keys to the school property. The principal shall assure the employee/volunteer that he/she will be considered innocent until proven otherwise, and any leave or suspension is for legal purposes only.

- Contact the District president or the assistant to the District Executive for Education of the LCMS-South Wisconsin District.
  - Inform the accused that if he or she talks with a Child Protection Services worker that self incrimination is possible.
  - Consider involving the pastors of the association congregations.
  - Consider the need, timing, and manner of informing parents of other children with whom the employee/volunteer may have had direct contact.
  - Make certain that association pastor(s) are not placed in a role where they are pitted against one side or the other.
  - Be sure that all people working on this problem are able to deal adequately with confidential matters.
  - Be sensitive to both the potential victim(s) and his/her family and the accused and his/her family. Consider offering counseling to all involved.
  - Have the appropriate association pastor(s) in frequent contact with all parties.
  - Check to make sure that all parties involved have a support system (people who can offer unconditional support...pastors and administrative people who need to assist all parties may not always be perceived as friends) that can come to their assistance at this time.
- a. Bring all parties together for reconciliation when:
    - The investigation has been completed.
    - There is a consensus for reconciliation on the part of all parties.
  - a. Maintain updates to all parties.
  - b. Contact the District president if assistance is needed when putting together a reconciliation team.
  - c. Offer counseling to children in the classroom and their families as well as fellow staff members. This would be done after the legal aspects are completed.
  - d. Send a copy of the investigation report(s) to the District president.
  - e. Understand rights and proper procedures if the incident becomes a media event.

## 2. **Responding to the Media**

- a. Only the principal, administrative-pastor, and president of the Church Council will be permitted to respond to any media questions regarding any alleged cases involving either child sexual or physical abuse.
- a. Other faculty members are not permitted to respond to questions from the media or discuss any alleged cases involving either child sexual or physical abuse with the media. All questions are to be referred to either the principal or the president of the Church Council. Disciplinary action may be taken against any faculty or staff member that violates this provision.
- b. All members of the Church Council are not permitted to respond to questions from the media or discuss any alleged cases involving either child sexual or physical abuse with the media. All questions are to be referred to the principal, administrative pastor, or the president of the Church Council. Disciplinary action may be taken against any Board of Education member that vio-

lates this provision.

- c. If the accused is the principal, the administrative pastor or the president of the Church Council may be designated as the media spokesperson.

### 3. **Responding to Primary Victims**

- a. The victim(s) should be informed, personally and in writing, of action taken in regards to the accused.
- b. The principal will meet with the victim(s) to offer support, assess needs, and suggest resources for healing. Recommendations might include individual and group counseling for the victim(s).
- c. If multiple victims are involved, they should be given the opportunity for voluntary sharing and the occasion to provide one another mutual support.
- d. Because the victim(s) may feel a breach of trust with the school, consideration should be given as to how the victim(s) can be reconciled with the school, particularly if the person chooses to remain enrolled in the school.
- e. A follow-up interview should be scheduled within three to six months to assess whether or not further help is needed or welcomed by the victim(s)

### 4. **Responding to Secondary Victims**

The family of the accused, community and the church-at-large are also victims of the abuse. They too deserve attention and sensitivity to the hurt and pain they are experiencing.

- a. Family members of the accused:
  - During the investigation, the needs of family members should be assessed and support provided, including referral to a competent professional counselor for the family.
  - Whenever possible a follow-up meeting should be made available to communicate the continued support of the school and to assess whether there is more the school can do to help the family members.
- a. Peers
  - At the discretion of the principal, administrative pastor and the president of the Church Council, a peer group may be called to inform and discuss the actions taken regarding the accused.
- a. School Family
  - When a decision is made regarding the accused, the principal has the responsibility to inform the Church Council and to interpret that decision for them.
  - The principal will be available to answer any questions that the Church Council might have to help clarify the decision.
  - The principal may develop a program of healing and reconciliation. The pastors of the association churches as well as the District President may be called in to help with the reconciliation process.
  - Whenever possible the accused may be included in the program of healing and reconciliation.
  - A follow-up session may be scheduled to assess the reconciliation process.

## **SCHOOL WELLNESS POLICY**

It is the goal of Elm Grove Lutheran School to make a significant contribution to the general well being and the academic, physical, emotional, and spiritual growth of each student, affording them the opportunity to fully participate in the education process. Elm Grove Lutheran School promotes a healthy school environment by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential.

### **Nutrition Education Goals**

- Students in all grades, Pre-K through 8, will receive nutrition education that is interactive and teaches the skills that promote positive eating behaviors and a healthy lifestyle.
- The message of making healthy choices will be consistent throughout the school including classrooms, lunchroom, and other areas where the message may be presented.
- The curriculum will include both health education that stresses nutrition and physical education.
- Health education and making healthy decisions will be integrated where appropriate throughout the other curricula areas.
- The school will seek additional ways to present the message of healthy choices in other activities and programs sponsored by the school.
- Faculty/staff who are responsible for nutrition education will be offered additional training opportunities.
- The school will identify ways to involve the parents, students, and the community in nutrition education activities.
- Food service staff and teachers will receive proper training in nutrition and physical education.
- The staff will strive to be role models in practicing healthy eating habits.

### **Physical Activity Goals**

- Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of movement activities into the academic curriculum.
- The physical education curriculum will teach children the importance of exercise and wellness, and expose students to a wide range of physical activities and skills in order for students to be able to develop the knowledge and skills to be physically active for life.
- Physical education teachers will follow a physical education curriculum, which will be aligned with the National Physical Education Standards and relate to the State Standards.
- Students will be given opportunities for physical activity before and/or after school through activities such as intramurals and athletic programs.

- The school will encourage parents and guardians to support their child's participation in physical activities and will strive to offer physical activities through school sponsored family events.
- The school will provide training for the faculty in promoting physical activity as an enjoyable, lifelong activity.

**Nutrition Guidelines for All Food and Beverages Available at School:**

- Ensure that all students have access to healthy food choices during school and at school sponsored functions.
- Meals served through the National School Lunch Program will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- Concession stands at after-school events operated on school campus (such as, but not limited to, athletic events, PTL programs, performances and school dances) shall include healthy options such as water, milk, 100% juice and nutritious foods.
- Sales of soda or artificially sweetened drinks will not be permitted during the school day. Vending machines available to students after school hours will offer a minimum of 50% healthy choices (e.g. water, 100% fruit juice).
- 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.

**Goals for Other School Based Activities**

- The school will maintain the lunch area and insure that it is a clean, safe, and enjoyable meal environment.
- The school will arrange a lunch schedule that provides adequate time for serving meals, for students to eat, and for clean-up following the meal.
- Students will be encouraged to participate in the hot lunch program. The staff will monitor lunches brought from home and encourage families to provide nutritious meals and snacks.
- EGLS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
- Faculty/staff will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- Drinking fountains will be available in the school buildings and students will be given opportunity to have water throughout the day.
- When curricular-based food experiences are planned, faculty and students are encouraged to seek out good nutrition choices when ever appropriate.
- When using food as a part of class or student incentive programs, we encourage staff and students to use healthy, nutritious foods.
- 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.
- Teachers and staff will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., physical education) as punishment.
- The school will make every effort to provide students and families with an opportunity to participate in physical activities in after-school programs.
- All fundraising projects are encouraged to meet the school nutritional standards.

### **Implementation and Evaluation**

- The wellness policy will be implemented at Elm Grove Lutheran School by the school faculty/staff. Teachers and staff members will be responsible for putting the policy into action and reporting any problems to the principal.
- The principal will oversee the implementation and ensure compliance with the school wellness policy.
- Through observation, evaluation, and reports from the teachers, the principal will report on progress made with implementation of the policy to the Board of Christian Education on a periodic basis. *(Adopted by the BOCE: 08/07/2006)*

## **ELM GROVE EVANGELICAL LUTHERAN SCHOOL STATEMENT OF NON-DISCRIMINATORY POLICY**

Elm Grove Lutheran Church and School is dedicated to the purpose of offering an educational program to children of members of Elm Grove Lutheran Church, in harmony with the doctrinal and confessional standards of Elm Grove Lutheran Church as set forth in the constitution and by-laws of the congregation. It further offers this educational program to members of sister congregations in the community; to other Lutherans who agree with our stated tenets; and, finally, to others in the community who accept our purposes and policies as guides for themselves and their children.

All children who fall into the above categories, regardless of race, color, national or ethnic origin are admitted to all the rights, privileges, programs, and activities made available to students at Elm Grove Lutheran School. Elm Grove Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, athletic policies and other school-administered programs.

***“The Lord is my rock, my fortress and my deliverer, my God is my rock, in whom I take refuge.” Psalm 18:2A***



**Parent Handbook Agreement  
with Elm Grove Lutheran School**

**We have read and agree to be governed by the procedures and regulations in this handbook.**

**Name(s) of Parent/guardian:**

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**Name of students(s):**

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**Please return this form to the school office by Monday August 29, 2011. This will be kept on file in the office.**

**Date**

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