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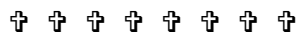
PHILOSOPHY – Why A Christian School?

We believe the purpose of Christian education is to:

- ✚ Bring the child to know and love his Savior Jesus Christ.
- ✚
- ✚ Teach all basic secular subjects and maintain a high level of expectation and achievement in an atmosphere of Christian discipline and love.
- ✚ Provide supplemental programs during the school day to enrich the students' development.
- ✚ Provide intra and extra-curricular activities in a supervised atmosphere.
- ✚ Maintain continued contact with parent and home.

We believe that a Christian educator is committed to providing a complete education for God's children by meeting their spiritual, intellectual, social, physical, emotional, and aesthetic needs.

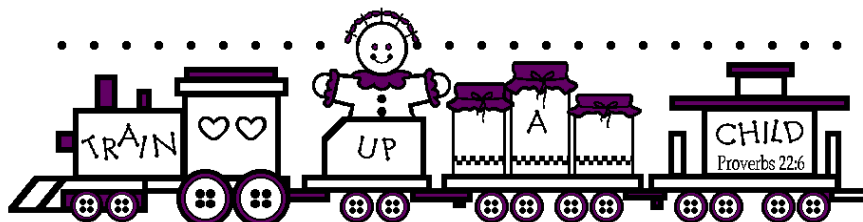
We believe that the family exerts the greatest influence on the child's total education, and that the church and school assist you in your God-given responsibility of Christian education.



Lutheran schools are a vital force in both public and non-public American education. They are the cornerstone of the church's ministry in Christian education. Grace Lutheran Church established Grace Lutheran School to assist in the attainment of its mission goal: ***“to help people grow as whole persons in response to the Gospel.”*** Through the school this goal is accomplished by teaching God's inspired Word, nurturing students in their faith in Jesus as Lord and Savior, instilling Christian values, building and experiencing Christian community, providing opportunities for worship and sharing the faith, personalizing the students' educational experiences, and involving students in service-oriented projects.

Grace Lutheran School integrates and correlates God's Word and Christian values with the students' learning and living experience so that they see purpose in their studies and lives and feel a strong sense of personal worth. This is achieved in an environment where God's Spirit produces a climate of trust, respect, cooperation, concern, and love among teachers, parents, and children.

The curriculum is Christ-centered, democratic, and challenging – permitting students to become enlightened and productive Christian citizens in our pluralistic society and instilling in them the necessary attitudes and intellectual skills which are crucial for higher levels of reasoning.



PURPOSE

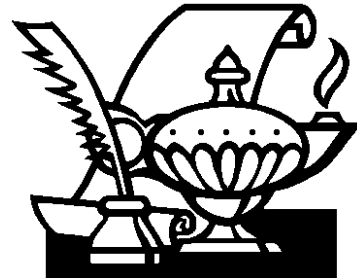
Grace Lutheran Church operates and maintains Grace School as an integral part of its mission and ministry in Christian education for the children of its membership and those of the Winter Haven and surrounding communities. Under the guidance and blessings of God, provisions will be made to educate the whole child through learning and living experiences that will enable the child to grow spiritually, intellectually, socially, physically, emotionally, and aesthetically. The ensuing objectives will assist students in attaining this over-all purpose.

Spiritual Development: Grace Lutheran School will provide spiritual growth experiences that will enable children to:

- know that sin separates God and humans
- understand that God loved us so much that He sent His Son to redeem us and to prevent eternal separation from Him
- respond to a loving and forgiving Savior by the power of the Holy Spirit with lives of faith, Christian witness, regular worship and prayer, service to others, and fellowship
- appreciate the blessings of baptism, the saving grace of God, and the promise of eternal life
- develop skills in the use of the Bible and grow in Biblical knowledge and understanding
- learn the history, beliefs, and worship practices of Christian denominations, especially the Lutheran Church, appreciating the similarities and respecting the differences of each.
- grasp the important and need for moral and ethical standards based upon God's Word

Intellectual Development: Grace Lutheran School will provide intellectual growth experiences that will enable children to:

- acquire the basic knowledge, skills, and attitudes of religion and the secular subjects provided by the school
- cultivate a love for learning
- develop skills in the higher levels of reasoning
- express ideas clearly and acceptably in spoken and written communication
- work and study independently
- function at their ability levels
- use research skills



Social Development: Grace Lutheran School will provide social growth experiences that will enable children to:

- recognize the family as a basic unit of society
- be sharing and caring persons, respecting the rights, privileges, and the individual differences of others
- manage peer pressure
- accept the authority of home, school, and government
- function in groups as a leader and a follower
- resolve conflicts in a God-pleasing manner
- appreciate and protect natural resources and their physical environment

Physical Development: Grace Lutheran School will provide physical growth experiences that will enable children to:

- acquire the basic knowledge, skills, and attitudes of physical education and recreation
- develop and maintain sound personal hygiene habits
- understand the dangers to mental, physical, and spiritual health through alcohol and drug abuse
- comprehend the physical changes which occur between childhood and adulthood
- be responsible with and value God's gift of sexuality
- maintain a healthy body and stay physically fit through life-long recreational and dietary practices
- practice safety and first aid

Emotional Development: Grace Lutheran School will provide emotional growth experiences that will enable children to:

- accept their self-worth
- experience successes and learn from mistakes
- manage stress in a positive manner
- feel free to share feelings
- respond to situations in a mature, Christian manner
- use leisure time in healthy ways
- understand the emotional fluctuations which occur between childhood and adulthood

Aesthetic Development: Grace Lutheran School will provide aesthetic growth experiences that will enable children to:

- acquire the basic knowledge, skills, and attitudes of visual arts, music, drama, and dance
- value the visual arts, music, drama, and dance as worthwhile avenues of self-expression and communication
- observe and enjoy the beauty and majesty of God's creation
- appreciate the artistic expression of others
- participate in the opportunities provided to nurture aesthetic growth
- become keen observers and perceptually aware of the variety of environments surrounding them
- gain an awareness of the historical development of the arts

"See what love the Father has given us,



that we should be called children of God."

1 John 3:1

HISTORY

Grace Lutheran Church organized	1948
Kindergarten opens	1956
Grace Lutheran School begins formal operation of K-7 (246 students)	August, 1969
Grade 8 added	1970
Grade 9 added	1972
3-year-old and 4-year-old programs begin	1981
Grades 8 and 9 discontinued	1986
Grade 8 is re-established	1992
2-year-old program begun	1999
Infant/Toddler program begun	2004

To date, the highest enrollment was reached in 2007 with a total of 551 children attending Grace.

School facilities were built in 1969, 1972, 1989, and 2000.

ACCREDITATION AND AFFILIATIONS

Grace Lutheran School is affiliated with an international system of Lutheran preschool, elementary, and secondary schools of the Lutheran Church – Missouri Synod, some 2063 in number. These are not private schools, but parochial schools in service to the church, providing Christian education for God’s children. Our school, therefore, is an extension of the church to help **“Train up a child in the way he should go.”** Grace Lutheran School is an ACCREDITED ELEMENTARY SCHOOL, meeting the requirements of the **Department of Education of the State of Florida, the Standards of the Lutheran Church Missouri Synod through the Task Force on Accreditation of the Florida-Georgia District and the National Lutheran School Accreditation (NLSA) in St. Louis, Missouri, AdvanceEd (SACS & CASI), and the Commission on International and Trans-Regional Accreditation (CITA).** All of these agencies are members of the **National Study of School Evaluation (NSSE).**

Grace is a member of **F.A.A.N.S.** (Florida Academic Association of Non-public Schools) in Tallahassee and **C.A.P.E.** (Council for American Private Education) in Washington, D.C.

Our full-time teachers have Bachelor or Master’s Degrees and hold or are working toward Florida certification. Many of our teachers have graduated from our Synodical Lutheran colleges or universities, hold Lutheran Teaching Diplomas, and are members of the Lutheran Education Association. All of our teachers are dedicated to carrying out God’s command regarding Christian training of children and providing a quality academic education for them.



ADMINISTRATION

The Board of Directors of Grace Lutheran Church, representing the entire membership of Grace (The Voting Assembly) has charge of all matters and affairs of business of the Congregation, including the charge to operate the school successfully. The Voting Assembly assumes final responsibility for the school and legislates on its behalf when necessary. For greater efficiency, the Board of Directors, empowered by the Voting Assembly, delegates immediate control of the school to the School Board, which is appointed by the Board of Directors.

The School Board supervises the operation of the school and is responsible for securing a staff of qualified teachers. The School Board entrusts the administration of the school and the quality of instruction to the Principal, who is responsible to the School Board.

A Parent Administrator Advisory Committee (PAAC) has been established to assist the administrators of the school in evaluating school programs and discussing ideas for future growth. This group is advisory in nature and has no special rights or privileges in determining policy.

ADMISSIONS

The age requirements for admission to Grace School are identical to the requirements of the State of Florida – there are no exceptions: **(A copy of birth certificate is required.)**

Infant / Toddler
Preschool

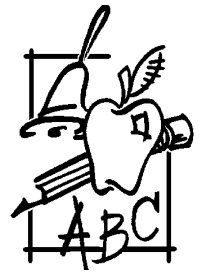
6 Weeks – 23 Months
2 years old by September 1
(in the toilet training process)
3 years old by September 1
(Must be toilet trained)

Pre-kindergarten
Kindergarten

4 years old by September 1
5 years old by September 1
(Pre-kindergarten experience beneficial)

Grade 1

6 years old by September 1
(Must have Kindergarten experience)



IMMUNIZATION REQUIREMENTS

Florida and Polk County laws require that all children entering school submit health forms showing that all requirements have been met. (Student Health Examination Form DH3040 – (good for only two years) includes Health Examination, Health History, Laboratory (TB), and HRS DH680 – Certification of Immunization.)

The law requires all children entering preschool through the grades have proof of the necessary immunization at the various age levels. These include:

DPT	Tetanus-diphtheria Booster (7 th Grade)	MMR – 2 valid doses for K - 12
Polio	Varicella (1-14 year olds) K – 3	2 doses of varicella
Hib	Hepatitis B series (4-14 year olds)	3 valid doses

There are also boosters/doses required at various times up to sixteen years of age. Private physicians, the health department, and our school can help parents in determining whether or not the legal immunization requirements for each age group have been met. Whenever boosters or updates of health information are completed, the school is to be provided with all the latest information in order to keep school records up to date.

ENROLLMENT POLICY

The Grace Lutheran School Board and Board of Directors have set enrollment policies. All admissions are subject to the approval of the School Board. Since the school is supported and controlled by Grace Lutheran Church, first consideration is given to the children of its members. Other children whose parents wish to enroll them in Grace Lutheran School are considered by parent membership in other Lutheran churches. We also encourage other parents who are not affiliated with a church or hold other denominational church membership to enroll their children.

In striving to promote Christian education for the entire family unit, Grace Lutheran School expects the family to enroll or re-enroll **all** eligible, qualified school-age children (kindergarten through grade eight) if space is available.

Grace Lutheran School believes that a positive and constructive working relationship between the school, student, and a student's parent/guardian is essential to the accomplishment of the school's Christian educational mission. The school reserves the right to terminate or not renew a student's enrollment if the school reasonably concludes that the actions of the student or a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its Christian educational purposes.

PUPIL PROGRESSION PLAN

A student seeking to enter or re-enter Grace Lutheran School from a public, non-public, or home education program must meet all entrance requirements that any other student must meet. The student shall be placed academically as any other student that seeks to enter Grace.

Grace Lutheran also reserves the right not to accept a student for entry or re-entry whether or not all of the needed requirements are met.

PLACEMENT OF CHILDREN



*Be kind and compassionate
to one another;
forgiving each other,
just as in Christ
God forgave you.
Ephesians 4:32*

The classroom teacher, along with the principal and/or early childhood director, will make the final determination as to the class and/or grade level in which a child will be enrolled while attending Grace Lutheran School during any school year. If the child is to be retained, the parent or guardian will be informed of the reasons and made aware of the decision of the professional staff.

The member(s) of the faculty who previously taught the student(s), in consultation with other professional staff and the principal of Grace Lutheran School, will determine the teacher and classroom in which the student will be placed for the next school year. The professional staff will use its educational expertise to determine the classroom compositions that best benefit the class as a whole and each individual student. **Any special request from the parent must have a legitimate educational or social reason, and must be submitted in writing to the principal no later than the last day of the school year. There is no transferring of students from teacher to teacher once the school year has begun.**

REGISTRATION PROCEDURES FOR 2011-2012 SCHOOL YEAR

Re-enrollment: Re-enrollment forms are sent out in January and must be returned by a specified date in February along with the first tuition installment.

Applications for New Students: The Admissions Director will assist families through the application process. For new families applying to Grace School, the following are the general procedures to seek enrollment:

1. Come in and pick up or call to have mailed our Registration Packet
2. An appointment can be made in advance to tour our facilities.
3. Read the current school handbook and related material.
4. Fill out and sign the Application Form as well as the Parental Agreement.
5. Fill out and sign the Financial Agreements (School and FACTS) and submit with a non-refundable deposit.
6. Where applicable, copies of Birth Certificate, filled out Recommendation Form, copy of Progress Report/Report Card, and copy of an achievement test must be submitted to the school office.
7. A notice will be mailed to inform you of any needed material as well as to set an appointment for an interview with the parents and child(ren)
8. A notice will be mailed to inform you of your child's acceptance into our school.

FINANCIAL SUPPORT



Grace Lutheran School is not operated for profit; in fact, Grace Lutheran Church annually subsidizes it. During each calendar year, the church contributes financially to sustain the school as a congregational and community project.

The school is dependent upon fees, tuition, donations, gifts, fund-raising projects, and special funds to help defray operational costs.

FEES AND TUITION FOR THE 2011 -2012 SCHOOL YEAR

Entrance Fee: (non-refundable/non-transferable) \$100.00 – New Students Only

This is a **one-time charge** for new students to Grace Lutheran School and is used for our scholarship fund that helps families that need financial assistance. This fee is due in August, if applicable.

Tuition: (non-refundable/non-transferable)

Tuition is charged in accordance with the level of enrollment. Rates are determined annually by the School Board for the following areas:

Infant/Toddler

Preschool

Pre-kindergarten

Kindergarten-Grade 8

After the first child, **active members** of Grace Lutheran Church receive an approximate 5% discount on tuition for the second, third, and fourth child in the family.

Monthly tuition payments are paid on the 5th or 20th of each month through FACTS Management. Questions regarding tuition payments should be directed to Mrs. Bearden, Grace Lutheran School Bookkeeper.

Payments are made monthly from checking or savings account via automatic payment through FACTS. Credit cards (Amex Mastercard, and Discover only) can be used for the first tuition payment, deposit, entrance fee or child care payments. A 4% plus a \$1.50 convenience fee will apply.

Payment Schedule: Tuition may be paid annually or semi-annually directly to the school no later than August 1 and/or January 1. Monthly tuition payments are paid on the 5th or 20th of each month through FACTS Management. If a payment is missed, a \$30.00 Missed Payment Fee will be assessed. If tuition is not paid by the end of the month, a 3% fee is added to the account. Tuition payments are due at the time of enrollment (January/February), in May, June, July, August, September, October, November, December, January, March, and April.

Deposit (\$250.00).....	per new student with application (non-refundable)
1 st Tuition payment	To be paid upon re-enrollment (non-refundable)
Entrance Fee for new student (If applicable)	August (non-refundable)

Technology Fee: Students in kindergarten through grade eight will be assessed a \$50 technology fee to help cover some of the costs of software, program licenses, and hardware used in the educational programs of the school.

WITHDRAWAL/REFUND POLICY

Deposits, tuition payments, and Entrance Fees are non-refundable. If a family decides to withdraw a child between the time of enrollment/re-enrollment and May 1, tuition and fees already paid are non-refundable or transferable. **If a family decides to withdraw their child(ren) after May 1 of a given school year, or after the school year begins, for reasons other than moving out of the area, the family will be financially responsible to the school for the full year's tuition.** When a child is removed from school, the congregation still has financial obligations to meet in the operation of the school and has counted on the student's enrollment. In most cases, other students were turned down for lack of space.

ADDITIONAL CHARGES

If checks written for Infant/toddler program, child care, lunches, pictures, field trips, clubs, groups, technology fees, or activity fees, etc are returned because of insufficient funds the following additional procedures and charges will apply:

NSF checks, when returned to Grace, will in turn be given to the writer and not be re-submitted. The new check should have an additional \$20.00 added to the original amount. Banks will charge their own NSF fees.

If a third NSF check is received from the same writer in the same school year, the check will be returned with a request that no further personal checks will be accepted for one year. Only cash, or cashiers check will be accepted. A \$25.00 NSF cost is to be added to the original payment.

OUTSTANDING ACCOUNTS

In the case of an outstanding account, a written promissory note will be drawn up in order that the account will be brought up to date in a timely manner.

If outstanding accounts are present at the end of a quarter and no payment arrangements have been made with the school, children will not be permitted to continue their education at Grace School. Legal steps will then be taken to collect past due accounts.

The school will withhold report cards and other records until sufficient payments have been received in the school office. Please be aware of this stipulation.

FINANCIAL ASSISTANCE

Gifts, donations, memorials, and endowments, are given to the church and the school to help us create funds for "Sponsoring Students in Christian Education". This program helps us provide needed funds to help families send their children to our Christian school. Financial Assistance applications are available in the school office.

Financial assistance applications must be fully completed and mailed to FACTS Grant & Aid Assessment with a processing fee. The applications will be reviewed by FACTS for accuracy. Any parent submitting an incomplete or unclear application will be contacted by FACTS to verify and correct information. FACTS will analyze the financial status of each family and make recommendations to the school concerning the amount of financial assistance the family may need. The congregation's financial assistance committee will make the final decision based upon the recommendations of FACTS and then notify the families of the amount of financial assistance.

SPECIAL FUNDING PROGRAMS TO HELP OUR CHILDREN

One of the programs established by Grace Lutheran Church is the **School Endowment Fund**. Gifts and memorials to the endowment fund are invested according to the policies and guidelines established by the church and school. Earnings from the money invested provide a source of income for the school, helping meet the growing expenses associated with running a school.

Operating expenses, salary increases, increase in health care cost and other benefits, the cost of capital improvements, and the costs of providing quality academic, fine arts, athletic, and technology programs could easily drive the cost of school tuition far above the range that a typical family could afford. The school endowment fund provides a source of income for the school.

The principle that is invested in the endowment fund is protected so that it will generate an on-going source of income for the school. Gifts to the endowment are a lasting legacy to the benefit of all the families of Grace Lutheran School.

Grace Lutheran Church has also established a School Scholarship fund called "**Sponsoring students in Christian Education.**" Gifts to this fund go directly for financial assistance to needy families. Each year as much as \$250,000 in financial assistance is awarded to families in financial need. Gifts to the Scholarship fund help to pay for the educational assistance that these families receive. The money received in the scholarship fund assists a family and the school in an immediate way.

The August and Mildred Bernthal Grace Lutheran School Scholarship Fund has also been established. Pastor Bernthal's passion was to start Grace Lutheran School and to see it grow. The purpose of this fund is to provide tuition assistance for member families with special needs.

Because Grace Lutheran church is a non-profit religious organization, many businesses and Fraternal organizations will match gifts to the Endowment fund or Scholarship Funds. All donations to the Endowment Fund & Scholarship Funds benefit the students of Grace, and help to ensure a solid future of Christian education.

CHURCH ATTENDANCE

The Third Commandment: "Remember the Sabbath Day, to Keep it Holy" . . . hearing and learning God's Word.

All pastors and teachers encourage regular church and Sunday School attendance. It is as important as attendance in school. Attendance on a weekly basis, whether it be on Wednesday evenings, Saturdays, or Sundays, as part of a church's regular worship activity is equally acceptable. Attendance at church and Sunday School is recorded weekly by the teachers.

Parents can assist their children in this practice by attending church and Bible study regularly themselves, teaching by example the importance of gathering together with other Christians for worship and Bible Study.

If you do not have a church home, you are cordially invited to become part of the family of Grace Lutheran Church. All parents are encouraged to join the Adult Discussion Group, held at various times during the year, and learn about the Christian Faith as professed by the Lutheran Church.

In addition to their own regular church and Sunday School attendance, all students are expected to participate in a variety of special services at Grace Lutheran Church during the school year. This participation is in no way intended to alienate your child from your home church. Since the total membership of Grace Lutheran Church supports the school in such a commendable manner, whether they have children attending or not, it behooves the school population to be visible to the membership and participate in some special services which are attended by the majority of Grace's membership. If this involvement poses a problem for you and your children, please communicate this concern to the principal.



CHAPEL

Each week during the school year (usually Wednesday) the students of Grace Lutheran School assemble in the church for a worship service. This service includes song, prayer, and an opportunity to listen to God's Word. Parents and friends are invited to attend these services which begin at 8:30 A.M. Parents are asked to stay for the entire chapel service.

The older students (Grades K~8) have their chapel at 8:30 A.M. in the church, and the younger children have their chapel service in Wesche Hall in the ECE building. Combined chapel services are held for special occasions.

Christian growth and spiritual development involve giving. Students are encouraged to support local, national and international organizations and missions through regular contributions. Therefore, a free-will offering is taken at each chapel service.

Students become directly involved in the chapel service as lectors, acolytes, crucifers, ushers, singers, and musicians. Children are not **future** members of the church; they are **current** members.



SCHOOL ATTENDANCE

State laws require that a child must attend school every day it is in session. Children attending Grace Lutheran School need to follow attendance guidelines of the State of Florida. Since it is the view of the faculty, administration, and School Board that lack of attendance, for whatever reason, takes a great deal away from the learning experience, any student who misses more than 30 days of school during the year will have his status reviewed by the teacher and the principal. The administrator reserves the right, based on his review, to insist that the student be tutored, go to summer school, and/or repeat the grade.

ABSENCE

School attendance is directly related to school achievement. Parents have the responsibility to make sure that students attend school every day, to arrive promptly and to remain throughout the scheduled day. Please see that any absences from school are absolutely necessary and unavoidable.

All absences are classified as excused or unexcused. Excused absences include the following: illness, injury requiring convalescence, family funerals, or family emergencies. Absences for other reasons may be excused if given prior approval. All other absences are defined as unexcused. Every effort should be made to schedule medical and dental appointments after school hours or during holidays. If necessary, these would be excused.

Parents are asked to weigh carefully any request to have children excused from school. When your child is absent from school, it has an effect. Students miss class activities that cannot be made up. It then takes both extra student and the teacher time to help your child "catch up"

There will always be student absences that cannot be avoided. The ones we are concerned with are those that can be avoided. School should be the number one priority for children – much like a job is to adults.

Students who do not participate in a class field trip or class trip are considered absent from school on those days. The procedures for notifying the school are the same as on any other day a student is absent from school.

Excused Absences:

Illness and death in the family: If a student is absent because of illness or a death and there is no opportunity to notify the school, the student must, upon returning to school, bring a note from his/her parent(s) or guardian explaining the absence. If there is time to notify the school, please call the school office so assignments can, if possible, be prepared for the student. Still send a note, however, when the child returns to school.

WORK (Assignments and evaluations) **MUST BE COMPLETED** for the days missed. The number of days allowed for making up the work equals the number of days absent from school. Work not completed in the required time will be given a zero (0) percent.

Other absences: Absences for other reasons may be excused if notice to the principal is given ahead of time so that arrangements can be made. All other absences are defined as unexcused. If permission is granted, the principal will then inform the teacher. Work must be made up in the same way as for illness (to be made up upon the child's return to school). Arrangements will have to be made at the convenience of the teacher.

Unexcused Absences (all or part of the day)

Unexcused absences are those absences for which there is no explanatory note and no prior permission from the principal. Work missed will receive a 0%. The teacher will determine if work is to be done after the student returns in order to provide the necessary knowledge to go on with his/her studies.

Field Trip/Class Trip Absence

A student who does not go on a trip is considered absent. If an educational field trip is missed due to an unexcused absence, the student will be asked to complete special assignments designated by the classroom teacher that corresponds to the trip taken.

REPORTING AN ABSENCE – PROCEDURES TO FOLLOW

1. A parent must call the school by 9:00 A.M. if a child is not in school. (Cancel ordered lunch)
2. When a student is absent, the absence will be considered unexcused until a valid written excuse, prepared by the parent or guardian, is presented to the school office or the teacher. The excuse may be presented in writing or via e-mail.

The excuse must include:

- (1) the name and grade of the pupil
- (2) the exact date of the absence
- (3) the reason for the absence
- (4) the signature of the parent/guardian
- (5) the date on which the note was written

If no excuse is presented, the absence is unexcused and assignments will have no value. The school office will follow up if no note is received by the second day.

3. Please call the office in the morning to request any textbooks be brought down to the school office for an absent student. Lesson and assignment information for a student's classes will be available on RenWeb.

Textbooks and other materials will not be ready for pick-up until after 3:00 P.M.

4. Family members are responsible for picking up and returning assignments.
5. When a prolonged absence occurs, the teacher should be notified as soon as possible in order that studies may be continued at home.
6. Teachers will not be responsible for assignments, tests, or class work when they are uninformed of student's absence not due to an emergency situation (death in family, personal injury, etc.)

7. A student absent from school due to illness or for any other reason, is not allowed to participate in any extra-curricular activity (sports, intramural activities, clubs, choirs, etc.) that day

TARDY POLICY

The main school doors are opened at 7:50 A.M. School begins at 8:15 A.M. Students are expected to be in the classroom by 8:10 A.M. seated and ready for class. Tardiness is discourteous and disruptive to teachers and classmates. Our teachers begin instruction immediately in order to use every second for student learning. If your child must be late, please phone the school so your child can be counted for attendance and the lunch/drink count.

Morning Tardiness – Arrival to school

1. Parents must go to the office and sign student in if child is tardy. Tardiness is considered unexcused unless excused for valid reasons by the parent. Students must be in their classrooms by 8:15 A.M.
2. **Student must have a TARDY/ADMISSION SLIP issued by the office to be admitted to class. The students will remain in the office until a signature is obtained.**
3. Steps after multiple tardiness (per quarter):
 - A. After 6 tardies (excused or unexcused) a letter is mailed from the principal/director to home identifying the dates the student was tardy and outlining tardy policies.
 - B. Each subsequent tardy will result in the following:



Early Childhood (2,3, and 4 year olds)- An issuance of **ADMINISTRATIVE REFERRAL** for a conference. (See page 23 in the handbook.)

K-5 – Age appropriate loss of privilege and issuance of an **ADMINISTRATIVE REFERRAL** for a conference

Middle School (6-8) – An after school detention will be served and an **ADMINISTRATIVE REFERRAL** will be issued for a conference. (see the Middle School Discipline Policy regarding tardies)

Excused Tardiness: Tardiness is considered excused for traffic emergencies, family emergencies or appointments with a doctor or dentist. ***A note on the day preceding an appointment should be sent to the teacher.*** The administration makes final decision on excused or unexcused tardiness.

Other Guidelines for Tardiness:

1. Tardies are entered into a teacher's grade and/or attendance book in the school office if the student arrives within the first ½ hour of school. If the student arrives after the first ½ hour it is no longer considered a tardy, but an absence for a portion of the day.
2. Class Tardies (Middle School): The teacher who is teaching the specific class will determine who is late for class and will follow item #3 for "Steps for Multiple Tardiness". If a child is tardy due to a school situation, the child should have a pass or note explaining the lateness signed by a faculty or staff member.
3. The teacher and/or principal will determine whether a tardy is excused or unexcused.
4. Half –day students not in school by 9:30 A.M. are considered absent and should not come to school after that time.

EARLY DISMISSAL POLICY

The departure of a student before 12 noon/3:00 P.M. is considered early dismissal. Early dismissals will be marked as ½ day or ¼ day absent, depending upon time of dismissal.

1. The parent/guardian must go directly to the office and sign the student out and explain the reason for the early dismissal. The office personnel will summon the student to the office.
2. **A written request from the parent should be given in advance to allow the teacher time for assignment preparation, testing, or class work scheduling to avoid any disturbance of classroom management.** This follows the same procedures for requesting an absence from school not due to illness or emergency situations and therefore is defined as unexcused as noted on page 11.
3. Please do not schedule outside music, gymnastic, dance or athletic classes or lessons which interfere with our regular school hours.

SCHOOL CALENDAR

Each year a calendar of events and projected school holidays is issued. This calendar is subject to minor changes. Our school is required by law to schedule 900 class hours per year. The minimum we are in school is 178 days.

SCHOOL CLOSING

Grace Lutheran School and Extended Care Center will follow any Polk County School Board and/or City of Winter Haven decision to close due to poor weather conditions, or other emergencies. Announcements pertaining to such closings of the county schools, and thus Grace, can be heard on radio and, if possible, television. Call the school office for verification.

DAILY SCHEDULE

2-year-old preschool	½ day	M, W, F M-F	8:15 A.M. – 11:30 A.M.
3-year-old preschool	½ day	M, W, F M-F	8:15 A.M. – 11:45 A.M.
4-year-old Pre-kindergarten	½ day	M, W, F M-F	8:15 A.M. - 12 noon
Kindergarten	Full day	M-F	8:15 A.M. - 2:45 P.M.
Grades 1-5	Full day	M-F	8:15 A.M. – 3:00 P.M.
Grades 6-8	Full day	M-F	8:15 A.M. – 3:10 P.M.
Extended Care services			Beginning at 7:00 A.M.

Please arrange for the arrival of your child between 7:55 A.M. and 8:10 A.M. Students should arrive early enough to have materials put away, take care of any business, and be ready to actually begin classes at 8:15 A.M. Any student who arrives before 7:55 A.M. is to be in Extended Care.

We ask that all students, except Extended Care students, be picked up promptly. No student should be on the school premises after school unless waiting for a ride or taking part in extra-curricular activities for the school. Students walking home or riding bikes should do so immediately after dismissal. **(After 12:15 or 3:20 P.M., students left unattended will be sent to the school Extended Care service for supervision and charged the established rate.)** If students are involved in an after school activity, be sure you know what it is and what time the activity ends.

Students, upon arrival at school, will not be allowed to leave the school premises before, during, or after the school day unless accompanied by a parent/guardian or teacher.

Preschool, Pre-kindergarten, and Kindergarten teachers will release students to extended care or as their rides arrive. Teachers are instructed to take special care in releasing students to any adult other than the parent/guardian. Opportunity is given on the application form to identify those who have permission to pick up your children. Changes must be made by the parent in advance via phone call, note, or in person to both the teacher and the school office. Students in grades 1-8 can be picked up at the classroom or given specific instructions by the parent as to where they are to meet the parent in respect to proper school pick-up procedures and traffic flow after school.

A parent(s) or guardian(s) involved in custody/visitation rights of a child or children, should bring an official court order/notarized copy to the school to be placed in the child's official file and allow school personnel to uphold any court ruling. Otherwise, the school has no authority over these personal matters.

ARRIVAL AND DISMISSAL (Traffic Flow)

For the safety of all involved, it is asked that **all** parents or those allowed to transport children observe the appointed areas and procedures when dropping off and picking up students.

General Guidelines:

- ❖ All vehicular traffic **MUST** obey posted speed limits and traffic signs.
- ❖ Vehicles may enter onto the grass parking lot from 4th Street or Bates Avenue and may exit only at 4th Street.
- ❖ Never leave vehicles running and/or unattended at **ANY** time (especially with children inside.)
- ❖ If you are coming inside the school for any reason, use only the parking spaces available in the church or school parking lots on Bates Avenue, Avenue C, and 2nd Street.
- ❖ Upon dismissal, all students once in the presence of their parents, must remain with their parents, get in their vehicles, and leave the premises as soon as possible. Children should never be left unattended and allowed to play in /or around the school grounds or areas of vehicular traffic. Parents who have business with the school must also keep their children with them.
- ❖ School zone speed limits are enforced between **7:30 A.M. – 9:05 A.M. and 2:30 P.M. – 4:05 P.M.**

Bates Avenue

One-way street
School Zone Speed

Heading east
**15 mph from 7:30 A.M. – 9:05 A.M. and
2:30 P.M. – 4:05 P.M.**

No Parking Area
Single File line only

Between 7:30 A.M. and 3:30 P.M.

Pickup and drop off all children at one place only in areas marked off by the signs at curbside

No Waiting!

If you must do some family or organization business, or want to come into the school with your child, you must park in the grass parking lot directly across the street. No student will be allowed to cross Bates Avenue to get into the cars unless accompanied by a parent and a teacher crossing guard is present. Cross only at the marked crosswalk.

School Parking Lot

Single File Only
NO LEFT HAND TURN

Enter from Avenue C and exit 2nd Street.

Sign posted by city (\$110.00 fine)

Only enter by driving west on Ave C for right hand turn.

Parking

Park in designated parking areas only. If your child is not present to be picked up, find a place to park and come get him/her, or go around the lot again. The line must keep moving so that traffic on Avenue C is not blocked.

Picnic Table Area

If you park, come to the picnic table area and pick up your child. Take your child to the car – **DO NOT HAVE THE CHILD COME TO THE VEHICLE UNESCORTED.**

Swale Area

Do not park on the swale (grassy) area on 2nd Street.

Church Parking Lot/ECE Building (Pick up)

Student waiting area

Students should stand under the covered walkway at the ECE entrance to wait for pickup.

Crossing to Parking Lot

Students should cross the street **ONLY** under the supervision of a teacher.

Parking Lot

Students are to walk and look carefully when they are in the parking lot areas. A teacher will be on duty to supervise.

Parents/Guardians

Pick up the student under the covered entrance drive through. No Parking on Avenue C from parking lot entrance to corner

of 2nd St. from 7:45 to 8:30 A.M. and 2:30 to 3:15 P.M. City signs are posted.

NO LEFT HAND TURN (\$110.00 fine)

Enter only by driving east on Ave. C

Keyhole Driveway

Pickup or Drop Off

This will be used only in an emergency;
Otherwise, it will be blocked off.

ARRIVAL AREAS

NORTH	Bates Avenue	One-way only, heading east. NO PARKING curbside in front of church
SOUTH	Avenue C	
SOUTHWEST	2 nd Street Parking Lot	Enter from Avenue C, exit to 2 nd Street NO LEFT HAND TURNS
SOUTHEAST	Avenue C Parking Lot	Across from church – Enter from Avenue C, (NO LEFT HAND TURNS) exit to 4 th Street. Drop off at drive-through at covered entrance of ECE building. A teacher will escort those going to main school building across the street at the light. No Parking on Ave. C (7:45-8:30 A.M.)

DEPARTURE AREAS

Preschool, Pre-kindergarten	Stay in your car – let the teacher put your child in the vehicle at the covered entrance at the ECE building – one lane only.
Last Name ending in A-J	Church/ECE Lot – Enter from C, exit to 4 th Street – NO LEFT HAND TURNS No Parking on Ave. C (2:30-3:15 P.M.)
Last Name ending in K-Q	2 nd Street School Parking Lot – Enter from C, NO LEFT HAND TURNS - exit to 2 nd Street
Last Name ending in R-Z & Kdg.	Bates Avenue – <u>Students exit the school at the double glass doors east of the gym.</u>



BICYCLES

Students who bring bicycles to school are not to ride them on school grounds after arrival in the morning or after dismissal in the afternoon. All bicycles must be parked in the bicycle rack and locked. The school cannot be responsible for them.

EMERGENCY ACCIDENT & ILLNESS

At the beginning of the school year, you will be sent an emergency card that will ask for current information in case we will need to reach you in an emergency. The school office personnel or childcare personnel will provide First Aid for minor cuts and bruises. If we have concerns, we will contact you.

Serious accidents that need emergency treatment are usually treated at Winter Haven Hospital. If a child should ever need immediate transportation to a hospital, the school will contact 911 and follow their advisement. The parent, or designated "emergency contact", will try to be notified ASAP to help us make a decision.

If a student becomes sick during the day, the teacher will excuse the student and necessary arrangements will be made with the parent/guardian through the school office.

HEALTH & SAFETY

If a student needs medication of any kind while at school, including over-the-counter medications, parents either have to come give the medication, schedule giving medication outside of school hours, or get a copy of the Authorization for Medication form, fill it out, have it signed and filed in the school office. A copy of this form can also be found on RenWeb.

Medication will be kept in the office and administered by office personnel (we prefer NOT to administer antibiotics unless it is absolutely necessary). Teachers cannot administer medication. No student should have medicine on his/her person, personal property, school desk or locker.

It is the responsibility of the parents to notify the school IN WRITING of any special instructions regarding the student's health. All students must be inoculated as required by the state. Pupils unable to participate in all school activities (including outside recess) should normally remain at home. A non-aspirin substitute will only be administered if permission has been given on the authorization for medication form.

When possible, doctor and dental appointments should be scheduled outside of school hours.

Physical Education: If a child cannot participate in a physical education class, a note from the parent is necessary for an excuse. For prolonged non-participation, a doctor's excuse is necessary.

All communicable or notifying diseases are to be reported to the school office immediately. This allows us to protect other families and notify health officials, as we are required by law to do.

Students who have communicable diseases are not allowed to return to school until their parents furnish written documentation from a private physician, hospital, or the Polk County Health Unit stating that they are no longer a health risk.

The school does not have an accident insurance plan. Parent/guardians should check and use their own family insurance coverage. Parent/guardians should also follow through on any hearing, vision, scoliosis, and speech screenings. Each year students at certain grade levels are checked by the Health Dept. for vision and hearing.

Parents should constantly remind their children of the need to practice good rules of safety at all times. Students should be conscious of the need for safety in school buildings and on the grounds. The faculty is always on supervisory duty.

Parents should check with their student's classroom teacher before bringing any pets to school. Many students have allergies to certain pets. Get the teacher's permission before bringing any pets to school.

STUDENT SAFETY & SECURITY

No child will be released to anyone other than his/her parent or guardians, unless otherwise specified in writing on the application form. The specified person must come to the office, identify him/herself and sign the child out. **No child may go home with another child unless a written note or phone call has been received from the parents/guardians.**

In the event of an emergency, a parent is asked to call the school office and request that the student be released. The parent or another person authorized by the parent comes to the office to have the student released. That person must identify him/herself and sign the child out.

Those situations involving custody rights of children require the school to have official documents on file. The school must have court documents on file otherwise both parents have the right to pick up their children.

Parents should be aware that by law if there is suspicion of child abuse or neglect, the teacher must report this to the Florida Department of Children and Families.

The doors to the school will be locked at 8:15 A.M., with the exception of the doors leading to the office from Bates Ave. and the Second Street parking lot. Parents and visitors must sign in at the office if they wish to be in the school building during school hours. If you wish to see your child or your child's teacher, the office will arrange this over the intercom system. You are urged not to interrupt classroom time when teachers are responsible for the supervision of their classes. Set up an appointment when the teacher is not in class. The same might be said about telephoning teachers during class supervision and teaching time. All faculty members are scheduled weekly to supervise dismissal areas after school. All parents must come to the school office to sign-in tardy students and sign-out early dismissal students.

Students or parents should inform the faculty and staff of strangers on the school grounds during the school day.

FIRE AND DISASTER DRILLS

All students and teachers are given instructions for emergencies. Special drills are held throughout the year. We are inspected annually by the Fire Department, Department of Children and Families, and the County Health Department. In the case of an emergency evacuation where the students would not be allowed to return to the facility, parents will be notified where to pick up their children. (church parking lot or Denison field)

JEWELRY AND MONEY

As students get older, they tend to bring expensive jewelry and larger amounts of money to school. If jewelry is not worn or money kept in a safe place, these items may get lost or misplaced, or because of temptation, may get stolen. If money must be brought to school for a specific reason, it would be wise to bring the money in an envelope to the school office for safekeeping. If jewelry is removed for a specific reason, please give the item(s) to the classroom teacher.

DRESS AND PERSONAL APPEARANCE

We believe that outward appearance is important to our Christian testimony, and we expect all students to exercise good taste and judgment in their dress. Dress should not distract from the learning process. It should not be meant to attract attention to one's outward appearance, but the inward character of the individual. (I Timothy 2:9-10; I Peter 3:1-4; I Samuel 17:7)

Parents and visitors should help us set the proper example for our students, and therefore, we expect all parents and visitors to dress appropriately when visiting the school.

The way students dress has a strong influence on their attitude about school and the way they feel about themselves. Clothing fashions and styles do, to varying degrees, affect personal behavior. In the educational setting at Grace, standards of appearance and modesty need to be consistent with Christian thought and values. Since school might be thought of as their "place of work," it is believed that school clothing should be appropriate to that situation. Jobs require a variety of clothing. School experiences will include different types of activities such as class work, physical education, recess, Chapel, etc. Standardized dress has been chosen as the proper attire for school in Grades Kindergarten-8. In PS-PK there is no standardized dress code (see the dress guidelines below).

School dress must be safe for school activities in and out of the classroom.

1. A school dress code is a learning experience in the sense that it helps students become more responsible and accountable.
2. It is the student's responsibility to know, understand and follow the dress code of the school.
3. It is the parents' responsibility to educate their children as to appropriate dress for different occasions, to support the school's dress code and to be aware of the clothing that the child wears to school.
4. It is the school's responsibility to enforce the code. Grace reserves the right to reject any clothing article worn to school by students if the article is inappropriate or does not conform to the approved styles selected.

DRESS CODE, VIOLATIONS, INAPPROPRIATE DRESS



All clothing should be in the chosen style and sized properly and in good repair.

A student who chooses to wear clothing other than that specified in the dress code will be sent to the school office to call the parents for correct clothing. The student will remain in the office until such time that the appropriate clothing is brought to school. If that is impossible, a Dress Violation Notice will be sent and a loss of privilege or an automatic detention will be issued. Further violations will produce an administrative referral.

DRESS CODE

PS/PK children have the option of wearing uniforms or other clothing that is clean, neat and reflects appropriate taste. They may wear shorts, long pants, skirts, and jumpers with blouses, T-shirts, or collared shirts. Dresses, tops, and blouses must cover the shoulders, back, and midriff. Shirts should fit properly (not be overly big), and be void of slogans or pictures that are inappropriate for

Christian children. No athletic jerseys or fishnet shirts will be allowed. **All shirts must be tucked in.**

Girls may wear spandex type shorts under skirts and dresses if needed because of recess or PE activities.

We strongly suggest that children of this age wear socks and sneaker type shoes that protect the front and back of feet.

Each child, ages two and three should have a complete change of clothes available in his/her classroom. Children in pre-kindergarten and kindergarten will be asked to bring extra clothes only if necessary. Clothing should be in a bag labeled with the child's name. Do not send children in outfits they cannot remove themselves when using the bathroom.

Kindergarten-Grade 8: Wear the clothing supplied by Sir Walter, Inc.

All skirts, jumpers, or culottes are to be at the top of the knee. Girls may wear shorts under their school skirts if needed because of participation in recess or gym activities.

All shirts must be tucked in.

All shorts/pants must have belts if belt loops are present.

Appropriate undergarments are to be worn at all times.

Printed T-shirts may not be worn under other clothing.

T-shirts worn under the collared shirts may not have longer sleeves than the collared shirt.

Uniformed clothing should be in good repair – no holes or tears and they should not be written on.

On Fridays, all students may wear their school spirit, Grace school group, or musical t-shirts. Students in Kindergarten through Grade 5 are to wear the required uniform bottoms.

Middle school students are allowed to wear blue jeans on Fridays. Blue jeans should be in compliance with the guidelines for fit and style as mentioned above.

P.E. uniforms must be worn for physical education classes in grades 6-8. Time will be allowed for changing as these uniforms are not to be worn to other classes. Students will not be allowed to call if the PE uniform is forgotten at home.

Scout uniforms may be worn on the appropriate scout meetings days.

Only Sir Walter sweaters, sweatshirts, hooded sweat jackets, or jackets are to be worn by students inside the school building. They are not to be wrapped around the waist and should be appropriately sized. Wearing overly large sweatshirts and sweaters is not allowed.

Jackets and flannel shirts are for outside wear only and are never to be wrapped around the waist.

Caps, hats, and sunglasses are for outside wear only. No bandanas may be worn.

Tennis shoes, sneakers, flatwear, or loafers with flat heels may be worn. No sandals or open-toed or open backed footwear may be worn. No high or lifted heels may be worn. Shoe laces must be on the outside of the shoe, pulled tight, and appropriately tied. Shoes should never be loose fitting.

Girls must wear socks or hose. Boys must wear socks.

Only Girls in grades 6 – 8 should wear make-up; it should be used sparingly.

Boys are not permitted to wear earrings.

No earrings are permitted on any other body part.

No wearing of washable tattoos or stickers is allowed. Real tattoos are to be covered.

Hands/arms should be kept clean and no markings/drawings should be present.

No chains used as decorations, belts, or attachments to wallets will be permitted.

A student's hair should be neat, combed, and clean at all times. Hair length should be appropriate for the age and gender of the child and should not interfere with physical activities or be a distraction in the classroom. Boy's hair should not cover the eyebrows. It should be cut above the collar for boys. Hairstyles should be generally conservative (i.e. – no "bed head look", excessive spiking, Mohawks, carvings, or shavings).

UNIFORM EXCHANGE SHOP



The Uniform Exchange Shop is open on most days when Sir Walter, Inc. (the uniform company) is on our campus, usually right after school. The shop is run by volunteer parents and is located in the parish hall. The policies for participating in the Exchange Shop are as follows:

1. For each piece of clothing you turn in (no tears or stains), you are entitled to one piece of clothing in return.
2. Vouchers will be given when appropriate sizes are not available.

DISCIPLINE

It is the purpose of Grace Lutheran School to offer a Christ-centered education to all of its students. A solid Christian education will occur when the learning/teaching environment is pleasant, safe, orderly; where teachers and students are respectful of and caring for one another; where every attempt is made to create a learning atmosphere that is challenging and exciting; where both Law and Gospel are properly applied in our living together in a school setting; where God's Spirit is present and active.

In order to create such an atmosphere, the faculty and staff of Grace Lutheran School have dedicated themselves to a set of core beliefs in dealing with discipline issues. These core beliefs will guide the individual classroom plans and help students to see reasonable connections between their behavior and the resulting consequences. The core beliefs that will be adhered to by our faculty and staff are as follows:

- Grace Lutheran School is a Christ-centered environment where empathy, love, and concern will be demonstrated.
- Adults will guide students towards self discipline by,
 1. giving the students the opportunity to solve their own problems, or the problems they create, without creating any problems for anyone else, and,
 2. students will be given opportunities to make decisions and live with the consequences, be they good or bad
- Adults will guide students in making decisions using developmentally appropriate natural consequences, free from anger, lecture, or threats.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
- Misbehaviors will be addressed in such a way as to consider each child's unique academic, emotional, physical, social, and spiritual needs.
- Adults will strive to maintain positive relationships with students based on honesty, trust, dignity, and the principles of Christian character.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

RULES AND DISCIPLINARY PROCEDURES

The following will be helpful in defining the expected discipline and the disciplinary procedures used in our school. Teachers in their grade level (PS/PK, K/1, 2/3, 4/5,6-8) have established classroom rules and consequences that will be shared with you during the home visit.

Pupils, teachers, and parents should make every effort to conform their lives to the rules of God's Word, conducting themselves as true children of God, not only at school, but going to and from school and in all their daily living. Some specifics that apply to students at school include these expected behaviors. Students should:

1. Strive to do their best work at all times.
2. Obey school rules and regulations as explained by the teachers and the principal.

3. Respect and honor all teachers, other school and church personnel, and visitors at the school.
4. Respect the rights of fellow students.
5. Respect the church and school property and the property and possessions of others.
6. Refrain from activity that endangers their safety and the safety of others.
7. Accept the consequences for any bad choices they make.

The courts repeatedly rule that a teacher stands “in loco parentis” (in place of the parent). Because Christian discipline is part of “bringing them up in the nurture and admonition of the Lord,” all pupils are subject to the disciplinary actions and decisions of the teacher. The school reserves the right to discipline, suspend, or expel any student when it determines that a student’s conduct merits such action.

Corporal punishment will not be utilized as a disciplinary measure by the administration and faculty at Grace School. If God’s Spirit is permitted to work among us, behavior problems will be minor and infrequent.

School Rules

1. Students are not permitted unsupervised on the school campus before or after school.
2. Foul and abusive language and fighting in any form is unacceptable.
3. Running is permitted only in school play areas at the appropriate times.
4. Students are not allowed to leave the school grounds during the day unless signed out by a parent or guardian.
5. Students are required to come to class with books, assignments, and materials
6. Students are not to bring unnecessary items to school. Any item that may cause a disturbance and is not conducive for study will be confiscated. It will be returned upon parental request.
7. The use or possession of tobacco, alcohol, or drugs will not be tolerated and will result in automatic suspension and may result in expulsion.
8. Chewing gum is not permitted.
9. Food should be eaten only inside the classroom or in the picnic area.
10. Students are expected to be regular in attendance and punctual for all classes.

The following problems are viewed by Grace School as more serious offenses that may warrant the immediate issuance of an **ADMINISTRATIVE REFERRAL**, and can lead to an immediate suspension or expulsion:

- ❖ Blatant disrespect, disobedience or impudence to a teacher.
- ❖ Malicious behavior resulting in person(s) injured or property damaged.
- ❖ Foul, vulgar, or abusive gestures or language.
- ❖ Possession of obscene materials.
- ❖ Cheating on daily work or tests.
- ❖ Forgery
- ❖ Defacement of school property
- ❖ Stealing or lying.
- ❖ Gambling.
- ❖ Fighting (all participants)

- ❖ Possession and/or use of matches, lighters, alcohol, tobacco, or drugs in any form.
- ❖ Possession of a weapon
- ❖ Continued problems relating to completing school assignments, excessive tardiness, violation of the dress code, or unauthorized use of cell phones.
- ❖ Witnessing an inappropriate action and not reporting it to a teacher or administration

Each administrative referral may result in consequences that include a meeting with parents and school administration, in or out of school suspension, indefinite suspension, and/or expulsion. If a student receives an ADMINISTRATIVE REFERRAL, that student would not be allowed to attend a school social function or activity during the grading period in which the referral was received. The parents, teacher(s), and school administration would determine the duration of this loss of privilege. Depending on the severity of the problem, the student might also lose the right to participate in an educational field trip or other class trip.

NO HARASSMENT/BULLYING POLICY

Grace Lutheran School is committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our pupils to learn and succeed in. We believe that bullying is unacceptable in our school community. If bullying occurs, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately and with the promise of confidentiality if desired.

Harassment/bullying occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur anytime during school-related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person including relational aggression a behavior that is intended to harm someone by damaging or manipulating his or her relationships with others.
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- Sexual Harassment: Grace has adopted a policy prohibiting sexual harassment involving students, employees or non-employees. The policy specifically prohibits sexual harassment and indicates the procedures for reporting and for disciplinary action. This policy applies to students, teachers, and non-employees on campus.
- Peer Sexual Harassment: Sexual harassment is unwanted and unwelcome sexual behavior that interferes with the student's right to receive an education or to participate in school activities. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex.

- **Cyber Bullying/Harassment:** Cyber bullying is online social cruelty or electronic bullying by sending cruel or threatening messages through the use of e-mails, instant messaging, web pages, web blogs, chat rooms, and other information communication technologies.

The target of the harassment and the perpetrator do not have to agree about what is happening; harassment is subjective. You do not have to get others, whether your peers or school officials, to agree with you. Harassment can be a one-time occurrence, or multiple occurrences. Examples:

- **Physical:** Touching, pinching and grabbing body parts; being cornered, forced to kiss someone or coerced to do something sexual; pulling someone's clothes off; pulling your own clothes off; attempted rape; rape.
- **Written:** Sexual notes or pictures; sexual graffiti.
- **Verbal:** Making suggestive or sexual gestures, looks, verbal comments or jokes; spreading sexual rumors, or making sexual propositions.
- **Visual:** Leering, gestures, display of sexually suggestive objects, pictures, cartoons or posters.

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time, including but not limited to any of the following: while on school grounds, while going to or coming from school, during the lunch period, or during or while going to or coming from a school sponsored activity.

Reported student-to-student harassment or bullying will be handled in the following way:

- A. The teacher will handle the initial situation according to their classroom procedures.
Parents who are aware of bullying in school should encourage their child to report such incidents to their teacher immediately. If the child is unwilling or unable to communicate with the teacher, the parent should inform the teacher of the situation.
- B. The teacher or other faculty member will issue a conduct notice to formally notify the parents if classroom procedures have failed to resolve the bullying behaviors.
Student will be required to visit the principal's or assistant principal's office to discuss the dangers of such actions and the consequences for continued mistreatment of other students. Parents will be informed of the student/administrator meeting.
- C. When further action is necessary based on non-conformity a Student Referral will be issued.
A mandatory Parent/ Teacher/ Principal/ Student conference will take place.
A suspension will be issued at a length determined by school administration.
- D. Upon an additional referral the administration may recommend/require counseling.
Additional disciplinary action up to and including suspensions or expulsion from school may be considered.
- E. Proper authorities will be notified when criminal intent is obvious or when the situation warrants such action.

If you feel that you are being harassed in any way by a teacher, administrator, or fellow student, you or your parent/guardian should notify your teacher immediately. If you believe a fellow student is being harassed in any way by a teacher, administrator or fellow student, you or your

parent/guardian should notify your teacher immediately. These matters will be thoroughly investigated and, where appropriate, disciplinary action will be taken.

All employees, administrators, teachers, and students are covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no teacher or administrator has the authority to suggest to any student that the student's grades, discipline, future advancement, promotion, or participation in any activity will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with the teacher or administrator. Such conduct is a direct violation of this policy.

If you believe that a student, teacher, or administrator has acted inconsistently with this policy, if you are not comfortable bringing a complaint regarding harassment to your teacher or if you believe that your complaint has not been handled to your satisfaction, please immediately contact the pastors or principal.

YOU WILL NOT BE PENALIZED IN ANY WAY FOR REPORTING SUCH IMPROPER CONDUCT.

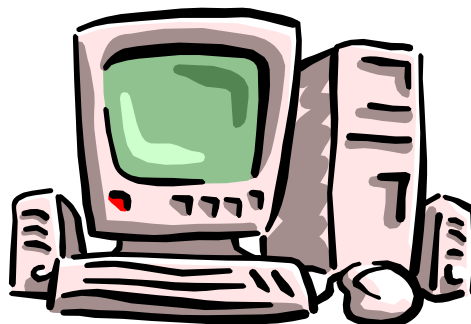
Please do not assume that the School is aware of your problem. Bring your complaints and concerns to our attention so that we can resolve them.

COMPUTER USE POLICY

The School would like to offer your child access to our educational computer network, which can enhance your child's education. Your child will have access to various software applications, hundreds of databases, libraries and computer services from all over the world through the Internet and other electronic information systems. The Internet also grants your child the opportunity to reach out to many other people and share information, learn concepts and research subjects by sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that both you and your child read the Acceptable Use Policy and discuss these requirements together. When your child is allowed to use the School's computers it is extremely important that these rules are followed. Inappropriate computer usage will result in the loss of the privilege to use this educational tool. In addition, inappropriate computer usage can result in disciplinary action, up to and including, expulsion.

Notwithstanding our efforts to establish rules for the School's computer network, please understand that there may be material or communications on the Internet or other networks that you may find objectionable and which the School is unable to filter out. In addition, there are certain commercial services available on the Internet, which may result in costs to the user. Any charges imposed regarding such services will be the responsibility of the user and not the School. Although these things will be explained to your child at the School, we urge you to discuss appropriate Internet usage, the terms of the School's policy and the user rights and responsibilities with your child.



We encourage parents to actively participate in their child's learning experience and share with their children the vast resources of the Internet. Please return the forms regarding the use of technology and the internet to the School, indicating your permission for your child to participate in the School's computer network. In addition, please feel free to contact our systems administrator or your child's teacher with any questions you may have about the School's computer systems.

CURRICULUM

The curriculum of a school day may be compared to a blueprint that contains plans and specifications stated in terms of things to be accomplished. The standards and the requirements of the State of Florida and Integrating the Faith Curriculum Guide for Lutheran elementary schools, as approved by the Board of Parish Services of the Lutheran Church Missouri Synod and National Lutheran Accreditation Association serve as guides for the elementary curriculum.

Construction of our curriculum is based on the concept that education involves the development of the whole child. We offer an educational program from preschool through the various grade levels designed to promote the maximum development of each child, and to provide a strong foundation for subsequent education that will result in effective and productive lives.

The secular textbooks we use follow the recommendations of the Florida Textbook Commission. This enables Grace to transfer students in and out with no difficulty. A list of all textbooks used at our school is available upon request from the school office or can be found in the new student packet.

In the preschool, pre-kindergarten, kindergarten, and elementary grades each class is self-contained. The upper grades/middle school basically follows the same pattern, but some classes are departmentalized. **The school exceeds the minimum requirements of the State in regard to daily academic content.**

The curriculum stresses the basic academic subjects: language arts, social studies, mathematics, sciences, and the arts. If staffing/financing is available, foreign language is also taught.

Basic to the curriculum is instruction in teaching the faith as drawn from the Bible. This instruction through the power of the Holy Spirit shows students the way of salvation and brings them closer to their Savior; as they progress through the grades they learn more and more about Jesus. Systematic memorizing of the Christian doctrine, prayers, hymns, and Bible verses strengthens the student's understanding of his Christian faith.

Religious instruction in the final grade is provided in two ways: If a student is a member of Grace, or someone who is interested in joining the church, he/she will take Confirmation Class with the Pastor(s) and a teacher. If a child is not a member, the teacher teaches an instructional class of the Christian faith. A post-Confirmation class, taught by the teacher, is provided in the second final grade of the school. These classes are taught four times a week, with Chapel provided during one day a week.

All students take part in religious experiences, such as weekly Chapel services, daily devotions, prayers, and special Christian service projects and worship programs. All secular subjects are taught with a Christian approach and from a Christian viewpoint.



Secular Subjects

Language Arts	Reading, Phonics, Spelling, English, Literature, Handwriting, Creative Writing.
Social Studies	Geography, History, Current Events, Citizenship
Mathematics	Mathematical Concepts, Computation, Problem Solving
Sciences	General Science, Health and Physical Education, Nature Study, Computer Science
The Arts	Music Appreciation, Singing, Rhythm, Instruments, Drawing, Painting, Crafts, Art Appreciation
Foreign Language	Spanish – others when available

ACADEMICS

Academic Subjects:	Religion	Memory	Reading
	Social Studies	Science	Math
	Spelling	English	

Academic subjects receive letter grades (A, B, C, D, F) in Grades 2-8.

Grades 6 – 8 receive letter grades (A, B, C, D, and F) in academic and additional subjects. Academic subjects, however, receive a larger weight in calculating GPA's than additional subjects.

Grade 1 receives grades of E, S, I, and U in academic classes.

Additional Subjects:	Art	Music	PE
	Spanish	Computer	Handwriting

Grades 1 – 5 receive grades of E, S, I, and U in these additional classes.

Preschool through grade 2 also use grades to evaluate the progress towards gaining certain skills. The following grades are used in evaluating specific skills:

SM – Skill mastered

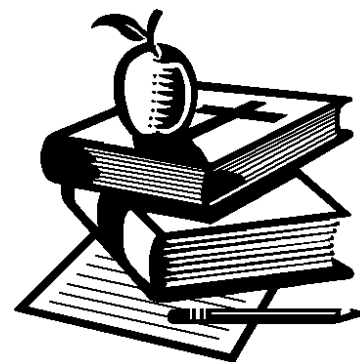
AP – Acceptable progress towards mastery

NI – Needs improvement or practice on skill

NE – Skill not evaluated at this time

There are two kinds of Honor Roll: “All A’s – Principal’s List” and “All As and Bs - Honors”. In grades 6 – 8 all class grades will count in calculating a weighted GPA and determining the Honor Roll. In grades 2 – 5 only letter grades in academic subjects will be used to determine the Honor Roll each grading period.

Along with Honor Roll recipients, some students will be recognized for academic improvement each grading period.



The End of the Year Academic Awards will be presented to students using the following criteria:

- Award of Excellence** Student must receive A's in each subject for **each grading period** (Grades 2-8)
- Certificate of Honor** Students must have A's in all **semester** grades with no quarter grades of C or below. 10.0 weighted GPA in Grades 6-8
- Certificate of Merit** Satisfactory effort in Grades K & 1 Students must maintain an average of A/B **each semester** with no C's or below. They must have at least one semester grade of A. 8.0 weighted GPA in Grades 6-8

Presidential & National Fitness Awards are given based upon federal standards relative to age and gender of the student.

GRADING SYSTEM

Students attending Grace School will be evaluated on the following scale:

Preschool, through grade two use the following skill grades:

- SM – Skill mastered
- AP – Acceptable progress towards mastery
- NI – Needs improvement or practice on skill
- NE – Skill not evaluated at this time



- | | |
|--------------------|-----------------------|
| Grades 1 & | E = Excellent |
| Grade 2- 5 | S = Satisfactory |
| Additional classes | I = Needs Improvement |
| | U = Unsatisfactory |

- | | | | |
|------------|-------------|------------|------------|
| Grades 2~8 | A+ = 100~99 | C+ = 79~78 | F Below 59 |
| | A = 98~92 | C = 77~72 | |
| | A- = 91~90 | C- = 71~70 | |
| | B+ = 89~88 | D+ = 69~68 | |
| | B = 87~82 | D = 67~62 | |
| | B- = 81~80 | D- = 61~60 | |

Extra Credit is never given to enhance an individual child's grade. Extra credit is only provided when all the children of a class can gain that same benefit.

HOME-SCHOOL COOPERATION

Recognizing our mutual concern for the total development of the child, cooperation between parents and teacher will ensure a profitable school year. Home visits are normally made by the teachers in August to explain programs and answer questions.

Homework assignments will vary from grade to grade and teacher to teacher. When given, it is corrected. Parental support is anticipated in developing good homework habits when homework is to be done.

The purposes for homework are:

1. To reinforce concepts and skills which have been presented in class.
2. To foster the student's creativity and discipline through enrichment projects and research
3. To train the students to work independently, and to accept responsibility for completing a task.
4. To complete work assigned in class.

The amount of time students spend on homework will vary. However, the following are only basic guidelines provide a general idea for the **approximate** amount of time the typical elementary or middle school student should spend daily on homework. If a student is regularly spending an inordinate amount of time on homework, please discuss this with your child's teacher.

Grades Kindergarten~2	15~45 minutes
Grades 3~5	45~90 minutes
Grades 6~8	60~120 minutes

Every attempt will be made to reduce homework assignments when children are expected or urged to attend a school/church function on a school night. The manual on **Homework/Study Skills** is most helpful and is part of the *School Planner* given to each student in Grades 3~8.

ASSIGNMENTS (Grades 4~8)

Homework and other assignments are due at the time stated by the teacher. Work not done by that time will be graded with an F (0%). Partially completed work will be collected and graded accordingly. Work "forgotten" at home or in another classroom will also be graded with an F (0%). Parents with students in grades 6-8 should refer to the middle school homework policy for information about incomplete homework. In case of excused absence, the student normally will have only as many days to make up his missed work as he was absent; exceptions to the foregoing must be specifically extended by each individual teacher.

For larger, long-range assignments, the projects are due on the date assigned by the teacher, even if a student is absent. A teacher may allow an extension for completion of the work. However, for each day of extension, 10% will be deducted from the grade. A 10% deduction will also be made for such assignments if they are turned in late on the due date itself. Detentions may be given to assure completion of the project. However, the 10% daily deduction will be applied until the work is completed.

Teachers will notify parents when assignments are not completed via a "Notice to Parent" form, a phone call, or some other type of communication. Should the problem become habitual, a parent-teacher conference will be set up.

C.A.R.E. (Christian Assistance Reinforcement Encouragement)

The purpose of our CARE program is to promote the academic success and good self-esteem of our students by using a team effort with the classroom teacher(s) in giving special attention to those students with different learning styles and/or learning handicaps (ADD, ADHD), as well as those with special behavioral situations. A Referral Resource Team (RRT) has been set up to provide teaching strategies, observations, screenings and other help that recognize individual abilities and enhance student opportunities for successful intervention planning. Mrs. Janice Woth is the program director.

The C.A.R.E. program is designed to address academic difficulties stemming from certain learning disabilities and attention deficits; however, the C.A.R.E. program is not a certified Exceptional Student Education program. The C.A.R.E. program works in cooperation with Lutheran Special Education Ministries, which provides support for students with special needs.

TUTORING

Teachers are always willing to help students when it is warranted during school hours. If a few minutes are needed after school, again teachers are willing to assist or give a helping hand. However, when a great deal of time is needed to help a student up in his/her work for whatever reason, then at the teacher's or parents discretion, tutoring sessions might be needed. The C.A.R.E. program, along with the RRT Team, will determine such justification. Whether it's the child's teacher or another teacher, that teacher has the right to determine with the parent what time, days, and fees they wish to charge for their services.

PARENT RESOURCE LIBRARY

Located in the bookcase in the Reception area of the School Office, a variety of materials are available for parents to check out. We have articles, brochures, magazines, books, cassettes, and videos to take, use, or borrow. Feel free to come in to the school office to peruse the materials to see what can be of help to you as you raise your children.

ADVICE FOR PARENTS IN DEALING WITH SPECIAL CONCERNS

- ❖ Listen carefully to your child when your child expresses a concern. Don't put words into his or her mouth. Note information mentally. Don't become upset.
- ❖ As with all concerns of your child, take a moment after sharing to pray together. Hold his hands as you pray. Pray for child, teacher, and parent, for mutual respect and understanding.
- ❖ Schedule an appointment with the teacher. Telephone the teacher without sharing the nature of the concern and in a calm manner, merely request that you have a need to express a concern.
- ❖ Be on time and be pleasant for your meeting. Don't be accusatory. Keep the talk focused on the child. In a calm manner say something like, "Jimmy shared with me that he has a concern about..." Ask the teacher to help solve this problem. Pray together at the beginning and conclusion of your meeting.
- ❖ Visit the classroom for a morning to understand the classroom situation better.
- ❖ Wait a reasonable time for action to take place at the school. If no action has occurred within three weeks, telephone the teacher and ask about recollections. Perhaps at the close of the meeting you had conflicting assumptions for follow-up. Test those.
- ❖ If after two more weeks the child's concern remains, call the principal and suggest a meeting between you, the teacher, and the principal. Follow the same procedure as in

the fourth paragraph above in your discussion with the principal and the teacher. Don't talk so much about your tuition and your rights, but more about how together you can help the child.

- ❖ Meanwhile, on a continual basis, support the school and the teacher.
- ❖ Don't make your child feel unsuccessful or like a misfit because he has concerns. If the child's concerns have disappeared, don't add fuel to the fire by making your child's previous concerns your concerns.
- ❖ No matter what the school does, or the teacher suggests, be sure your child knows that he or she is responsible for behaving well, doing assigned homework, and cooperating in school.
- ❖ If resolution of the concern does not occur, either accept the fact that this will be a difficult year and work through the year with a lot of prayer for the Lord's guidance and direction or decide to remove your child from the school and be financially responsible to the school.
- ❖ Keep in mind that parents, teachers, and children who pray together usually can find a way to solve mutual problems and concerns.

STANDARDIZED TESTING PROGRAM

A planned program of standardized testing in the areas of achievement, intelligence, reading readiness and others is given at specific intervals.

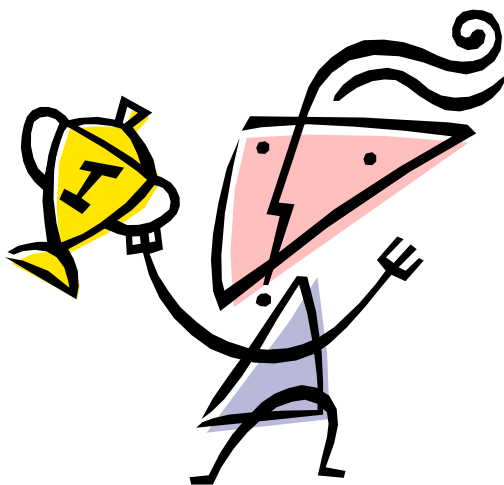
Accurate records of these tests are utilized for the guidance of the individual child and for general school and class curriculum planning.

The Stanford Achievement Test is administered annually, usually in the spring, for various grade levels (usually grades 1~8).

The Otis Lennon School Ability Test is given in Kindergarten, grades 1, 4, and 7 each year, meeting state guidelines.

In addition the school offers speech, hearing, and vision screening when available through public or private organizations. These tests are optional and may be used at the discretion of the parents, unless the teacher and principal, in consultation with the parents, determine there is a need to test a student in any of the above-mentioned areas.

NATIONAL JUNIOR HONOR SOCIETY



This is a select group of students who meet eligibility requirements established by the National Association of Secondary School Principals in Reston, Virginia. Our Walter H. Moeller Chapter (named in honor of the first principal of Grace) was chartered in 1994. Mrs. Beth Sutton, along with a faculty committee, serves as faculty advisor.

To be eligible for possible election to the NJHS a student must meet the following criteria:

1. An active church life
2. Service
3. Scholarship (9.0 GPA on 12.0 point scale)
4. Leadership
5. Character
6. Citizenship

REPORT CARDS (Grades 1-8)

The school year is divided into two semesters. Each semester is sub-divided into two grading periods, or quarters. At the end semester, an averaged grade will be given. First quarter report cards will be distributed at the Fall Parent Teacher Conferences. The Second and third quarter report cards will be available for viewing and printing through RenWeb. The final report card will be mailed home after the end of the school year. Teachers will also post grades to RenWeb on a regular basis so that parents can track student progress through their RenWeb access.

PROGRESS REPORTS (PS, PK & K)

These age appropriate reports are prepared for parent examination usually at the end of each semester for Preschool and Pre-kindergarten children and four times a year for Kindergarten children. The parent should study the progress of the child, and, if needed, a parent-teacher conference can be arranged at any time.

PARENT-TEACHER CONFERENCES

Conferences are held twice a year (Fall & Spring) to discuss progress as indicated in the School Calendar. However, conferences may be arranged whenever desired by either parent or teacher. There are certain Christian procedures to be used by all in regards to questions, problems, or complaints. No complaint should be brought to a staff member from 8 A.M. to 3:15 P.M. This time is for the students. Any problems or complaints of faculty or staff member should be brought privately, in a Christian manner, to the person concerned (Matthew 18). When no satisfaction is gained from a personal conference, an appeal should be made to the principal, who, if need be, will take it to the School Board.

CUMULATIVE RECORDS

Grace Lutheran School keeps a permanent record on file for each student. This information is confidential and not for public view. Only you as parents or a faculty member may have access to this information. If your child is a transfer student at Grace from another school, please request that the last school attended send your child's permanent records to our school. We have forms for this purpose in the school office. If your child is to transfer from Grace, make a request to the new school for the records to be sent to them. Our procedures follow the Family Rights and Privacy Act of 1975.

CO-CURRICULAR AWARDS

Students that participate in co-curricular activities such as choir, band, drama, chess, etc. will be recognized for their participation during the course of the school year.

EXTRA-CURRICULAR, ATHLETIC AND CHEERLEADING PARTICIPATION POLICY

Students desiring to participate in any extra-curricular programs, athletics, and cheerleading must meet the following requirements:

- ❖ Maintain at least an overall C grade average
- ❖ Not be involved in any disciplinary actions
- ❖ Not have letter grades of one or more F's or two or more D's.
- ❖ Students who have received one D will be placed on a two-week probation, during which time they must show improvement in the subject.

Any student who is absent due to illness or not at school for any reason, cannot participate in any try-out, practice, rehearsal, or game on that day.

To qualify for participation at the beginning of the school year, the last grading period of the prior year will be the determining factor.

MUSIC

Singing: Opportunities for participation in choirs and other musical events are offered through our regular music curriculum.



Cherub Choir	Open to Grades 1-4
Jubilate Singers	Open to Grades 5~8
Classroom or Grade Choirs	Open to all students
Christmas Service	Open to all students
Spring Programs	Open to all students PS~8
Middle School Chorus & Band	Open to Grades 6 - 8
Bell Choir	Open to Grades 6 - 8

Band: Open to students in Grades 6~8. Band is considered co-curricular; therefore an annual fee is assessed each participant for the school year. This fee helps defray some costs of music, some music equipment, and its repair and upkeep. A local music company is used for rental of instruments. They assess a rental fee. A meeting is held in the fall of the year. This program is determined by the availability of an instructor.

The choirs and band are sometimes involved in worship services or a variety of service-oriented activities. Every attempt to monitor the frequency of involvement of any one group will be made so as not to over-use specific groups. Examples of out-of-class involvement are Chapel services, Sunday morning and special worship services, presentations to church and civic organizations, funerals, conferences, workshops, and special holiday presentations. Our music groups do offer the school one of the most effective ministry mediums.

If, as a parent, you do not want your child(ren) to participate in specific events on specific occasions, please contact the director, principal, or teacher.

INTER-SCHOLASTIC SPORTS

After school activities include cheerleading and inter-scholastic sports for students in grades 6-8. The Athletic Department and Cheerleading sponsors will issue notices of these activities during the school year at the appropriate times.



Participation fees are requested of those parents whose children make the teams. All other costs become the responsibility of the Booster Club. Participation in this group should be a priority of those parents whose children are a member of one or more of the teams or squads.

Due to the school's limited resources of time and personnel, we always encourage families to seek out city/community sports programs for a child's unlimited participation.

INTRAMURAL SPORTS

Students in Grades 4~8 may participate in our intramural program. This program runs after school and in the mornings before school, depending on what sport is being offered. All students in these grades are eligible to participate, **especially those who do not make an interscholastic sport**. The Athletic Department will give out notices of dates and times.

BOOSTER CLUB

An athletic handbook has been prepared by the school to help students and parents to be aware of the inter-scholastic sports and intramural programs. An organization of parents, under the leadership of the athletic director and parent officers, will plan activities and fund-raising programs to help the student participants have the equipment, materials, and supplies to enjoy their involvement in these physical activities while representing the school.

FIELD TRIPS

Classes are taken to points of educational interest connected with their schoolwork whenever possible. All students are expected to take part in the field trips scheduled. If not, the student must furnish a parental note explaining non-participation, stay at home, and receive an unexcused absence. Students will complete assignments provided by the teacher to learn of some educational concepts that would be missed.



The school has the right to prohibit student participation in a field trip as a result of previous student behavior and consequent disciplinary action.

At times, some cost might be involved. A blanket permission slip is signed in the Parental Agreement authorizing your child to participate. A note from the teacher will be sent home before each trip giving you information, soliciting your assistance and your signature. Children cannot participate without written parental permission. **Field trips are for students of the class only.** Parents going on trips are to be active participants and act as chaperones, not guests. **No parent or chaperone is to make unauthorized stops during the trip without the consent of the classroom teacher.** These enrichment activities are for the students and therefore parent participation is limited and at the discretion of the classroom teacher.

Parents that are driving for field trips need to be sure that they have filled out a Field Trip Driver Information form that will be kept on file in the school office (this form can be found on RenWeb). The parent should also have a copy of their current driver's license and insurance card on file in the office.

PARTIES

Classroom Parties: The teachers and room mothers plan specific parties for each grade level to celebrate special days and events. Each class will have class parties where parents will be asked to help by giving to a class party fund and providing some donations. A room mother responsibility sheet is available for information on parties.

Birthdays: Parents wishing to honor a child's birthday must check with the teacher at least a week in advance.

Party Invitations must be handled privately and not through the classroom by students or teachers. The birthday slumber party social whirl can become a problem for the teacher. Invitations that are not taken home, children who are hurt because they didn't get one, or parents who are upset because RSVP was not forthcoming, all take precious teaching/learning time. The school/teacher is not responsible for private functions or answering questions over which he/she has no control.

STUDENT ACTIVITIES COMMITTEE

This committee consists of six students from Grades 6-8 who, with the help of a faculty advisor and parents, plan various projects or activities that promote service and fellowship. The Middle School students elect Class representatives each year.

PERFORMING ARTS GUILD

An organization of parents, under the leadership of the music director and parent officers, that will plan activities and fund-raising programs to help the student participants in the school's fine art programs to have the equipment, materials, and supplies to enjoy their involvement in these activities while representing the school.

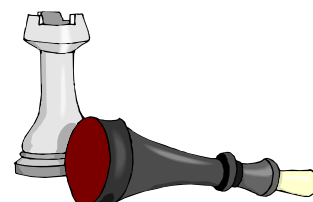
The PAG also sponsors a Springs Arts Festival featuring the art, writing, acting, and musical talents of our students.

DRAMA CLUB

Students in grades 6 to 8 are eligible to participate in this group to learn about all the aspects of putting on a theatrical production for students, families, and friends during the spring of the school year. This activity of the school is under the leadership of parent volunteers and faculty advisors. The group meets once a week. The closer to the final presentation, the more time and rehearsals are needed. There is an Activity Fee for participation in Drama Club.

CHESS CLUB

Students from grades 1 to 8 can take advantage of learning about the game of chess and taking part in Saturday afternoon tournaments, usually occurring one time each in the months of September, October, November, January, and February. Practices take place once a week after school with the faculty advisor and parent volunteers. Our school is a member of Ridge Chess. There is a fee requirement to take part in the out-of-school tournaments.



NUISANCES

The following are considered nuisances and are not to be brought to school unless designated by a teacher or school administrator:

Magazines	Toys	Comic books	Electronic games
Matches	Playing cards		Pocket cars
Knives	Radios		Skates or Skateboards
Laser pointers	iPods		Roller Blades
Pokemon Cards	Scooters		Pagers
Yo-yos	Puzzles		Cell phones
Comic books			

Preschool through Kindergarten allows certain items to be brought for the benefit of the small child. The above-named items or others deemed inappropriate, if brought to school, will be confiscated by the teacher and can only be returned to the parent.

The school reserves the right to inspect personal property brought onto school premises or to school-related events, and reserves the right to access e-mail and computer files, even where personal passwords have been assigned.

Expensive jewelry can be a problem due to damage or loss. The school cannot be responsible. Gum chewing is not allowed, and candy should be brought only for snack time or lunch, though we discourage it due to the lack of nutritional and health value.

Any surprise gifts/balloons delivered to the school for a student or teacher will not be delivered until the end of the day so as not to disturb the classroom.

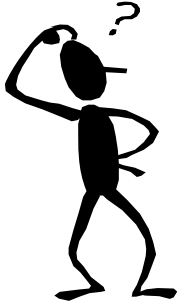
CARE OF SCHOOL PROPERTY

Students are expected to take care of all school property at all times. The person responsible must pay for such things as broken glass, equipment, desks, books or any defacement of materials or facilities. Parents will be notified when any damage is done, and a bill to cover repairs or replacement will be sent home. Book covers are available, or parents may cover books for protection.

Sidewalks, stairways, and hallways are used at all times by students, staff, and parents. There will be no running on sidewalks or in hallways. Walking on the right side is expected. Do not travel through landscaped areas.

To respect the privacy of the school, the teacher or the personal property of others, students and/or parents should not enter a classroom after school without the presence of the teacher or the permission and presence of office personnel/administration. If no one is present, please wait outside the classroom until the classroom teacher returns, or go to the office to seek assistance.

LOST AND FOUND



The children lose many items because they are not properly marked. **PLEASE MARK ALL ARTICLES OF CLOTHING, LUNCH BOXES, BACKPACKS, GYM BAGS, etc. SO THAT THEY CAN BE PROPERLY IDENTIFIED AND BE RETURNED TO THEIR OWNERS.**

Articles that have been found will be kept in the school office or in the hallway canisters near the school office. If not claimed by the end of each semester, unclaimed articles will be given to the needy.

LUNCH & DRINK PROGRAMS

LUNCH: Lunch periods will be a maximum of 30 minutes in length at staggered times in the middle of the day. Students who bring their own lunch should do so at the beginning of the school day. Home lunches will not be heated or warmed up in a microwave by the school except for childcare students. Please make sure all lunch boxes, pails, bags are clearly marked with the child's name.

Students who forget their lunches will be allowed to call home until 9:00 A.M. All late lunches are to be brought to the school office for us to distribute. Parents are not to bring so called "hot" or "special" lunches for children during the day. (e.g. McDonald's, Burger King, Pizza Hut, etc.). If they are brought, the student cannot eat these in the classroom.



Grace is offering a "hot" lunch program through SLA Management. SLA Management determines the menu and cost of lunches. Participation by students is voluntary. Information on cost and lunch procedures will be shared with you before the beginning of each school year.

DRINKS – MILK & JUICE: Non-fat white milk, chocolate milk, orange juice, and water are available through SLA Management. Drinks are provided with the lunches. Students can order beverages without purchasing a hot lunch.

PATRONS OF THE LEARNING RESOURCE CENTER

Grace Lutheran School has a Learning Resource Center where students can research, check out books, and participate in the Accelerated Reader program. Students in kindergarten through grade eight visit the library at least once a week. Families or individuals can contribute Monetary or other tangible gifts to the Learning Resource Center to help support its activities. The order form and detail are in each edition of NOTATIONS. Through patron donations, we update our holdings and also add to the attractiveness of our Learning Resource Center.

PARENTS ACTIVE IN CHRISTIAN EDUCATION – P.A.C.E.

Our school enjoys the support of an interested and active parent organization whose purpose is to aid the school, staff and students. Membership of all parents is encouraged. Meetings and programs offer warm fellowship and opportunities to exchange ideas and participate in school projects, fund-raisers and activities.

P.A.C.E. meetings are usually held bi-monthly during the school year. Specific dates and programs are announced at the beginning Open House, at P.A.C.E. meetings, through special bulletins or in the NOTATIONS newsletter.

GRACEFUL ASSISTANCE PEOPLE – VOLUNTEERS

G.A.P. is a part of P.A.C.E. that involves friends and parents of the school in specific volunteer needs. There is always the need for typists, duplicating persons, classroom assistants, room mothers (you receive a job description of role and duties), Learning Resource Center (library) helpers, plus helpers in a variety of school or P.A.C.E. related projects. Contact the principal, secretary, teacher, or the P.A.C.E. board about immediate needs. There is a booklet in the office and also an application.

PUBLICATIONS

NOTATIONS is the official school newsletter and is published at least once each month from the school office. **It is very important that you take time to read NOTATIONS** – it contains the Calendar of Events for the month, along with ongoing programs, notice of special projects, meetings, student address changes, and articles of interest. This is also where you keep abreast of P.A.C.E.'s news and activities, along with any changes in school policies and procedures.

CUB COMMUNICATOR is our Early Childhood information letter to provide parents with news pertaining to preschool through kindergarten classes. This letter goes home monthly.

CLASSROOM NEWS: Many of our teachers send home a classroom newsletter with a review of the week and a preview of the week to come. This is at the discretion of each teacher.

LION'S PRIDE: This quarterly publication is sent to members of the congregation, school families, alumni, and friends to keep them informed of the activities of the school, special events and projects of which they can become an active participant, and also to acknowledge the many people who help us, as well as share the accomplishments of our graduates with our growing school family.

WEEKLY E-MAIL: Each week an e-mail with important items and information will be sent home. The weekly e-mail will be sent each Thursday.

YEARBOOK: Our school yearbook is called CHEONA, an American Indian name meaning White Dove. It is published annually and consists of a pictorial summary of the year's events and also includes a picture of each student. Yearbooks are ordered in November and distributed in the summer in order to include the entire year's activities.

SCHOOL WEB-SITE

Grace Lutheran Church and School have an internet web-site where calendars and other important information can be accessed. The school pages can be found at:

<http://school.glwh.org/>.

Parents will also receive information at the start of the school year about our RenWeb, ParentsWeb site. Parents can log into this secure parents portal to find information about their student's academic progress, view and update family information, and view other useful school information.

SCHOOL PICTURES



Individual pictures are taken in the fall. Class pictures or special individual pictures are taken in the spring. All pictures may be purchased by special order for a nominal fee.

SCHOOL OFFICES

Since our early childhood and school offices conduct a lot of business, we ask that when you do have business in the office, you complete it as quickly as possible. This allows our secretaries to get tasks done for the principal and faculty. Unfortunately, we do not have the space for a general discussion lounge.

The school offices will accept no individual solicitation for the school to distribute. No parent should solicit for personal or outside school groups to other parents, teachers, or students while on the school premises. Only Grace classes and/or school organizations can carry on the selling of products in the school or on the school premises. The administration and/or the School Board must approve any business or community solicitation. Literature to be given to students or sent to parents through the school should be:

1. Supportive of the school's purpose and goal, or
2. Supportive of some non-profit organization such as the YMCA or a community sponsored event, or
3. Supportive of the parents' role in the academic training and Christian upbringing of their children.

Please notify the school offices immediately when a change of address and/or phone number occurs.

TELEPHONE & CELL PHONE USAGE

During any school day, parents are requested to call only when absolutely necessary. Emergencies do arise, and any important message will be gladly delivered. Teachers are not always available to answer phones during school hours as they are preparing for class or supervising the children. Our phones are for official and emergency use only. Before, during, or after school hours, students may use the phone in the office with teacher/administrator/secretary permission only, and in that order. Teacher permission is granted through a Phone Pass. Please advise your children not to abuse this privilege. Students will not be allowed to call parents to bring items for school that were left at home. This responsibility must be handled in another way.



Cell phones are not a necessary school item for students. The use of cell phones is not permitted on school grounds before, during, or after school. It is understood that parents may want their child to have a cell phone for use in an emergency. If this is the case, a cell phone can not be used without teacher permission and the cell phone must be kept in a backpack or purse.

Cell phones that are used during the school day without permission will be confiscated until the parent makes arrangements to pick the phone up. Phones that ring during the course of the day, or that disrupt a school activity will be confiscated. "Forgetting" to turn off a cell phone is not an excuse. Cell phones with a photographic function are not allowed. If a student repeatedly violates the cell phone policy, they will not be allowed to have a cell phone on school grounds.

EXTENDED SCHOOL CHILD CARE PROGRAM (License #C14 PO 0122)

Located in the Early Childhood building, Grace School is able to provide childcare for all its students through its certified Extended Care Program called the "Lion's Den." Students enrolled in this program will be given professional care in a structured, relaxed atmosphere. Only those students attending Grace School may use the day care service during the school year. The service is open to church members or newly enrolled students during the summer months.

On a school day, the Lion's Den is open from 7:00 A.M. to 7:50 A.M. and 11:30 A.M. to 6:00 P.M. When school is not in session during the school year, the times open are from 7:00 A.M. to 6:00 P.M. It is important for those who wish to use this service to sign up in advance to help us secure the personnel for each day.

A summer program is available for those who enroll no later than the middle of May, as we are limited in capacity by our license to operate.

Information and fees are sent out before the school year begins. A separate Extended School Child Care Handbook is given to each family enrolled in the program.

NOTICE OF NON-DISCRIMINATORY POLICY

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



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