



Parent-Student Handbook
Grades K-8
2019-2020

GRACE LUTHERAN CHRISTIAN SCHOOL

856 West Newgrove Street
Lancaster, CA 93534
661-948-1018

Website: www.gracelancaster.org

***“A Christ – centered Education for Today,
Tomorrow, and Eternity”***



GRACE LUTHERAN CHRISTIAN SCHOOL

Parent-Student Handbook

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ADMINISTRATION / STAFF

Principal	Mr. J Gynther
School Admin Assistant	Mrs. Christine Calvert
Middle School	Mr. Drew Seddon
Middle School	Mrs. Priscilla Norris
Middle School	
Middle School	Erica Rappaport
Middle School	Lacy Morris
Grade 4	Mr. Mark Welsh
Grade 3	Mrs. Debbie Feickert
Grade 2	Mrs. Heidi Cross
Grade 1	Mrs. Esther Boyer
Kindergarten	Mrs. Kathy Franer
Childcare/Pre-School	Mrs. Claudia Baker
Childcare/Pre-School	Ms. Terri Turner
Spanish	Erica Rappaport, Lacy Morris
Art	Sarah Niebling, Claudia Baker
Band	Mr. Lee Matalon

MISSION STATEMENT

Providing a Christ-centered education for today, tomorrow, and eternity.

Today... exploring and demonstrating knowledge of God's world by encouraging the highest level of excellence

Tomorrow... empowering students for the future as problem-solvers, life-long learners, and leaders

Eternity... developing and sharing a personal relationship with Christ as Lord and Savior while serving others.

We believe all students are gifts from God and our teachers are gifted by God.

BELIEFS:

Grace Lutheran Christian School was founded to share the message of God's love, grace, forgiveness and promise of eternal life through meeting the educational needs of the whole child: spiritually, intellectually, socially, physically and emotionally.

VISION:

Grace Lutheran Christian School creates an environment of caring. We reach out to families in the Antelope Valley community, sharing our beliefs through example, teaching our students to become tomorrow's leaders.

Expected Schoolwide Learning Results

Grace Lutheran Christian School will meet the needs of the whole child:

- **Spiritually** - students will give a faithful witness to Jesus Christ, understanding and respecting Christianity.
- **Academically** - students will think critically, creatively, analytically and be able to apply their knowledge and effectively communicate.
- **Socially** - students will demonstrate positive character in the school and community.
- **Physically** - students will care for their bodies in all areas of physical health and be encouraged to be active and fit.
- **Emotionally** - students will grow in self-esteem and confidence.

ACCREDITATION

The school is currently accredited with the Western Association of Schools and Colleges (WASC) and National Lutheran School Accreditation (NLSA). The emphasis of our study is a 'Focus on Learning'. This is an ongoing process and Grace Lutheran reflects on it's practices throughout each year.

HISTORY of GRACE LUTHERAN CHRISTIAN SCHOOL

Grace Lutheran School first opened its doors in September 1958. Grace began with 55 students in grades 1 through 6. In 1959 Grace called its first principal and expanded the school to include grades K through 8. From 1958 to 1963 the entire school was housed in different rooms of the Parish Hall. In January 1964 the first four classrooms were dedicated. In 1982 a seven-year growth plan was begun. In 1984 we dedicated two more classrooms and in January 1988 we dedicated the final four classrooms, school office and computer room (now the science lab). In 1990 preschool for 3 and 4 year olds was added to the Grace Lutheran School program.

APPROPRIATE USE OF IMAGES (AUDIO AND/OR VISUAL)

During the course of academic, athletic, musical, extra-curricular activities and events of Grace Lutheran School, audio, video, or still photograph recordings may be made. Parents and/or guardians give permission for the school and its authorized agencies to use these recordings for promotional, academic, or other purposes subject to the following limitations:

- Students' images or voices will not be altered or presented in a demeaning manner.
- Material included as a part of the recording will not lead to a stranger's ability to identify a child's first and last names, home address, or the like.
- Student safety will receive the highest priority in recording or disseminating the recording.

Parents may, upon advanced written notice, request that their child's image or voice not be included in any such recordings.

ARRIVALS / DEPARTURES / ARRIVAL TIMES

The parking lot serves as a walking area, therefore, parents are asked NOT to drive on school grounds between the hours of 8:00 a.m. and 3:00 p.m.

When driving on school grounds to drop off and pick up students please observe the traffic pattern of entering on Genoa Street and exiting on Newgrove Street and **drive slowly**.

Any student coming to school more than 15 minutes before school starts, and staying more than 15 minutes after the school day ends will automatically be signed into Child Care, and the parents will be charged.

Parents need to exit all classrooms by 8 AM, except when assisting a teacher.

ATHLETICS

Grace is a member of the Antelope Valley Christian Athletic League. Through this organization students are given the opportunity to develop Christian sportsmanship as well as to play competitively with other schools. Participants in these activities are from grades 5 through 8, with an added fee. Practices and games are after school hours - parents are

responsible to make arrangements to pick up their child. We may be involved in the following sports: Soccer (Co-Ed), volleyball (Co-Ed), flag football (boys), basketball (boys & girls), cheerleading (Cp-Ed), and Softball (Co-Ed) as coaches are available.

See EXTRA CURRICULAR ACTIVITY ELIGIBILITY

ATTENDANCE / TARDIES

Regular attendance is essential for success in school. Numerous absences cause definite problems in school work and may be reflected in the child's progress in school.

A student may be granted an excused absence for the following reasons: student illness; medical or dental appointments; bereavement; or sickness quarantining. Absences for any other reason are not excused. Children will be expected to make up any work missed during an absence. As a general rule, one day per each day absent plus an additional day added to the total will be given for make up work to be turned in. Parents are required to follow the procedure listed below to notify the school of the child's absence:

1. **Parents must telephone the school office (948-1018) PRIOR to 9:00 a.m. on the first day their child is absent.**
2. When returning to school following an extended absence of more than four (4) days, the student **MUST** present a note written by a doctor to the teacher. The note must include the reason of absence.
3. Planned absences should be coordinated with the classroom teacher. Students are responsible for course content. Teachers may assess knowledge upon return to school. Teachers are not required to prepare large packets of work to do during an absence.
4. Absences are reported to the office 10 minutes after school has begun by the homeroom teacher.

Missing in excess of 30 days per school year may affect a student's promotion to the next grade level.

TARDIES

School begins at 8 AM. Students are tardy when they are not in their classroom, seated, and ready to work by 8:00 AM. Arriving at school at 7:45 AM gives children time to unpack and talk with their friends. Children must be in their seats ready to work when the school day begins.

Children who arrive after the school day has begun must report through the school office and get a tardy pass. Frequent tardiness hinders a student's smooth beginning in the day and disrupts the learning of the other students. Every effort to develop prompt habits is encouraged.

A student may be granted an excused tardy for the following reasons only: Medical, dental, or approved educational service appointments. Children will be expected to make up any work missed because of tardiness. Tardies are disruptive to orderly classroom teaching and cause the student to miss valuable information.

Students who are absent or tardy are held responsible for any course content they may have missed.

BAND

The school offers an instrumental music program to students in grades 4 through 8. Classes are held four days each week during regular school hours. The program is designed for both beginners and advanced students. There is an additional fee for participation in this program. Participation in band requires an annual commitment, and withdrawal for any reason still requires payment for the entire year. Students not in band do have regular music lessons.

BICYCLES / SKATEBOARDS / SKATES / ROLLER BLADES

Students may ride bicycles to school provided they obey all regular traffic laws, including crossing the streets near school at the crosswalks or at the signals, and wearing a helmet. Bicycles are to be walked on the school and church property, and they are never to be used during the school day. Bicycles are to be locked and are not to be handled. Bicycles are not to be borrowed, even with the owner's permission. Biking privileges may be suspended if the above regulations are not respected.

Skateboards, scooters, skates, shoe skates, and roller blades are not to be ridden on school property unless there is a special function on campus allowing their use.

CELL PHONES

Cell phones must be turned off and turned in to the homeroom teacher during the entire school day. If a cell phone is not turned in and found turned on during the day, the device will be confiscated and the student's parent will need to retrieve it from the office. Should a second incident occur, the phone must be left with parents or checked into the office each morning.

While cell phones might be here on campus, they are only to be used during the school day with teacher permission for school work. If it is truly necessary for a child to reach parents or parents to reach children, the student should obtain permission from a school official, and phones are available.

Cell phones are brought to school at the student's risk. The school is not responsible for lost or stolen phones.

CHAPEL

The school conducts Chapel each Wednesday morning (beginning 10 minutes after the start of the school day) for all children of the school. These weekly gatherings are conducted throughout the school year by the pastors, teachers, students, and guest speakers. Offerings are collected for special service projects. Parents and friends are always encouraged and welcomed to attend.

CHILD ABUSE REPORTING OBLIGATIONS

In accord with California law, the school staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their inspection and review.

CHOIR

The school has vocal music opportunities for the students to sing. Singing periodically for chapel, at worship services on Sunday, and also in special programs during the school year are offered.

CLASSROOM VISITS

We invite and encourage parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates. The following helpful hints will aid you in observing:

1. Arrange your visit with the teacher/principal in advance. It is sometimes possible to plan the work so that the teacher can show you the situation in which you want to see your child.
2. Come at the time of day when the work you want to see is most likely to be happening.
3. Choose a day other than just before a school holiday or school program.
4. Siblings should be left at home when visiting.
5. The teacher will be occupied with the class. If you wish a personal conference, the teacher can arrange one after school hours.
6. Try to come for several visits rather than one long one. A 15-30 minute visit is generally best. When you leave; a smile and a nod is all that is needed.

WHEN YOU ARE COMING TO OBSERVE, LOOK FOR THESE INDICATIONS OF YOUR CHILD'S SUCCESS IN SCHOOL:

- ability to listen
- independent work habits
- success while working with others in group activities
- ability to follow directions
- interest and enthusiasm for the assigned tasks
- attitude toward suggestions or comments by the teacher

Visitors and friends of students are only allowed with certain conditions. Any visitors to the campus must sign in at the school office and notify the staff of their presence and their purpose for being here.

When coming to assist in the classroom for parties or projects, remember that you must check in at the school office and observe the teacher's guidelines and rules so as to be helpful rather than disruptive.

CLOSED CAMPUS

Students are not to leave the school grounds before school, during school, or on their way to Child Care after school. Children will be released during the school day only when the parent or the designee arrives for the child and signs the student out in the school office. Once a student has left campus for the day he/she may not return unless accompanied by a parent or guardian. When returning during the school day, children are to be signed in through the school office.

CORRESPONDENCE/FLYERS/NOTIFICATIONS

All parent-generated notes must be approved by the principal **prior** to distribution. This includes **BUT IS NOT LIMITED TO** PTL, Room Parents, Sports, ...

CURRICULUM

The curriculum of the school is consistent with, or higher than, the standards prescribed by the State of California and the Common Core Curriculum. At all times an appropriate balance is maintained between formal Christian training and secular instruction. The school curriculum includes STEM technology throughout our curriculum, which includes:

Bible Study	Bible Stories, Life Lessons, Church History, Memory Work
Language Arts	Phonics, Reading, Grammar, Speech, Spelling, Literature, Handwriting, Creative Writing
Mathematics	General Number Concepts, Problem Solving, Algebra, Geometry
Social Studies	Geography, History (World, U.S., CA), and Current Events
Arts	Music (Vocal, Instrumental, Theory), Visual Arts, Crafts, Drama
Science	Earth, Physical and Life Sciences, and Health
Physical Education	A planned PE program of exercise and skills, plus sports
Computers	Keyboarding, Computer skills, Coding, and more
Spanish	K-8th Grade

DAMAGE RESPONSIBILITY

The child will be required to reimburse the school for loss (careless or willful) or damage to school books that they have caused. Students will also be held responsible for school property, equipment, furniture, and the property of other students that they have carelessly or deliberately damaged, defaced, or marred. School records may be withheld until payment is made. Willful damage of school property can result in suspension.

DISASTER PLAN

The following is the general plan that will be followed in the event of a disaster/ emergency situation (i.e., earthquake). The administrative, teaching, and office staff have been assigned to various emergency committees listed. Impromptu disaster drills are rehearsed during the year.

Step-By-Step Plan

1. Teachers and students will perform “drop, cover, hold-on” drills. This response is standard protocol for an initial earthquake shock and each subsequent after-shock.
2. Each person on campus will have an Emergency Earthquake Kit purchased by the parents.
3. The Damage Assessment Team will determine the safety of structures and initiate any rescue.
4. Teachers will escort their children to a safe place on campus.
5. Upon the OK from the Damage Assessment Team, the Administrative Team will inform the teachers which of the following actions to take:
 - a. If buildings are safe, teachers and students may return to the classroom or previous activities.
 - b. If buildings are damaged, the teachers and students will remain in the designated safe place.
6. Once students are secure, the Support Staff will establish the communications network.
7. The First-Aid Team will set-up a first-aid station.
8. The Food and Supplies Committee will gather the stored food and prepare meals, if appropriate.

At this point we would be prepared to release the children. Parents should use the Genoa Street access for picking up their child(ren). Parents must check in at a designated station before receiving their child(ren) and their child(ren) will be called and brought to them. This will permit good traffic flow, and allow the staff to account for every child. It is our hope that this plan will never be put into action. However, we do feel prepared to handle a situation of this type for up to 72 hours should the need arise.

Points To Remember

The children will not be allowed to leave the school grounds until the various committees are in place and a system of monitoring the release of the children has been established. Children are reminded that their lunches become community property in the event of a disaster. All food will be distributed by the Food and Supplies Committee.

EMERGENCY KITS

Our Parent-Teacher League has provided each classroom with an emergency preparedness kit. We also have water, first-aid supplies, and portable toilet facilities in our storage shed. Individual student kits are required to be paid for by parents at the time of registration and replaced when expired.

DISCIPLINE POLICY

Grace Lutheran School is committed to helping each student develop spiritually, academically, socially, physically, emotionally, and creatively. In order to accomplish this task, discipline must be maintained. Discipline is not to be thought of in terms of punishment, but rather in the development of self-control. The ultimate purpose of any discipline plan is to help students learn, relate, and grow; as they realize how much our teachers (staff) CARE about them as an individual child of God. Our teachers are guided by the Word of God in the application of any discipline. RESPECT is expected.

Basic Assumptions: Learning cannot take place in an atmosphere of disorder and disrespect.

1. Classroom/school rules will be fair, workable, consistent, and respectful of the rights of students and staff.
2. School rules are available for students and parents.
3. Each teacher will develop and explain his/her classroom guidelines to the students.
4. If the guidelines are not adhered to, there may be a consequence.

Basic Classroom Discipline Procedure:

The basic classroom guidelines provide for dealing with the majority of student misbehavior or misconduct. Generally the following steps will be taken:

1. The teacher conducts an individual conference with the child.
2. The teacher informs the parents and requests their cooperation and assistance.
3. If such behaviors are not corrected over a reasonable time, the teacher will request the principal conduct an individual conference with the child.
4. The learning of all students is important. Students that keep others from learning will be removed from the classroom and given a safe place to work.
5. If the behaviors are not improved, the teacher will arrange a meeting with the parents, principal, and the student to discuss the concern and to determine how to solve the problem.

Detentions and/or suspensions may be issued to the student during the course of this procedure.

DEFINITION OF DISCIPLINARY TERMS

Suspension - When a student is suspended from school, he or she may receive an “in house” suspension or may not be permitted to be in the building, or to attend school or activities during the time of the suspension. Parents will be notified of suspension by phone and/or by written notice. A suspended student must on his or her own initiative make up all class work or tests which he/she missed to ensure understanding. All suspensions are reported to the School Board at the first regular meeting following the suspension.

Detentions – Parents will be notified by note or by phone of student detentions, which are served after school. Once in detention a student must follow directives of the detention supervisor. In some cases the detention is served by remaining seated, silently studying or reading. The supervisor may determine a working detention would better suit the situation. This could include such things as trash pick up or classroom cleaning.

Probation – Probation is the action of subjecting an individual to a period of testing and trial to determine his or her fitness or lack of fitness for enrollment in this school. During the probationary period the student must consciously avoid such behavior that constitutes major infractions of rules, policies, or laws at school or school activities. Specific restrictions may be placed on a student on probation.

Expulsion – Expulsion is a permanent suspension from the school. A student can be expelled from the school only by action of the School Board.

Noon Homework Help – Students missing assignments or tests may be required to report to a supervised classroom at lunch/recess time to complete work or make-up tests.

Procedure for Dealing With Extreme Discipline Problems

For behavior requiring more extreme discipline, the following guidelines will be followed:

A. ALCOHOL - TOBACCO – CONTROLLED SUBSTANCES

It is our intent to help students make personal God-pleasing decisions, gain personal responsibility, remain free from the harmful effects of alcohol, tobacco, and other controlled substances, and to maintain the credibility and integrity of Grace Lutheran Christian School and its students. If students, parents, or teachers hear of alleged student violations of school policies, they are expected to contact those involved and provide necessary counseling and encouragement to stop the violations or the activities that are producing rumors of the violations.

Throughout the year, regardless of the quantity, a student will not: (1) use or consume, have in possession, buy, sell, or give away any controlled substance, (2) use a beverage containing alcohol, or (3) use tobacco.

1. **Abuse of Controlled Substances** - Use of illicit drugs or controlled substances is wrong and harmful. No student will knowingly possess, use, transmit (sell, give away, barter, deliver, exchange, or distribute) or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any substance represented as the aforesaid on the school/church property at any time or off school/church property at any school activity, function, or event.

Disciplinary Action To Be Taken: Immediate suspension for 5 days during which time the School Board will determine appropriateness of expulsion.

Procedures which will be followed

- a. Specific information regarding the possible abuse of a controlled substance is shared with the principal.
 - b. If the information is determined to be valid, the student is confronted with the information by the principal and advised of the discipline as set forth in the policy. The student may not participate in any game, concert, drama presentation, or public extracurricular activity until a meeting is held with the parents, student, principal, and School Board Chair or his/her designate. The teacher(s) of the student will be advised of the meeting and possible violation.
 - c. The principal will determine, based on this meeting, what discipline is necessary and so advise the students, parents, board, and faculty.
 - d. The name of any individual providing information will remain anonymous.
 - e. Parents may appeal the discipline by contacting the Principal who will appoint an Appeals Committee from the School Board. The appeal must be made within seven (7) days of the school's decision. The Appeals Committee will meet within seven (7) days of the request. A decision on the appeal will be made and shared with the parents within two (2) days of the meeting.
2. **Smoking** - Grace Lutheran School forbids smoking or possession of tobacco, snuff, and chewing tobacco on the school/church grounds or at school activities by students.
 3. **Disciplinary Action To Be Taken:**
 - a. Parent notification.
 - b. One to three (1-3) day suspension from school.
 - c. One week/seven day suspension from all extracurricular athletic activities.
 - d. Parents and student must provide evidence of participating in an assessment / counseling program to quit using tobacco products. Repeated violations may result in recommendation for expulsion.

B. STEALING AND VANDALISM

Disciplinary Action To Be Taken: First Offense - The first offense will result in:

1. Restitution of stolen or damaged goods or property.
2. Parent notification.
3. Probation for one (1) quarter
4. One (1) day suspension.

Disciplinary Action To Be Taken: Second Offense - *If the student **is not** on probation*, a second offense will result in:

1. Restitution of stolen or damaged goods or property.
2. Parent notification.
3. Probation for two (2) quarters.
4. Three (3) day suspension.

Disciplinary Action To Be Taken: Second Offense - *If the student **is** on probation*, a second offense will result in:

1. Restitution of stolen or damaged goods or property.
2. Suspension for five (5) days during which time the School Board will determine appropriateness of expulsion.

C. CHEATING

Cheating on assigned work including copying, plagiarism, other forms of dishonest work, turning in work completed by someone else, or knowingly allowing your work to be used by others to cheat, is not permitted.

Disciplinary Action To Be Taken: Cheating will result in a zero grade on the assignment involved and may also result in course failure.

D. FORGING OR USING FORGED NOTES

This includes making or imitating any persons' signatures on notes or the writing of the notes with the intent to cheat or defraud.

Disciplinary Action To Be Taken: Forging of any sort will result in a one day suspension from school. Repeated violations may lead to recommendation for expulsion.

E. VERBAL ABUSE, THREATS, AND ASSAULT

Students are expected to use appropriate language at school at all times. Students are not to be involved in intimidations, harassment, or extortion. Students are not to intentionally cause or attempt to cause physical injury to any person. Violations against persons include threatened assault, assault, fighting harassment, bomb threats, false fire alarms, interference and obstruction of passage, or attack with a weapon. This statement includes any school activity, function or event being held on or off campus and transportation to and from such events. Fighting or acts of physical violence are subject to disciplinary action.

Disciplinary Action To Be Taken: Parental contact will be followed by suspension, expulsion or other discipline as appropriate for the situation. Any act of physical violence which causes a physical injury will result in a one (1) to three (3) day suspension, with possible recommendation of expulsion.

Assault of any staff person is not permitted.

Disciplinary Action To Be Taken: A student who commits an assault on a staff person will be immediately suspended from school for a period of 5 days during which time the School Board will determine appropriateness of expulsion.

F. BULLYING

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words or more subtle actions. The bullied individual (victim) typically has trouble defending him or herself and does nothing to “cause” the bullying.

Cyberbullying includes sending hurtful or threatening e-mails or instant messages, spreading rumors or posting embarrassing photos of others.

Bullying is NOT: not liking someone, being excluded, accidentally bumping into someone, making other kids play a certain way, a single act of telling a joke about someone, arguments, expression of unpleasant thoughts or feelings regarding others, isolated acts of harassment, aggressive behavior, intimidation or meanness. Whereas these actions are not kind and respectful, students (victims) will be empowered to use words to let the offender know their action is NOT being well received. Adult intervention will take place as needed.

Bullying is recurring and deliberate abuse of power. Bullying will not be tolerated at Grace Lutheran School.

When bullying acts take place during school, the victim has the right to defend him or herself. When an action does not cease, the victim needs to immediately report the action to an adult in order for intervention to take place. The school cannot take action if prompt informing does not exist.

When bullying acts take place outside of school, parents are asked to address these issues. However, when these acts have an impact on the school environment, including relationships between students/parents/staff, the school may get involved.

Disciplinary Action to Be Taken: Inappropriate, unkind and / or disrespectful behaviors will be dealt with at the time and discipline may include a time-out; loss of a recess; separation from others; in-school-suspension; or more - appropriate for the action. Parents will be informed of bullying. Repetitive behaviors that do not change, may result in further actions leading to suspension or expulsion.

G. WEAPONS, EXPLOSIVES, AND DANGEROUS OBJECTS

No student will knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. This includes violations against persons, such as threatened assault, assault, fighting, harassment, attack with a weapon, on the school/church grounds at any time or off the school/church grounds at any school activity, function, or event (this will include any transportation to the school activity, function or event).

This rule does not apply to any normal school supplies such as pencils or compasses when used properly. The rule does apply to any firearm including guns of all types, BB guns, stun guns, pellet guns, any knife, explosives including firecrackers, ammunition, num chucks, chains, look-alike and electronic / chemical mace, tear gas, etc., and other devices that could be used or construed to be weapons carried for offensive or defensive purposes and capable of producing death or bodily harm or the fear of such, or any device or instrument which in the manner it is used or intended to be used is calculated or likely to produce death or bodily harm or the fear of such:

Disciplinary Action To Be Taken: A student who commits a weapon infraction will be immediately suspended from school for a period of 5 days during which time the School Board will determine appropriateness of expulsion.

H. DISRUPTION OF SCHOOL ON ALL SCHOOL/CHURCH PROPERTIES

1. No student or parent/guardian or other persons will by use of violence, force, noise, threat, intimidation, passive resistance, or any other conduct, intentionally cause a significant disruption or obstruction of any lawful mission, process, or function of the school. Neither will a student or parent/guardian or other persons urge other students or parent/guardian to engage in such conduct for the purpose of causing a significant disruption or obstruction of any lawful mission, process, or function of the school.
2. The following acts illustrate the kinds of offenses included:
 - a. Occupying any part of the school buildings or school grounds with intent to deprive others of its use.
 - b. Bomb threats, false fire alarms, interference, and obstruction.
 - c. Blocking the entrance or exit of a school building or corridor, or room with intent to deprive others of lawful access to, or from, or use of the building or corridor or room.
 - d. Damaging the school building or property.
 - e. Prevention of or attempting to prevent by physical act the functioning of any school class, or activity, or any lawful meeting or assembly on the school campus.
 - f. Preventing students from attending class or school activities.
 - g. Except under the direct instructions of the principal, blocking normal pedestrian or vehicular traffic on the school/church grounds.
 - h. Behavior that disrupts the normal operation of the school lunch program.

- i. Intentionally making noise, using profanity or vulgarities, or acting in any manner so as to interfere with any student's opportunity to learn or teacher's ability to conduct his or her class.
 - j. Possession or distribution of libelous material.
 - k. Possession or distribution of pornographic material.
- All acts described above are not acceptable conduct.

The school retains the right to use detentions and suspensions as correction for these and other activities that are deemed serious enough to disrupt the orderly flow of teaching and/or have a negative influence on school environment.

Disciplinary Action To Be Taken: Parental contact will be followed by detentions, suspension, expulsion or other discipline as ***appropriate for the situation***.

I. SEXUAL HARASSMENT

Identification and Reporting

Grace Lutheran Christian School shall maintain an education environment free from harassment, intimidation, or insult on the basis of an individual's sex. Positive action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination. Sexual harassment is prohibited between students, between employees and students, and between non-students and students

DEFINITION

Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by an individual constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational status, or
- B. Submission to or rejection of such conduct is used as a basis for educational decisions affecting that individual, or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance, or creates an intimidating, hostile, or offensive educational environment.

Other types of conduct which are prohibited in the school and may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature
3. Graphic verbal comments about a person's body.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Sexually degrading words used to describe an individual.
7. Touching an individual's body or clothes in a sexual way.

8. Displaying sexually suggestive materials in the educational environment. Any act or retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint is strictly forbidden. Violators will be dealt with severely.

COMPLAINT PROCEDURE

A. Direct Complaints to Offended Party

Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop.

B. Written Complaints to School Authority

The complaint shall be filed in writing within sixty (60) days after the conduct in question.

1. **Complaints by Students.** Students alleging sexual harassment shall make their concerns known as follows:
 - a. With the Principal if the offending party is a school/church employee or student.
 - b. With the Pastor if the offending party is the Principal.
2. **Informal Resolution.** The person receiving the student complaint shall confer separately with both parties and jointly if it would be beneficial, and make a determination as to the merits of the complaint and, where appropriate, propose an informal resolution. The matter is to be kept confidential.
3. **Formal Resolution.** If informal resolution does not occur, the complaint shall be referred to the School Board Chairman. A three - member Hearing Panel shall be established and the following procedure shall apply:
 - a. The Hearing Panel shall be composed of a Pastor, the Principal, and one teacher appointed by the School Board Chairman.
 - b. The Hearing shall be informal. The complainant and the respondent shall have an opportunity to present written and/or oral evidence regarding the complaint. Either party may bring witnesses. A record shall be kept of the Hearing.
 - c. After the Hearing, the Panel shall submit written recommended findings of facts and conclusions to the School Board Chairman within five (5) school days of the conclusion of the Hearing.

CORRECTIVE ACTION

The School Board Chairman shall review the Panel findings and determine whether any corrective action is appropriate. Corrective action may include counseling, warning or the initiation of disciplinary action. Established school procedures shall be followed if disciplinary action is necessary.

DRESS CODE

PANTS – LONG OR SHORTS

1. Uniform style is required.
2. The front may be pleated or flat.
3. Colors can be solid black, solid dark blue, solid brown, solid gray or solid tan.
4. No denim will be allowed.
5. Must be sized appropriately and worn on the waist.
6. No modification of clothing after purchase is allowed beyond the possible need for altering length or waistband for a proper fit.
7. Girls may wear uniform style capris, skorts; *skirts, jumpers (Must have shorts or leggings underneath)*.
8. Shorts, skorts, skirts, and jumpers shall be no shorter than 5 inches above the middle of the knee cap (including PE shorts).
9. Only solid-color leggings may be worn under uniform length (see #8 above) items.

SHIRTS

1. Polo shirts must be worn. The sleeve length can be cap, short, or long. No sleeveless tops are allowed.
2. All shirts must be solid color. Any color is acceptable, but no stripes, print, etc.
3. Shirts may have a Grace Lutheran logo or small manufacturer's emblem which can be covered by a quarter, but no other emblem, writing, logo, etc. will be allowed.

SWEATSHIRTS and SWEATERS

1. Must be a SOLID COLOR. No advertising, promoting teams, etc.
2. Sweatshirts and sweaters may have a Grace Lutheran logo or small manufacturer's emblem which can be covered by a quarter, but no other emblem, writing, logo, etc. will be allowed.
3. Cover-ups worn in the classroom must be worn with a polo shirt also.

BELTS

1. Belts may be required to keep pants at the waist.
2. Logos or ornamentation must be conservative.
3. Belts must be worn within belt loops.
4. Belts are not to hang down in front.

SOCKS

1. All students must wear socks with their shoes.

SHOES

1. No open toed shoes, no open back shoes, no flip-flops, and no jelly shoes.
2. Athletic style shoes are highly recommended.

HAIR

All. Neat, clean and well-groomed. Hair must be kept out of the eyes, conservative in style, and a natural color.

Boys Hair must be no longer than collar length. Any exceptions must be discussed with the principal.

MAKE-UP

Invisible cover-up make-up may be worn. Sun screen applied at home is encouraged. Natural colored chapstick / lip gloss may be worn.

JEWELRY

All. No heavy chains. Ear gauges are not allowed.

Girl For safety reasons, only close to the ear type earrings (no larger than a quarter). NO hoop earrings of any size.

Boys No earrings.

TATTOOS

Tattoos are not permissible.

HATS – Hats may be worn outdoors only. Caps need to be worn with the bill forward.

COATS / JACKETS – Any style may be worn. Even with heating and cooling units in each classroom, it can be difficult to regulate rooms. Wearing outer wear in classrooms is left to the teachers' discretion.

Parents and students should check with the school office before wearing clothing, if any question as to its acceptability. **The school reserves the right to modify the dress code and counsel students regarding dress.**

DRESS DOWN DAYS – Rules #5, 6, and #8 listed above for long or short pants still apply. Shirts must have sleeves and the sleeves be worn on the shoulders. Guidelines for shoes, hair, jewelry, and hats still apply.

DRESS CODE VIOLATION PROCEDURE

Dress code violations will be dealt with in the classroom. For repeat or habitual violations, parents will be contacted. Appropriate clothing may be requested to be brought to school. The school may loan an item if needed.

EMERGENCY FORMS

Each student is required to have a completed emergency treatment/release form.

ENROLLMENT REQUIREMENTS

Kindergarten / First Grade

Children who enroll in Kindergarten must be five-years-old before September 1. All Kindergarten eligible students must be readiness tested. Children enrolling in the first grade must be six-years-old by September 1. A birth certificate is required upon application.

New / Transfer Students

The school is not designed to serve as a remedial or disciplinary institution. Those children entering the school must be able to show a reasonable amount of accomplishment and cooperation. The student must have satisfactorily completed the grade in which he/she was previously enrolled and provide evidence of the ability to achieve satisfactorily at the grade level in which he/she applies for enrollment. An assessment and placement test will be administered. A probationary evaluation period of six (6) weeks will validate the assessment and placement decisions and suitability of the child's needs being met by the school.

Enrollment Procedure Checklist - The following check list will be followed for students enrolling at Grace Lutheran Christian School.

1. Obtain an application form from the school office or online, complete and return (new students only).
2. Submit a copy of last year's (or more) report cards and a copy of the most recent achievement test results (for new students).
3. Interview with the principal or his/her designee (new students only).
4. Placement test (new students only).
5. A check of the student's academic and behavioral records with former principal and/or teacher(s).
6. Consultation with the classroom teacher.
7. Approval or denial of the application/enrollment.
8. If the application/enrollment is approved, prior to the first day of attendance the following items must be completed:
 - Registration and material fees paid in full (for all children).
 - First month's tuition paid in full.
 - Immunization Record submitted to the school office.
 - Emergency form completed
 - Birth Certificate supplied
9. Approval of the child is subject to a six week probationary period to evaluate behavioral and academic performance.

EXTENDED CHILD CARE

Grace Lutheran Christian School offers Child Care for those children who need to arrive before school or remain after school. This is located in the Child Care Room in the Parish Hall. Extended Child Care is open from 6:00 a.m. to 6:00 p.m. Extended Child Care services are \$5.00 per hour for the 1st child and \$4.00 for additional older siblings. IF YOU PICK UP LATE, there is a fee of \$1.00 per every minute after 6:00 p.m. Special arrangements may be requested.

OR...

A set fee of \$3,500 for the school calendar year (from the third week in August through the first week in June) - this can be paid in 10 monthly payments. Each additional child is \$3,150 for the school year. This allows for the student to use the Child Care before and after school, and during the school holidays, when the service is open, for no additional charge.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Students are encouraged to participate in extra-curricular programs. To be eligible for extra-curricular activities, a student must maintain a current average of seventy percent (70%) with no individual grade being an F and conduct must be acceptable also. Students must be current on work assignments. Eligibility will be verified by teachers on the first day of each school week. Ineligible students may neither participate nor practice in extra-curricular activities. Students may resume eligibility status by correcting the grade or conduct deficiencies. Eligibility is reviewed on the first day of each school week. On any day absent from school, students may not participate in extra school activities.

FEES

The operating income of the school is received through tuition, annual fees, donations and direct church support (subsidies from congregational member church offerings).

School tuition finances the operating expenses of quality education. They primarily support our school programs and the wages and benefits to our teaching, office, and administrative staffs. A complete listing of the current fees and tuition is available in the school office.

Grace Lutheran Christian School offers a monthly installment plan with payments due the 1st of each month. A \$35.00 finance charge is assessed on the 10th of each month for delinquent tuition. Timely tuition payments are necessary for the daily operation of our school. There may be times when school is only in session for a short time in any one month. The tuition is based on the entire school year and is divided into payments; accordingly, tuition payments need to be made during the break times as well.

Policy requires students to be dis-enrolled for accounts with balances of two (2) months or more without an approved alternative payment plan.

No one may enroll or attend summer camp (child care) or enroll or attend classes for the coming school year until all financial obligations from the previous school year have been met. This includes: tuition, registration/material fees, child-care, band and sports fees. Report Cards, diplomas and transcripts will be held until all fees are paid.

FIELD TRIPS

Each class takes a variety of field trips during the year. In general, private cars will be used to transport the children. Teachers will publicize the field trips. Permission slips are required from each student before every field trip.

The responsibility of being a chaperone for field trips is taken very seriously whether it is a day trip or an overnight one. Chaperones are responsible for the safety of all children including their own. Parental chaperones shall coordinate with the teacher for supervision and transportation needs.

Chaperones are a blessing to teachers, students and other parents. Thank you for your willingness to serve in this way.

FUNDRAISERS

All fundraisers must be pre-approved by the principal and subject to review by the School Board. Forms and regulations are available in the school office. The number of activities and impact on families is a consideration.

GRADING SCALE

Report of Grades

The standards at Grace Lutheran School are high and our grading scale reflects that.

Scoring scale for grades

The grading standards of Grace Lutheran Christian School are:

99-100.....	A+	81-82.....	C+
94-98.....	A	72-80.....	C
92-93.....	A-	70-71.....	C-
90-91.....	B+	67-69.....	D+
85-89.....	B	65-66.....	D
83-84.....	B-	Below 65.....	F

Weighting of Homework/Tests

To ensure that a student's grade is truly representative of a student's understanding of the subject, tests and quizzes will be weighted more than daily work. Teachers will give students and parents the weighting scale for their classes.

Extra Credit Guidelines

The purpose of extra credit is:

- to allow students, who have situations that dramatically affect their ability to perform regular class activities the opportunity to be successful,
- to give students who are making an attempt to do the regular work the opportunity to improve their grade,
- to enhance the learning experience of the student through supplemental incentives that are pertinent to the subject matter.

With these purposes in mind, these guidelines will be followed:

- Extra credit projects are not substitutes for grades on assignments that a student has chosen not to do,
- Teachers are not required to offer any extra credit work,
- Extra credit must consist of materials relevant to the subject matter being taught in the class.

Extra credit cannot be more than 5% of the total grade.

GUM

Gum chewing is prohibited, and will not be tolerated on the campus and at after-school activities.

HEALTH / IMMUNIZATION REQUIREMENTS

In addition to immunizations against polio and measles, the State of California requires immunizations against diphtheria, pertussis, and tetanus (DPT) for all children when they enter school. Children entering Kindergarten are required to have a completed Immunization History Form on file. Students entering grade one must have a complete health screening as required by law. This health screening requirement may be filled out when entering Kindergarten since the screening is valid for eighteen (18) months, at new Registration or for Middle School. Measles and rubella immunizations, hepatitis B, and Tdap vaccinations are required by students in seventh grade. Registration will not be completed and enrollment finalized until immunization requirements are met. Each parent is requested to keep an updated health/emergency form on file in the school office and in the classroom. Emergency cards are available in the office.

HOME / SCHOOL COOPERATION

If our school is to achieve its aims and goals it is necessary for home and school to work together closely. Parents are encouraged to communicate often with their child's teacher. Visits to the classroom, phone calls, emails and special conferences are welcomed by the teacher. Should problems, questions, or special needs arise, don't hesitate to contact your child's teacher. Please note the following:

- Appointments must be made for special conferences and classroom visits.
- Please contact your child's teacher at school during after school hours, not during the day. If you call during the day, a message will be taken and the teacher will promptly return your call within a reasonable timeframe.
- Please avoid contacting the teacher in the evenings or during the weekends.

HOMEWORK

Assigning homework on a regular basis is an established policy. The amount is carefully determined by subject matter and by considering the age and ability of each child. Home study is an important part of the child's learning years, both to help him develop at a commendable rate, and to maintain a supportive link between home and school. A consistent pattern of expecting good homework habits throughout the school year builds a routine which results in a self-disciplined, successful student by the time he reaches high school. Students need to read or be read to daily. Reasonable time spent on homework increases with age. Kindergarteners may spend 10 minutes. Increasing by 10 minute increments, Middle School students may need more than an hour to review and prepare for each day.

INSPECTIONS

All persons and property at school or during school functions (regardless of location) are subject to inspection without notice at any time.

INSURANCE

Grace Lutheran Christian School purchases an insurance policy on all its students. The policy provides benefits for covered injuries occurring during the regular school term while:

1. Attending school.
2. Participating in school-sponsored activities or athletics while under the supervision of a proper school authority.

LIBRARY

The Library is open to the students for checking out books. Students are responsible for any lost or damaged books.

LOST and FOUND

To prevent the loss of clothing and other articles, please LABEL them with your child's name. Lost items not claimed by the end of each quarter will be donated to charity.

LUNCHES

Students bring their own lunches. **Sodas are not allowed for lunch or snacks.** Students need to bring water bottles to school. There will be NO microwave available for student lunches to be heated. Use of thermos recommended if you want them to have a hot food item.

OR

Grace Lutheran School has contracted with Subway to offer student lunches. Order forms are available in the office and on our website. Monthly orders and payment are to be turned into the school office by the 15th of the month. Any changes must be emailed to: glsbwaylunch@yahoo.com by 9am of the day of order. Method of payment can be cash, check (made payable to Subway), or debit/credit card.

MEDICATIONS

For the protection of all students, **NO PUPIL WILL BE ALLOWED TO HAVE ANY MEDICATION AT THEIR DESK OR ON THEIR PERSON DURING THE SCHOOL DAY.**

All medication must be brought to the school office for dispensing. Please observe the following guidelines:

- A. A medication form must be completed by the parent or guardian prior to dispensing all medications, such as antibiotics, etc. Forms are available in the school office.
- B. A copy of any prescription, with doctor's instructions, must be brought to the office to ensure we are dispensing the prescription appropriately.

NO MEDICATION WILL BE GIVEN WITHOUT SUCH A NOTE.

NON-DISCRIMINATION POLICY

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

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled each year during the first trimester and when requested either by the parent or classroom teacher. All parents are expected to attend. Other conferences may be requested by the teachers or parents as needed.

PARENT-TEACHER LEAGUE (PTL)

Grace's PTL is open to all teachers, parents, grandparents, and guardians who have enrolled children in the school.

The objectives of the League are:

- To promote home and school mutual understanding and interest.
- To further home and school fellowship, cooperation and unity.
- To provide or assist in providing supplementary equipment for the school.

Volunteers are welcomed!

PARENT-TEACHER RELATIONS

The most can be done for the child when the home and the school are working together and supporting one another. To this end, we encourage open communication between the home and classroom teacher. Our basic guidelines for parent-teacher relations are found in scripture - Matt. 18:25-28. A parent who has a concern should:

1. Make an appointment to meet with the teacher involved. *Please remember that teachers have responsibilities before school in the morning. **The teachers' school days are devoted to the children; mornings should not be disrupted.*** Please contact them to meet at a mutually agreeable time.

2. If no resolution occurs, please inform the teacher of your intention to meet with the principal. Then make an appointment and meet with the principal regarding your concerns.
3. If no resolution occurs, it will be necessary to have a meeting with the teacher, principal, and parent together. The principal can help arrange this appointment.
4. If still no resolution has been achieved, you may put your concern into writing and explain what further resolution you feel is necessary. Give that letter to the chairman of the School Board.
5. If the School Board chairman believes that there are extenuating circumstances, your concern will be placed on the agenda of the next School Board meeting. You will be notified when it will be taken under advisement. Normally the School Board will not address matters of parental concerns, keeping it the principal's responsibility to address and resolve such concerns.

The School Board asks that concerns be directed to the individuals specifically involved at each step before sharing information with participants at the next step. We hope these steps will help resolve matters by providing a scripturally sound way to proceed.

PARTIES

Classroom parties should not be planned without the consent of the teacher. There are to be no gift collections without the approval of the principal. Should you want to bring a special treat for your child's birthday please make arrangements with the teacher at least 24 hours in advance. The classroom will not host personal birthday parties during the school day. Personal invitations may be sent through the school only if the teacher approves and EVERY student or EVERY boy or EVERY girl in the class is invited.

PETS

No pets on campus under any circumstances except for "sharing" purposes within the confines of classroom curriculum. Previous approval from both the teacher and the principal are required. No exceptions to this will be allowed other than an on-duty recognized service animal.

PICTURES

School pictures are taken at the beginning of each school year. All students are photographed, but are under NO obligation to purchase the pictures.

PLAYTHINGS

We discourage children from bringing their own toys/playthings from home. In the past, these items have been known to get broken or stolen. **NOTE: The school assumes no responsibility for personal toys/playthings/electronics.**

Items that may cause problems at school will be confiscated by the supervising adult - these include, but are not limited to:

iPods	Matches	Knives	Water Pistols
Electronic Devices	Gameboys	Cap Pistols	Computer Games

A parent must write a note to the teacher before a confiscated item will be returned.

If your child brings an item to share with the class that requires special care, please send a note requesting that the item be put in a safe place or locked in a cabinet while not being used for sharing time. **TOY TRADING IS NOT ALLOWED AT SCHOOL!**

REPORTING PUPIL PROGRESS

Report cards are distributed via email following the conclusion of each trimester. Mid-term reports are sent home at the middle of each trimester. Yearly report cards are printed at the end of each school year.

PROMOTION/RETENTION

Promotion: Pupils advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade.

Retention: Students need to maintain a 65% or better overall average for the school year in all six core courses including Spelling, Reading, English, Math, Social Studies and Science in order to be considered academically ready for promotion. Additionally, because Reading, English and Math are vital to continued academic success, students who have less than a 65% average for the year in any of these courses may not be promoted to the next grade level.

In cases where a student's retention (repeat of a grade level) would serve to assist the student in his or her educational experience, the parents will be informed and will have the opportunity to discuss the matter with the teacher and principal. A conference will be scheduled to discuss the child's education needs with faculty members and parents to help determine the best course of action for the student.

The decision for retention is made by the principal in consultation with the classroom teacher. These guidelines shall be followed:

1. Parents will be notified of a potential problem with the student's grades. The teacher and parents will work jointly to improve the student's grades. At the conference a plan shall be developed to use the cooperation of home and school to attempt to improve the student's grades.
2. If in the estimation of the teacher(s) a student progress continues to fall short of the appropriate standards of the school, a conference shall be arranged with parent, principal, and teacher(s) present to inform the parent(s) of student performance and of possible retention. All areas of child development are to be taken into consideration including social and emotional growth, academic achievement level and physical development before a decision is made.

The decision for retention is made by the principal in consultation with the classroom teacher.

Missing in excess of 30 days per school year may jeopardize a student's promotion to the next grade level.

RIGHTS AND RESPONSIBILITIES

Student Rights

- To receive respectful consideration as a child of God.
- To develop one's capacity and to profit from the school educational program to the limits of his/her ability.
- To expect the rules to be reasonable.
- To expect fair application of the rules.
- To expect the school to establish rules which guarantee personal rights and freedoms.
- To receive assistance from all school personnel.

Student Responsibilities

- To acquaint oneself with and comply with the regulations of the school.
- To pursue the required course of study.
- To respect and listen to teachers and all others in authority.
- To assist in application of regulations among fellow students.
- To willingly accept disciplinary measures as necessary for group control.
- To willingly cooperate with school personnel in the interest of self-improvement.
- To display proper conduct to and from school and on school grounds.
- To be diligent in study.
- Be regular and punctual in attendance.
- Pay close attention to instruction.
- Exhibit Christian citizenship at all times.
- Accomplish school work at the level of one's ability.
- Demonstrate a cooperative spirit and manner.

Parental Rights

- To receive respectful consideration as a child of God.
- To expect teachers and administrators to provide a sound spiritually oriented, and evangelically executed instructional program, and to cooperate with the home in matters of discipline and behavior of the student.
- To be regularly informed by the teacher of the academic, social, and spiritual status/progress of the child.
- To expect the school staff to report potentially serious problems.
- To request a review of the behavior which has led to a parent conference.

Parental Responsibilities

- To raise their children in "...the nurture and admonition of the Lord." (Proverbs 22:6)
- To cooperate fully with the school staff by supporting and following school rules, policies, procedures, and corrective measures.
- To notify the school of situations in and outside the school which could have a negative effect on the children in the school.
- **To diligently reinforce at the home the work of the school.**

Teacher Rights

- To receive respectful consideration as a Child of God.
- To expect obedience from students in all reasonable requests.

- To impose disciplinary controls within the classroom that are warranted and reasonable.
- To receive assistance from the school administration in the disciplining of children and in control of the classroom.
- To receive guidance and assistance in developing and pursuing the instructional program of the classroom.
- To expect the administration to develop rules and procedures which guarantee and protect the personal rights and freedoms of all.
- To expect the administration to develop rules and procedures which guarantee an efficient and productive school day.

Teacher Responsibilities

- To set an example of Christian Love, Patience, Kindness, Goodness, Diligence, Joy, Forgiveness, and Gentleness to all.
- To conduct a well-planned and effective Christ-centered classroom program.
- To initiate a set of classroom regulations that facilitate effective learning and to apply these regulations with love, fairness, and understanding.
- To cooperate fully with the administrator and other classroom teachers in enforcing school rules and proper campus behavior.
- To take appropriate steps in handling disciplinary matters for which one is responsible.
- To keep parents informed of the academic, social, and spiritual progress of the child, and to request assistance from them in the guidance and disciplining of the child.
- To present a visible profile as a part of Grace Lutheran Congregation.

Child Abuse Reporting Obligations

In accordance with California state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

SCHOOL BOARD

The Grace Lutheran School Board is responsible for establishing and maintaining policies involving the Day School, Pre-School, Extended Child Care, and PTL; including extra-curricular activities. The School Board conducts monthly meetings.

SCHOOL HOURS

Kindergarten through 8th Grade: 8:00 a.m. – 3:00 p.m. Gates will remain locked during school hours. Entrance and check-in may be made through the school gate on the east side of the driveway on Newgrove Street.

SCRIP(gift card) GUIDELINES

The School Board is making every effort to keep the cost of tuition increases to a minimum. Yet it is faced with the problem of generating appropriate funding for salaries, curriculum, programs, maintenance, and the wide variety of school expenses.

At Grace Lutheran we are requesting school families with children in grades K-8 to purchase \$3000.00 of scrip.

Two different ways to obtain this goal:

Buy scrip(gift cards) through the office. We have many merchant gift cards we keep stocked and have many others available to order.

Or use the Benefit mobile app; buy and redeem from your phone.

Details available in the school office and our website.

TARDIES – see Attendance

TELEPHONE

STUDENTS ARE NOT ALLOWED TO USE THE TELEPHONE EXCEPT IN CASES OF EMERGENCY AND/OR ONLY WITH THE TEACHER'S PERMISSION. This rule will be strictly enforced. Telephones can only be used with the teacher's permission. Permission will be granted ONLY in cases of absolute necessity.

TEACHERS SHOULD NOT BE CALLED TO THE TELEPHONE DURING SCHOOL HOURS EXCEPT IN CASES OF EMERGENCY. Messages may be left.

TEXTBOOKS

Textbooks are valuable properties of the school, and students are expected to treat them with care. Book covers are not provided by the school, therefore, students are responsible for obtaining them and keeping their books covered throughout the school year. Any books that are damaged through negligence will be replaced at the student's expense. **PLEASE avoid plastic sticky book covers and tape on the books.**

SERVICE HOURS

Service Hours were initiated to open more opportunities for parental involvement and to keep the cost of tuition to a minimum.

Each family is requested to perform 30 service hours for one (1) child or a total of 50 hours for a family with two (2) or more children.

Service Hours can be accumulated in a wide variety of ways and are limited only by "one's imagination". As a general guideline, the service activity should in some way assist the school in its teaching ministry. Under this guideline some activities which may be included are:

- Assisting teachers in correcting papers, developing bulletin boards, assisting in planning and chaperoning field trips
- Assisting on scenery for plays and musicals
- Assisting in cleaning classrooms (dusting, stripping floors, waxing, shampooing carpets, etc.)
- Grounds (mowing lawns, trimming shrubs and trees, gardening/weeding, etc.)
- Assisting / leading in PTL fundraiser and fellowship events such as Benefit or a Talent Show
- Assisting in school programs such as class plays/musicals
- Assisting with Library
- Assisting with pictures, vision and hearing screening, etc.
- Concessions stands
- Assisting in coaching and/or refereeing (without pay)
- Using expertise for LEGOS, computer, music, athletic programs
- Maintenance (construction, repairs, preventative, aesthetic) – in coordination with the Grace Lutheran Board of Facilities
- Purchased donations for school: each \$10 equals one service hour (receipts must be turned in)
- YOUR IDEAS.....

The list above is certainly NOT an exhaustive list of all possible activities.

WITHDRAWALS

Any family withdrawing students **must give a two-weeks notice**. Fees will be prorated and will include the two-weeks notice period. All school property returned and fees paid are required for records to be forwarded, including report cards.

YEARBOOK

School year memories are captured forever in our annual yearbook. Notice will be given in the spring when it is time to order yearbooks. Delivery will be near the end of the school year.

