



Parent-Student Handbook  
Grades K-8  
2021-2022

**GRACE LUTHERAN CHRISTIAN SCHOOL**

856 West Newgrove Street  
Lancaster, CA 93534  
661-948-1018  
Website: [www.gracelancaster.org](http://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***

<b>Principal</b>	Mr. J Gynther
<b>School Admin Assistant</b>	Mrs. Christine Calvert
<b>Middle School</b>	Mrs. Priscilla Norris
<b>Middle School</b>	Mrs. Erica Serrao
<b>Middle School</b>	
<b>Middle School</b>	
<b>Grade 4</b>	Mr. Mark Welsh
<b>Grade 3</b>	Ms. Heather Jensen
<b>Grade 2</b>	Mrs. Heidi Cross
<b>Grade 1</b>	Mrs. Donna Visokey
<b>Kindergarten</b>	Mrs. Kathy Franer
<b>Pre-School/Childcare</b>	Mrs. Claudia Baker
<b>Pre-School/Childcare</b>	Ms. Terri Turner

## **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, and analytically; be able to apply their knowledge; and communicate effectively.
- **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 its 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 2:45 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 are not to enter classrooms, except when assisting a teacher. Parents must exit all classroom areas by 8:00 AM.

## **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 (Co-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 other reasons might not be 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, without penalty 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.

**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.

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

### **BICYCLES / SKATEBOARDS / SKOOTERS**

Bikes, skateboards, scooters, etc. are not to be ridden on school property unless there is a special function on campus allowing their use or prior permission given.

### **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 school 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 school phones are available.

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

## CLASSROOM VOLUNTEER

**Prior approval and arrangements with the teacher must be made. 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, and Sports.

## CURRICULUM

The curriculum of the school is consistent with, or higher than, the standards prescribed by the State of California. At all times an appropriate balance is maintained between formal Christian training and secular instruction. The school utilizes a STEAM approach 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, Chromebooks, etc. 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 drills for fire, earthquake, and intruder situations.
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 students and structures while initiating any necessary rescue operations.
4. Teachers will escort their children to a safe place.
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 or it continues to be an unsafe event, 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.

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.

## **EMERGENCY KITS**

Each classroom has been provided with an emergency preparedness kit. 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 and 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 by both students and staff.

**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. Each teacher will develop and explain his/her classroom guidelines to the students.
3. 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.

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 Committee at the first regular meeting following the suspension.

***Probation*** – Probation is a trial period to determine whether a student is qualified for continued enrollment in our school.

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

**Noon Homework Help** – Students in grades 5-8 with 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:

Any student caught using, in possession of, or intent to sell Alcohol, Tobacco products, Marijuana, or other controlled substances will result in IMMEDIATE SUSPENSION for 5 days, during which time the School Committee 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 Committee 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, committee, 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 Committee. 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.

### **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) trimester
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) trimesters.
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 Committee will determine appropriateness of expulsion.

### **A. 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.

### **B. 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.

### **C. VERBAL ABUSE, THREATS, BULLYING 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. 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.

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:**

Any act of physical violence which causes a physical injury may result in parental contact, a one (1) to three (3) day suspension, with possible recommendation of expulsion.

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. Repetitive behaviors that do not change may result in further actions leading to suspension or 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 Committee will determine appropriateness of expulsion.

**D.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, or 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 firearms, bladed weapons, explosives, or anything that can be easily construed as a weapon capable of producing physical injury on another person.

**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 Committee will determine appropriateness of expulsion.

**E.DISRUPTION OF SCHOOL ON ALL SCHOOL/CHURCH PROPERTIES**

1. No student or parent/guardian or other persons will be allowed to cause or encourage others to participate in any non-approved disruptions of school functions.

**The school retains the right to use suspensions as well as expulsions in the case of student or parental/guardian involvement in serious disruptions to school functions.**

**F. 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 Committee Chair. 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 Committee Chair.
  - 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 Committee Chair within five (5) school days of the conclusion of the Hearing.

## **CORRECTIVE ACTION**

The School Committee Chair 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, **blue jeans are not allowed.**
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. Must be sized appropriately and worn on the waist.
5. No modification of clothing after purchase is allowed beyond the possible need for altering length or waistband for a proper fit.
6. Girls may wear uniform style capris, skorts; *skirts, jumpers (Must have shorts or leggings underneath).*
7. Shorts, skorts, skirts, and jumpers shall be no shorter than 5 inches above the middle of the knee cap (including PE shorts).
8. Leggings may be worn under items listed in #7 above, with no distracting prints.

### 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.
4. A Grace Lutheran Logo Polo shirt is to be worn when on school field trips.

### 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 over 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 there is 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 available.

## **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 may 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 returned along with the registration fee (new students only).
2. Submit a copy of last year's (or more) report cards and a copy of the most recent standardized test results (for new students).
3. There may be an assessment test and interview (new students).
4. A check of the student's academic and behavioral records with former principal and/or teacher(s).
5. Consultation with the classroom teacher.
6. Approval or denial of the application/enrollment.
7. If the application/enrollment is approved, prior to the first day of attendance the following items must be completed:
  - 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

### **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 \$6.00 per hour for the 1st child and \$5.00 for additional older siblings. IF YOU PICK UP LATE, there is a fee of \$1.00 per every minute after 6:00 p.m.

### **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 until eligibility is re-evaluated the following week. Students may resume eligibility status by correcting the grade or conduct deficiencies. 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 1<sup>st</sup> of each month. A \$35.00 finance charge is assessed on the 10<sup>th</sup> 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. A Grace Lutheran polo shirt should be worn on 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 Committee. Forms and guidelines 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 or at after-school activities.

### **HEALTH / IMMUNIZATION REQUIREMENTS**

The State of California requires set immunizations for all children when they enter school and are required to keep up on all boosters. Children entering Kindergarten are to have a complete health screening as required by law. Registration will not be completed and enrollment finalized until immunization requirements are met. Each family is required to keep an updated health/emergency form on file in the school. 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. Communication entails face-to-face meetings, phone calls, emails, and special conferences which 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 face-to-face conferences.
- Contacting your child's teacher during the school day must be done through email ONLY. Any face-to-face meeting or conference must take place after school hours.
- 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 them 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 they reach 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, write your child's name on the label. Lost items not claimed by the end of each trimester 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 a thermos is recommended if you want them to have a hot food item.

### **MEDICATIONS**

For the protection of all students, **NO STUDENT 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.

## **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 through fund-raising efforts.

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 - Matthew 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 chair of the School Committee.
5. If the School Board chairman believes that there are extenuating circumstances, your concern will be placed on the agenda of the next School Committee meeting. You will be notified when it will be taken under advisement. Normally the School Committee will not address matters of parental concerns, keeping it the principal's responsibility to address and resolve such concerns.

The School Committee 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**

Student photos are taken at the beginning of each school year. All students are photographed, but are under NO obligation to purchase the photos. These photos are used for yearbook and CUM files.

Should we seek to use any photos in promoting or advertising the school, you must communicate in writing, through the school office that you do NOT give permission for your child's photo/like-ness to be used.

## **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.

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 STUDENT 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**

**Promotion:** Students 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.

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's 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.
- To be regular and punctual in attendance.
- To pay close attention to instruction.
- To exhibit Christian citizenship at all times.
- To accomplish school work at the level of one's ability.
- To 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 Christ-centered 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 rules 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.

## **SCHOOL COMMITTEE**

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

## **SCHOOL HOURS**

Kindergarten through 8<sup>th</sup> 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 Committee 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.

## **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 service hours.**

Service hours can be accomplished 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:

- Assist with the grounds (empty outside trash cans, mowing lawns, trimming shrubs and trees, gardening/weeding, etc.)
- Using expertise for LEGOS, computer, music, athletic programs
- Assisting in coaching and/or refereeing (volunteer)
- Assisting / leading in PTL fundraiser and fellowship events
- Assisting in school programs such as class plays/musicals
- Assisting on scenery for plays and musicals
- Assisting with library
- Assisting with school pictures, etc.
- Assisting teachers in correcting papers, developing bulletin boards, assisting in planning and chaperoning field trips
- 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 when it is time to order yearbooks. Delivery will be near the end of the school year.

