



Grades K -8

Parent-Student Handbook

2025-26

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Lancaster, CA 93536
(661) 948-1018
website: www.gracelancaster.org

"A Christ-Centered Education for Today, Tomorrow, and Eternity"

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GRACE LUTHERAN CHRISTIAN ACADEMY

HISTORY

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

BELIEFS

Grace Lutheran Christian School/Academy 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.

VISION

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

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 that each student is a gift from God, and each of our teachers is gifted by God.

CHAPEL

Grace Lutheran Christian Academy conducts a chapel for all students for the purpose of worship, fellowship, and gathering together in God's Word. These weekly gatherings are held on Fridays at 8:10 a.m. and are conducted throughout the school year by the Pastor, principal, teachers, students, and guest speakers. Offerings are collected for special service projects. Parents and friends are encouraged and welcome to attend.

ACCREDITATION

Grace Lutheran Christian Academy is accredited by both the Western Association of Schools and Colleges (WASC) and the National Lutheran School Accreditation (NLSA).

SCHOOL BOARD

The Grace Lutheran School Committee (referred to as the "School Board") is responsible for establishing and maintaining policies involving the Day School, Preschool, extended childcare; and PTL, and including extra-curricular activities. The School Board conducts monthly meetings.

NON-DISCRIMINATION POLICY

Grace Lutheran Christian Academy admits students of any race, color, national or ethnic origin, or religion and affords all rights, privileges, programs, and activities generally accorded or made to students at the GLCA. The Academy does not discriminate on the basis of race, color, national or ethnic origin, or religion in the administration of its educational policies, admission policies, athletics, or other school-administered activities.

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, and be diligent in study.
- To respect and listen to teachers and all others in authority.
- To assist in the 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 regular and punctual in attendance.
- To pay close attention to instruction.
- To exhibit Christian citizenship at all times.
- To accomplish schoolwork 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 student.
- 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." (Ephesians 6:4)
- 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 students in the school.
- To diligently reinforce at 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 students and in control of the classroom.
- 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 student, and to request assistance from them in the guidance and discipline of the student.
- To present a visible profile as part of the Grace Lutheran Church congregation.

Administration & Staff

Pastor	Rev. Michael Hall
Principal	Mrs. Karen Markin
Administrative Officer	Mrs. Christine Calvert
School Secretary	Ms. Jessica Diaz
School Board Chair	Mrs. Debra Lewis
Preschool/TK	Mrs. Oliva Ayon
	Mrs. Claudia Baker
K - 2 Family	Mrs. Lise Morris
	Mrs. Donna Visokey
	Mrs. Kathy Franer
3 -5 Family	Ms. Heather Jensen
	Ms. Sasha-Lee Steele
	Mrs. Karen Markin
6-8 Family	Mr. Mark Welsh
	Mrs. Tammie Sisson
Childcare	Ms. Ameerah Chatman
	Mrs. Christa Thompson

ACADEMIC LIFE

Student Learner Outcomes

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

<i>Spiritually</i>	Students will learn and experience saving grace, truth, and faith in Jesus Christ (give a faithful witness to Jesus Christ, understanding and respecting Christianity).
<i>Academically</i>	Students will think critically, creatively, and analytically; to be able to apply their knowledge; and communicate effectively.
<i>Socially</i>	Students will demonstrate positive character in the school and community.
<i>Physically</i>	Students will care for their bodies in all areas of physical health and be encouraged to be active and fit.
<i>Emotionally</i>	Students will grow in self-esteem and confidence.

Curriculum

The curriculum of the Academy is consistent with, or higher than, the standards prescribed by the State of California. The Academy utilizes a Science-Technology-Engineering-Arts-Mathematics (STEAM) approach to learning that integrates these five disciplines, encouraging students to see connections, and apply knowledge across different fields including:

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., and California), and current events
Science	Earth, physical, and life sciences
Arts	Music (vocal, instrumental, theory), visual arts, crafts, drama
Physical Education	Planned physical education program consisting of exercise, sports and skills, and health
Computers	Keyboarding, computer skills, coding, and more
Spanish	Enrichment class: culture, vocabulary, speaking

At all times, an appropriate balance is maintained between formal Christian training and secular instruction.

Reporting Student Progress

Grace Lutheran Christian Academy reports student progress using standards-based expectations for student achievement. The standards assess a student's proficiency toward specific learning targets, allowing for better insight into strengths and challenges.

Mid-term progress reports are sent home at the midpoint of each trimester. Access to student progress is accessible at any time using the Gradelink app. Each student's family is given access to Gradelink at the beginning of the school year.

Two copies of the report cards are sent home with the student following the conclusion of each of the first two trimesters with the expectation that one copy is signed by the parent and returned to school to signify receipt of the report card. Yearly report cards are printed at the end of the school year and mailed home.

Parent-teacher conferences are scheduled each year during the first trimester.

Honor Roll

Students in Grades 4 – 8 achieving a Grade Point Average of 90% or higher in Math, English Language Arts, Science, and Social Studies throughout the academic year will receive Honor Roll recognition.

Library

The library is stocked with books at all reading levels where students can select books guided by their own interests and curiosity, helping to foster a love of reading. Students are responsible for lost or damaged books.

Homework

Assigning homework on a regular basis is an established policy. The quantity is carefully determined by subject matter and by considering age and ability of each student. Home study is an important part of the student's learning years, both to help them develop at an appropriate 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 per grade level. Middle school students may need more than an hour.

Extra credit is allowed at the discretion of the classroom teacher(s); teachers are not required to offer extra credit; extra credit assignments/projects are not a substitute for grades on assignments that a student has chosen not to complete an assignment.

Promotion & Retention

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 parent(s) 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 student's educational needs with faculty members and parents to help determine the best course of action for the student.

The decision to retain a student follows these guidelines:

1. Parents/guardians will be informed when there are concerns about a student's progress in meeting the standards-based expectations and learning targets. When concerns arise, the teacher will collaborate with parents/guardians to create a plan that supports the student's growth with the goal of helping the student improve and achieve learning targets to the best of their ability.
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 the parent(s), principal, and teacher(s) to inform the parent(s)/guardian(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.
3. The decision for retention is made by the principal in consultation with the classroom teacher.

Missing more than 30 days per school year may jeopardize a student's promotion to the next grade level.

Home – School Communication

To help our students succeed at the highest level of their ability it is necessary for home and school to work together closely. Should problems, questions, or special needs arise, parent(s)/guardian(s) should not hesitate to contact the student's teacher. Please note the following:

- For in-person conferences appointments must be made and must take place after school hours.
- Contacting your student's teacher during the school day must be done through email or other electronic communications platforms (e.g., ClassDojo).
- Parents should not contact the teacher during evenings or weekends.

CAMPUS LIFE

Attendance

Regular attendance is essential for school success; frequent absences negatively impact schoolwork and may be reflected in the child's progress in school.

School hours: Kindergarten through 8th grade 8:00 a.m. – 3:00 p.m.

Any student arriving at school more than 15 minutes before school begins and staying more than 15 minutes after the school day ends will automatically be signed in to childcare and the parents will be charged.

Gates will remain locked during school hours. Entrance and check-in may be made through the school pedestrian gate on the east side of the driveway on Newgrove Street. All visitors *must* check in at the school office and obtain a visitor pass.

Absences:

A student may be granted an excused absence for the following reasons: student illness, illness quarantining, medical or dental appointments, or bereavement. Absences for other reasons might not be excused. Students will be expected to make up any work missed during an absence. As a general rule, one day for each day absent plus one additional day added to the total will be granted without penalty for make-up work to be turned in. Parents are required to use the following procedure for notifying the school of the student's absence.

1. Parents/guardians *must* telephone the school office at (661) 948-1018 prior to 9:00 a.m. on the first day the student is absent.
2. When returning to school following an extended absence of more than four (4) days, the student *must* present a note to the teacher or the office written by a doctor clearing the student to return to normal activities at school, or detailing any necessary accommodation.
3. Planned absences must be coordinated with the classroom teacher. Students are responsible for course content, as provided by the teacher, covered during the absence; upon return to school, teachers may need to assess the student's level of understanding of the material covered during the absence. Teachers are not required to prepare extensive work packets for absent students.

Missing more than 30 days per school year may affect a student's ability to promote to the next grade level.

Tardies:

Students are considered tardy when they are not in their classroom, seated, and ready to work by 8:00 a.m. Arriving at school by 7:45 a.m. gives students time to get settled and talk with their friends.

Students arriving after the school day has begun *must* report to the school office to obtain a tardy pass prior to going to their classroom. Frequent tardiness hinders a student's smooth beginning to the day and disrupts the learning of other students. Parents should encourage and assist students in developing habits to ensure prompt arrival at school.

Excuses for tardies may be granted for the following reasons only: medical, dental, or approved educational service appointments.

Students who are absent or tardy are held responsible for any missed course content and will be expected to make up any work missed.

Illness Policy

General Guidance: Students should be kept home from school when they have symptoms that prevent them from participating meaningfully in routine school activities or require a level of care beyond what school staff can provide.

Students can typically return to school when their symptoms are improving, they are feeling better, and they are able to participate comfortably in school activities.

Specific Symptoms

- **Fever:** Students should remain at home if their temperature is 100.4°F (38°C) or higher; students should only return to school when they have been fever-free for at least 24 hours without using fever-reducing medication.
- **Vomiting:** Students should remain at home if they have vomited more than twice in the previous 24 hours or have significant diarrhea; students may return when vomiting has resolved overnight, and they are able to tolerate food and liquids
- **Diarrhea:** Students should remain at home if they have significant diarrhea; students may return when diarrhea has improved and is not causing accidents or bowel movements are no more than 2 times above normal per 24-hour period.
- **Respiratory Virus Symptoms:** If symptoms such as cough, runny/stuffy nose, or sore throat are worsening or if they have a significant nasal discharge or difficulty breathing, the student should remain at home; students may return when symptoms have improved overall for at least 24 hours.
- **Strep Throat:** Students with Strep Throat may return to school 24 hours after starting treatment.
- **Pink Eye:** Students with Pink Eye should remain at home; Students with bacterial Pink Eye should be treated with antibiotic drops and may return to school 24 hours after starting treatment. For Pink Eye students may return when there is no longer eye discharge.
- **Head Lice:** Students with head lice may return to school after their first treatment, even if nits are still present.
- **Other Symptoms:** Students with skin sores that are draining fluid and cannot be covered, or any other illness that is worsening or preventing them from participating should remain at home.

Student Dress Code Requirements

Parents and students should check with the school office before wearing clothing to school if there is any question as to its acceptability. Grace Lutheran Christian Academy reserves the right to modify the dress code and counsel students regarding dress.

PANTS (long or shorts)

- Pants, capris, or shorts must be solid black, solid navy blue, solid gray, or solid khaki color.
- Sweatpants may be worn ONLY during P.E.
- Pants must not have holes or rips in them.
- Pants must be sized appropriately and worn on the waist, no sagging.
- No modification of clothing after purchase is allowed beyond the possible need for altering length or waistband for proper fit.
- Girls may wear skorts, skirts, or jumpers in solid black, solid navy blue, solid gray, or solid khaki color.
- Shorts, skirts, and jumpers shall be no shorter than 5 inches above the middle of the kneecap (including P.E. shorts).
- Skirts and jumpers must have shorts or tights underneath; leggings in solid black, solid gray, or solid navy blue, with no distracting prints, may also be worn under skirts and jumpers.

SHIRTS

- Polo shirts containing either the Grace Lutheran Church, School/Academy, or Crusader logo must be worn. The sleeve length may be short or long. Sleeveless shirts are not allowed.
- Polo shirts must be one of the following colors: navy, light blue, forest green, black, white, pink, purple, or gray.

SWEATSHIRTS and SWEATERS

- Sweatshirts and sweaters must be solid navy, forest green, black, white, or gray; no advertising, promoting teams, etc., is allowed.
- Sweatshirts and sweaters may have a Grace Lutheran logo, or a small manufacturer's emblem which can be covered up by a quarter, but no other emblem, writing, logo, etc. is allowed.
- Sweatshirts and sweaters must be appropriately sized.
- Cover-ups worn in the classroom must be worn over a polo shirt.
- Hoods are not to be worn inside any buildings and removed upon entering.

BELTS

- Belts may be worn to keep pants at the waist, and must be worn within the belt loops.
- Logos or ornamentation must be conservative.
- Belts are not to hang down in front.

SHOES & SOCKS

- No open-toed or open back shoes, no flip-flops, no Croc-style shoes, and no jelly shoes allowed.
- Athletic style shoes are highly recommended *and are required on P.E. days*.
- Snow/rain boots may only be worn on inclement weather days. A change of shoes must be brought to wear in the classroom.
- Shoes must be the appropriate size.
- All students must wear socks with their shoes.

HAIR

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

MAKE-UP / NAILS

- Invisible cover-up makeup may be worn. Sunscreen applied at home is encouraged.
- Natural color chapstick/lip gloss may be worn.
- Artificial nails are not allowed.

JEWELRY

- Students are not permitted to wear heavy chains or ear gauges.
- For safety reasons girls are only allowed to wear close-to-the-ear type earrings no larger than a quarter; no hoop earrings of any size are allowed.

TATTOOS

- Tattoos of any kind are not permissible; this includes but is not limited to fake, henna, or freestyle tattoos.

HATS / BEANIES / HOODS

- Hats, beanies, and hoods may be worn outdoors only. Caps need to be worn with the bill forward.

COATS / JACKETS

- Any style coat or jacket may be worn. Even with heating and cooling units in each classroom, it can be difficult to regulate room temperatures. Wearing outerwear in the classroom is left to the teacher's discretion.

DRESS DOWN DAYS

- Logos/images/text should be Christian school appropriate. Pants and shorts rules listed above still apply. Shirts and dresses must have at least 2-inch-wide straps, and sleeves must be worn on the shoulders. All undergarments must be completely covered. Guidelines for shoes, hair, jewelry, and hats still apply.

Dress Code Violation Policy

Dress code violations will be dealt with in the classroom. The parent/guardian will be contacted for repeat or habitual violations. The parent/guardian may be requested to bring appropriate clothing to the school; the school may loan an item if available.

Public Displays of Affection

Grace Lutheran Christian Academy does not permit public displays of affection (PDA) while on campus during school or at school related events.

Lost and Found Property

To prevent the loss of clothing and other articles, please label with the student's name. Lost items not claimed by the end of the school year will be donated to charity.

Damage Responsibility / Textbooks

The student's parent/guardian will be required to reimburse the Academy for loss or damage to school property including textbooks, Chromebooks, equipment, furniture, and property of other students that they have carelessly or deliberately damaged, defaced, or marred. Willful damage to property may also result in suspension. School records will be withheld until restitution payment is made.

Textbooks are valuable property of the school and students are expected to treat them with care. Students are responsible for obtaining covers for their books and keeping them covered throughout the school year. **Do not use plastic sticky book covers and/or tape on the books.**

Cell Phones & Smart Watches

Cell phones and Smart Watches (SW) must be turned off and turned into the homeroom teacher during the entire school day. If a cell phone/SW is not turned in and is discovered during the day, the device will be confiscated, and the student's parent/guardian will have to retrieve it from the office. Should a second incident occur, the cell phone/SW must be left with a parent/guardian or checked in to the school office each morning. **Cell phones/Smart Watches are brought to school at the student's risk, the Academy is not responsible for lost, stolen, or broken cell phones/SWs.**

If it becomes necessary for a child to reach a parent/guardian or for the parent/guardian to reach students, the student should obtain permission from a school official and school phones are available for use.

Yearbook

Schoolyear memories are captured forever in our yearbook; the cost of the yearbook is included in the fees. Notice will be given when it is time to add optional congratulatory notes in the Yearbook for an additional fee. Delivery will be near the end of the school year.

Classroom Volunteers

Prior approval and arrangements must be made with the classroom teacher. 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.

Parent Teacher League (PTL)

Grace Lutheran Christian Academy's PTL is open to all teachers, parents, grandparents, and guardians who have children enrolled in the Academy; the PTL's objectives are to promote home and school fellowship, cooperation, and unity, and to assist in providing supplementary equipment for the school through fundraising efforts.

Fundraisers

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

Lunches and Snacks

Students are required to bring their own lunches and water bottles to school. Only water is permitted; drinks such as soda, coffee, and other caffeinated or carbonated beverages are not allowed during lunch or snack times. As there is no microwave available for heating lunches, it is recommended to use a thermos for any hot food items. Students may also bring a healthy snack if they wish. If there are any questions about what qualifies as a healthy snack, parents or guardians are encouraged to consult the student's teacher.

Parties

Classroom parties must not be planned without the consent of the teacher; no gift collections are permitted without the approval of the principal. Classroom parties for an individual student are not allowed during the school day. Should you wish to bring a special treat for your student's birthday, please make arrangements with the teacher at least 24 hours in advance. Personal birthday party invitations may only be sent through the school with the teacher's approval and EVERY student or EVERY boy or EVERY girl in the class is invited.

Pets

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

Playthings / Toys / Personal Electronics

Students are discouraged from bringing their own toys/playthings to school. **The Academy assumes no responsibility for personal toys, playthings, or electronics.** Items that may cause problems at school will be confiscated by the supervising adult; a parent/guardian must write a note to the teacher for return of the item. Toy trading is not allowed at school! If your student 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 share time.

SCHOOL SAFETY

Closed Campus

Students are not to leave school grounds before school, during school, or on their way to childcare after school. Students will be released during the school day only when the parent or 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 same school day students must be signed in through the school office.

Student Drop-Off and Pick-Up

For the safety of everyone on campus, when driving on school grounds to drop off and pick-up students, parents must observe the traffic pattern of **entering on Genoa Street** and **exiting on Newgrove Street** and **drive slowly observing a speed limit of 5 mph.**

Inspections

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

Insurance

Grace Lutheran Christian Academy holds an insurance policy covering all students. The policy provides benefits for covered injuries occurring during the regular school term while attending school, participating in school-sponsored activities or athletics while under the supervision of a proper school authority.

Field Trips

Each class takes a variety of field trips during the year. In general, private cars will be used to transport students and staff; **anyone transporting students and/or staff is required to have at least \$100,000 per person and \$300,000 per accident bodily injury valid insurance coverage.**

- **Signed permission slips are required to be submitted for each student prior to every field trip.**
- **A Grace Lutheran polo shirt must be worn on field trips.**

Chaperones are a blessing to teachers, students, and other parents; your willingness to serve in this way is appreciated. The responsibility of being a chaperone is taken very seriously whether it is a day trip or overnight; chaperones are responsible for the safety of all students. The teacher and principal select and approve the chaperones. Chaperones must follow the Academy's established itinerary and travel arrangements. Parental chaperones shall coordinate with the teacher for supervision and transportation needs. Siblings *are not permitted* to accompany a class on field trip.

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 Academy office for dispensing, observing the following guidelines:

- A medication form must be completed by the parent/guardian prior to dispensing medications such as antibiotics, etc. Forms are available in the office.
- A copy of the prescription with doctor's instructions must be brought to the office to ensure that we are dispensing the prescription appropriately.
- Cough drops may be given to the classroom teacher to dispense throughout the day. A written note of permission from the parent/guardian must be provided and include dispensing information.
- Inhalers may be given to the classroom teacher for immediate access as needed.
- All medications must be picked up the last day of school.

Student Pictures

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

Appropriate Use of Student Images (audio and/or visual)

During the course of academic, musical, extra-curricular activities, and events of Grace Lutheran Christian Academy, audio and video recordings, or still photography images may be made. Parents/guardians have the option to either decline permission, or grant permission for the Academy and its authorized agencies to use these recordings/images 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.
- Materials included as part of the recording/images will not lead to a stranger's ability to identify a student's first and last names, home address, or the like.
- Student safety will be given the highest priority in the recording or dissemination of recordings and images.
- Parents/guardians may, upon advanced written notice, request that their student(s)' image or voice not be included in such recordings.

Discipline Policies and Procedures

Grace Lutheran Christian Academy is committed to helping each student to develop spiritually, academically, socially, physically, emotionally, and creatively. Discipline is *not* intended as punishment, but rather a means to assist students in developing self-control, and to learn, relate, and grow with the understanding that our teachers and staff care about them as individual children of God. Our teachers are guided by the Word of God in the application of any discipline. Respect is expected of both students and staff in all interactions.

This policy applies to any school activity, function, or event whether held on or off campus, as well as transportation to and from such events.

Basic Assumptions:

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

1. Classroom/school rules will be fair, consistent, and respectful of the rights of students and staff.
2. Each teacher will develop and explain his/her classroom guidelines to students.
3. If the guidelines are not followed, there will be a consequence.

Basic Classroom Discipline Procedure:

The basic classroom procedure provides guidance 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 student.
2. The teacher informs the parent(s)/guardian(s) and requests their cooperation and assistance.
3. If such behavior is not corrected within a reasonable period of time, the teacher will request that the principal conduct an individual conference with the student.
4. Providing an environment that is conducive for learning for all students is a priority, therefore, students who disrupt or inhibit others from learning will be removed from the classroom and provided with a safe place to work.
5. If the student's behavior does not improve, the teacher will arrange to meet with the parent/guardian, principal, and the student to discuss the concern and to determine how best to solve the issue.
6. Suspension may be issued to the student during the course of this procedure.
7. Student infractions of the Discipline Policy will be recorded.

Definition of Disciplinary Terms:

Suspension: When a student is suspended from school; it may be "in-house" (on campus), or the student may not be permitted to be on campus to attend school or participate in activities for a period of time.

Probation: A trial period to determine whether a student is eligible for continued enrollment at Grace Lutheran Christian Academy.

Expulsion: A permanent suspension from the Academy; a student may only be expelled from the Academy by action of the School Board.

Procedure for Serious Discipline Offenses

For behavior involving more serious discipline offenses, the following procedures will be followed:

1. Specific information regarding the incident is reported to the principal.
2. If the information is determined to be credible, the principal will discuss the alleged offense with the accused student, and advise the student regarding the consequences for such behavior set forth in the discipline policy.
3. The teacher(s) of the student will be advised of the meeting and alleged offense.
4. Until a meeting has been held which includes the parent/guardian, principal, teacher, and any advisors appointed by the principal, the student may not participate in any game, concert, drama presentation, or public extracurricular activity.
5. At the conclusion of the meeting, the principal will determine what discipline is appropriate according to policy, and so advise the student's parents, faculty, and the School Board.
6. The name of anyone providing information regarding the incident will remain anonymous.

Suspensions of more than five (5) days and expulsions must be approved by the School Board.

Discipline Appeal Process

Parents may appeal the recommended discipline to the School Board as follows:

- The appeal must be made within seven (7) days of the principal's decision.
- The School Board will meet within seven (7) days of receiving the appeal request to make a decision regarding the appeal.
- The School Board's decision on the appeal will be shared with the student's parent(s) within two (2) days of the meeting.

Policy for Disciplinary Actions Involving Serious Discipline Offenses

STEALING AND VANDALISM

Disciplinary Action:

- First Offense:
1. Restitution of stolen or damaged goods or property
 2. Parent notification
 3. One (1) day suspension
 4. Probation for one trimester

Second Offense: *If the student is **NOT** on probation*

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

*If the student **IS** on probation*

1. Restitution of stolen or damaged goods or property
2. Five (5) day suspension during which time the School Board will determine the appropriateness of expulsion.

CHEATING

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

Disciplinary Action: Cheating will result in a zero grade on the assignment involved, and could result in course failure.

FORGING OR USING FORGED NOTES

This includes making or imitating any person's signature on notes, or the writing of the notes with the intent to cheat or defraud.

Disciplinary Action: Forgery of any sort will result in a one (1) day suspension from school. Repeated violations may lead to a recommendation for expulsion,

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 intimidation, harassment, or extortion. Students are not to intentionally cause or attempt to cause physical injury to any person; this includes on campus as well as any school activity, function, or event off-campus, as well as transportation to and from such events.

BULLYING

Bullying will not be tolerated at Grace Lutheran Christian Academy.

DEFINITIONS:

Bullying is NOT: not liking someone, being excluded, accidentally bumping into someone, making other kids play in a certain way, a single act of telling a joke about someone, arguments, expressions of unpleasant thoughts or feelings regarding others, isolated acts of harassment, aggressive behavior, intimidation, or meanness.

These acts are unkind and disrespectful and, therefore, NOT condoned; students (victims) will be empowered to use appropriate words to let the offender know that their behavior is offensive, unwelcome, and must stop. Adult intervention will take place as needed.

Bullying IS: a recurring and deliberate abuse of power to intimidate, harass, extort, or engage in physical or emotional harm.

When bullying acts take place during school hours or at school-sponsored events, the victim has the right to defend him/herself by using appropriate words to let the offender know that their behavior is offensive, unwelcome, and must stop. If the bullying continues, the victim should immediately report the behavior to an adult in order for intervention to take place. The Academy is hindered from taking appropriate, timely action if the bullying behavior is not reported promptly.

When bullying behaviors take place outside of school hours or events, parents are asked to address these issues. However, when these behaviors have an impact on the school environment including relationships between students, parents, and staff, the Academy administration may get involved.

Disciplinary Action: Any act of bullying by a student causing physical injury to another student will be reported to the parent/guardian, result in a one (1) to three (3) day suspension, and a recommendation for expulsion.

ASSAULT / PHYSICAL VIOLENCE

Acts of assault/physical violence committed against a student or staff person will not be tolerated; fighting or other acts of physical violence are subject to disciplinary action.

Disciplinary Action: Any act of violence by a student causing physical injury to another student will be reported to the parent/guardian, result in a one (1) to three (3) day suspension, and a recommendation for expulsion.

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

WEAPONS, EXPLOSIVES, AND DANGEROUS OBJECTS

No student shall knowingly possess, handle, or transmit any objects that can reasonably be considered a weapon and includes violations against a person such as threatened assault, assault, fighting, harassment, or attack with a weapon; this applies to church/school grounds at any time, as well as at any off campus school activity, function or event, including transportation to or from the school activity, function, or event.

Disciplinary Action: a student who commits a weapons infraction will be immediately suspended from school for a five (5) day period during which time the School Board will consider expulsion.

ALCOHOL, TOBACCO, MARIJUANA, AND CONTROLLED SUBSTANCES

Students are prohibited from using, being in possession of and/or have the intent to sell, or being under the influence of alcohol, tobacco products, vaping products, marijuana, or other controlled substances.

Disciplinary Action: Immediate suspension from school for a period of five (5) days during which time the School Board will consider expulsion.

DISRUPTION OF SCHOOL FUNCTIONS ON ALL ACADEMY AND CHURCH PROPERTIES

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

Grace Lutheran Christian Academy reserves the right to use suspensions as well as expulsions in the case of student or parent/guardian involvement in serious disruptions to school functions.

SEXUAL HARASSMENT

Identification and Reporting:

Grace Lutheran Christian Academy shall maintain an educational environment free from harassment, intimidation, or insult on the basis of an individual's sex. 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 contact of a sexual nature by an individual constitutes sexual harassment when:

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

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

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal comments about a person's body,
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors or sharing sexual pictures (digital or printed).
- Use of sexually degrading words to describe an individual.
- Touching an individual's body or clothes in a sexual way.
- Displaying sexually suggestive materials in the educational environment.

Any act of retaliation against an individual who reports a violation of this policy, or an individual who participates in the investigation of a sexual harassment complaint is strictly forbidden, and any such act of retaliation will be dealt with severely.

Sexual Harassment Complaint Procedure

1. Direct Complaints to the Offending Party

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

2. Initiating a Complaint

Students alleging sexual harassment shall report the complaint as follows:

- To the Principal if the offending party is a student or school/church employee.
- To the Pastor if the offending party is the principal.

Informal Resolution:

The official receiving the student's complaint shall confer separately with both the complainant and the respondent (alleged offending party), and jointly if deemed necessary or beneficial, to make a determination as to the merits of the complaint and to propose an informal resolution. The matter must be kept confidential.

3. Written Complaints to School Authority

If the informal resolution does not resolve the complaint, the complaint shall be referred to the School Board Chair within thirty (30) days after the occurrence of the conduct in questions.

Formal Resolution:

The Chair shall convene a three-member Hearing Panel, and the following procedure shall apply:

- The Hearing Panel shall be composed of a Pastor, the Principal, and a person appointed by the School Board Chair.
- The complainant and the respondent shall have an opportunity to present written and/or oral evidence regarding the complaint, and either party may bring witnesses. A record shall be kept of the hearing.
- After the hearing, the Panel shall submit written findings of the facts and conclusions to the School Board Chair within five (5) school days of the conclusion of the hearing.

Corrective Action:

The School Board Chair shall review the Panel's findings and determine whether corrective action is necessary. Corrective action may include warning, counseling, or the initiation of disciplinary action. Established Academy

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 Disaster/Emergency Response teams to effectively carry out this plan.

Step-by-Step Plan

1. Teachers and students will perform drills for fire, earthquake, and lockdown situations.
2. Each student on campus will have an emergency earthquake kit purchased by their 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 students to a safe place.
5. Upon the "OK" from the Damage Assessment Team, the Administrative Team will inform 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, 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 will be prepared to release the students. Parents should use the Genoa Street access gate for picking up their students. Parents must check-in at a designated station before their student(s) is released to them. This will permit good traffic flow, and allow the staff to account for every student. It is our hope that this plan will never need to be put into action, however, we are prepared to manage a situation of this type for up to 72 hours should the need arise.

Important Information to Remember:

Students will not be allowed to leave school until the Disaster/Emergency Response teams are in place and the system of monitoring the release of students has been established.

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 they have passed the expiration date.

ENROLLMENT REQUIREMENTS

Transitional Kindergarten / Kindergarten / First Grade

A birth certificate is required upon application.

	Required age to enroll
Transitional Kindergarten	Must be 4 years old before September 1st
Kindergarten	Must be 5 years old before September 1st
First Grade	Must be 6 years old before September 1st

New and Transfer Students

The student must have satisfactorily completed the grade in which he/she was previously enrolled, and evidence provided of the student's ability to achieve satisfactorily at the grade level at which he/she is being enrolled. An assessment and placement test will be administered. There is a probationary evaluation period of six (6) weeks for all new and transfer students in order to validate the assessment and placement as well as Grace Lutheran Christian Academy's ability to meet the student's needs.

Enrollment Checklist

Submit the following to the Academy office:

- Completed enrollment form
- Registration Fee
- Copy of the student's previous year's (or more) report cards
- Copy of the student's most recent standardized testing results

Enrollment Procedure (completed by school personnel)

- An appointment will be made to complete an assessment and interview.
- The student's academic and behavioral records will be reviewed; contact may be made with the previous school's principal and/or teacher(s).
- Consultation with the receiving classroom teacher.
- Decision to accept or deny application for enrollment.

If enrollment is approved, the following must be completed prior to the first day of attendance:

- Immunization record submitted to the Academy office
- Birth Certificate provided
- Emergency Contact form completed
- Material fee paid in full
- First month's tuition paid in full

Returning Students

- Registration fee paid in full by July 31st
- First month's tuition paid in full by August 1st
- Emergency form completed

TUITION & FEES

Tuition

The operating income of the Academy is derived from tuition, annual fees, donations, and direct church support (subsidies from church congregational member offerings) to finance the operating expenses associated with providing a quality education, primarily supporting our school programs and the wages and benefits to our teaching, office, and administrative staff. A listing of current tuition rates and fees is available from the office or on the Academy website.

Grace Lutheran Christian Academy offers a monthly tuition installment plan:

- The annual tuition is divided into equal payments over a ten (10) month period (August – May)
- Tuition is due on the 1st of the month
- A late fee of \$35 is assessed if tuition is not received by the 10th of the month
- Timely tuition payments are necessary for the daily operation of our school.

Annual Fees

Registration

Registration	\$175 per student
Early Registration (by April 25, 2025)	\$125 per student
New Student Registration	\$125 per student

Materials / Technology / Yearbook / LPAC trip

Grades K - 8	\$500 per student
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Extended Childcare

Grace Lutheran Christian Academy offers childcare for students who need to arrive before school or remain after school. Extended childcare is open from 6:00 a.m. to 6:00 p.m. Extended childcare rates are \$8.00 for one child and \$7.00 per hour for each additional sibling.

Policy requires that students be unenrolled for accounts with unpaid balances of eight (8) weeks or more without an approved alternative payment plan arranged through the principal. This includes tuition, registration fee, materials fee, and childcare.

Report cards, diplomas, and transcripts will be held until all fees are paid, and Students may not enroll or attend summer camp (childcare), or enroll or attend classes for the coming school year until all financial obligations from the previous school year have been paid.

Withdrawals: A family withdrawing a student(s) from Grace Lutheran Christian Academy must give a two-week notice. Any potential refunds exclude this two-week period. All school property must be returned, and all fee balances current in order for the student's records to be released to another school.

Tuition Credit Opportunities

The opportunity to earn credit toward tuition is offered to all families of K-8 students at Grace Lutheran Christian Academy. Service hours toward tuition credit may be earned at \$10 per hour up to a maximum credit of \$300. Purchasing SCRIP (gift cards to your favorite stores, restaurants, gas stations, home improvement stores, American Airlines flights, etc.) earns a tuition credit of 10% per purchase up to a maximum credit \$200. Details are available on the Academy website or in the school office.