

GRACE LUTHERAN SCHOOL

HANDBOOK FOR PARENTS AND STUDENTS

2024-2025 SCHOOL YEAR THEME VERSE:

**"O LORD, OPEN MY LIPS, AND MY MOUTH WILL DECLARE
YOUR PRAISE" PSALM 51:15.**

2024-2025 HANDBOOK



GRACE

LUTHERAN SCHOOL
CLASSICAL. COMMITTED. CONFSSIONAL.

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2024-2025 Calendar

August 13	Tuesday.....	First Day of School
September 2	Monday.....	Labor Day (No School or ECE)
Sept 18-20	Wed -Fri.....	Washington County Fair (No School / ECE Open)
October 11	Friday.....	Quarter 1 Ends (40 Days)
October 14	Monday.....	Teacher In-Service (No School / ECE Open)
November 22	Fri.....	(Noon Dismissal/ECE Open)
Nov 25-29	Mon-Fr.....	Thanksgiving Break (No School or ECE)
December 18	Wednesday.....	Christmas Program 7pm
December 19	Thursday.....	Quarter 2 Ends (44 Days)
December 20	Friday.....	Teacher In-Service (No School or ECE)
Dec 23-Jan 7	Christmas Break (No School)
Dec 23-27	Christmas Break (No ECE)
December 30	Monday.....	ECE Open
December 31	Tuesday.....	ECE Closes at Noon
January 1	Wednesday.....	No School or ECE
Jan 2-3	Thur-Fri.....	ECE Open
Jan 6-7	Mon.....	Teacher In-Service (No School or ECE)
January 8	Wednesday.....	School Resumes
January 20	Monday.....	MLK Day (No School or ECE)
February 17	Mon.....	President’s Day (No School or ECE)
TBA	K-8 Standardized Testing
March 7	Friday.....	Quarter 3 Ends (41 Days)
March 10-14	Mon-Fri.....	Spring Break (No School / ECE Open)
April 17	Thur.....	Maundy Thursday(School Noon Dismissal / ECE Open)
April 18	Friday.....	Good Friday (No School or ECE)
April 21	Monday.....	Easter Monday (No School / ECE Open)
May 2	Friday.....	Teacher In-Service (Noon Dismissal / ECE Open)
May 14	Wednesday.....	Pre-K – 12 th Spring Program
May 23	Friday.....	Last Day of School - Quarter 4 Ends (46 Days) ...Awards Ceremony, Recognition & Graduation...Noon Dismissal
May 26	Monday.....	Memorial Day (ECE Closed)

GRACE LUTHERAN STUDENT AND PARENT HANDBOOK

This parent handbook is prepared with the intent of acquainting parents with the day school and early childhood education programs of Grace Lutheran Church. The handbook will present the purpose, goals, policies, administration, and activities of Grace Lutheran Day School and Early Childhood Education Center.

Lutheran congregations provide systematic programs of spiritual and educational instruction in order to prepare children to live the Christian faith in today's world.

Within the day school and early childhood educational setting, children, parents, and teachers are able to interact as those belonging to God's family. By growing and sharing together each child is brought to the knowledge that he may live in Christ and Christ in him.

May the Lord richly bless the cooperation of parents, children, teachers, board members, and pastors for an effective program of Christian education.

"Give thanks to the Lord, because He is good; His steadfast love endures forever." Psalm 106:1

"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6



I. PHILOSOPHY

SCRIPTURAL FOUNDATION

Grace Lutheran Church has established its parish school as a necessary result of our faith in Jesus Christ as Savior and Lord. We fully agree with Dr. Martin Luther who affirmed: “I am much afraid that schools will prove to be the great gates of hell unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one to place his child where the scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the Word of God must be corrupt.”

We believe that Jesus Christ is of crucial importance for every part of our lives. Since “the fear of the Lord is the beginning of wisdom” (Proverbs 9:10), any perception of reality which is not centered in Christ and His cross is fatally flawed. Any attempt at education which does not consistently reflect a Christian world view is inaccurate and inadequate. We seek the integration of faith and learning so that our students may come to recognize that all truth, in every subject, is God’s truth. We renounce the false separation between secular and sacred truth. The facts of science and mathematics, the order of grammar and syntax, the beauty of literature, art and music, the great characters and events of history, all belong to and flow from the God who created and preserves the universe and who directs the course of all things.

We acknowledge the prophetic and apostolic Scriptures of the Old and New Testaments as the verbally inspired and inerrant Word of God. We are firmly convinced that the confessional writings of the Lutheran Church contained in the Book of Concord and the historic doctrinal position of the Lutheran Church-Missouri Synod offer faithful testimony to the truth of Scripture. All teaching within our congregation and its school must be consistent with this doctrinal standard. All those who serve the Lord as pastors and teachers in this congregation and its school must be willing to personally confess these doctrines as their own and publicly pledge their unconditional allegiance to them.

Our school exists to assist and support the parents of our congregation in rearing their children in “the nurture and admonition of the Lord.” (Ephesians 6:4) It exists also to reach out in the name of Christ to the families of our community with the precious Gospel of salvation. The school exists as a mission arm of the church with the deliberate goal of bringing people into the family of believers and active participation in the life of the congregation. Thus, the school program must remain an integral part of the overall program of the parish coordinating its

activities and involving its faculty and students in other church functions whenever possible.

We believe that each and every one of our students is a precious child of God whom the Lord loves and for whom the Lord Jesus died on the cross. We are therefore resolved to encourage, challenge, and stimulate each of our students to make the best possible use of the physical, intellectual, aesthetic, social, and spiritual talents and abilities which God has given them. Nothing less than excellence is acceptable in our ministry of Christian education. Each student must be offered every opportunity to excel in spiritual growth, academic studies, athletic competition, artistic performance, and social development in a manner appropriate to their age and individual ability level. This commitment to excellence requires the maintenance of high academic standards and expectations and the consistent application of a firm, Biblically based system of discipline.

As a result of this Biblical theological position Grace Lutheran School educates in the classical tradition. This means that Grace employs time-honored and proven techniques and methods used by educators for millennia. Grace looks to a proven tradition of excellence in education inherited from the great Western cultures of antiquity and refined and preserved through the ages.

It also means that Grace places the highest value on the content of our curriculum not simply the method of teaching. We seek to present the good, true, and beautiful to our students in every aspect of our curriculum and inspire a lifelong appreciation for the same. The great works of Western literature are used to teach reading and writing. History comes alive as our students are immersed in the history of the Bible, the Greeks, Rome, the Middle Ages, the Renaissance, the age of discovery, the United States, and Texas. History is integrated and aligned with the curriculums in literature, art, music, and other classes. Not only do students study the history of the era, but also its literature, art, and music. Art becomes more than simply a craft class and includes study of the history of art and its masterworks. Music is an integral aspect of curriculum including choir, band, and music appreciation. This systematic approach allows knowledge to build on itself and join together in a connected whole.

Finally, our commitment to the classical tradition means that Grace Lutheran School is committed to the goal of excellence in education with a rigorous academic and spiritual course of study. We seek to train our students to master mathematics and the language arts and to know Jesus Christ as their Lord and Savior. Educating the whole person, mind, and soul is what classical education was and is all about.

CREDO

Grace Lutheran Church owns and operates the elementary and early childhood educational programs without profit for the express purpose of Christian education in order that children might be faithful citizens of the kingdom of God and good citizens of the United States of America.

As members of Grace Lutheran Church

WE BELIEVE that Christian education is an essential function of the Church and that day school and early childhood education are the most important agencies in Christian education other than the home;

WE BELIEVE that day school and early childhood education supplements the religious training within the home, and, in some situations, is the main source of training through which the child learns of Jesus Christ his Savior;

WE BELIEVE that day school and early childhood educational programs follow the directive of Jesus, the second person of the Holy Trinity, as He said, "Teach them to observe all things whatsoever I have commanded you," and thus make Him the focal point of the educational process;

WE BELIEVE that our day school and early childhood educational programs are provided as a mission agency within the community;

WE BELIEVE that all that we teach and practice must be in agreement with the Holy Scriptures and the Confessions as accepted by the Evangelical Lutheran Church and professed by the Lutheran Church - Missouri Synod;

WE BELIEVE that, empowered by the Holy Spirit working through God's Word and viewing each child with respect to the Gospel, our concern must be for the total development of the child: spiritually, emotionally, intellectually, socially, and physically.

WE BELIEVE that the uniqueness of our day school and early childhood program lies to a great extent with the theological training of our teachers and the consecration with which they address themselves to their task;

WE BELIEVE that only the grace of God enables us to live and serve Him throughout our earthly pilgrimage and keeps us in the one true faith until we depart this life and enter into His kingdom of glory in heaven.

EXPECTATIONS

- I will always be in uniform
 - I will always be on time
- I will respect myself, my peers, and all school property
- I will honor pastors, faculty, staff, and my parents with respect
 - I am responsible for my academic success

OBJECTIVES

Consistent with Biblical principles and the Classical Tradition of education, Grace Lutheran School students should learn to be:

- Individuals who demonstrate a compassionate, caring, and serving attitude;
- good moral citizens of school, church, community, and nation;
- self-disciplined;
- self-motivated;
- confident in their ability to master a subject;
- fit in body, mind, and spirit.

Consistent with Biblical principles and the Classical Tradition of education, Grace Lutheran School Graduates should know how to:

- discern what is true;
- express himself in oral and written communication;
- translate and formulate Latin;
- demonstrate good time and resource management;
- share faith in Jesus Christ by word and deed;
- continue in a lifetime of learning possessing the skills and desire to do so.

Consistent with Biblical principles and the Classical Tradition of education, Grace Lutheran School Graduates should possess:

- a thorough knowledge of the Bible and its history;
- a thorough knowledge of the basics of Christian doctrine;
- a knowledge of world history in chronological order;
- an understanding of all history as demonstrating God's dealings with humans;
- a well-rounded understanding of math, grammar, composition, logic, science, and fine arts, as well as how they relate to each other in God's design;
- the knowledge that all true knowledge is from God.

PURPOSE

Grace Lutheran School exists primarily to assist the Christian home and the Christian Church in meeting their responsibilities as set forth by God in:

Proverbs 22:6 "Train a child up in the way he should go, and when he is old, he will not depart from it."

Ephesians 6:4 "Bring them up in the nurture and admonition of the Lord."

Matthew 28:19-20 "Go ye therefore and teach all nations... to observe all that I have commanded you."

This Bible based Christ-centered philosophy of education encourages the development of a "total" program. A program which strives to address the needs of each individual child while at the same time offering opportunities to utilize each child's strengths. Recognizing and accepting one another as a part of God's family creates an atmosphere of care and concern. Under the guidance of loving, caring Christian educators, this well-balanced, well-rounded program enables each child to grow in all areas of development: spiritually, academically, physically, and socially.

SCHOOL = CHURCH

It seems strange to say that SCHOOL = CHURCH because we usually think of the two as different. The intent of the statement, therefore, is to emphasize the basic reason for the existence of our school is to carry out the purposes of the Church. The Church has two basic purposes

The Church Builds Up. The Church is the community of believers who encourage and support each other in their Christian living. The school community is the Church where students grow up in understanding and living the Christian lifestyle. We equip students for Christian living through both formal instruction in Christian learning and the variety of informal sharing experiences that occur during the day. Parents, pastors, and teachers have special teaching roles that build up the students of our school as they grow in the Christian lifestyle.

The Church Reaches Out. The Church is the community of believers who are called by God to bring His blessings to the world and as it proclaims Christ. The Church is God's servant for reaching out to the world. The school attempts to develop in each student a caring relationship for other students and all people. Each person in the school practices caring by finding ways to reach out individually in sharing God's love.

The school is Church as it fulfills the two purposes of the Church. The school as Church is dedicated to following Jesus Christ. He is our Savior. He is our Lord. He is our Teacher who builds us up and sends us out.

Grace Lutheran is committed to Him. We are willing servants of God through Jesus . . . He is the Way, the Truth, and the Life.

PARENT = TEACHER

We affirm the central position of the family in developing a Christian lifestyle. Christian education is a cooperative venture of the church, school, and parents, but parents are the primary teachers in the child's life. Research studies have shown repeatedly that parents have the greatest impact on the values that children learn.

Since Christian parents are concerned that their children learn Christian values, we must ask how the child comes to accept the Christian lifestyle for himself. The most obvious way is through the lives of the parents . . . they are "models" for the child. Whatever the parent does is usually placed in high regard by the child. If the parents attend church regularly the child is reinforced in his Christian beliefs. If the parents seldom attend church, the child gets the message that God is not as important as whatever activity replaces Sunday morning worship.

In addition to going to church parents can be "models" by talking about God in their home life. Family devotions provide an excellent opportunity for spiritual growth in the family. When family members have good experiences, parents can view them as blessings from God and then lead the family in thanksgiving. Where there is trouble and worry parents can build the family's trust and hope in God to care for their needs.

Grace Lutheran School will make every effort to address these same issues while the child is at school. In addition, as stated in our purpose, we will assist parents in any way possible as they strive to fulfill their God-given responsibility.

WORSHIP - CHAPEL

Chapel services for school children are held every Wednesday morning at 8:15am. The chapel services are conducted by a pastor. Chapel offerings are designated for a special project which is normally a mission project.

Parents are invited and encouraged to attend chapel services with their child.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Consistent with the principles for which Grace was established all students are expected to attend church and Sunday school each Sunday. Church and Sunday school attendance provides the foundation upon which the school program is developed.

In the event that a child is not enrolled in a Sunday school or his parents do not attend or hold membership in a church, we invite these and others to attend Grace Lutheran. The pastors regularly hold membership classes explaining the teachings of the Bible as understood and confessed by members of The Lutheran Church - Missouri Synod. The pastors would be happy to discuss this with you.

Our worship times at Grace Lutheran are as follows:

Sunday Morning Worship – 9:00 AM

Sunday School – 10:30 AM

II. ADMINISTRATION

MANAGEMENT

Grace Lutheran Church owns and operates all phases of the day school and early childhood programs as an educational arm of its total religious program. At all times the elementary and early childhood programs are under the supervision of the congregation. The final authority for all decisions of policy and property is with the Voters' Assembly. Generally, all matters relating to day school and preschool education are immediately governed by the Grace Lutheran School Board.

GRACE LUTHERAN SCHOOL BOARD

Eddie Colanter, Chairman

David Sommer, Vice Chair

Brian Markwardt

Alan Reid

Doug Schoppe

Casey Voskamp

The Rev. Ryan Ogrodowicz, Senior Pastor
& Superintendent

The Rev. William Holzer, Associate Pastor

The Rev. Isaac Schuller, Headmaster-Associate Pastor

The Grace Lutheran School Board normally meets once a month on the third Wednesday. Only Parents of GLS and/or Members of Grace are welcome to address the Board regarding concerns or complaints. Moreover, Parents and Members will need to complete a form with instructions before meeting with the Board.

The senior pastor of Grace Lutheran is also referred to as superintendent of the day school and preschool because of his primary responsibility to oversee the entire

flock. The superintendent is in charge of the daily operation of the day school and preschool programs.

ACCREDITATION

Grace Lutheran School has been accredited by both the State and National Lutheran School Accreditation Commissions and is currently accredited by the Consortium for Classical Lutheran Education. We are proud of our graduates as they have no difficulty in making transition into their vocations after leaving Grace Lutheran.

NON-DISCRIMINATION OF STUDENTS

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

III. ENROLLMENT INFORMATION

ADMISSION PRIORITIES

As Grace Lutheran Church owns and maintains the day school and preschool educational programs primarily for the benefit of member children, priority will be given to members of Grace Lutheran Church for enrollment. Members of sister Lutheran Church - Missouri Synod congregations will be given next priority. After member children and sister congregation children have the opportunity to enroll, remaining class space may be filled.

AGE REQUIREMENTS

Those who enter pre-kindergarten must be 2, 3, or 4 years of age on or before September 1 for enrollment in the respective class. Accordingly, those who enter kindergarten must be five years old on or before September 1.

Other children within the grades may be accepted with proper transfer papers from

other schools with release forms, permanent records and report cards in order.

REGISTRATION

Advance registration for enrollment in our high school, elementary and early childhood programs is held in the spring. On the appointed date, parents complete the necessary advance registration forms and pay the registration fee. Advanced registration assures the child of a place in the classroom for the following fall.

New students are required to pay the registration in full regardless of the start date.

-\$50 discount if registration is paid by April 30th, 2025

-Registration is due July 15th, 2025

-\$50 late fee after July 15th, 2025

THE REGISTRATION FEE IS NOT REFUNDABLE.

NEW STUDENTS

All new students are required to fill out an application for enrollment and have an interview with the headmaster or superintendent. New students enrolling from another school are required to present a copy of their most recent report card and test results. The former school will be contacted for information concerning conduct and to verify grade placement. Prospective students shall be given placement exams to confirm academic proficiency. The headmaster and/or superintendent will review all collected information and screen new students to determine acceptance. All new students are accepted on a six-week probation.

CLASS SIZE

Grace Lutheran School makes every effort to control the size of each class by keeping an optimum number of students enrolled. The schoolwide student-to-teacher ratio is usually at or below 18 to 1. Individual class sizes, however, will vary based on the age of the children, the teacher, room size, etc., and at times a teacher aide may be used to assist the teacher when needed.

IV. INSTRUCTION CURRICULUM

The classical curriculum at Grace is Bible-centered, supporting our credo, philosophy, and objectives of Christian education. The Christian faith is taught not only as an added subject area but as a way of life permeating the total curriculum. As the child progresses through the grades, he learns more and more the chief doctrines of the Bible. In order to further help him in his spiritual life the child systematically learns from memory the chief parts of Christian doctrines, prayers, Bible verses, and hymns. All children enrolled at Grace must take part in the religious instruction. In addition to religion, our well-rounded program of studies includes reading, language arts, history, science, math, health and physical education, art, music, and computer. All subjects are taught with a Christian approach and given a Christian interpretation.

TEXTBOOKS

Textbooks are approved and regularly evaluated by the Grace Lutheran School Board. The board cooperates with the faculty in striving to have the best available product in any given subject area.

**Many of our textbooks are reused yearly. Should a student be found liable for a severely damaged textbook, compensation will be required for the destruction of school property.*

COMPUTERS

Grace Lutheran has computers accessible to our students, located in the classrooms and on our mobile computer cart. Students are expected to use these tools in correspondence with all behavioral guidelines associated with GLS.

AUDIO VISUALS

Grace Lutheran has access to all the basic and most of the specialized equipment necessary to complement the normal educational experience.

TESTING

Achievement tests are administered to children in the spring of the year. Parents are provided the scores. A consultation between parents and teachers shall occur if there are special concerns.

Achievement tests are tools to help us evaluate the process of learning. Achievement test scores will not be recorded on report cards but will be filed in the students' permanent records.

SCHOOLWORK AND HOMEWORK

Students at Grace are given class work and homework commensurate with and appropriate for their grade level. Class work must be done in class at school. Pupils are generally given ample time to begin their homework assignments at school as well. Some students may even complete the assignments. If the assignment is completed, we still recommend that parents require that their student bring the work home for them to review. If the assignment has not been completed at school, it should be completed at home.

Students who do not have their homework assignments complete when required will receive a 0% for that assignment. REMINDER: All work must be turned in even after it is late and has received zero credit. Students in grades 3-8 will receive a missing assignment form to be signed by the student's parents/guardians when an assignment is not completed. This signed form is to be turned in the next school day. Any missing assignment form not signed and returned will be considered a missing correspondence.

Special projects will be assigned from time to time in all grade levels. Parental assistance and supervision may be necessary, but please remember that the purpose is not just a good-looking finished product, but the learning accomplished through the work the student puts into the project.

If a child has missed school due to illness or other absence, homework assignments may be available to be picked up from the teacher or in the office at the end of the day. Please do not interrupt the classroom. Students will be given the same amount of time they were absent to make up their homework. However, an absence the day before a quiz or test does not necessitate rescheduling. Teachers reserve the right to quiz or test a student should they feel the appropriate time has been given for adequate preparation and study.

Parents may help their children to be successful students by inquiring about homework, checking to see that it is done, and that it is done properly.

Teachers will grade and return completed assignments, quizzes and tests to students each week. Please review this information with your child and contact your child's teacher if you have any questions.

GRADING

93 - 100 = A

85 - 92 = B

78 - 84 = C

70 - 77 = D

69 - ↓ = F

REPORTING TO PARENTS

Reporting to parents is done with a report card every quarter. Midterm reports will be sent home (between report cards) in grades 3-12. In addition to the grade reports there will be a parent-teacher conference.

The first parent-teacher conference will be at the end of the first quarter. The teacher will go over the report card with the parent at that time.

The second parent-teacher conference, which is optional, will be at the conclusion of achievement tests taken in the spring.

At any time, a parent may contact the classroom teacher for an informal evaluation of the child's progress in the classroom.

AWARDS

Grace Lutheran School students in grades 1-12 who meet and exceed the high standards set by the board and the faculty will be recognized for their effort.

In the area of academics, a Distinguished Honor Roll (93% and above in each class and no unsatisfactory marks) and a Regular Honor Roll (85% and above in each class and no unsatisfactory marks) has been established. All students may receive awards for Perfect School Attendance. Some awards will be given each grading period, while others will be awarded at semester's or year's end.

PROMOTION - RETENTION

Students will be promoted based on academic achievement. A student who has not maintained a grade average for the school year equivalent to at least 70 on a scale of 100, in all classes, may not be advanced from one grade level to the next.

Retention will be made on the recommendations of the teachers involved. Past and present academic performance, physical condition and age of the child, medical and psychological suggestions, emotional maturity, absentee ratio, and parental consultations will be taken into consideration and studied carefully before a child is recommended to be retained. In all retention cases parents may appeal the decision before the Grace Lutheran School Board.

Students may be "conditioned" to the next grade level if they have not met promotion criteria. The conditions that must be met will depend on the deficiencies of the student but usually include successfully completing a summer school or tutoring program.

GRADUATION

Each year near the end of the school term a graduation service is held for students who are graduating from High School. Graduates must meet the promotion requirements above and all accounts with the Church/School must be cleared before a graduate can "walk".

PROMOTION

During the graduation service there is a promotion of kindergarten and eighth grade students as they advance to the next grade level within Grace Lutheran School. A promotion is only given if all requirements are met.

V. COMMUNICATION/COOPERATION

Parents and teachers must work together before the objectives listed at the beginning of this handbook can be accomplished. This means that both parties

must communicate regularly and openly to discuss expectations and the child's progress toward meeting these expectations.

ORIENTATION/BACK TO SCHOOL NIGHT

Our staff takes the responsibility to connect with parents and students in order to acquaint themselves with the family and be better prepared to help the student develop and grow in a Christian way. Orientation night provides an opportunity for parents, teachers, and students to meet and discuss the upcoming school year. It is held on a night the week before the first day of school. Everyone is strongly encouraged to attend this important event.

NEWSLETTER/UPDATES

One way in which the teachers will communicate with the parents is through periodic class newsletters. The newsletters will contain information concerning class activities, a calendar of important events, and a list of homework assignments. The Mustang Review will also be sent home to help keep parents informed of upcoming events and significant dates.

POSTINGS

Grace Lutheran daycare is a licensed daycare facility. Our license is displayed in the daycare office for you to see. All inspection reports are located in the ECE hallway. A copy of the minimum standards is available for you to review in the daycare office.

PARENT EXPECTATIONS

Grace Lutheran School is a not-for-profit school and relies heavily on parent volunteers for various activities. All parents are expected to participate and freely give of their time to Grace Lutheran School just as does the staff. Volunteering during PTL, community, and church events is expected for a healthy and vibrant school atmosphere. Grace Lutheran School administration or PTL board periodically contacts parents about these volunteer opportunities. All parents are deeply encouraged to be involved in their child's education by volunteering for these activities.

PARENT-TEACHER LEAGUE

Our Parent Teacher-League holds membership in the National Lutheran Parent-Teacher League. The PTL at Grace Lutheran School exists to help parents and teachers achieve greater competence in Christian child training. Examples of how this objective is accomplished include but are not limited to: provision of funds raised by the organization used as support for the students through contributions to the operating expenses of the school, assistance in finances for teacher training in Classical Lutheran Education workshops and professional growth, educational activities for students, and materials and instructional apparatus for classrooms. Annual fundraising events are planned by the organization as well as regular student activities designed for fun and fellowship for students and families of the school. All faculty and parents of the school are encouraged to be members of the PTL. PTL is governed by its Constitution and By-Laws. All members of the PTL agree to abide by the PTL Constitution and By-Laws.

GRIEVANCES

Cooperation is essential between parents and teachers.

In the event a parent feels that a teacher is not conducting something properly, the parent should go to the teacher directly to discuss the matter. This is in keeping with the spirit of Matthew 18:15 ff. The headmaster may be consulted if the two parties are having difficulties resolving the matter. The senior pastor as superintendent may also be contacted. However, the parent must have previously consulted with the teacher and the headmaster. Parents, who may still be dissatisfied after going through the teacher, headmaster, and superintendent, may contact the chairman of the board and submit a written request to appear before the board. All complaints will be shared with all parties involved as well as the name of the complainant.

As Christians working together for the benefit of souls, let us pray for each other and remember that parents and teachers both serve the Lord as they teach the children.



DISCIPLINE

Grace Lutheran congregation, through the Grace Lutheran School Board, authorizes its teachers to exercise discipline which is fair and equitable relative to behavior problems. The immediate responsibility of discipline lies with the classroom teacher who may choose several options of punishment including denial of privileges, or detention. Students in grades 4-12 may receive a behavior detention. All students will be treated equally. Grace Lutheran firmly believes that parents should be able to trust the discipline of their children to the faculty and administration of Grace Lutheran School.

When classroom teachers have exhausted their discipline options they will send the student to the headmaster. When a child reaches the headmaster the following sequence of events will be implemented.

1. Parent(s) will be notified and the student will receive a reprimand or behavior detention (depending on the age and inappropriate activity of the student).
2. A second trip to the headmaster will result in a call home and the student will not return to the classroom for the rest of the day (In-School Suspension).
3. If a student is sent to the headmaster for a third time the parent will be called and be required to pick up the child. A meeting with the parent, teacher, headmaster, and/or superintendent will be scheduled. An out-of-school suspension may be implemented at this point.
4. The student sent to the office a fourth time will be taken out of school by his parent as soon as possible. The headmaster, superintendent, and Grace Lutheran School Board will review the student record and make a recommendation which could include expulsion.

Grace Lutheran School reserves the right to refrain from receiving a child for an indefinite period if the safety and well-being of other children are jeopardized by offensive and/or harmful conduct.

DISCIPLINE DEFINITIONS

1. Reprimand: An admonishment of the student's behavior by the headmaster.
2. Behavior Detention: Any student who receives three conduct marks in a given week will receive a behavior detention. Students will have their parent/guardian

sign the form and return it to their homeroom teacher the next school day. The behavior detention will be served the next school day during lunch. Students will be separated from their classmates (usually sitting on the bleachers or a side table/desk) to eat lunch. During this time students will be asked to fill out the form on the back stating what they did to receive the detention and what they will do in the future to avoid another detention. Students also have the option of filling out this form at home the night before. Teachers also have the option of issuing behavior detention for a serious infraction of a rule (examples: physical fighting, vandalism, swearing, etc.) without giving a conduct mark first.

3. Academic Detention: An academic suspension is given out for 2 missing correspondences per month. Students will have parents/guardians sign the form and return it to their teacher the next business day. This detention will be served the next school day during lunch. Students will be separated from their classmates (usually sitting on the bleachers or a side table/desk) to eat lunch. Any student serving detention will help wipe tables during clean up. Any detention form not signed and returned will be marked as a missing correspondence.

4. Detention: One 45-minute period after school with an assigned teacher. The student is not permitted to do homework. Lunch detention may also be used.

5. In-School-Suspension (ISS): An **ISS** will take place in the school office for a period of time determined by the headmaster. During this time the student is not permitted to do any work and will receive not higher than an 80% on any work missed in any class period missed due to ISS.

6. Out-of-School Suspension (OSS): During an **OSS** the student is required to be out of school for a period of time determined by the headmaster, superintendent, and/or EECE Board. The student may complete missed work but will receive no higher than a 70%.

7. Expulsion: The student's time at Grace Lutheran School is ended and the student is not permitted to return.

VI. REGULATIONS

ATTENDANCE

Classes begin at 8:00 AM for all age levels. Children enrolled in the half-day EECE program must be picked up by 11:15am, or arrange to eat lunch with their class, which ends at 11:45am. K-12th classes dismiss at 3:30 PM.

We ask that children not arrive at school before 7:45 AM since the school will not claim responsibility until proper supervision is available at the appointed time. Children in grades K-12 arriving between 7:45 and 7:55 AM must go to their classrooms. Those students in ECE that arrive early should report to the Daycare Center. If it is necessary for your child to arrive before 7:45 AM arrangements must be made with the Daycare Center to assure proper supervision.

School sponsored events that occur during school hours such as field trips and field days are required. Absence on one of these days will be considered the same as missing a day of school.

Every student who attends Grace Lutheran School will be expected to be in attendance each day that school is in session unless he is prevented by personal illness, doctor's appointments, or death in his family. If an absence does occur for one of the reasons stated, the student must bring a written note signed by a doctor or a parent when returning to school for the absence to be excused.

Excused and Unexcused absences

Excused absences include reasons listed below:

1. Required court appearances
2. Activities related to obtaining U.S. citizenship;
3. Documented health-care appointments.
4. For students in the conservatorship (custody) of the state, an activity required under a court-ordered service plan; or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Although an excused absence is recorded on the student's record, he will still have the opportunity to complete the work missed.

Students that arrive after 10:00 AM or leave before 1:30 PM will be marked one-half day absent. Students who leave during the day and are absent for more than two hours will also be marked one-half day absent. The student must be present for 4 hours to be considered a half day.

In accordance with state requirements, absences of 18 or more days per school year (excused or unexcused) may result in grade retention. Students with 18 or more absences must petition to the Grace Lutheran School Board for consideration of extenuating circumstances that created the excessive absences. Students with extenuating circumstances may be required to make up work to meet promotion criteria.

TARDIES

Punctuality for class is the responsibility of the parent and student. School begins at 8:00 AM. Any student not in their classroom by 8:00 AM will be considered tardy. Once a student in grades K-12th is tardy for the 3rd time they will have lunch detention. If a student (PreK2-12th) is tardy for a 4th time, \$1.00 per minute will be charged to the student's account. On the 5th tardy, a discussion between the parents and Headmaster will take place on how to remedy the situation. If things fail to improve, disciplinary measures may take place per the Headmaster and School Board's discretion. Tardies will reset every quarter.

PICK-UP LATE FEES

There is a late pick-up fee of \$1.00 per minute. Parents should make every effort to be on time and communicate with the staff should any circumstance prevent a timely pick-up.

TUITION, FEE INFORMATION, & PAYMENT OF BILLS

As Grace Lutheran Church owns and operates the Christian Day School, so its members provide the majority of financial support as tuition charged is far less than actual cost per child. Therefore, the members of Grace actually help pay the tuition of non-member children with their offerings to the congregation. While tuition costs vary for members and non-members, all registration fees and other fees are the same for both members and non-members. A complete listing of registration fees, tuition and other fees, and all child-care costs are listed on a

separate handout sheet which is available in the school office.

To curtail late and delinquent accounts, there is a \$25 late fee assessed to every account that is not paid by the 15th of each month. Also, student accounts that are not brought up to date within 45 days of the billing date will be considered delinquent. Students with delinquent accounts may be excluded from school until the account is brought up to date.

The procedure of notification is as follows:

- 1) If payment is not received by the 15th of the month, the parent or guardian will be contacted by email or written letter and a \$25 late fee assessed.
- 2) If payment on the student account is delinquent at the end of the month, the parent or guardian will be contacted by phone call.
- 3) Final notice of delinquent accounts at day 40 in the form of a letter from the superintendent and board of education giving a final notice of 5 days to either bring the student account up to date or work out a formal and written payment plan with the superintendent.
- 4) If at day 45 the student account has not been brought up to date and there has been no contact from the family with the superintendent concerning payment plans, the student will be asked to leave school until the account is paid in full.

Parent appeals: If a parent believes that there is an error in billing or would like extra time for payment, the following process may be used.

- 1) If a parent believes there is an error in their monthly bill, the parent should immediately speak to the school administrative assistant, Mimi Wied.
- 2) If any parent believes that he cannot make the regular tuition payment, the parent should speak to the superintendent. If further assistance is needed, families should contact the board of education chairman.
- 3) In the event a student withdraws from school, all fees are to be paid before records are released.

Grace Lutheran School accepts Visa and Master Card. Automatic billing is available for sign up in the school office and highly recommended to avoid late payments.

Checks for insufficient funds incur a \$25 processing fee. Subsequent payments must then be paid in cash until further notice.

DRESS CODE

Personal appearance is important during school and during school-sponsored activities. Students are expected to dress neatly, modestly, and appropriately, and to be clean and well-groomed, because a person's dress reflects his respect for himself, his fellow man, and the Lord. It shall be the responsibility of the professional staff to determine the appropriateness of proper dress and accessories for all school occasions. When questions arise, the headmaster will be the final authority. If clothing is found to be inappropriate, parents will be called to bring appropriate clothing.

All students:

- **Acceptable footwear must be worn which does not create a health or safety hazard for the individual and which does not cause undue disruptions in the school. No open-toed or open-backed shoes are to be worn. Students need to wear shoes which will allow them to participate in normal school activities such as recess and physical education classes. If cowboy boots are worn, a pair of tennis shoes must be worn while participating in physical education activities. Wheeled shoes are prohibited.
- **Students names should be placed on coats, caps, hats, and other personal clothing.
- **Hair styles for girls: Hair is to be clean, neatly combed, and trimmed (out of the eyes) so that vision is not obstructed. A student's hair color will remain the student's natural color; unnatural hair coloring is not allowed. Any hair style that becomes a distraction or disturbance in the classroom will not be permitted.
- **Hair styles for boys: Hair is to be clean, well-groomed and cut so that at least the ear lobe is showing, and the hair is off the collar and out of the eyes. No rattails, braids, ponytails, etc. will be permitted. A student's hair color will remain the student's natural color; unnatural hair coloring is not allowed. Any hair style that becomes a distraction or disturbance in the classroom will not be permitted.
- ** Earrings: Girls may wear no more than two earrings in each ear only on their earlobes. Boys are not allowed to wear earrings.
- ** Body piercings and tattoos are not allowed.
- **Shorts should not be worn during the colder winter months.
- **No sunglasses may be worn indoors unless prescription glasses.
- **Caps and hats are not to be worn in the building.

PRESCHOOL STUDENTS

ECE students are not required to wear a uniform. Students may not wear clothing with suggestive decorative patches, insignia, or clothing with inappropriate advertising slogans, symbols, or statements. Clothing which is distracting or disruptive may not be worn on Grace Lutheran property. Pants must be fitted to the waistline, hemmed and not have inappropriately located patches. Girls may not wear tank or halter tops or spaghetti straps.

KINDERGARTEN – TWELFTH GRADE

Students in Kindergarten through twelfth grade must wear the following:

Tops: Any solid color polo shirt. GLS logo is not required but no other logo is permissible. In cooler weather, **only a black fleece full zipper jacket** with no logo or GLS logo from Lands End or Sew Stitches may be worn over the polo. **Hoodies are prohibited.**

- Polo shirts and black full zipper fleece jackets may be purchased through Lands End School Outfitters and Sew Stitches and include the Grace logo. Lands End provides reasonably priced and great quality shirts for the student body that include the GLS logo. Grace's Land's End preferred school number is: 9001-3293-7.
- Black full-zipper fleece jackets that are not purchased from Lands End or Sew Stitches must be black, full zipper and have no logo. You may take the fleece to Sew Stitches and they can put the school logo on the jacket for you.

All students may wear Grace Lutheran spirit shirts on Fridays.

Boys: Boys may wear any khaki long pants or khaki shorts with belt loops. No cargo-style khakis allowed. All boys must keep their shirt tucked in at all times. Boys in Grades 1st-12th MUST WEAR BELTS daily.

Girls: Girls may wear khaki knee-length shorts, skorts, skirts, capri pants, or jumpers. ALL GIRLS (Grades 1st-12th) shall keep their shirts tucked in at all times.

High School: students are allowed to wear jeans on Fridays.

P.E. (Grades 4-12) Dress code consists of solid black P.E. shorts, gray T-Shirt with "Grace Mustangs" logo, solid color socks (white preferred).

For Chapel on Wednesday's, girls must wear either a khaki skirt or jumper and a purple polo with a GLS logo. During colder months, girls may wear black leggings with their skirt or jumper. Boys are required to wear khaki pants and the purple polo with a GLS logo.

- Any student found in violation of the dress code will be asked to immediately call home for a change of clothes. If no change of clothes can be brought, the student must change into used (but clean) clothing provided by the school.
- Teachers and administrators reserve the right to give dress code violators marks for bad conduct. Three marks per week warrants lunch detention.
- **Due to rapid changes in fashion and fads, Grace Lutheran further reserves the right to disallow any other clothing which is inappropriate for school wear.**

TRAFFIC REGULATIONS

The majority of our students are taken to school and picked up by cars. We ask your cooperation with the following regulations. Please observe our one-way traffic flow as you transport your child to and from school. Please enter off of Jefferson Street traveling up the west side (near flagpole), continuing around the back side and exiting on the east side. Please observe a slow speed.

Bicycle parking will be near the gym entrance. Park your bike and walk along the grass to the school pick and drop off area.

We ask all parents to use the covered drive-thru in rear of the facility to drop off and pick up their children. When dropping off your children, please form one lane and move forward slowly. A teacher will meet you at your car to assist the students. Parents should not have to leave their cars. After dropping off your child, move forward slowly. Please do not park in the drive-through areas. If you need to come inside the building for any reason, you may park in the designated parking spaces and enter the school through the church office entrance.

The first week of school, parents are welcome to come in with their children to take them to their classrooms. Park by the school office and walk by the mailbox along the grass to enter the drop-off and pick-up area. For your safety and your children's safety, do not park directly across from the drop-off and pick-up area.

When picking up your children, please form one lane and move forward slowly. We will try to have your child waiting for you when you pull up to the loading area. Your patience is greatly appreciated. We will do our best to have your children get to your car as soon as possible.

VII. STUDENT SERVICES

TRANSPORTATION RULES

Grace Lutheran Church and School currently does not own a van for the transportation of children to and from field trips or other school events. It is because of this that GLS asks all parents to drive for field trips and other school events whenever possible. It is important not only for your child, but also as a great way to volunteer your time and help to promote GLS.

1. Booster seat or car seats must be provided by parents when necessary.
2. Children must be seated at all times and seat belts must be worn in the private vehicles.
3. Children must wait until the vehicle comes to a complete stop before approaching or leaving the vehicles.
4. There must be no arms, legs, heads, etc., hanging out of the windows.
5. Shouting will not be allowed.
6. Trash will be deposited in appropriate containers when leaving the vehicles.
7. Any behavior which is disruptive to the driver or other passengers will be considered as an undue liability and the student may be prohibited from going on field trips.

FIELD TRIPS

Teachers at Grace Lutheran School are encouraged to take field trips to enhance the learning of their students and give them hands-on application to topics studied in class. All field trips will be approved by the headmaster or superintendent and/or the Grace Lutheran School Board at least three weeks before the desired trip schedule. Out-of-town field trips (more than 50 miles from Grace) are restricted to one per semester. In-town field trips should be no more than once a month. Other field trips may be considered with the approval of the headmaster, superintendent and/or board approval. We must have a signed field trip form on file before your child is allowed to participate on field trips. Children will be transported by designated teacher/parent drivers. Please pay attention to the dress code required

for the field trip written on the permission form.

Preschool children may have “water days” and use sprinklers on school grounds. Please inform the teacher of any special needs, i.e. ear plugs, goggles. Please be sure to send any necessary items that are needed for these activities, as NO phone calls will be made to the parents, since this takes the teacher away from the children.

TELEPHONE

Generally speaking, the office telephone is for business use only. Children may not use the phone unless it is deemed as an emergency by the classroom teacher. (Leaving homework or uniforms at home is not considered to be an emergency.) If it is necessary that messages be given to students, the secretary will take the message and relay it to the classroom teacher. Please do not ask that a student or teacher leave the classroom to talk on the phone.

FOOD SERVICE

Grace Lutheran School realizes that parents will be responsible for daily provision of the nutritional needs of their children. In order to assist parents in this area, a hot meal, snack bar items, milk, and juice will be available to students on a cash basis. Menus are sent home each week. The cost of a PK2-PK4 school lunch is \$3.00 and the cost of a Kindergarten-Adult lunch is \$4.00. Each student will have a lunch account in the school office which will hold money reserved for the purchase of hot meals. It is most important that a sufficient amount is in the account to cover purchases. Written notices will go out each Monday to parents/guardians through their children, to inform them that their child’s lunch account has less than \$10.00 in it. The parent/guardian must then send in additional money to ensure that there will be a sufficient amount to cover lunch for future purposes. Children will not be allowed to charge meals or snacks. If a child does not have a meal and has no money in his or her lunch account, all charged lunches will cost \$4.50. NO MORE THAN \$10.00 WILL BE ALLOWED TO BE CHARGED AGAINST A STUDENT’S ACCOUNT.

ALL lunches should be nutritious in nature. NO SODAS are permitted (even if brought from an outside fast-food chain). Students who bring their lunch will have an opportunity to use the microwave if needed. If food is brought from home, no glass containers may be brought.

ATHLETIC PROGRAM

Grace Lutheran conducts physical education on several different levels. In the lower grades, the emphasis is on development, movement, and simple games in group settings. As the child matures more emphasis is placed on individual skills and team sports.

Depending upon our student population, students in the upper grades may participate in various athletic activities including flag football, basketball, volleyball, and co-ed soccer.

Students are eligible to participate in athletic activities only if passing grades are maintained. Grades are reported to parents through either a mid-term progress report or a report card. If a student has a failing grade on either of these the student will be ineligible to participate until the end of the term. Students who are ineligible to participate will also be ineligible to practice after normal school hours.

A student's behavior in school has a bearing on his participation as well. If a student receives a conduct mark during the school day when a game or practice is scheduled, the student will be asked to sit out part or all of the activity.

MUSIC PROGRAM

Music is part of a well-rounded educational curriculum. Students at Grace Lutheran will have plenty of opportunity to learn to appreciate music and to perform. Classes will be expected to periodically sing in chapel services, church services, programs, and musicals.

LIBRARY

Grace Lutheran's library consists of approximately 7,000 volumes for grades K-12. Individual libraries are kept in each classroom as well. Grace Lutheran is constantly purchasing books and screening donated books in an attempt to upgrade our library resources.

As your child begins to bring library books home, please follow these few library rules:

1. Books will be checked out for one week at a time and can be renewed only twice.
2. Damaged or lost books must be replaced at the current book value.
3. When in the library, it is quiet time.

VIII. CHILD CARE CENTER

Grace Lutheran operates a Child Care Center (daycare) for children ages 2 years through eighth grade. This program is available to those enrolled as well as to those not enrolled in the school and operates when GLS is not in session and during the summer months at an additional charge. The Child Care Center will be closed on certain holidays and may also close on other school holidays for cleaning or if projected attendance is inadequate. Advance notice will be given if this is necessary.

Christian child care is provided with planned programs for the various age groupings. Our Christian staff will teach the children how to deal with everyday situations in a Christian manner and in a Christian environment. We do so with a balanced mixture of structured and unstructured time.

Grace Lutheran asks that students arriving at the child care center (day care) have breakfast before arriving. A breakfast provided by the parents may be brought in if a student has not eaten. However, please do not bring in breakfast after 7:20a.m. We ask that their breakfasts be nutritious in nature.

TOILET TRAINING EXPECTATIONS

PreK-2

First semester: pull-ups or underwear (NO DIAPERS). By January, the beginning of the second semester, all children need to be potty-trained and wearing underwear to school. We will consistently take them to the restroom at school and we expect you to do the same thing at home. If we work together, it should not take long to get the children trained. Please remember they are learning, so please, send them to school in clothing that can be easily removed. No belts or overalls! They should be able to wash their hands with a little help.

PreK-3

Children must be independently potty-trained **before** they enter into the three-year old program. Independently potty- trained means: to be able to pull their pants up and down with no or minimal help. They must be able to ask when they need to use the restroom. They will be taken to the restroom throughout the day at

scheduled times. The child will have to ask to go in between these times. We understand that accidents happen but not on a daily basis. Please take into consideration they need to wear clothes that they can get on and off easily. No belts or overalls, etc. They should be able to wash their hands with a little guidance.

PreK-4

Children should be able to dress themselves with a little guidance. At this age they are expected to ask when they need to use the restroom. They need to be able to wipe themselves and wash their hands by themselves.

Each preschool classroom has a restroom conveniently located in the room.

RELEASE OF CHILDREN

Children will not be released to anyone other than their parents, relatives or others specified on the emergency form. Parents will be notified before a child is released if prior notice has not been given by parents. If there is someone picking up a student/s other than the people listed on the release of children form the school office must be notified. The person picking up the student/s must bring their driver's license.

ACCIDENT/MEDICAL EMERGENCIES

If a child is involved in an accident at school/daycare that we feel requires treatment, the parents will be called. In the event that a parent cannot be reached, the staff will continue to call relatives or others specified on the emergency form. Meanwhile, first aid will be administered if needed, and the child will be taken to a medical facility if necessary. It is important for the child's form to be filled in with the date of the child's last tetanus shot.

VISITORS/ANIMALS

We do allow an occasional visitor if your child has a relative from out-of-town or a visiting friend. Contact the director for permission and rules the visitor must follow. These visits are allowed only during lunch or recess, not in the classroom. Parents are welcome to visit the child's class or daycare facility at any time; visits are limited to 15 minutes in the classroom since this does cause a change in the

daily routine. Animals are not allowed on our premises unless upon special occasions. At those times, permission slips will be given. If a parent does not want their child to participate, other arrangements will be made for them at that time.

PARENT PARTICIPATION

We ask you, as the parent, to participate in the day-to-day operations. You shall inform us of anything that will be different in your child's daily schedule (i.e. medications, any teeth coming in, anyone else other than yourself picking up your child, etc.).

OPERATIONAL POLICIES

You may view a copy of these standards from your local daycare office, on-line www.dfps.state.tx.us, or contact our local Child Care Licensing at (979) -774-6779.

DATE OF EMPLOYMENT

Date of employment is posted on the inside of each personnel employee file.

CERTIFICATES OF ORIENTATION/PRESERVICE TRAINING

These are placed inside current daycare staff personnel files.

THE CHILD CARE CENTER WILL BE CLOSED

August 1-12th/Training- Closed
September 2nd/Labor Day- Closed
November 25-29/Thanksgiving- Closed
December 20/ In-Service- Closed
December 23-27/Christmas-Closed
December 31/NYE- Closes at Noon
January 1/NY- Closed
January 6-7/Training- Closed
January 20/MLK- Closed
February 17/President's Day- Closed
April 18th/Good Friday- Closed
May 23/Awards & Recognition- Closed
May 26/Memorial Day- Closed
May 27-30/ Training- Closed

CHILD CARE CENTER HOURS

6:45 AM to 5:30 PM Phone: 979/836-2030

EXTENDED CARE

Grace Lutheran provides an extended daycare service for those parents who need supervision for their child before or after normal school hours or after athletic practice and events until the child can be picked up. There is an additional charge for this service and information is available through the school office.

Note: All children on church premises after school is dismissed without the company of parent/guardian/teacher shall come under the authority of the after-school care personnel. They shall be required to complete necessary enrollment forms and pay existing fees. This policy shall exist as allowed by all pertaining state and federal laws.

IX. HEALTH AND SAFETY

HEALTH REQUIREMENTS

At registration parents will be asked to provide us with information for emergency medical treatment of their child. Cooperation in this important endeavor is essential. Grace Lutheran will not assume responsibility for lack of information provided by parents.

Documentation verifying that the child meets the state of Texas requirements for immunizations and vision and hearing tests must be in the child's permanent record kept in the school office. During the school year vision and hearing tests will be administered to required age groups. Students may be held out of class if all the necessary immunization documentation is not submitted to the school office.

Parents are requested not to send their children to school when they show signs of illness; i.e., vomiting, severe sore throat, coughing, diarrhea, etc. Children must be free of fever without medicine for at least 24 hours before attending school. After prolonged absence from school due to illness, children may be examined by the family doctor prior to returning to school. All absences, due to illness may be excused by written notes from the doctor.

If a child must have medication administered throughout the day Grace asks that a note from the parent be sent with the medication with clear instructions for administration. All medication will be stored and administered in the school office. Please fill out an AUTHORIZATION TO DISPENSE MEDICATION form (found in the office) as NO medication will be dispensed without written instructions from the parent that are signed and dated. Should a child develop vomiting or diarrhea the parent will be contacted at the second occurrence. The child cannot return to school for the next 24 hours after developing vomiting or diarrhea. If the problem persists the parents will be notified again and asked to pick up their child. If a child asks at any time to contact their parent due to these illnesses, they will be permitted to do so.

ABUSE AND NEGLECT

If abuse and/or neglect are suspected at any time, it will be reported and documented. If further action is needed, local law enforcement and child care licensing will be notified. Parents may call the Abuse Hotline at (800) 252-5400.

LEAVING THE GROUNDS

Students, who for good reasons other than emergencies, need to leave the grounds during any time of the day, must have the permission of a parent in writing as well as the permission of the respective classroom teacher. Whenever such permission has been granted, full responsibility then rests with the students and parents. For the safety of your children, we ask that you come to the school office and "sign out" your children when you must pick them up early. Your children will be waiting for you either in the office or in their classroom. If your children return to school the same day, please return to the school office to "sign them in."

DOOR ACCESS

The two access points for GLS require a specific fob. The purpose of this measure is to ensure the safety of all students. Everyone entering the school building between the hours of 8:00am and 3:30pm must check-in at either the church or school office to be admitted. Daycare hours also require admittance by a faculty or staff member.

EMERGENCY PREPAREDNESS/ FIRE & DISASTER DRILLS

Periodically, the entire school will take part in fire and disaster drills. Fire drills are scheduled once a month. Security Lock-down and Evacuation drills will be

conducted at least twice a year. Severe weather drills will be conducted at least once every three months. Emergency preparedness plans for all emergency situations are posted in each classroom.

CELL PHONE POLICY

Students (PreK2- Highschool) are not allowed to use cell phones on church and school grounds during school hours. Any students who use cell phones during school, without permission, will have the phones confiscated and delivered to the parents. In the case of an emergency children will be allowed to use the office phone for the purpose of contacting their parents or guardians.

EMAIL PRIVACY

Grace Lutheran Church and School collects email addresses from families for the express purpose of effective communication between school and home. Grace Lutheran will not sell, share, or distribute personal emails in any way to third parties.

CHEATING, PLAGIARISM AND INTERNET USAGE

There is zero tolerance for cheating. Students caught cheating will receive an automatic zero without the possibility of making up the assignment. Parents shall be notified of the offense and the conduct grade of the student may be affected.

Plagiarism also merits zero tolerance. Word-for-word answers constitute plagiarism, resulting in a zero without the possibility of making up the assignment. Therefore, all students must exercise caution and discernment when using the internet. Though the internet is a vast resource of information, it can be a fertile ground for temptation. Stealing the work of others on the internet constitutes plagiarism and will receive zero credit.

BULLYING

Bullying, which is the repeated abuse of a student over time by other students, can take many forms including any combination of physical, emotional, and verbal abuse, all of which are unacceptable at Grace Lutheran School. Grace also recognizes that bullying can take place over the phone and through the internet. Teachers and pastors will work closely with students and parents to alleviate

bullying and bring about reconciliation.

If a bully has been identified and in the event that Biblical reconciliation cannot be reached, the discipline policy will be enacted and the appropriate disciplinary actions taken.

FIGHTING

Grace Lutheran School maintains a ZERO TOLERANCE policy with regards to physical violence. If students engage in physical altercations all children involved will be recommended to the headmaster or superintendent. Students who have been found fighting will be automatically recommended to step 2 of the discipline plan. Any more fighting will result in further disciplinary actions.

WEAPONS

There is a ZERO TOLERANCE policy for weapons of any sort. Students are strictly forbidden from fashioning weapons at school or bringing them to campus. If an object is perceived by faculty and staff to be a weapon, preventive and disciplinary action will be taken immediately.

DRUGS

Narcotics are not permitted on the premise. Should illegal substances be found GLS reserves the right to take legal action. Should a student bring over the counter medication they must have parental permission and the medicine must be kept in the front office.

TOYS

Toys at school can cause significant distractions. Unless requested by the teacher for school-related purposes, toys are to be left at home. Confiscated toys/items must be picked up in the school office by the parent. Jewelry worn within GLS dress code policy also should not become distractions. If so, the jewelry will be confiscated, to be picked up in the school office by a parent and/or guardian.

ELEMENTARY AND EARLY CHILDHOOD EDUCATION FACULTY AND STAFF

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