

# ***Grace Lutheran School 2024-2025 Handbook***



460 75<sup>th</sup> Avenue NE, Fridley MN 55432  
(763) 784-6340

<http://www.clcgracelutheranchurch.org/school>

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## What is the Purpose of Grace Lutheran School?

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The purpose of Grace Lutheran Grade School is to assist parents with the Christian education of their children. This task involves the application of God's inspired and inerrant Word throughout the school day.

Children need to be trained in the way they should go, namely, in the Lord's way. Therefore, children need the correction, guidance, discipline, security, and comfort which only God's Word can give.

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

At Grace, it is our goal that the children entrusted to our care grow in the knowledge and love of their Savior from sin, and develop their abilities for this life. In order to serve the Lord with their abilities and talents, the students at Grace are taught that they have good reason to learn of God's orderly creation (mathematical, biological, and physical sciences) and of God's continual working in the affairs of the world around us (social sciences). What better reason for learning to communicate well (language arts) than to share God's Word of peace and promise with others?

Grace Lutheran Grade School is not merely a private school. We consider Christian education to be the most complete education available, dealing with all aspects of the individual – soul, mind, and body. We encourage parents to reinforce what is taught by bringing their children to our Sunday School and Worship Services regularly. Children in the upper grades complete their preparation for communicant membership through doctrinal studies with the pastor of Grace Lutheran Church.



## Who will be my child(ren)'s teacher?

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John Hein, Pastor  
Janelle Hein, Co-Principal, Upper Grade Teacher  
Heidi Nelson, Lower Grade Teacher  
Laura Wales, Kindergarten Teacher  
Ellen Bergstrom, Co-Principal, Teacher



## What is the Teachers' Call to the Public Ministry?

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Every Christian has the call to share the Gospel. The public ministry is another matter. It is a ministry carried out on behalf of the Lord our God and in the name of fellow Christians in the areas of responsibility prescribed by them. The call may only be extended to those sharing the same confession. The call is a call, not a contract. In a call, God confers the ministry on a person. A call is in effect until God decides otherwise. The diploma of vocation outlines the area of work and what the person called solemnly obligates to do. It also outlines what the congregation obligates to do for the person called. The relationship of the teacher and congregation is one of love.

In extending a call to a teacher, the congregation solemnly obligates the teacher:

1. To teach the students entrusted to you in the area of learning you are called to teach in the spirit of the Gospel;
2. To maintain Christian discipline in class and to assist in maintaining Christian discipline in the school;
3. To serve the congregation as an example of Christian conduct;
4. To endeavor earnestly to live in Christian harmony with the pastor and faculty; and
5. To submit to the supervision of the pastor, Board of Education and others who are responsible for the conduct of the school, and with the help of God to do everything within the limits of the call for the general advancement of the Kingdom of Christ.

In extending a call to a teacher, the congregation solemnly promises:

1. To receive the teacher as a servant of Jesus Christ for their children, and to accord the teacher the honor and love which they owe the teacher as a servant of Christ;
2. To support the teacher's work among the congregation with their prayers and personal assistance;
3. To aid the teacher in maintaining the proper Christian discipline; and
4. To provide for the teacher's proper maintenance according to the congregation's ability in compliance with the Word of God, and to pay the teacher a salary promptly and regularly.

### If a concern or complaint arises, what should I do?

Procedure for handling concerns or complaints regarding a teacher at Grace Lutheran School is as follows:

- ✓ Concerns or complaints regarding a teacher shall first be directed to the teacher in question. The principals are also available to hear your concerns. Mrs. Hein and Mrs. Nelson's office hours are Monday through Thursday 3:30-4:30 pm during the school year. Mrs. Wales' office hours are by arrangement. Mrs. Bergstrom's office hours are Tuesdays 2:00-4:30, via email at [ebergstr@gmail.com](mailto:ebergstr@gmail.com), or other times by appointment.
- ✓ If after speaking with the teacher the concerned party is not satisfied, the Board of Education should be consulted. The Board will investigate the matter, report its findings, and give recommendations when recommendations are appropriate in a given situation.

### How do I enroll my child(ren)?

All children of Grace Lutheran Church are encouraged to enroll at Grace Lutheran School via a short application form. Parents who are not members of our church and are interested in sending their children to Grace Lutheran School should make an appointment to speak with the pastor and fill out a nonmember application form. Each application form is reviewed by the Board of Education and approved on a case-by-case basis. We thank our God that we have the opportunity to share with others that which our Lord has so generously given to us.



## What about registering for returning students?

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Prior to attending, all students must apply. In the spring, registration forms for the next school year will be sent to parents of all currently-enrolled students. We need to know the enrollment for the following school year so money will not be spent on books and supplies for students who may not be returning.

## Are there any fees to attend?

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All students are charged a supply fee of \$75 per child per year. This covers various student supplies throughout the year. The supply fee is to be paid at the beginning of each school year unless otherwise arranged with the school board or principal.

Families have asked about a supply list of required items. Grace keeps no such list. The supply fees are used to purchase what is needed by each child. Unless families wish to purchase special items to be used by their student(s), Grace will supply all needed books, crayons and pencils, although donations are accepted. Beyond the supply fee, members of our congregation pay no tuition; they support the school through their church contributions. Payments of the supply fee should be made out to Grace Lutheran School.

A tuition fee is charged for nonmember students in all grades, K-8. Discounts are applied for multiple students in grades 1-8 within the same family. A payment schedule may be set up upon request. Payments for tuition are to be made out to Grace Lutheran Church and given to Janelle Hein.

## What is the typical school day schedule?

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The teaching day begins at 8:00am. A child will be marked tardy if he or she comes after 8:05am. Exceptions include legitimate circumstances communicated to school promptly. For more information see "What is the attendance policy?" on page 8+.

**Students should not arrive before 7:30 AM unless prior arrangements have been made with the classroom teacher or the principals.**

An overview of the school day is as follows:

7:30-8:00 am	Students arrive, will immediately prepare for the school day, including any duties
8:00-8:10 am	Opening devotion
8:10-8:35 am	Religion
9:50-10:05 am	Morning Snack Break
11:30-12:20 pm	Recess / Lunch
1:50-2:05 pm	PE or Recess
3:15 pm	Dismissal, remainder of student duties



**We expect all students to be gone by 3:30 PM unless prior arrangements have been made with the classroom teacher.**

**Please Note:** Parents should not assume children outside the school building will be supervised before 8:00 AM or after 3:15 PM. The faculty is not responsible for any children before 7:30 AM or after 3:30 PM unless prior arrangements have been made.

## Who can pick up my child afterschool?

For reasons of safety, only individuals listed on the emergency contact card may pick up students. If other arrangements need to be made, you must notify Janelle Hein prior to dismissal time. If prior arrangements are not made, the student will not be released and the emergency contacts will be called if the scheduled pick up person does not arrive.

Due to increased car traffic at dismissal time, we are asking students to wait inside the building until the adult responsible for them arrives. The teachers value this opportunity to have a face-to-face contact with families at this time to keep the lines of communication open. If at all possible, please stop in when picking up your child(ren).

## What about field trips and recess time?

**Field Trips:** Parental permission slips must be signed and returned to the teacher before each field trip. The students travel by cars driven by teachers or adult volunteers.

**Recess:** The faculty expects all children to participate in recess activities. In case of illness, permission slips are needed for the child to be excused from recess. A student excused from recess will not be allowed to participate in PE. The thermometer to the right represents our recommendation for clothing at outdoor recess time. If students choose to wear clothing that is outside these recommendations, they may have to experience being too hot or too cold when playing outside. Please assist them as necessary to develop discernment in this area. One requirement is not changing regarding footwear: open-toed shoes are not allowed at recess and students must change out of them to play outside. Also, in the case of ice or snow, students must have winter boots and snow pants. If they do not have these items, they will spend the recess on the cleared sidewalk.

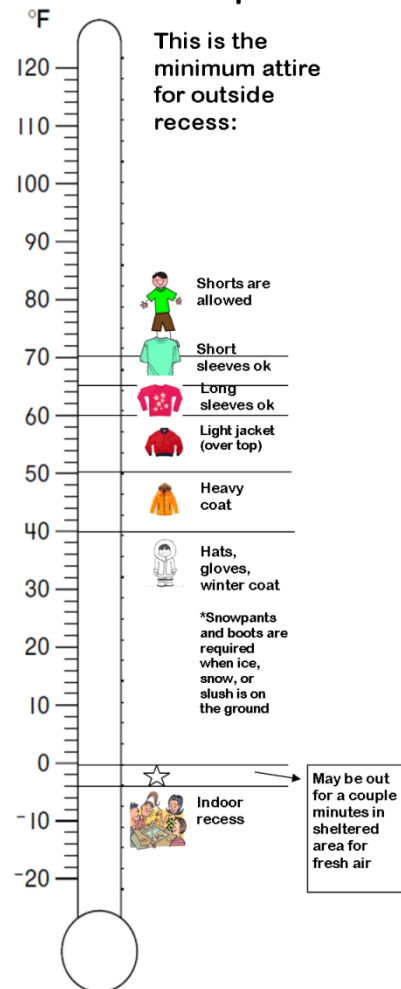
Losing part or all of a recess may be used as a consequence of not having homework done or other poor habits. For more information on this, please refer to the good habits and conduct question later on in this handbook. We do not expect or want this to be a regular occurrence for any student as physical activity and breaks are important for everyone. All students will participate in one or more recesses every day.

## What should I know about school lunches?



Students are expected to bring a lunch each day. Each family is assigned a “microwave day” for quick warm-ups of 3 minutes or less. We ask that students eat a ready-made lunch unless it is their microwave day. It is very helpful to include a note with heating instructions for staff. We encourage parents to send well-rounded lunches for their children and not more than the child can eat. We do not allow children to trade food with each other or throw food away. Lunch boxes or bags (not paper) are preferred since paper bags often fall apart.

If the “Feels Like” Temperature is:





## Do you offer transportation?

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Most of our families drive their own students or make transportation arrangements to and from school each day. If a student lives or receives child care inside district boundaries, parents may arrange for busing by contacting Spring Lake Park district transportation directly at 763-785-5512 or email [transportation@district16.org](mailto:transportation@district16.org).

Families who live outside of District 16 boundaries may be eligible for transportation reimbursement from their home district. Parents are responsible for initiating this process by contacting their district each year to ensure the requirements have not changed. As a courtesy, we request that you let Mrs. Bergstrom know you are seeking reimbursement as soon as possible at the beginning of each school year so she knows to expect communication from various districts on this matter. There are application deadlines in the fall that must be met.

## What is the attendance policy?

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Regular attendance is important for your child's education as school work is planned with daily attendance in mind. Since God's blessings are the most important part of our life in school, our opening devotion and religion period are very important. Therefore it is essential that the children learn that the highest priority is to put the Lord first and be on time. Tardiness disrupts the essential religious instruction of the day, causes a child to get behind, become discouraged, and not do as well as he or she can and should do in school. Students who are in attendance already may have to wait for teachers to catch up the latecomers and delay their own instruction. Irregular attendance certainly has the same results.

Minnesota Statute 120A.22 states that all children ages 7-17 must attend school, and children under age 7 are subject to a school's attendance policy once they are enrolled. MN 206A.02 further defines the requirements regarding unexcused absences in the following way:

Kindergarten attendance is not required, but once they are enrolled, they should follow the school's attendance policy.

Grades 1-5 – If students miss more than three full days in a school year in unexcused absences, this is considered educational neglect by the parent and must be reported to both a child's county of residence and Department of Human Services. Three tardies = 1 unexcused absence.

Grades 6-8 – If students miss more than three full CLASS PERIODS in a school year unexcused, this is considered truancy on the part of the child. Truancy must be reported to the county of residence and DHS also. As with the elementary grades, middle schoolers accumulate unexcused absences at a rate of three tardies = one unexcused absence.

Excused absences provided by law include:

- Illness as verified by parent or medical professional. An illness of three days or more may require a doctor/nurse's note.
- Medical appointments not able to be scheduled outside the school day.
- Extreme family emergency such as a house fire, critical injury to parent/guardian, death in the family
- Religious observances



Additional excused absences or excused tardies provided for by Grace Lutheran School:

- Adverse travel conditions such as extreme weather, traffic accidents, car trouble
- Late school bus
- Other arrangements with the prior approval of a principal or school board, not to exceed 5 days missed

Please note: Although Minnesota statute defines tardiness as being late by 30 minutes or more, a student who is late by that amount of time has already missed both devotion and religion class. These are both vital to education at Grace and the most important classes your child(ren) will have. As a result, Grace Lutheran School's policy is to go beyond the legal requirements and considers arrival after 8:05am to be tardy. Repetitive absence from devotion and religion is reason for the board to review enrollment status.

### How does Grace Lutheran School apply the mandatory attendance law?

Attendance is taken each day shortly after 8:00am. Parents must contact the classroom teacher(s) prior to this time to report an excused absence. If no contact is made, a student is marked tardy. The teachers will note how much time passes before a student arrives, as the number of minutes late does matter. Students who do not arrive before lunchtime are considered absent for a full day unexcused.

### What are the consequences of habitual tardiness?

After three tardies, a student is considered to have one unexcused absence. Once a family reaches this point, the following will occur: parents will be notified by letter that their student's attendance is under review by the school board. At the next school board meeting, the circumstances will be discussed and parents will receive written notice of the results. Our goal is to work with the family for the benefit of the child long before we would have to contact the county or DHS. If the situation does not improve, the county must be contacted after nine tardies accumulate.

### What are the consequences of habitual absence?

If a family does not contact the school prior to 8:00am to excuse the absence, the principals will attempt to contact the family and find out the reason for the absence. If no contact is made by lunchtime, the student(s) will be considered absent, but out of concern for the student's welfare, we will continue to attempt to reach the family.

After two unexcused absences, attendance will come under review of the school board. As with tardies, parents will receive written notice and enrollment status may be a consideration at this time. The county will be contacted after three unexcused absences, according to law.

Excessive excused absences can have the same negative educational impact on our school as unexcused absences, not just for the individual student, but also the school as a whole. Therefore, after every 10 absences for any reason, the student's attendance will come under review by the school board and the circumstances reviewed. Prolonged or chronic illness may need a doctor's note prior to return to school. We want to ensure the best possible educational experience possible for every child in our care, and we can't do that if the child(ren) aren't here.

### How do I report an excused absence?

**In the event of any tardiness or absence, a phone call or text should be made between 7:15 and 7:55 AM to inform teachers of absences and the reason for the absence that day.**

**Note: The classroom teachers encourage communication via text message and will provide their numbers to families who wish to contact them via this method.**

Please note that a child cannot report an absence or tardiness. This includes siblings of absent students. Although it may be convenient to have a sibling state the reason for the absence, we must have a parent or guardian's word on the matter to be considered officially excused. With phones, text, or even email available, please use one of these options to notify us as near or prior to the school day starting as possible.

Both the faculty and Board of Education feel strongly about the importance of regular school attendance. Therefore, we request that parents taking children out of school for any reason other than those provided by law notify the faculty **at least a week in advance** of the absence. Absences inside of a week may be considered unexcused. Children are requested to complete all assignments made during their absence and submit all completed work upon their return to school or to make appropriate arrangements with the teacher. We furthermore trust, as always, that parents will accept the responsibility of seeing to it that their children **not only** complete the work, but understand it as well.



### How do I contact the school or my child(ren)'s teacher?

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The faculty would like to encourage open lines of communication between parents and teachers, both formally at conferences and appointments and also informally as you feel the need to ask questions or share details of your student's life outside of the school day.

The main phone number for the school is **763-784-6340**. During the school day, you may reach voice mail as the faculty wants to devote time and attention to your child's learning, but all voice mail messages will be checked before and after school. If you wish to contact the teachers, please use the school number and not the church number. In addition, the classroom teachers check texts frequently and consider this the fastest way to reach out with immediate concerns. For more information, please check with the teachers directly.

Another valuable source of communication between home and school is the assignment notebook, particularly in the younger grades, as they are checked daily. Weekly information will also come to you from us in the form of a "Friday note." Please make use of this resource.

### Can I reach you by email or text?

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If the need for a response is not immediate, the members of the faculty also invite you to contact any of them via email. We all make an effort to respond to emails regularly. Mrs. Hein, Mrs. Nelson, and Mrs. Wales prefer that families make contact by text during the school day. They will provide cell phone numbers to individuals who wish to use this method.



John Hein, Pastor: john.p.hein@gmail.com  
Janelle Hein: janellehein@gmail.com  
Heidi Nelson: aymond2nelson@yahoo.com  
Laura Wales: lewales@gmail.com  
Ellen Bergstrom: ebergstr@gmail.com



### **What will happen if students get sick or hurt at school?**

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Grace School encourages communication between parents and school faculty. Any injury requiring minor (treatment provided on-site at Grace School) first aid will be reported to the parent(s) of that child via a note or phone call at the discretion of the faculty. Any injury requiring removal from Grace School grounds will be reported to the parents and/or emergency contact specified by the parent(s) on forms filled out at the beginning of the year.

### **What if students need medication administered during the school day?**

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If at all possible, it is best for medications to be administered to children at home, but when it is necessary, Grace Lutheran School asks that a signed note from the parent accompany all medications and that medications be sent in the original, labeled pharmacy bottles along with any instructions teachers will need to administer properly.

If parents wish for their student to take nutritional supplements during the school day, a written note must be sent to school to be kept on file and supplements should be in their original bottles. Over-the-counter medications for colds or other illnesses should also follow the above procedure. If pain medication is needed, verbal permission may be obtained over the phone or through a written note.

### **How will I be notified of school closings?**

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Grace Lutheran School maintains an independent calendar from the public school district, as such, closings are entirely at our discretion. In general, we prefer to hold class with whomever is able to make it on regularly scheduled days. If parents feel conditions are such that they cannot travel to school safely, please let us know and your child(ren) will be given an excused absence for that day. When school is called off or dismissed because of severe weather conditions, parents will be notified via text or call by Mrs. Hein.

### **What is the school's safety plan in the case of fire, tornados, or lockdown emergencies?**

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As required by state statutes, Grace will conduct 5 fire drills, 5 lockdown drills, and at least 1 tornado drill each year. In the event of an actual emergency, parents and/or emergency contacts will be notified via phone when they can pick up their child(ren) if necessary. Please note that in the event of a lockdown, no one can exit or enter the building until the threat has passed.

During the school day, doors are kept locked for security. If you should need to stop by during these hours, simply use the doorbell as indicated. If for some reason we do not hear the doorbell, please knock or call/text Mrs. Hein and we will let you in. Parents are welcome and encouraged to visit the school.

## Will my child(ren) participate in State Standards Testing?

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The Iowa Basics Achievement Tests are given each spring to all students in grades Kindergarten through 8. The results of this test will be enclosed in envelopes and dispersed to the parents as soon as possible.



## What activities will my child(ren) be involved in outside of the school day?

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Students at Grace Lutheran School are privileged to have several learning opportunities outside of the school day that are considered part of their educational experience beyond the four walls of the school building. Each of the following activities are carefully selected to complement the curriculum and meet educational goals. We encourage all families of Grace to take part in each of these opportunities.

### Musical Activities

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*I will sing to the Lord, because He has dealt bountifully with me.*  
Psalm 13:6

*Be filled with the Spirit, speaking to one another in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord, Ephesians 5:18b -19*

The children will sing in church at least once a month. During various seasons singing may increase. Please see that your child, in respect for our Lord, dresses appropriately for singing in church. This means “shirts that button, pants that crease and shoes that shine.”

In addition, we have been invited each year to sing Christmas music at Northtown Mall. This is a memory-making, special event that reaches out to others with the message of the gospel and has been great fun for students, parents, grandparents and friends. Look for information in the Friday note around Christmastime.

### Dramatic/Artistic Activities

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Every spring the children put on a play as the culminating event of the school year. Each year we discover new talents as students explore the joy of putting on a show and taking on a role. Many of our students feel this is the most memorable event of the school year and invite friends and family.

### Athletic Activities

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Although we do not have an athletic program, students at Grace participate in at least one athletic event each year in addition to physical education and recess activity. Grades 5-8 also take part in a basketball tournament and a track and field event each year.

## Academic Activities

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Our students showcase their academic knowledge and creativity each year with a Student Fair that is closely tied to their language classes, giving them experience in research, writing, and oral communication. Although students choose their own topics of study, the general theme of the student fair is on a rotation:

- Bible and Hymnology Fair
- History/Geography Fair (alternates)
- Fine Arts / Music Fair (alternates)
- Book Fair
- Science Fair



Also, as opportunities arise, students at Grace have taken part in various national contests and challenges, even earning awards and recognition. Past students have received recognition at the local, state, and even national level for Reading challenges, Science, Literature, and even Handwriting contests. We appreciate the many gifts with which our students have been blessed.

## Guidance Activities

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In late spring, 7<sup>th</sup> and 8<sup>th</sup> graders visit Immanuel Lutheran High School to explore their higher education options. They spend the day on campus and watch the high-schoolers put on a musical.

**Please note:** On the same day that the 7<sup>th</sup> and 8<sup>th</sup> grade visit Immanuel, incoming Kindergarteners are also invited to come to Grace for a Kindergarten Round Up. For more information, please speak with Mrs. Wales. This can also be a great opportunity to have other grade school-aged friends visit the school and see what we are all about! Just let staff know ahead of time so we can make the best experience possible.



### What are the requirements to participate in extracurricular activities?

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Students wishing to participate in extracurricular activities, such as school-sponsored athletics or extra classes, must maintain at least a C average. After a student has become ineligible, the student and teacher will review the grades on a two-week basis to determine the student's return to that activity. A student may also become ineligible if, in the estimation of the faculty and parents, the continued participation in extracurricular activities would be harmful to his/her academic achievement.

## What should I expect in terms of homework?

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Grace Lutheran School believes that reinforcing school lessons at home is an essential part of the learning process, therefore all families should expect to see some assignments worked on at home regularly. Memorization of hymns, Bible passages, spelling words, or independent reading (listening to stories for pre-readers) are assignments that we assume each child spends some time on each day. Current research indicates that 10 minutes of homework outside of the school day for each grade level is a target for the average student. Some students will need more time than this if they work a slower pace, need additional help, or manage their work time poorly during the school day. In

addition, independent reading of 15-20 minutes a day is also recommended. Teachers try to keep this in mind when sending home assignments and welcome your feedback as the year progresses. If you need assistance setting up a regular homework routine, please contact the teachers for suggestions.

Certain times of the year, such as the Student Fair or Spring Play, require more than the average amount of work to be done at home, so teachers make an effort to adjust classroom assignments accordingly. It is also our strong desire that our students be able to attend Advent and Lenten services during those seasons, so homework levels are also adjusted during those times.

### When are report cards and conferences scheduled?



Report cards are sent home every six weeks. Regular parent-teacher conferences are held after the first and third marking periods. Other conferences may be scheduled as teachers or parent(s) deem necessary.

### Do you have PTA meetings? How can I get involved?

While we do not have a formal PTA, we do have a few informational meetings where parents can gather and meet. Previous meetings have discussed upcoming major school events and highlights of the school year. Depending on parent interest, guest speakers have also been invited in the past as well. Parents are encouraged to take advantage of these *essential* meetings. We welcome parental feedback on how to make these meetings useful to you as we work together to train up your child(ren) in the Lord.

Our first meeting actually takes place before the school year begins at an Ice Cream Social. You will meet the faculty and other families at this time, fill out a few forms, and take part in a question/answer session. Then, a couple of weeks after school starts, we hold an informal Open House night to check in with families and answer any questions that come up now that the year is underway.

### What is the Family Cleaning Schedule?

Grace Lutheran School does not have a custodial staff. Instead, we all work together to take care of our school building and keep it looking neat and clean. The children do this each day with assigned jobs or duties. This helps them take ownership of the school and curbs thoughtless vandalism. These jobs include cleaning the desks, school bathrooms, cleaning the lunchroom table and floor, and vacuuming carpets. As the children are just learning how to do many of these tasks, they do not always do the most complete job on a daily basis. Therefore, we also ask that families pitch in and do a thorough cleaning of the school each weekend. Families are assigned weeks in rotation on the school calendar. Please refer to that schedule and do not hesitate to contact a teacher if you have questions.



### What if I want to volunteer in the classroom?

Volunteers are an essential part of the work Grace Lutheran has the privilege of doing. Volunteers will be submitted to the School Board for approval prior to initial school participation each year. All volunteers will receive direction in their responsibilities from the classroom teachers. These volunteers will check in with coordinating teacher upon arrival each visit. Member volunteers have

limited discipline authority. When non-member volunteers have direct student contact, the volunteer will be under the authority of the called teacher who will maintain responsibility and discipline authority at all times. Volunteers who do not have direct student contact may do so as guided by the faculty.

Please note: Volunteers who have contact with students will be asked to participate in a general background check for the safety of the students. As a result of this check, and if there are items of concern, the individual will be restricted from interacting with students at Grace Lutheran School in a 1:1 or small group setting. An excerpt of the Abuse Prevention Policy follows:

#### Disqualification

“No person who has been convicted of any offense, abuse, or prior criminal history against a minor may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors.”



### How should students act in school?

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- ✓ Students will conduct themselves quietly and considerately in the hallways. No running is permitted inside.
- ✓ Students are not to be found in the church proper unless by teacher permission or under supervision.
- ✓ All students will be supervised during lunch.
- ✓ All students will be in a teacher controlled area during recess.
- ✓ Students are to use the telephone only with permission of one of the faculty. We ask that parents and students plan ahead.
- ✓ **Please** do not let students bring along toys, collectible cards, or any other items to school that are not required for the school day. These items may be a distraction to the owner and other students.

### Does the school have a dress code?

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*Therefore, whether you eat or drink, or whatever you do,  
do all to the glory of God. 1 Corinthians 10:31*

The school requires modest and appropriate dress and appearance. We believe that attention and study habits are affected by the clothes students are wearing. Wear clean and modest clothing that will help everyone think and act like children of Jesus. For this reason, we expect the following:

**Tops:** We ask that there be no bare midriffs and no T-shirts with inappropriate slogans or groups worn. Please wear tops long enough that they could be tucked in, covering midriffs, and that cover most of the shoulder during all activities.

**Bottoms:** Skin-tight pants, jeans, or leggings should not be worn at school by boys or girls. Ladies wearing dresses or skirts may wear them underneath their dress or skirt, provided the entire posterior or bottom is fully covered by the skirt portion. If leggings are worn with a t-shirt or sweatshirt, the top must cover the entire posterior or bottom area at all times while wearing appropriate leggings. Shorts are allowed but should not be too tight and should be long enough to reach mid-thigh.

**Head:** Hats, hoodies, and other head coverings are not to be on the head in the building except for



special days such as spirit week. Body piercing, beyond one set of modest earrings, is considered too informal for our school setting. A student who displays such body piercing will be asked to remove the item(s).

**Feet:** Students must wear shoes at all times. If open-toed sandals are worn in school, shoes that cover the whole foot must be changed into at recess time for safety. A student who forgets his or her shoes may need to have them brought.

If your child's dress is considered inappropriate, the teacher will notify you and you will need to bring a change of clothing.

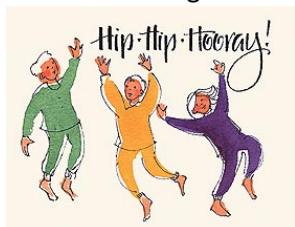
## How can we encourage good habits and conduct?

*"Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you." Hebrews 13:17*



The classroom is a place for learning. Rules help make the classroom more conducive to learning by limiting disruptions and encouraging students to use self-control. Children are to be taught that it is their responsibility to make appropriate choices and that there are consequences for inappropriate choices.

Regulating childish impulses, building good work habits and learning time management goes hand-in-hand with learning this self control. We hope that all children will eventually feel internal satisfaction for a job well done without the need for external motivation, but sometimes children need and appreciate a more tangible form of guidance and recognition of their efforts. Our plans to build these good habits in our classrooms are as follows:



### **HIP scores (Habit Improvement Program) (Grades 5 and up)**

- Each student earns HIP points for exercising good habits and loses them when making poor choices
- Positive habits such as completing all work on time or certain items early earn points; late work, unsigned papers, inattentiveness, poor recess attitude, or disruptive actions lose points.
- Students work on achieving individual goals with their HIP score for benefits such as extra credit points on assignments. The class as a whole also works towards goals such as free time earned or a class party.
- Negative HIP scores (when HIP scores go below zero overall) require minor consequences such as a few minutes lost from recess time. Under this plan, a student never loses recess entirely, but will get some physical activity time each day as every student needs time to get up and move around.

### **Tickets for kindergarten, and lower grade students (Grades 1-4)**



- Each student is given 10 tickets each week (5 if Kindergarten, since they are not here every day). These tickets serve a number of purposes:
- The tickets will be used to aid the students in curbing childish behavior, bad habits. Tickets may also serve as an incentive at the discretion of each classroom teacher. A tally of the tickets will be kept. By keeping tickets students may gain prizes and/or privileges.

## What is the discipline plan at Grace?

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*And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord. Ephesians 6:4*

Discipline at Grace Lutheran School is based on Christian principles. The church expects a oneness of spirit in the heart of parents, child, and teachers. This does not mean that problems will not arise, but that we share a common basis from which to resolve problems.

For clarification purposes, please note that we draw a distinction here between simple lapses in conduct, described in the previous section, and more serious discipline issues. Unlike childish behavior and habits, we are defining discipline as a specific set of serious offenses that pose immediate harm, disruption or disrespect that affects learning of others, or damage to property.

If a specific problem of discipline arises, the teacher will communicate with the parents, arranging meetings if necessary, to discuss and resolve the problem. The parents may also initiate discussion. If the parents and teacher cannot resolve the problem, they should contact the pastor. The pastor will try to resolve the problem with the parents and teacher, calling in the school board members as he feels it is necessary.

Our first measure is always to remind the student that we are God's children. This will serve as a guide as we show our love to the students through discipline.

**Serious Offenses** include but are not limited to:

- Willful defiance
- Physical violence
- Bringing weapons or controlled substances to school
- Foul/abusive/inappropriate language
- Abuse of school or student property

**Parents who are notified that their child has committed a serious offense are expected to understand the gravity of their child's misbehavior so that they may take necessary steps to prevent further occurrences of the serious offense.**

Example: One of the teachers sees a student hit another student. This teacher immediately separates the students and escorts the one who hit to the principal who begins to document what the teacher observed. The principal, beginning with the student who was seen doing the hitting, will listen to all sides of the story, remind the student(s) of the rules, and look for the student to both admit to what happened and show signs of sorrow over his or her mistake. The student reads over (or listens to, if they cannot read yet) the account of what happened and agrees to it with a signature. The student is assured of forgiveness from the teacher and seeks forgiveness from the other student involved. Finally, the signed note is sent home to the family and returned to school with comments and/or a signature from the parent(s). Please note that the emphasis is one of truth, grace, forgiveness, and love during the entire process, with the goal being that lessons are learned and not repeated.

- **1st Serious Offense in one day:** Student will also face discipline intended to diffuse the situation and to remind them to honor Jesus with their behavior, such as a time out or logical consequence. A Serious Offense Report will be sent home to be reviewed, signed and returned immediately.

At times, even our best efforts fail us and we commit the same mistakes. When this happens regarding the same serious offense in a single day, further actions are taken to reinforce the seriousness of the situation to the student. Those steps are outlined further below.

- **2nd Serious Offense in one day:** Repeat 1<sup>st</sup> serious infraction consequences. The student may be brought to the Pastor at this point. Parents will be called. The student will also receive a 30 minute detention, to be served after school the next school day that a teacher is available. The detention will start when the student is quietly seated at his or her desk. He or she may be asked to repeat the detention if the original detention is found to be unsatisfactory.
- **3rd Serious Offense in one day:** Repeat 1<sup>st</sup> serious infraction consequences. The child will be moved to an isolated area of the building. The parents are called and they will come and take the child home. If the child's 3<sup>rd</sup> offense occurs after 11:30 the child will not be at school the next day as well. The parents are clearly informed of the potential consequences.

If a child reaches the 3<sup>rd</sup> offense a second time within the school year the student will receive a 3 day suspension. The day of an after 11:30 offense will not count towards the 3 days of the suspension.

If a child reaches the 3<sup>rd</sup> offense a third time within the school year the student will receive a 5 day suspension. The day of an after 11:30 offense will not count towards the 5 days of the suspension. Under certain circumstances consequences for 2<sup>nd</sup>, 3<sup>rd</sup> and beyond offenses may be administered at any time as the faculty sees appropriate.

### Under what circumstances might enrollment be terminated?

A student's enrollment in our school may be discontinued:

1. When the principal and Board of Education determine that student is a detriment to our school or student body; or
2. When the principal and/or Board of Education conclude that our program is no longer serving as a benefit to the student; or
3. When financial arrangements are not kept current or are disregarded; or
4. If a child reaches the 3<sup>rd</sup> offense a fourth time within the school year.

### What is the Acceptable Use of Technology policy?



Students are not allowed to use any technological device (mp3 player, computer, cell phone, etc.) not supplied by the school during school hours. If a device is brought from home, it should remain in a powered down state inside the student's locker during the school day. If an item is found turned on or outside the student's locker, teachers may confiscate the item and return it to the student at the end of the school day.

Technology devices supplied by the school are to be used under teacher supervision and for the expressed intent of the day's lesson. Students are not to use free time at school for social networking, texting, or other electronic communications. Students shall not install software on to computers without prior authorization.

Each student will be instructed how to log in and log out of student accounts on the computer network and usage will be monitored, as required by the federal Children's Internet Protection Act. Students are not allowed to share logins or passwords with others. Misuse of computers may be considered a serious offense and dealt with accordingly.

## Is there anything else I need to know?

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*He will feed His flock like a shepherd;  
He will gather the lambs with His arm,  
And carry them in His bosom,  
And gently lead those who are with young. Isaiah 40:11*

We are so thankful for a Lord who cares for each one of us like His own dear child. We ask His blessing and guidance upon us as we instruct His lambs this year and beyond.