



Grace Lutheran School
Parent and Student
Handbook
2022 - 2023

PHILOSOPHY AND MISSION OF GRACE LUTHERAN SCHOOL

COVENANT STATEMENT

PHILOSOPHY:

Grace Lutheran School exists to share the message of salvation through Jesus Christ, to prepare our children for today's challenges and tomorrow's opportunities, and to equip children with the tools necessary for lives of Christian service.

CLIMATE – AN EXEMPLARY SCHOOL...

- Provides a place where students feel comfortable, safe and accepted (John 15:12)
- Promotes open communication between parent, teachers, and students

STAFF – AN EXEMPLARY STAFF...

- Focuses on increasing student growth and academic achievement with instruction methods that reflect research and proven effective classroom practices
- Collaborates to improve student learning
- Views the pupil through the cross of Christ, by being concerned with the child's total needs physical, emotional, intellectual, and spiritual
- Encourages, trains, and equips young people to live faithful lives (Ecclesiastes 11:9-10)
- Inspires God's children to share their faith naturally and eagerly (Acts 4:19-20)
- Models professionalism through integrity, commitment, and ethical behavior (Isaiah 51:7-8)

ACADEMICS – ACADEMIC EXCELLENCE...

- Utilizes the curriculum to promote intellectual curiosity, cognitive growth, self-actualization, self-expression, optimal development, social growth, moral development, character, and natural learning
- Engages students through multiple learning modalities that develop a student's kinesthetic, tactile, visual, and auditory strengths
- Utilizes 21st Century technology in our courses of study
- Develops servant leadership opportunities for students to be active participants in their faith walk with Christ

STUDENTS – AN EXEMPLARY STUDENT...

- Accepts responsibility for their learning and actions
- Sets their own challenging goals and give their best effort to achieve academic excellence
- Encourages and uplifts one another by being considerate, responsible and committed (Hebrews 10:23-25)
- Becomes involved in school and community service (Romans 12:1)

PARENTS/GUARDIANS – AN EXEMPLARY PARENT...

- Forms partnerships with teachers to demonstrate the importance of education (1 Timothy 4:12)
- Supports the school's vision, goals, and mission
- Plays an active role in the academic and character development of their child
- Monitors their child's academic progress
- Actively seeks ways to be involved in the school by volunteering their time and/or talents

GENERAL INFORMATION

SCHOOL HISTORY

Grace Lutheran School is one of over 1880 elementary schools within the Lutheran Church-Missouri Synod. The LCMS also operates 97 high schools, plus universities, making it the largest Protestant school system in the United States. Grace Lutheran School was organized in 1963, adding a grade a year until it was operating a Kindergarten through Grade 6 program. Grade 7 was added in 1977. Pre-Kindergarten and Grade 8 were added in 1978. The Child Development Center (CDC) was added in 2012. The middle school wing in the upstairs of the Family Life Center was completed in 2020.

OPERATIONS/ADMINISTRATION

Grace Lutheran School is one of the many ministries operated by Grace Lutheran Church. Grace Lutheran Church, through its members, assumes sole responsibility for the governing of school operations. The congregation elects the members of the Board of Directors. The Board of Directors formulates policies for the operation of the various ministries of Grace. The principal serves as an advisory member of the Board of Directors.

The funding for Grace Lutheran School comes from various sources. Among those are student tuition, the Grace Lutheran congregation, friends of the school, the Parent Teacher League (PTL), and other programs.

SCHOOL ACCREDITATION

Grace Lutheran School received dual accreditation in April 2019 through AdvancED/ Cognia and National Lutheran School Accreditation (NLSA). The accreditation process includes an internal and external rigorous examination of our processes and educational outcomes and the development of a five-year continuous improvement plan.

TEACHER QUALIFICATIONS

Many of the teachers at Grace Lutheran School are graduates of Lutheran universities. Kindergarten through eighth grade teachers hold either a bachelor's or a master's degree, while Early Childhood Teachers hold an EC degree or bachelors. All teachers and administration are certified and licensed by the state of Alabama or working towards it.

STUDENT CITIZENSHIP

The strongest component of a school of excellence is active cooperation among its students, faculty, administration, and parents/guardians. Behavioral expectations, the 3R's – Respect, Responsibility, and Reflect God's Love, have been established to create a positive Christian school climate where respect and achievement are evident. Students are expected to follow these expectations. Appropriate actions include treating others with respect, doing their best, showing pride in their work and school, and taking care of school property.

GLS ENROLLMENT POLICIES

NON-DISCRIMINATION

Grace Lutheran School admits students without regard to race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Grace Lutheran School.

GENERAL ENROLLMENT

Grace Lutheran Congregation operates a Christian school for its members and others who are interested in an education where spiritual and academic qualities are emphasized. All students will be expected to submit to our total course of study and discipline. Admission may be denied due to space/class size limitations and the ability of Grace Lutheran School to meet the needs of a child. While Grace Lutheran School provides a high quality general education for early childhood through eighth grade, it does not have full-time special education classes or employ special education teachers.

CLASS SIZE

PK-8 Level	Ratio
Pre-Kindergarten	11 to 1
Kindergarten	18 to 1
Grades 1-5	20 to 1
Grades 6-8	24 to 1

The principal may expand the maximum class number listed in certain circumstances.

APPLICATION PROCESS

Application forms for enrollment in Grace Lutheran School may be found on the school website. When applying for admission to Grace Lutheran School, the parent(s) must complete an enrollment form and the State Church School form, provide a certified birth certificate, an updated, current Alabama Certificate of Immunization, and a social security card. Students applying for enrollment in Grades 4-8 must also include copies of their test scores on their most recent standardized achievement tests. Students enrolling in the PK through 1st grade must meet the age requirements set by the state of Alabama.

Enrollment acceptances are for one year only; therefore, applications must be renewed each year.

DIAGNOSTIC TESTING PROGRAM (K-GRADE 8)

Teachers will administer diagnostic tests to prospective students in Kindergarten – Grade 8. Diagnostic tests will be administered to determine readiness and reading and math skill levels. These tests help assess the child's capability for success in our school.

AGE REQUIREMENTS

Pre-Kindergarten children must be four years old on or before September 1 of the upcoming school year. A child applying for entrance into Kindergarten must be five years old on or before September 1. A child applying for entrance to Grade 1 must be 6 years old on or before September 1. Students who apply for Grades 2-8 must have successfully completed the previous grade and been promoted to the current grade, even though they may be younger than the state-mandated eligible birth date.

FEE COLLECTION

Tuition and fees are collected through FACTS. These funds are used to pay for curriculum, classroom materials, salaries, technology devices and licenses, etc.

If a payment is not made, the administration of Grace Lutheran School is allowed to impose any or all of the following actions until the amount due is paid or a payment plan arranged with principal and business office: Excluding student from extra-curricular activities; removing a student from class; withholding grades and transcripts; forwarding information to an outside collection agency.

A family experiencing financial difficulty should notify the principal to develop a plan to avoid defaulting on tuition payments.

FINANCIAL ASSISTANCE

Tuition assistance is available for families who qualify. Families must apply through FACTS to be considered for an award. A \$40 fee is assessed by FACTS to process the application.

GLS DAILY OPERATING PROCEDURES

SCHOOL HOURS

Grades PK – 8	8:00 am to 3:00 pm
Pre-Kindergarten ½ Day	8:00 am to 11:45 am
Early Morning Care	7:00 am to 7:30 am (fee charged)
After School Care	3:15 pm to 5:30 pm (fee charged)

EXTENDED CARE (PK-GRADE 8)

Grace Lutheran School provides two Extended Care Programs - Early Morning Care and After School Care. Early Morning Care is available in our Assembly Room from 7:00 am until 7:30 am for the cost of \$3.00 per day. Students arriving at 7:31 am or later will not be charged for early morning care. After School Care begins at 3:15 pm and ends at 5:30 pm. Details pertaining to this program may be obtained by calling the school office.

SCHOOL LUNCH PROGRAM

Pupils may bring their own lunches or participate in the lunch program which runs from August – May of each year. Grace Lutheran's lunch program offers hot and cold lunches planned and implemented by our certified Lunch Manager. Hot and cold lunches must be pre-ordered on RenWeb by the Sunday prior to the week served and are debited from a family's pre-paid food account the day of serving. A negative lunch balance is not permitted. Families with a negative lunch balance will not be permitted to order lunch or Grab and Go items.

Students who are not ordering lunch are expected to bring their lunch with them to school. It is our policy that we do not heat or warm up a child's packed lunch. If there are extenuating circumstances which may require heating accommodations, please contact the principal. Parents/guardians are discouraged from delivering lunch to their children at lunchtime.

SCHOOL SNACKS/WATER BOTTLES

Students who wish to bring their own snack are encouraged to bring a healthy snack and are asked to be mindful of peanut allergies, respecting peanut/nut-free classrooms. Only water is allowed in the classrooms during the day. Powdered drink mixes, energy drinks, and caffeine pills are not allowed.

BIRTHDAY TREATS

Students may bring in treats for their class to celebrate their birthday. Please provide items that will include all students – being aware of food allergies and restrictions in the class. An ‘equally enjoyable’ alternative treat may be provided. Treats should be provided to the whole class. Students may share a treat with a sibling, but may not provide one to a friend in another class unless items are brought for the whole group.

PEANUT/NUT FREE POLICY

Grace Lutheran Church and School does not claim to be completely peanut/nut free due to community use of the facilities, however, no food products made with peanuts/nuts will be served by the school to our students in our lunch program, after-school care snacks, or sold in the school store. This includes items such as peanut butter, trail mixes, or candies made with nuts. Nuts or peanut oil will not be used in food preparation by the cafeteria staff. Students with peanut or nut products in their lunch will be assigned to a designated safe table. Parents/guardians will be notified if a student in their child’s class has an allergy or food sensitivity. Please make sure that birthday or classroom treats brought in are safe for these individuals.

We currently have students enrolled with these allergies. The GLS peanut/nut policy is designed to help provide a safer environment for students and staff diagnosed with life threatening peanut/nut allergies. Although all staff are trained in recognizing the symptoms of anaphylactic shock and in the use of Epi Pens, our goal is to not have to put children at risk to use these measures. Together, we can provide a safer environment for all.

STUDENT DRESS GENERAL GUIDELINES

Grace Lutheran School believes that the dress and appearance of students are important factors towards the overall climate and atmosphere of the school. A student’s appearance reflects respect for themselves, their teachers, and peers. Therefore, all clothing worn must be neat, clean, presentable, and will follow the dress code which can be found in Appendix A for PK-8. Generally, Monday – Thursday, students will wear a polo-style shirt with appropriate bottoms (skirts, khaki style pants, shorts, capris). Plain t-shirts or those with a Grace design and jeans may be worn on Fridays. Dress out days may be held once or twice per quarter.

In the event that inappropriate clothing is worn to school, the teacher or principal will give a Dress Code Violation and talk with the student, explaining why the clothing is inappropriate. The student will be asked to solve the situation, which may include changing clothes. In the event the student cannot resolve the situation, parents/guardians will be contacted to bring an appropriate change of clothes to school. The student may be required to wait in the office until the change of clothing arrives. Repeated Dress Code violations will result in disciplinary measures.

ELECTRONIC DEVICES AND COMMUNICATIONS POLICY

GUIDING PRINCIPLE

Let the word of my mouth and the meditation of my heart be pleasing and acceptable in your sight, O Lord, my Rock and Redeemer. Ps. 19:14

ELECTRONIC DEVICES

- Students are expected to follow Grace Lutheran School’s Acceptable Use and Chromebook Policies.

- Cell phones are expected to be turned off and will not be used during the school day, including before and after school care.
- Computers, tablets, game systems, and other digital devices shall not be used inappropriately or without permission during the school day, including before and after school care.
- Phones or devices used inappropriately or without permission will be confiscated and turned in to the principal. Devices will only be returned to a parent/guardian.
- Cell phones and other electronic devices are brought to school at one's own risk. The school assumes no accountability for lost or stolen personal property.

ELECTRONIC COMMUNICATION

- Cyberbullying and inappropriate texts, emails, or social media posts are not permitted. However, it is not the role of administration to monitor these communication channels.
- Cyberbullying is taken seriously. If students or parents/guardians know of inappropriate electronic communication, they are encouraged and expected to share evidence of it (i.e. screenshot, forwarded message) with administration so that it can be addressed. Proof must be provided so that discipline can be administered.
- Social media sites are not to be accessed by students at any time using devices owned by Grace Lutheran.
- Parents/guardians are expected to monitor their child's online presence – to guide them and to protect them.

PUBLICITY RELEASE

Students participate in a variety of activities throughout the year. From time to time, Grace may take photographs or video of school events for use in Grace publications, presentations, or web pages. Images or recordings will only be used with a parent's written permission.

STUDENT RECORDS

As a parent/guardian, you have the right to request to see your student's records, a right to prevent disclosures, and a right to request correction.

PARENT CONDUCT

Parents/guardians are asked to conduct themselves in a manner that reflects the Christian values of Grace Lutheran at all school events; treat each other respectfully; avoid foul language; dress appropriately; and be supportive of the school, staff, and each other.

SCHOOL - PARENT COMMUNICATIONS

GENERAL INFORMATION

Grace Lutheran School views the education of its students a partnership between the parent, student, and teachers. Parental support, encouragement, and cooperation assist the teachers in educating the children. Parents/guardians are expected to act in a manner that reflects the Christian values of Grace Lutheran School in words and deeds.

UPDATING CHANGES OF INFORMATION

In case of emergency it is very important that the school has the most current address and phone numbers. Please notify the school office in writing or update your family's profile in RenWeb when there is a change.

MESSAGES FOR STUDENTS

During the school day, all contact with the students is to be conducted through the school office as to not disturb the learning environment. Messages for the students or items forgotten at home should be given to the office staff who will deliver those messages or items to the students. Parents/guardians may not go to the classroom unless invited by the teacher or directed to do so by the secretary or principal, and only after signing in at the office.

TALKING/MEETING WITH THE TEACHER(S)

If a parent needs to speak with his/her child's teacher, parents/guardians are requested to send a note or email to the teacher or call the school office. The teacher will then contact the parent to discuss concerns or to set up a time to meet. Parents/guardians are strongly encouraged to not try to "catch" the teacher in the hallway, at lunchtime, in the classroom, or in the carpool line. During the school day, the teacher's primary responsibility is to the children. This type of unplanned meeting does not result in quality communication, proper supervision of the children, or attention to the educational process.

SIGNING IN AND/OR OUT OF SCHOOL

When a student arrives after the start of school, the parent/guardian must bring the student to the school office to be signed in. The office staff will prepare an admit pass for the student. The student will give the pass to the teacher of that period.

When parents/guardians wish to pick up students from PK – Grade 8 during the school day, they are to report to the school office to sign out the student.

AUTHORIZED PICK-UP

Students are not allowed to leave school premises with anyone except their parents/guardians, relatives, or individuals authorized in RenWeb. Anything different from this procedure must be in writing from the parent/guardian and given to the school office. In the event of an emergency, a student will only be released to parents/guardians or individuals listed as Authorized Pick-Up List on RenWeb. No exceptions will be made.

VISITING THE SCHOOL

All persons entering the school buildings during normal school hours must sign in at the school office and receive a Visitor's Pass. For security reasons all visitors and volunteers (lunchroom, computer lab, etc.) must be wearing their Visitor's Pass while they are in the building. Visitors must sign out at the school office before leaving.

WRITTEN COMMUNICATIONS

"E-Crusader": Every Thursday the E-Crusader is sent electronically to all parents, guardians, and grandparents as requested. The E-Crusader keeps families informed about school lunch, school activities, events, and future plans. Hard copies of the E-Crusader are available by request.

Teacher Communications: Elementary teachers provide a weekly memo to parents listing events, successful classroom stories, homework, and upcoming events.

RENWEB

Grace Lutheran School subscribes to "RenWeb", an education information system for parents and teachers. RenWeb allows parents to check grades, view assignments, and see teacher messages. RenWeb is used for Pre-Kindergarten – Grade 8. A link to RenWeb can be found on the school website. Contact the school office for more details or for assistance in using it.

POSTING OF GRADES

Grace Lutheran School works hard to keep information as current and up to date as possible through grades posted on RenWeb. Parents can also keep up with grades through completed assignments and work sent home. However, RenWeb is utilized as our primary means of communication. Therefore, parents can expect homework assignments to be posted for Grades 1-8 no later than 7 days after the due date. Tests and projects can be expected to be posted no later than 14 days after their due date. The only exception is for late work which will be posted at the teacher's discretion.

ATTENDANCE AND PUNCTUALITY

ATTENDANCE OVERVIEW

Daily school attendance by all students is very important and expected. Irregular attendance has been tied to poor school performance and students are at high risk for falling behind. Students who miss in-class instruction and discussion are less able to perform well on assessments.

Parents/guardians are strongly urged make dental and doctor appointments, etc. outside of school hours.

When a child is ill, parents/guardians should contact the school office no later than 8:30 am to inform the school of the absence. When the child returns to school, parents/guardians should provide a written statement explaining the reason for the absence. If a child is absent for more than 3 consecutive days for being ill, a doctor's note must be provided. The student will have 1 calendar day per day absent to make up missed work. Exceptions to this will be made by the teacher with administration approval. Students with excessive absences will be at risk for retention.

According to Grace Lutheran's policy, in order to receive credit for any class a student's absences may not exceed a total of 20 days during the school year. If a child should miss more than 20 days in a school year, he/she will be required to complete a summer school/ educational experience to be approved by the principal. This will be required for promotion to the next grade level. In extenuating circumstances (e.g., doctor excused prolonged illness), the principal may make exceptions to this policy.

ABSENCE REPORTING

Call the school office at (256) 881-0553 by 8:30 am or as soon as possible to report your student absent or tardy. Please leave your name, your student's name, your student's teacher's name, and reason for the student's absence.

EXCUSED ABSENCES

Excused absences include illness, death in the family, and pre-excused absences for a vacation, medical/dental appointments, special family events, or a special request to the principal. Pre-Excused Absence forms are available in the office. The principal will approve or disapprove, based on teacher(s) recommendation.

Any student who has an excused absence must, upon returning to school, arrange with their teacher(s) to make up all work missed. The student will have one calendar day per day missed to make up their work.

UNEXCUSED ABSENCES

Unexcused absences include those for which no written excuse was submitted to the office, an absence that could have been avoided, or was for frivolous reasons. Students will not be permitted to make up missed work for unexcused absences - a grade of zero will be recorded.

PRE-EXCUSED ABSENCES

Parents/guardians are encouraged to plan family trips during the scheduled school holidays. Excessive absences place an undue burden on both teacher and student. Parents/guardians are required to submit the Pre-Approval Absence Form prior to the trip to get approval from the principal. Failure to do so will result in an unexcused absence being recorded and the work cannot be made up.

EXCESSIVE ABSENCE/ TRUANCY PROSECUTING

Grace is required to submit reports regarding unexcused absences as defined above to the state superintendent's attendance officer.

ABSENCES RELATED TO PARTICIPATION IN SCHOOL SPONSORED EVENTS

Students who are away from school participating in school-sponsored or school-related activities will not be counted absent from school. However, students are expected to make up work missed while attending the activities, according to the teachers' guidelines. Students who are unable to attend out-of-town school trips (Dauphin Island, Camp McDowell, etc.) will be expected to come to school to do assigned work in a supervised classroom.

MEDICAL/DENTAL APPOINTMENTS

If it is necessary to schedule medical and dental appointments during school hours, please request an appointment time in early morning or late afternoon, in order to minimize disruption. Prior to the appointment, the parent or guardian should notify the teacher of the time of appointment and the expected time of return to school. At appointment time, parents/guardians must go to the school office to sign out their child. The office staff will contact the teacher to let them know that the parent is ready to pick up the child.

ABSENCES AND EXTRACURRICULAR ACTIVITIES

Students must be in school no later than 11:30 am to participate in after school sports and extra-curricular activities. If a student must leave school during the day because of an illness they may not return to school to participate in that evening's athletic or extracurricular event. In the event that a student is too sick to be in school and a required performance/event is scheduled for that night, parents/guardians are expected to call the school as soon as possible to talk with the teacher and/or principal.

To request an exemption from this rule, the parents/guardians should contact either the administrator or athletic director as soon as possible.

TARDINESS

Parents/guardians should make every effort to have students at school on time. Being tardy to school creates many difficulties for all involved. Tardiness disrupts instruction, disturbs classmates, and causes stress on their student. Tardiness is also tied to lower levels of achievement when students miss instructional opportunities.

Outside doors are locked promptly at 8:00 am. If tardy, the parent must bring the child to the office to sign in and receive a signed pass to class. Students will be marked tardy if they are not in their classrooms/ seats at 8:00 am.

"EXCUSED" VS. "UNEXCUSED" TARDIES

An Excused Tardy will not be counted against the student. Reasons for an excused tardy include morning doctor's appointment, with a note from doctor's office; inclement weather that causes irregular traffic

patterns; and traffic accidents that cause irregular traffic patterns. Additional excused events may be determined by the principal.

Unexcused Tardy will be counted against the student. Reasons for an unexcused tardy include just being late or any reasonable preventable circumstance.

Every 3 unexcused tardies in a quarter will convert to an unexcused absence.

CLASS PERIOD TARDIES (GRADES 5-8)

Students who are in Grades 5-8 are expected to be in their seat and ready to go at the scheduled start of class. All restroom, locker, and social needs must be taken care of during the passing period. The punctuality expectations will be explained by each teacher.

HEALTH AND SAFETY

CERTIFICATE OF IMMUNIZATION

All enrolled students must have a current Alabama Certificate of Immunization on file. The Certificate of Immunization, also known as the "Blue Card," is available from the family doctor or the Madison County Health Department. Proof of immunity to varicella (chicken pox) is required for all students in second grade or younger. Proof of immunity is evidenced either by history of vaccination, history of chickenpox disease, or an appropriate laboratory test. An immunization form must be submitted and updated as needed.

COMMUNICABLE DISEASE

A student who has been treated for a communicable disease or condition (lice, chickenpox, measles, etc.) will not be allowed to return to school without the written permission of the family physician. The doctor's note must further state that the child's condition is no longer contagious. In the event that a communicable/contagious condition has been identified at school, parents/guardians of the other students will be notified. In all situations, the child with the contagious condition will not be identified.

GENERAL ILLNESS PREVENTION

With symptoms of contagious illness, a bad cold, vomiting, or any health condition which will interfere with his/her learning, a student should remain at home. Please notify the office when your child is absent for the day before 8:30 am by calling the school office. If a child becomes ill while at school, parents/guardians will be notified to come to school and pick up their child.

FEVER

A student who has a fever of 100 degrees or more will be sent home from school. The student should not return to school until the fever has dropped and stayed at normal level for at least 24 hours without fever-reducing medication. When the child returns to school, the parent should send a note indicating that the child was ill and has been fever-free for at least 24 hours.

FIRST AID

First aid is provided for minor injuries that occur at school. Parents/guardians shall be notified immediately if any serious or potentially serious injury occurs. An injury report will be sent home to be signed and returned to the school.

CONCUSSION PROTOCOL

When a student receives an injury to the head or neck, the student will be checked for signs of a concussion and a parent/guardian will be notified of the injury. If a student is showing signs or symptoms of a concussion, the student will be removed from sports until a physician clears the student to return.

MEDICATIONS

Students are not allowed to bring non-prescription or prescription medication/ drugs to school, with the exception of an inhaler for asthma. In order for the school to administer ANY medication to a student, the parent or guardian must bring the medication to the school office and complete the Medicine Authorization Form. All over-the-counter and prescription medications will be administered by the school office, according to doctor's or parent's written directions, and following established school procedures.

CRISIS PLAN

Grace Lutheran Ministries has developed an Emergency Operations Procedure Manual, aka Crisis Plan, to be used in the event of an emergency. This plan is reviewed annually.

EMERGENCY DRILLS

In accordance with the State of Alabama, Grace Lutheran School conducts monthly emergency drills. These drills include two (2) lockdown drills, two (2) shelter/tornado drills, fire drills, and other safety protocol.

BUILDING SECURITY

Doors into the buildings and classroom are locked during the school day. Visitors must report to the school office to sign in and to pick up a Visitor's Pass when coming to campus for any reason. Visitors must sign out at the school office before leaving. To maintain a secure campus, we ask that you do not open the door for other people when entering or exiting the building.

STUDENT SUPERVISION

During a PTL meeting, athletic event/practice, or any other meeting held during after school hours, parents/guardians must supervise their children. Children should remain in the building or activity area during the event rather than wandering around or playing on the playground. When students are on campus, whether during or outside school hours, they are expected to observe school rules.

PRE-KINDERGARTEN NAP TIME

All children in Pre-Kindergarten and Kindergarten who attend in the afternoon have a scheduled nap time after lunch. Kindergarten naps end by Thanksgiving break. Cots are supplied for each child. Parents/guardians may send with their child a blanket and pillow, or cloth nap pad for napping. Bedding must be taken home at the end of the week to be washed. Please send the bedding to school with your child the following week.

PLAYGROUND RULES

For the safety of all the students, the following guidelines have been imposed:

- Children are allowed to go in only the downward direction on the slides.
- Children are not allowed to play chase on the equipment.
- Only one person at a time is allowed on a swing.
- Children are not allowed to jump from a swing.
- Children should not 'roughhouse' with each other.
- Children will be supervised by a teacher or adult.

Students are expected to:

- Be courteous to others
- Use good sportsmanship
- Use appropriate language
- Keep their hands and feet to themselves
- Refrain from unnecessary roughness

LOCKERS

School lockers are school property. Grace Lutheran School's faculty and administration reserve the right to search any locker when concerned about any safety issue, suspicion of weapons, drugs, or any other items which violate school rules.

FIELD TRIPS

Field Trip Chaperone/Volunteer Expectations:

- All chaperones who attend a field trip must complete a Volunteer Screening Background Check in the school office before the day of the event.
- Chaperones are expected to help the teacher in monitoring student behavior.
- Chaperones should refrain from socializing or talking with others when information is being shared with the group.
- Chaperones are expected to observe all rules or guidelines the teacher has set up for the group.
- Siblings of a class member may not be brought along without teacher and administrator approval.

Parent Drivers: Students may be transported by parents/guardians when going on field trips. The following safety guidelines apply to transporting children in private vehicles:

- Parents/guardians must complete a Field Trip Driver Form with the office and show proof of liability insurance and valid driver's license.
- Each student must be secured with an individual seat belt.
- No student under the age of 12 may sit in the front passenger seat if the car has a passenger-side air bag.
- Extra stops during the field trip are not permitted.

CHILD ABUSE AND NEGLECT

Alabama law mandates that teachers, Extended Care personnel, counselors, and administrators report suspected cases of abuse or neglect of students in their care. Personnel on staff at Grace Lutheran School will abide by this law. Any teacher or employee of Grace Lutheran School who has knowledge of or reason to suspect abuse or neglect will report the suspected abuse situation to the school principal. The principal will contact the proper authorities. The principal will be responsible for conferences, parent contact, or any other action taken in an abuse or neglect case

TORNADO WATCHES AND WARNINGS

When there are "tornado watches," the school administration will notify the staff. The office staff will monitor weather service information. If there is a "tornado warning," the staff and students will follow established emergency shelter procedures, where students and staff will evacuate to protected areas in the centers of the buildings. When the official "tornado warning" is lifted for our area, the students and staff will be allowed to re-enter their regular classrooms. Parents/guardians are urged to leave their children at school during these watches and warnings. If a parent feels it is necessary to check-out a student during inclement

weather, he or she must first sign out the student in the school office. During a Tornado Shelter Protocol, the office staff will be unavailable since they are also required to seek safe shelter.

INCLEMENT WEATHER

When schools in the Huntsville City system do not open because of ice and/or snow, Grace Lutheran School will evaluate the weather conditions to determine whether school will be closed. Often, there will be circumstances where Grace may deviate from Huntsville City Schools. Parents/guardians will be notified of the school's closing or remaining open through Parent Alert texts, emails, website update, social media posting, and announcements on local radio and television stations.

If inclement weather conditions force the school to close when children are in school, the students will not be allowed to leave the building until a parent or an adult designated in RenWeb comes to school to pick up the child. Parents/guardians will be notified via text and email that school is closing. There is no need to call the school or the teacher, you will be notified as soon as the decision is made. For the safety of the students and staff, students will need to be picked up as soon as possible. Please contact the school office if there is an issue.

"Weather Days" are not built into the calendar. School policy states that Grace Lutheran School will make up days for inclement weather if school is closed because of inclement weather unless a State of Emergency or Weather Emergency was declared by the Governor. If days are missed due to inclement weather, additional days may be added to the school calendar or virtual learning days may be added to meet Alabama education requirements.

DISCIPLINE PROCEDURES

INTRODUCTION

The behavior and discipline policies for Grace Lutheran School have been established to create a safe and fair environment for the students. Grace has high expectations and standards for its students, which are intended to help students become mature, responsible, and conscientious individuals. Learning, experiencing, and accepting consequences for inappropriate behavior are essential for the formation of a student's social, moral, and spiritual character. All school behavior and discipline programs are designed to maximize Christian values, student learning, and responsibility. Those who interfere with the rights of another must accept the consequences of his/her behavior. Guiding and correcting children is an integral part of our discipline procedure. Families have the right to expect a quality education within a setting of Christian values.

The following principles are the basis for our discipline policy:

- Children have the right to an education in positive and safe surroundings.
- Teachers have the right to an environment conducive to learning.
- Staff members have the right to carry out their duties in an atmosphere of respect.
- Administrators have the right to expect cooperation from families, students, teachers, and staff.

Behavior codes and guidelines are enforced during school hours, on school property, for any school sponsored or school related event. Behavior codes and guidelines may also be enforced for conduct outside of school property and/or school hours that is damaging to the reputation or contrary to the values of the school, student body, or Grace Lutheran Church and School. This includes, but is not limited to, text messages, postings to websites such as Facebook, Twitter, Instagram, YouTube, etc., and other digital media.

BEHAVIOR GUIDELINES

A multi-tiered behavioral framework has been put in place at Grace Lutheran School, based on restorative justice. Data and evidence show that an approach to behavior and discipline through restorative practice leads to improvement in behavior and academic outcomes. It improves school climate, prevents problem behaviors, increases learning time, promotes positive social skills, and delivers effective behavioral interventions and supports.

In addition to the school-wide behavior expectations listed below, the teachers also set specific classroom expectations. Since each teacher has a different teaching style, specific expectations and procedures may differ from class to class.

GRACE LUTHERAN SCHOOL GENERAL BEHAVIOR EXPECTATIONS

Grace Lutheran School's behavioral expectations are based on the 3R's – Respect, Responsibility, and Reflecting God's Love.

Respect of Others: All students will respect and obey every teacher, church and school staff, volunteers and parents/guardians in our building and at school activities. Students will demonstrate a caring and respectful attitude to self and others. Students will not bully, harass, harm, or threaten to harm another student.

Demonstrating Appropriate Behavior: Students will travel hallways in a quiet and orderly fashion. Students will meet Grace Lutheran School Dress Code standards. Cell phones will not be used during the school day or before/after school activities. Students will follow the Technology and Chromebook Acceptable Use policies. Appropriate language will be used.

Attendance at School: Students will attend their classes daily. Students will be on time to school and classes.

Academic Integrity: Students will be responsible for doing their own work - they may not represent another person's work as their own. It is not permissible to copy another student's answers, provide another student with answers, plagiarize research information, omit giving credit where credit is due, or represent another's work as their own. Students will not cheat on classroom assessments (tests, quizzes, or assignments).

Respect of Property: Students will ask for permission before taking items from another student or teacher. Students will not steal. Students will not damage or deface textbooks, equipment, or school property. Gum chewing is not allowed at school without teacher permission.

Proper Supervision: Students need to be under the supervision of a teacher or adult while in the school building. Students will not leave class without teacher permission. Students will not leave the school without the permission of their parent and school office. Students not picked up by 3:15 p.m. will be sent to After Care to be provided proper supervision and families will be charged the appropriate fees.

Dangerous Items: Students will not possess weapons, weapon components, replicas of weapons, or dangerous instruments of any kind in school buildings, on school grounds, in or around buses, or at any school-related or school-sponsored activities away from school. Infractions may result in suspension or expulsion from school. Weapon infractions will be reported to the local and state police. Students will not bring dangerous combustible materials (matches, lighters, fireworks, etc.) into the school building.

Controlled Substances: Students will not bring, consume, or use alcohol, controlled substances, or OTC medicine at school. Grace Lutheran School is a smoke-free environment during the school day and at school events. Smoking, e-cigarettes (vaping), or other tobacco/ nicotine delivery systems are not permitted by students or adults.

Behavior Notices: Behavior Notices will be sent home with students who fail to follow Grace Lutheran School Behavior Expectations. These notices must be signed by a parent and returned to the teacher the next day. Failure to return the notice will result in additional disciplinary actions.

BEHAVIOR INFRACTIONS AND POINT SYSTEM

Behavior Infractions can be considered a Major Infraction or a Minor Infraction. Majors are worth 3 points; Minors are 1 point. Every 3 points is a detention. 9 points earned in a quarter will be an in-school suspension. Points will reset with the start of each quarter, but the discipline history will be maintained. For severe offenses, suspensions and expulsions may be directly assigned. Students who exhibit repeated behavioral issues may be invited to not return to Grace Lutheran School the next school year.

Many of the behavior infractions are listed in the chart below. Note that an action could be either a minor or a major, depending on the severity. This list is not all-inclusive.

Minor Infractions

Cheating
Disruption of learning environment
Defiance/Non-compliance
Inappropriate Language/ Profanity/ Abusive Language
Inappropriate Physical Contact /Aggression
Inappropriate Technology Usage
Inappropriate Location/ Out-of-bounds
Property Misuse
Excessive Tardiness
Lying
Inappropriate chapel behavior
Non-compliance with Dress Code
Food, candy, or gum eaten at an inappropriate time
Cell Phone Violation
Other Minor Infractions

Major Infractions

Cheating
Disruption of learning environment
Defiance/Non-compliance
Inappropriate Language/ Profanity/ Abusive Language
Inappropriate Physical Contact /Aggression
Inappropriate Technology Usage
Inappropriate Location/ Out-of-bounds
Bullying
Vandalism/Destruction or Damage to School Property/
Lack of respect to teacher, adult, or student
Possession of Weapon or Replica
Possession of a Controlled Substance
Forgery
Theft
Harassment
Lying
Inappropriate chapel behavior
Skipping Class
Possession of Combustibles
Other Major Infractions

SAFETY AND SECURITY RULES

Grace Lutheran Church and School has set standards for safety and security with penalties for violation of these standards. These standards address the safety and security of children, staff, and visitors. They are not open for interpretation or revision by administration.

- Possession or use of illegal drugs, alcohol, cigarettes, vaping products
- Acts or threats of violence
- Possession of weapons
- Possession or use of dangerous articles such as but not limited to fireworks, gasoline, etc.
- Acts or threats of bullying
- Acts or threats of sexual harassment

- Computer hacking with damage to school property, hardware, software, records, or programs.
- Stealing – Theft – The intentional, unlawful taking and/or carrying away of public, real, or personal property having a value in the judgment of the principal of \$100 or more belonging to or in the lawful possession or custody of another.

PENALTIES FOR VIOLATION OF SAFETY AND SECURITY RULES

Penalties include but are not limited to: notification of police, in-school disciplinary actions, out-of-school suspension not to exceed five days, expulsion, and/or financial restitution of property and damages where appropriate.

DETENTION

A detention may be earned by a student for inappropriate behavior. The student serves their detention with the teacher who assigned it at the assigned time. Detention will be a time for the teacher to work with the student on how to correct the problem. Homework will not be completed during this time. Kindergarten – Grade 4 shall serve up to a 30-minute detention. Grades 5-8 will serve up to a 45-minute detention. The assigning teacher, upon notice given to the parent/guardian, will determine detention day and time. The detention may be served before or after school.

DUE PROCESS

Consequences for behavior infractions will depend upon the situation and severity of behavior. Staff members will use their best judgment based upon the information they have at the time. If students and/or parents/guardians feel that the consequences to be unfair, they should request a “due process” hearing.

A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet and share information. If information is presented that sheds a different light on the situation or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the situation.

ACADEMIC INTEGRITY POLICY

Students will be responsible for doing their own work - they may not represent another person’s work as their own. It is not permissible to copy another student’s answers, provide another student with answers, plagiarize research information, omit giving credit where credit is due, or represent parent work as their own. Students will not cheat on classroom assessments (tests, quizzes, or assignments).

The first offense will be handled by the teacher observing the behavior. The work will receive a “0 or F” on the assignment/quiz/test and all students involved in the offense will receive a detention. Repeated occurrences of cheating will result in a parent conference and may involve suspension or expulsion.

BULLYING

Every child has the right to a safe learning environment. Bullying is unwanted aggressive behavior, observed or perceived power imbalance, and repetition of behaviors or high likelihood of repetition. This can take many forms: physical, verbal, non-verbal, exclusion, extortion, property, and/or cyber. Bullying affects not only the person being bullied, but also the bullier and those who witness it. Children who are bullied are more likely to experience depression, anxiety, health complaints and decreased academic achievement. Those that bully are more likely to abuse alcohol and drugs, get into fights and have criminal convictions as adults. Witnesses to bullying are more likely to have increased use of alcohol and drugs, increased mental health problems and miss or skip school.

Recognizing that it takes involvement from the whole community (students, parents/guardians, and staff) to share the responsibility will significantly reduce and prevent bullying.

School: Grace Lutheran School strives to promote a culture where bullying is not accepted. This is accomplished through acknowledging and promoting positive behaviors and relationships in school; empowering students with practical behavior and emotional skills to become unattractive targets of bullying; and addressing students who bully. Additional interventions such as increasing supervision and limiting situations with opportunities to bully; conferences with parents/guardians and student; and providing strategies to assist the bully in changing behaviors will be implemented. Finally, the bully may be removed from the school environment if strategies to address and correct the behavior are unsuccessful. This decision is in the best interest of all children involved.

Students: While it can be difficult for a student to know what to do, students at Grace are encouraged to speak up when bullying is taking place. Witnesses should take positive action to stop the bully by addressing the bully or standing up for the bullied. Witnesses are encouraged to report the bullying incident to a teacher or trusted adult as soon as possible. Students being bullied should try to take positive action to stop the bullying by addressing the bully and report the bullying incident to a teacher or trusted adult as soon as possible.

Parents/guardians: If your child shares an incident of bullying with you, please notify the teacher and principal as soon as possible so that it can be addressed. Many times, the actions do not take place in front of the supervising adult. If no one is speaking up against it or informing Grace staff, it cannot be addressed.

ARRIVAL AND DISMISSAL PROCEDURES

Grace Lutheran School does not provide bus transportation services. The school will assist in arranging carpools for parents/guardians who might be interested.

GENERAL INFORMATION FOR ARRIVAL & DISMISSAL TIMES

- All traffic should proceed slowly at all times.
- Follow the established traffic flow and direction of faculty.
- Drop-off and pick-up students in the designated locations.
- Students will not be allowed to walk across the parking lot unescorted.
- Pull into designated spots to buckle in students who need assistance.
- If there is a reason to get out of the car to talk to anyone for any reason, park the car correctly in a parking place.
- Cars should not be left unattended in front of any doors to any building.
- Tardy student need to be accompanied into the school office to sign in.
- If parents/guardians arrive less than 10 minutes prior to dismissal, they are expected to pick up their children in the car line, rather than signing their children out early. Contact the school office if a doctor or other appointment will require a sign-out during this time.
- Children must be signed out through the school office if they are picked up before 3:00 pm.

DROP-OFF PROCEDURES (PK-GRADE 8)

Students arriving between 7:00 and 7:30 am should be dropped off at door B12. Students arriving after 7:30 should be dropped off in the morning at the Main Entrance, Door B1, and enter into the gym until it is time to go to the classrooms.

Childcare for PK-Grade 8 is available before school in the Assembly Room (Door B12), beginning at 7:00 am. There is a charge for supervision between 7:00 am and 7:30 a.m. Between 7:31 am and 7:50 a.m., teachers

will supervise students in the gym. Around 7:55 am, students will go to their classrooms. After 8:00 am, parents/guardians must accompany tardy students to the school office to sign in.

PICK UP PROCEDURES (PK – GRADE 8)

½ Day Pre-Kindergarten: At 11:45 a.m., the ½ day Pre-Kindergarten students will be picked up at the school office.

Pre-Kindergarten - Grade 4 (3:00 pm): At 3:00 p.m., our PK-4th graders will be picked up at Door B10 on the northwest corner of the school building. All cars must enter at L & N Drive and exit onto Memorial Parkway frontage. Please pull cars forward, leaving no gaps.

Grades 5-8 and Younger Siblings (3:00 pm): Students in Grades 5-8 and their younger siblings will be picked up at the drop-off/pick-up zone by door B1.

Pre-Kindergarten-Grade 8 (after 3:15 pm): Students in Grades PK-8 enrolled in Extended Care and children not picked up by 3:15 will go to our Extended Care program. Parents/guardians may pick up their child(ren) at door B12 before 3:20 pm with no additional expense. At 3:20 pm, all students who have not been picked up will be signed into Extended Care. The Extended Care charge will be added to the parent's RenWeb/FACTS account. Extended Care students must be picked up at the Assembly Room (Door B12) or playground and signed out through the Extended Day Coordinator.

CARE OF PROPERTY

STORAGE OF STUDENT BELONGINGS (CDC-GRADE 8)

Each classroom has designated areas for student supplies, backpacks, coats, and lunchboxes. Lockers are used by students in Grades 5 – 8. Backpacks must fit inside the lockers or stacked on the provided shelves out of the walkway. Students will not be allowed to use a backpack to carry items around during the school day. Older students also have gym lockers for use during physical education. Locks used in school must be those purchased through the school office. Musical instruments are stored in the band room during the school day. The lockers are school property; as such, there is no expectation of privacy while using them. Lockers and their contents are subject to periodic searches.

PERSONAL PROPERTY

Students should not bring large amounts of money or valuable items to school. Electronic devices such as tablets and gaming systems should not be brought to school unless special permission has been given by the teacher and at your own risk. If a cell phone is brought to school, it must be turned off, not used during the school day and kept out of sight in a purse, backpack, or locker. Students using cell phones or smart watches in an unauthorized manner by a teacher or administrator will be subject to disciplinary action. The school is not responsible for lost, stolen, or broken items.

SCHOOL CAMPUS

Students are expected to do their part in keeping our school neat and clean and to respect the property of others. Any damage to personal or school property or to the facility because of a student's actions will be paid for or repaired by the student's family. Because of the potential damage to property and facilities, students are not allowed to chew gum on school grounds.

LOST AND FOUND

Lost and found items will be brought to the School Office and placed in the lost and found bin. There is also a lost and found bin in After Care. We ask parents/guardians to check occasionally to see if their student's belongings are there. Unclaimed items will be donated periodically.

TEXTBOOKS

Students are expected to take good care of their books and materials. Students should take good care of their books, cover them as required, and not write on the pages. A fee will be assessed to students who lose or damage their textbooks. A student's name should be written on the inside front cover of the text book as directed by the teacher.

SCHOOL ELECTRONIC DEVICES

Students will have access to Chromebooks, computers, tablets, SMART boards, and other devices. Students will not abuse or misuse these devices. Intentional damages or loss will be assessed a repair or replacement fee.

SCHOOL CHROMEBOOKS – MIDDLE SCHOOL

Middle School students will be issued a Chromebook at the start of the school year to be used for school-related work. This device is rented through the Technology Fee and remains the possession of Grace Lutheran School. Out-of-program devices are not permitted. Students are expected to take good care of the Chromebook assigned to them. They may not attempt to circumvent the monitoring software installed. Students who misuse their device or attempt to go around the GoGuardian software may lose their Chromebook privileges. Grace Lutheran maintains all rights and ownership of the Chromebook much in the same manner of a school textbook. At the end of each school year, the students must return the Chromebooks back to the school, so that yearly maintenance and repairs may be made. Damages to the Chromebook and lost/ missing components will be charged a repair or replacement fee. See the Chromebook Policy document for additional information.

All school students receive their Chromebook laptops, as well as hands-on training on their proper use, during the first weeks of school.

VOLUNTEER SERVICES AND NEEDS

OPPORTUNITIES FOR SERVICE

Parents, guardians, and family members are encouraged to volunteer at Grace Lutheran School. Many opportunities are available such as helping in the library or with after school clubs, coaching, doing office tasks, serving in the lunch room, helping teachers with special class projects, working on "work" days, heading up or serving on committees, serving as room parents, or serving in the PTL, just to name a few. All parents/guardians are strongly encouraged to become involved.

PTL – PARENT-TEACHER LEAGUE

ALL Parents/guardians of Grace Lutheran School students are automatically members of the Parent-Teacher League (PTL). This organization supports our school in a multitude of ways such as supplying volunteers for events, fundraising, helping in various roles within the school (example: library, lunchroom, classroom parties, concessions). PTL provides an avenue for parents/guardians to meet each other, as well as gives people opportunities to serve and take on leadership roles.

PTL OBJECTIVES:

- To promote a close relationship between home and school by acquainting parents/guardians and friends with the work of the school and encouraging their participation and support
- To help develop a viable, cooperative working relationship between parents/guardians and teachers
- To lend assistance to the teachers in the performance of their duties
- To propose ways and means of aiding the school in the development of definite projects
- To sponsor various school fellowship, educational, and fundraising events to benefit students and teachers of Grace Lutheran School

ENDOWMENT FUND

An endowment fund helps our organization build a financial foundation by seeking contributions from various means. Endowment funds are not used for current operating needs. Grace Lutheran's Endowment Fund asks contributors to remember GLS in wills or by sharing a portion of their life insurance. Endowment funds also come from charitable gift annuities, dividend interest, a portion of real estate sales, securities & bonds, and/or a simple cash donation. Our GLS Endowment Fund is established, invested and secured through Thrivent Financial Corporation. Should funds become sufficient, the Endowment Fund can be used towards a building program or similar, with the approval of the Board of Directors.

PROGRAMS FOR STUDENTS

BASIC CURRICULUM

Grace Lutheran School offers a complete curriculum for all students. Reading, math, grammar, science, social studies, and discipleship are taught at in each class at age-appropriate levels from a Christian perspective. A full listing of all course standards and textbooks for each grade are available upon request.

Supplemental classes, aka 'Specials', include Spanish, Physical Education, Music, Band, Art, Technology, and Library. Daily devotions and weekly chapel provide opportunities for regular worship.

All students attend chapel each Wednesday from 8:10 am to 8:45 am. Parents/guardians are always welcome and urged to attend whenever possible.

EXTRA-CURRICULAR ACTIVITIES

Grace is proud to provide the opportunity for a variety of extra-curricular activities. Some activities are offered during the school day while others are after school. The ability to offer an activity is dependent upon a sufficient number of students to participate and sufficient adult leadership. Activities that may be offered this year include Art Club, Lego Club, Lego League Robotics, Chess, Optimist Leadership Club, Lutheran Honor Society, Yearbook, Student Council, Choir, Chimes, and Bells.

DEVELOPMENTAL READINESS

At times, assessment and evaluation will be subjective, based on teacher observation and evaluation. For emotional, social, and spiritual growth, teachers' observations will be the major avenue in evaluating students, especially those in the younger grades. These assessments will also be used to determine if a child is developmentally ready for a particular grade. Since young children are not always able to read and write, their progress will be evaluated based on what they can express by word and action. If children need more time to be developmentally ready, they may be retained to have time to reach the readiness level needed to succeed at the next grade level.

SPECIAL NEEDS

Grace Lutheran School has a small staff of classroom teachers. As a result, certain services are limited. For children who may have learning difficulties, the staff at Grace Lutheran will work in cooperation with the local public school systems. If teachers suspect that a student has learning needs or struggles, they will contact the principal and parent.

The principal will then contact the parents/guardians and personnel at the appropriate public school system to initiate the referral process. According to state law, the school district of residence is responsible for providing services for the child. Each local public school system determines its own procedures for referring and testing a child. Diagnostic testing by the public school system is provided free of charge, but the process may take a long time. Grace Lutheran School cannot be obligated to pay for any testing provided by private individuals or agencies.

If special needs are diagnosed, the parents/guardians and staff will meet to determine if Grace can provide the support the child needs. We will work as much as we can with all students, but we cannot meet all needs of all children. If Grace cannot meet the needs, the parents/guardians will be strongly advised to seek another school where appropriate services can be provided. It would be unfair to give a false sense of hope if a child's needs are beyond the resources of our school and staff.

GROWTH AND ACHIEVEMENT TESTING

Students are evaluated a minimum of three (3) times a year using NWEA MAP tests to determine if a student is achieving expected growth. Data from these tests is used to address learning gaps.

In general, students at Grace Lutheran School consistently score 2 grade levels above in Reading, Science, Social Studies and Math. When compared with public schools in the local areas and on national percentile rankings, Grace Lutheran students score consistently higher.

SEMESTER EXAMS

Semester exams are given to students in Grades 6-8 during the last week of the first and second semesters. A schedule of the exam dates will be posted and published in the weekly parent communication prior to the exams. Exam scores are recorded on the report card. Semester exams count as 10% of the semester grade.

HOMEWORK

An important aspect of any educational program is to have students develop good, sound study habits and to develop a sense of responsibility. Students at Grace Lutheran School are expected to do their homework, to complete assignments on time, to be prepared for tests, and have all of their materials for class. The purpose of homework is to give students the opportunity to complete daily assignments, reinforce skills, prepare for tests, and develop good study habits. It is reasonable to expect 10 minutes per grade level of homework each night.

MISSED ASSIGNMENTS

The office staff (Grades 6-8) or classroom teacher (Grades PK-5) can provide homework assignments for students who are absent from school. Contact the appropriate person before 10:00 am to pick up any missed assignments at the end of the day. Homework may also be posted in the class Google Classroom site or on RenWeb.

When a student is absent from school, he/she is expected to complete any missed work, according to the teacher's direction. Generally, one calendar day is given for each day absent. For long-term assignments,

such as projects, the teacher may give special consideration. Tests and quizzes are expected to be taken the day a student returns from absence unless arrangements have been made by the teacher. Work due from extended excused absences will be given special consideration by the principal and teacher.

PROGRESS REPORTS

Mid-term progress reports for students in Grades 1-8 will be posted in RenWeb four times a year at the midpoint of each of the four grading periods. The purpose of mid-terms is to inform parents/guardians about the student's progress in each subject to provide an opportunity to improve grades, if necessary.

REPORT CARDS

Report cards are issued four times a year for all students in Grades K-8. Pre-Kindergarten report cards are issued twice a year on semester. Report cards may be picked up by the parent at Parent-Teacher Conferences, sent home with the child, or mailed to the home. They should be signed and returned within two days after issuance. Any questions about grades should be addressed directly to the teacher. We record weekly worship attendance since we value the importance of spiritual growth and development. End of the year report cards will be sent home the last day of school. All accounts must have a zero balance before the report card is released.

GRADING SCALE

The current grading system for academic areas is as follows

GRADES 1-8

A+ 100+	A 99-93	A- 92-90
B+ 89-87	B 86-83	B- 82-80
C+ 79-77	C 76-73	C- 72-70
D+ 69-68	D 67-63	D- 62-60
F 59 and below		

The following grades are also given for effort and conduct.

VG - Very Good	N - Needs Improvement
S - Satisfactory	U - Unsatisfactory
I - Improving	N/A - Not Applicable

HONOR ROLL

Students who meet the criteria for Honor Roll in Grades 6-8 are recognized publicly after chapel and at the Awards Assembly. An F or D in any subject will disqualify a student from the Honor Roll. Students earning the following grade point average will be listed accordingly:

- Principal's Honor: 95 or above grade point average and no grade lower than an 90
- Honor: 90 or above grade point average and no grade lower than 80
- Recognition: 88 or above grade point average and no more than 1 grade in the 79-78 range

SUBJECT WEIGHTING

Subjects	Weight	Subjects	Weight
Memory	.25	Physical Education	.25
Religion	.75	Art	.25
Literature	1	Technology	.25
Language Arts (English)	1	Spanish	.25
Social Science	1	Band	.25
Science	1	Spelling	.25
Mathematics	1		

RETENTION AND ACADEMIC PROBATION PROCEDURES

When considering retention/probation, administration will use all available information which includes teacher/staff observation, classroom assessments, report card grades, other measures of skill and content mastery, standardized test results, and any special diagnostic testing available.

In retaining or promoting a child, the school will consider not only the child's academic achievement and needs but also the child's age, social growth, and emotional maturity. The age of the child may be one of the factors involved when discussing retention or promotion.

In Grades 6-8, a student who fails a core course (core defined as: Religion, English, Literature, Social Studies, Science, Math) in the first semester will be placed on academic probation for the remainder of the school year. If the student fails any course both semesters of the school year, he/she will need to take a summer course or program approved by the principal in order to be promoted to the next grade level. If the student continues to fail two or more core courses both semesters, he/she will be retained in the current grade or need to go through a re-admission process in the fall for acceptance.

In all instances of retention/academic probation, the child's parents/guardians must have been kept informed throughout the year of the child's lack of progress. Their cooperation must have been sought in helping the child to do better work. This may be done with mid-term progress reports, report cards, parent-teacher conferences, and administration-parent-teacher-staffing-conferences. Communication will begin as early in the year as possible.

An administration-parent-teacher staffing conference with the parents/guardians of the child considered for retention will be held prior to the determination of action taken.

Every effort will be made to receive parental agreement prior to retaining a child; however, the final decision of retention is the responsibility of the school principal.

For re-admission to Grace Lutheran School a student who has had academic problems may be required by the principal to have successfully completed summer school in the specific area of concern. Also, the student will be placed on academic probation for the next school year, and his/her continued enrollment will be evaluated on a regular basis.

APPENDIX A. DRESS CODE: PRE-KINDERGARTEN – GRADE 8

Updated: JULY 2022

UNIFORM SCHOOL CLOTHING FOR PRE-K –GRADE 8

****Please remember to label your child’s clothing so that it can be identified****

GENERAL REQUIREMENTS

- All clothes must appropriately fit the child.
- All clothing worn must be neat, clean, and presentable to reflect respect for teachers and peers.
- Monday – Thursday, polo style shirts or other approved shirt, and appropriate uniform bottoms should be worn. Fridays, students may wear jeans and a Grace or plain t-shirt/sweatshirt.
- Shoes should be appropriate for school activities (including outdoor play)
- Socks should be matching, solid color socks.
- Dress Out Days: Once or twice a quarter GLS will host dress out days to benefit a community organization or disaster relief. Students may make a donation and dress out of uniform on that day.
- School Spirit Days: GLS may host School Spirit Theme Days. Students are encouraged to dress in the Theme for the Day. If a child chooses not to participate, they must wear the approved uniform.

APPROVED TOPS STYLES

- Shirts are to be solid, without pattern, and may have small brand name visible logo or GLS logos.
- If tops present a nice clean crisp look, they do not need to be tucked in, otherwise, they must be tucked in.
- Polo Dress Shirt - Solid, short sleeve or long sleeve, any color
- Oxford Dress Shirt– Solid, short or long sleeve, any color
- Turtleneck Shirts – Solid, any color
- Sweatshirts - Solid, no words, any color, worn with collared shirt, not hooded
- Sweater – Cardigans, V-Neck, Vest Solid in any color
- Fridays: Grace Hoodies, Grace Lutheran or plain T-Shirts – t-shirts MUST be tucked in at the waist
- Zippered Warm-Up Jackets- IF a student wishes to wear such an item indoors as part of their uniform dress, the item must be a solid color and must fit appropriately – no hoods permitted

UNIFORM BOYS BOTTOMS

- Pants – Navy, Khaki, Black, Gray
- Shorts – Navy, Khaki, Black, Gray, with length no shorter than 3” from the back of knee

UNIFORM GIRLS BOTTOMS

- Dresses, skirt, shorts, & skort length should be at mid-thigh, no shorter than 3” from back of knee.
- Jumpers and dresses - Solid Color Navy, Black, Khaki, Grace plaid
- Skirts, shorts, and skorts - Solid color White, Navy, Khaki, Black, Gray, Grace plaid
- Pants – Solid color White, Navy, Khaki, Black, Gray
- Capris – Solid color White, Navy, Khaki, Black, Gray
- Leggings/Jeggings – can only be worn under skirts, dresses, or skorts - Solid color, Matching
- The Grace Lutheran plaid (blue, grey, with yellow) can also be worn - purchased through Dennis Uniform. No other plaid is permitted.

HAIR

Hair must be kept neat, clean, and not worn in such a way as to be a distraction to the individual student or those around them.

UNACCEPTABLE AT ALL TIMES

- Tight-fitting, revealing clothing
- Camouflage Pants, Leggings and Jeggings used as pants
- Flip flops, high heels over 1", shoes with rollers, Slippers
- Clothes with holes, tears, ragged edges; worn out or unclean clothing
- Spaghetti Straps, tank tops, muscle shirts
- Athletic pants, sweatpants, warm-ups, athletic shorts (except warm-up jacket)
- Clothing not listed on the acceptable list

OTHER RESTRICTED ITEMS

Hats or other head covering (while indoors), sunglasses indoors, unusual hair coloring, hair nets, body piercing other than the ears, excessive jewelry, gang-related items, and other accessories that are determined to be distracting to the learning environment.

All clothing must be free from references to violence, commercial messages, alcohol, rock groups, Satanic symbols of any kind, "rap" music, music performer advertisements, suggestive words or phrases, inappropriate pictures and slogans, etc.

FINAL JUDGMENT OF DRESS CODE COMPLIANCE

Final judgments of dress code compliance will be made by classroom teachers or the principal. When students wear clothing that does not comply with the established dress code, they will be written up with a dress code violation and sent to change. A parent may have to bring appropriate clothing to school before they will be allowed in their classroom.

UNIFORM ITEMS

Uniform items may be purchased from:

- Dennis Uniform, 3058 Leeman Ferry Rd (256-883-7887), School Code: BAGLSH
- For standard slacks, shirts, skirts, without logos, check Target, Kohl's, Walmart, Belk, etc.
- Grace Lutheran PTL will also host a Used Clothing Sale at least once a year. Proceeds are used to benefit Grace Lutheran School. Families are encouraged to donate outgrown, good condition uniform items.

CHAPEL DAYS

Students are expected to dress more formally/nicely for chapel services to show respect for God's house in the manner in which we dress. Sweatshirts will not be permitted on chapel days.

APPENDIX B. GUIDELINES FOR PE AND SPORTS PARTICIPATION

PHYSICAL EDUCATION

All students are expected to participate in PE each class period. In the event that a student must be excused from Physical Education class for a single day, a note from the parent explaining the problem and what type of activities are to be modified for that day will be acceptable. For three or more consecutive school days, a written note from the doctor stating the reason for the excuse and the length of time the student is to be excused will be required. If a child is restricted from participation in Physical Education, he or she is also restricted from participation in all recess activities.

Students in Grades 5-8 are required to wear the GLS gym uniform for each class - uniform shorts and shirts purchased from the school, gym shoes, and socks. Dressing for class is part of the student's grade. Failure to dress will negatively impact a student's grade.

All classes, PK-8, are required to have non-marking tennis or gym shoes for class. Platform tennis shoes, shoes with rollers, skater type floppy shoes, shoes that have zippers instead of Velcro or laces, and tennis shoes with open backs or straps are not allowed in physical education class due to safety issues.

Students in Kindergarten – Grade 8 will participate in the Presidential Physical Fitness tests in spring. PE areas tested include upper body strength, endurance, flexibility, sit-ups and agility. During the school year students are given the opportunity to improve in these areas, and students who pass all five tests at the required level are awarded certificates.

ABSENCES AND EXTRACURRICULAR ACTIVITIES

Students must be in school no later than 11:30 am to participate in after-school sports and extra-curricular activities. Students who leave school during the day due to illness may not return to school that afternoon or evening to participate in after-school sports or extra-curricular activities. If a student is too sick to be in school and a required performance/event/game is scheduled for that night, parents/guardians are expected to call the school as soon as possible to talk with the teacher and/or principal.

ATHLETIC CODE OF CONDUCT (PK – GRADE 8)

All student athletes and parents/guardians are expected to abide by this code while participating in or attending sports events sponsored by Grace Lutheran School whether at home or away:

- Exhibit good sportsmanship at all times.
- Be courteous at all times to school administrators, coaches, opponents, game officials, and fans.
- Exercise self-control.
- Be familiar with all rules of the contest.
- Show respect to players, officials, and other coaches.
- Refrain from the use of foul or abusive language.
- Respect the integrity and judgment of the game officials.
- Refrain from making noise during free throws no matter what the opposing team fans are doing.
- Demonstrate winning with character and losing with dignity.
- Refrain from the use of illegal and non-prescription drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States, or the American Medical Association.

PHYSICAL EXAM REQUIREMENTS (PK – GRADE 8)

Each student participating in sports must have a current physical form on file with the Athletic Director. Physicals are good for one year (those dated prior to June 1st of the school year will not be acceptable.) If a camp physical or other form of physical is filled out over the summer, a copy of this may be attached to a Grace Lutheran Physical Form, which must be signed by a parent. The Physical Form must be on file before the first game of the sport's season. If a student starts a sport after the season has begun, he/she will have two weeks in which to turn in the Physical Form. After that, the student will not be allowed to participate further until the Physical Form is returned.

SPORTS AND EXTRACURRICULAR ELIGIBILITY (GRADES 5-8)

Eligibility procedures have been developed that govern the participation of students in all extra-curricular activities.

Academic eligibility for all student athletes in Grades 5-8 starts the first day of school or when a student enrolls, if after the start of an academic year. Students are expected to maintain a 70 or higher in all classes, including 'specials'. The student is expected to stay current with all homework and be prepared for their classes. Students are expected to behave in a way that is pleasing to God, demonstrating proper respect for adults in authority and for fellow classmates.

ELIGIBILITY PROCEDURE

At each mid-quarter and end of the marking period, teachers will be asked to evaluate the academic and behavioral performance of each student involved in extra-curricular activities. Students with grades lower than 70% in any subject on their mid-term or report cards or students who have demonstrated unacceptable behaviors will be considered Academically Ineligible. The Principal, Athletic Director, and Club Advisors will meet to determine if participants are in good standing or are to be placed on Probation, Suspension, or removed from activities for the current school year. With each new school year, each student is considered in good standing unless otherwise directed by Principal.

ACADEMIC INELIGIBILITY LEVELS:

PROBATION: The FIRST time a student is Academically Ineligible, they will be placed on PROBATION until the next evaluation. During Probation, the student will still be able to participate in practices, games, and activities with the team/club. By the next evaluation, if a student has not raised all grades to a 70% or higher or if behavioral issues continue, the student will be placed on SUSPENSION.

SUSPENSION: If a student receives a second unsatisfactory evaluation, either for grades or behavior, the student will be placed on SUSPENSION from the current sport/club. During the time a student is suspended, he/she will not be allowed to play in or dress out for any games or competitions but can participate in practices with the team/club. By the next evaluation, if a student has not raised all grades to a 70% or higher or if behavioral issues continue, the student will be REMOVED FROM ALL ACTIVITIES.

REMOVAL FROM ACTIVITIES: If a student receives a third unsatisfactory evaluation, either for grades or behavior, the student will be REMOVED from participating at ALL in the sport, club, or activity. If the student brings grades and behavior back to an acceptable level, the student will have to have Principal permission to return to the activity.

Regardless at what level (Good Standing, Probation, Suspension) the student is in, the student may be REMOVED from a team, club, or activity with cause by the Athletic Director or Club Advisor, with principal

approval, or the Principal. Parents/guardians will be informed of the reason and may request a conference to discuss the issues.

LEAGUE MEMBERSHIP

Grace Lutheran School is a member of the Huntsville Independent School League (HISL). A player must be a registered student of a member school and fall under that school's academic requirements. To play at the following grade levels, a player must meet age and grade requirements as of September 1 of the current school year.

- Volleyball, basketball, or track (Grades 7-8) - 14 years old or younger
- Volleyball, basketball, or track (Grades 5-6) - 12 years old or younger
- Basketball (Grades 3-4) - 10 years old or younger
- T-ball (PK-Grade 1) - 7 years old or younger
- Soccer (Grades 6-8) - 14 years old or younger
- Soccer (Grades 3-5) - 11 years old or younger
- Soccer (PK-Grade 2) (8 years old or younger)

PARTICIPATION IN GRACE ATHLETICS WHILE ON A CLUB TEAM(S)

Students have many choices in activities in and out of school. Students may participate on a school-sponsored team and one sponsored outside of Grace. When a student participates on a Grace Lutheran team and a Club team at the same time, when there is a conflict in practice or game schedules, Grace requires that the Grace Team be given priority over the Club team. Since Grace's teams are often smaller than Club teams, the absence of a team member may cause games to be forfeited if not enough are present, letting team mates down. If a player who wishes to participate in Club Sports cannot make a commitment to Grace as their first priority, then that player must make a choice as to which team they want to belong.

Please contact the Athletic Director for further information.

APPENDIX C. ALABAMA ABSENCE STATUTE REFERENCES

Authority: Code of Alabama (1975:16-28-7, 16-28-8) The enrollment and attendance of a child in a church school shall be filed with the local public school superintendent by the parent, guardian or other person in charge or control of the child on a form provided by the superintendent which shall be countersigned by the administrator of the church school and returned to the public school superintendent by the parent. When the child no longer attends the church school, the parents, guardian, or other person in charge of the child shall by prior consent at the time of enrollment direct the church school to notify the local superintendent that the child is no longer in attendance.

Authority: Code of Alabama (1975: 16-28-15) Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge that was without permission of the teacher.

Authority: Code of Alabama (1975: 16-28-13) A good cause or valid excuse, as used in this section, exists when on account of sickness or other condition attendance was impossible or entirely inadvisable or impracticable or when, by virtue of the extraordinary circumstances, the absence is generally recognized as excusable.

Authority: Code of Alabama (1975: 16-28-15) Failure to furnish such an explanation shall be admissible as evidence of such child being truant with the consent and connivance of the person in control or charge of the child, unless such a person can show to the reasonable satisfaction of the court that he had knowledge of such absence and that he had been diligent in his efforts to secure the attendance of the child.

Authority: Code of Alabama (1975:16-28-7, 16-28-8) Grace is required to submit weekly reports regarding unexcused absences as defined above to the state superintendent's attendance officer.

Authority: Code of Alabama (1975:16-28-16) Where no valid reason for nonattendance is found, the attendance officer shall give written notice to the parent, guardian, or other person having control of the child. Where the parent, guardian, or person in charge or control of the child is not at his or her regular residence, the attendance officer may leave the written notice with a person over 12 years of age residing at the usual place of residence with the instructions to hand such notice to parent, guardian, or other person having control of the child.

Authority: Code of Alabama (1975: 16-28-16) The written notice shall require the attendance of the child at the school within three days from date of the notice.

Authority: Code of Alabama (1975:16-28-22) Prosecution may be begun by the local superintendent, an attendance officer, principal, teacher, private tutor, probation officer, or an authorized agent of the State Superintendent of Education or the Department of Human Resources.

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