



**Grace Lutheran School**  
Parent and Student  
**Handbook**  
**2023 – 2024**

# PHILOSOPHY AND MISSION OF GRACE LUTHERAN SCHOOL

## COVENANT STATEMENT

### PHILOSOPHY:

**Mission:** Grace Lutheran School exists to share the message of salvation through Jesus Christ and to prepare and equip our children for today's challenges and tomorrow's opportunities.

**Vision:** Empowering young minds for servant leadership, discipleship, and innovative thinking for today's challenges and tomorrow's opportunities.

### 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, 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 an elementary school within the Lutheran Church-Missouri Synod. 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. Grace will be going through the NLSA Self-Study Accreditation process during the 2023-24 school year.

### 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.

### PARENT – SCHOOL PARTNERSHIP

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 and supports the Christian values of Grace Lutheran School in words and deeds.

## 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

<b>PK-8 Level</b>	<b>Ratio</b>
Pre-Kindergarten	14 to 1
Kindergarten	18 to 1
Grades 1-5	22 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 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.

### PROSPECTIVE STUDENT TESTING (PK-GRADE 8)

All prospective students will be assessed for grade level readiness. Children in Kindergarten – Grade 8 will also be tested to determine 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.

For accounts that are behind, 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. Grace Lutheran also participates in the Alabama Accountability Act, through which scholarship granting organizations, such as Rocket City SGO and others, to provide scholarships to families who qualify. Please contact the school office for more information about receiving assistance or donating to one of these programs.

# 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. After School Care begins at 3:15 pm and ends at 5:30 pm. For additional details, please contact the school office.

## SCHOOL LUNCH PROGRAM

Pupils may bring their own lunches or participate in the school lunch program. Grace Lutheran's lunch program offers hot and cold lunches planned and implemented by our certified Lunch Manager. School lunches are 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.

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. Parents/guardians are discouraged from delivering lunch to their children at lunchtime.

## SCHOOL SNACKS/WATER BOTTLES

Students may bring a healthy snack for snack time. Please 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. Treats should be provided to the whole class. Please provide items that will include all students – being aware of food allergies and restrictions in the class – although, an 'equally enjoyable' alternative treat may be provided. 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 friend's whole class.

## 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. 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*. 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 Technology Acceptable Use and Chromebook Policies. All devices shall not be used inappropriately or without permission during the school day, including before and after school care. Cell phones should be turned off and will not be used during the school day, including before and after school care. Smart watches will not be used for communication purposes during the school day. 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. Cyberbullying is taken seriously. However, it is not the role of administration to monitor these communication channels. 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. See the *Bullying Policy* for additional information. 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.

### VIDEO USE STATEMENT

Video cameras are installed and used on Grace Lutheran's property primarily for the purposes of establishing and maintaining a safe and orderly environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school rules. Video cameras may be used in any place on the campus where public, student, and staff have no reasonable expectation of privacy, such as, but not limited to, entrances, hallways, classrooms, and office spaces. Footage from school cameras may be reviewed by school and church leaders and other authorities to better understand the circumstances of a concern or situation. Footage is not available for public viewing.

### STUDENT RECORDS

Grace Lutheran School respects the privacy of 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 and supports 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

### 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, check lunch account, and make payments. 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. Late work will be posted at the teacher’s discretion.

### UPDATING CHANGES OF INFORMATION

It is very important that the school has each family’s 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. Please leave messages and items at the school office to be delivered or picked up. 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 the visitor check-in procedure in the school office.

### TALKING/MEETING WITH THE TEACHER(S)

If a parent needs to speak with his/her child’s teacher, parents/guardians should 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 discouraged from trying 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.

### 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 need to be picked up by a parent or an adult designated in RenWeb or one with written permission. 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.

## PRIVACY NOTICE

All personal family and student information is used solely for the daily processes and communication of Grace Lutheran Church and School. No personal information is shared with the community or individuals outside of Grace Lutheran Church and School without permission of the family/individuals. Family directory information will be shared within FACTS/RenWeb unless opted out. Please notify the school office to change your directory status.

## 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 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.

### 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.

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. If a child will be missing school for a trip, parents/guardians are required to submit a Pre-Approval Absence Form prior to the trip to get approval from the principal. Failure to do so will result in the absences being unexcused 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.

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

## 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.

## 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 is recorded, but will not convert to an absence. Every 3 unexcused tardies in a quarter will convert to an unexcused absence. 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 Tardies will be counted against the student. Reasons for an unexcused tardy include just being late or any reasonable preventable circumstance.

## 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.

## 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, to minimize classroom disruption. Please 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.

## 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, where 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 need 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.

# 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.

## 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 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. Please do not send your child to school while ill.

## 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.

## BUILDING SECURITY/ VISITING THE SCHOOL

Doors into the buildings and classroom are locked during the school day. All Visitors must report to the school office to sign in, have their background checked, and receive a Visitor's Pass when coming to campus for any reason. The Pass must be worn while in the building. 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.

## 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.

## 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.

## PARENT SUPERVISION OF THEIR CHILDREN

During any meeting or event held 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.

## CHILD ABUSE AND NEGLECT

Alabama law mandates that all teachers, staff, Extended Care personnel, coaches, 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 staff and/or 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" that includes Grace Lutheran, 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.

# 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. 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, submit AI generated work, 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.

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.

## ACADEMIC INTEGRITY POLICY

Students will be responsible for doing their own work - they may not represent another's work as their own. It is not permissible to copy another student's answers, provide another student with answers, plagiarize research information, submit AI generated work as their own, omit giving credit where credit is due, or represent other's 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.

## BEHAVIOR INFRACTIONS AND POINT SYSTEM

Behavior Infractions can be Major Infractions or Minor Infractions. 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

### 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

Non-compliance with Dress Code  
Food, candy, or gum eaten at an inappropriate time  
Cell Phone Violation  
Other Minor Infractions

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. 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. The assigning teacher, upon notice given to the parent/guardian, will determine detention day and time. Kindergarten – Grade 4 shall serve up to a 30-minute detention. Grades 5-8 will serve up to a 45-minute detention.

## DUE PROCESS

Consequences for behavior infractions will depend upon the situation and severity of behavior. Staff members will use their best judgment based upon information available 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.

## 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 and addressing students who bully. Additional interventions such as increasing supervision and limiting situations; 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: 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 staff direction.
- Drop-off and pick-up students in the designated locations.
- Walk your child across the parking lot unescorted.
- Pull into designated spots to buckle in students who need assistance.
- Cars should not be left unattended in front of any doors to any building.
- Tardy students 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.

### DROP-OFF PROCEDURES (PK-GRADE 8)

Students arriving between 7:00 and 7:30 am should be dropped off at door B12 for Before Care. There is a charge for this program. Students arriving after 7:30 am should be dropped off at the Main Entrance, Door B1, and go to the gym, where teachers will supervise the students, until it is time to go to the 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 3 (3:00 pm): At 3:00 p.m., our PK-3<sup>rd</sup> 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. Parents may pull into parking spaces to buckle in children who need assistance.

Grades 4-8 and Younger Siblings (3:00 pm): Students in Grades 4-8 and their younger siblings will be picked up at the drop-off/pick-up zone between door B12 and B1.

After Care Pre-Kindergarten-Grade 8 (after 3:15 pm): At 3:15, students enrolled in After Care and those not yet picked up will go to our After 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 After Care. The After Care charge will be added to the parent's RenWeb/FACTS account. For safety reasons, parents/guardians must sign out their children from After Care.

## 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 hung on provided hooks. 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. Outside locks may not be used on lockers. 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 placed in the lost and found bin. Please check occasionally to see if a 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. 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, iPads, 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. At the end of each school year, the students must return the Chromebooks so that yearly maintenance and repairs may be made. Damages to the Chromebook and lost/ missing components will be charged a repair/ replacement fee. See the Chromebook Policy document for additional information.

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

## 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.

### FIELD TRIPS

Classes will take day field trips throughout the year to enhance student learning and to provide enrichment opportunities. In addition, middle school students attend overnight camps: 5<sup>th</sup> grade to Space Camp, 6<sup>th</sup> grade to Camp McDowell, and 7<sup>th</sup> and 8<sup>th</sup> grade to Dauphin Island or St. Louis, on alternating years. All students are expected to participate in a class field trip. Parents/guardians may be asked to assist the teacher by chaperoning or driving for the trip, if needed.

### 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 students. Chaperones should be a good role model by observing all rules or guidelines the teacher has established and giving attention to presentations, refraining from socializing or talking with others during them. 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. To be approved as a driver, parents/guardians must complete a Field Trip Driver Form and show proof of liability insurance and valid driver's license. Each student must be secured with an individual seat belt, car seat, or booster seat, as appropriate. No student under the age of 12 may sit in the front passenger seat. Extra stops during the field trip are not permitted.

### 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, Lutheran Honor Society, Yearbook, Student Council, Choir, Violin, and Bells.

# ACADEMICS

## HOMework

As an important aspect of our educational program, homework is assigned. Its purpose is to give students the opportunity to complete daily assignments, reinforce skills, prepare for tests, develop good study habits, and a strengthen 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. It is reasonable to expect 10 minutes per grade level of homework each night.

## MISSED ASSIGNMENTS

When a child is absent from school, homework assignments can be gathered for them. Contact the school office before 10:00 am if you intend to pick up the child's missed assignments at the end of the day. Teachers may also post classwork in the class Google Classroom site or on RenWeb.

Students are expected to promptly complete any missed work. Generally, one calendar day is given for each day absent. Tests and quizzes are expected to be taken the day a student returns from absence unless special arrangements have been made with the teacher. Missing work from extended excused absences will be given special consideration by the principal and teacher.

## 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 e-Crusader prior to the exams. Exam scores are recorded on the report card. Semester exams count as 10% of the semester grade.

## MID-TERM REPORTS

At the midpoint of each of the four grading periods, parents will be advised to check their child's grades on RenWeb. Mid-term grade checks provide information about the student's progress in each subject with 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 are sent home with the students. 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

All subjects do hold equal weighting when determining credits earned or GPA calculations.

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		

## CLASS VALEDICTORIAN AND SALUTATORIAN

Class valedictorian and salutatorian awards will be based on the 4 point GPA scale.

## 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.

## DEVELOPMENTAL READINESS

Assessments and evaluations may also be subjective, based on teacher observation. For emotional, social, and spiritual growth, especially those in the younger grades, teachers' observations will be the major avenue in evaluating students. These assessments will also be used to determine if a child is developmentally ready for a particular grade. 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.

## RETENTION AND ACADEMIC PROBATION PROCEDURES

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.

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

In Grades 6-8, a student who fails a core course (Religion, English, Literature, Social Studies, Science, or 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 or academic probation, Grace Lutheran will keep the child's parents/guardians informed throughout the year of the child's lack of progress, seeking cooperation in helping the child improve. Teacher communication, progress reports, report cards, parent-teacher conferences, and conferences with administration are avenues of communicating concern. A conference with administration and 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.

## SPECIAL NEEDS

Grace Lutheran School has a small staff of classroom teachers. As a result, certain services are limited. If teachers suspect that a student has learning needs or struggles, they will contact the principal and parent to meet and discuss their concerns and observations.

Parents can initiate student testing through their local public school or through a private agency. Grace Lutheran School cannot be obligated to pay for any testing.

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 student's 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.

## 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 property 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 planning and supplying volunteers for events, fundraising, and helping in various roles within the school. PTL provides an avenue for parents/guardians to meet each other, as well as gives people opportunities to serve and take on leadership roles.

### 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 LCMS Foundation. When the Endowment Fund reaches its minimum value, a portion of the funds will be directed to reduce tuition increases, keeping GLS tuition affordable.

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

Updated: JULY 2023

## 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 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
- Hoodie sweatshirts in the classroom

## 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.

## 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, fans, 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.

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