



**Grace Lutheran School**  
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# GRADES CDC - 12 PARENT AND STUDENT HANDBOOK



**PROVERBS 3:6**

**2019-2020**

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# I. PHILOSOPHY AND MISSION OF GRACE LUTHERAN SCHOOL

## COVENANT STATEMENT

### Philosophy: (What we Believe)

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.

### How do we accomplish this?

- A. **Climate** – An Exemplary School:
  - i. Provides a place where students feel comfortable, safe and accepted. (John 15:12)
  - ii. Promotes open communication between parent, teachers, and students.
  
- B. **Staff** – An Exemplary Staff:
  - i. Focuses on increasing student growth and academic achievement with instruction methods that reflect research and proven effective classroom practices.
  - ii. Collaborates to improve student learning.
  - iii. Views the pupil through the cross of Christ, by being concerned with the child's total needs physical, emotional, intellectual, and spiritual.
  - iv. Encourages, trains, and equips young people to live faithful lives. (Ecclesiastes 11:9-10)
  - v. Inspires God's children to share their faith naturally and eagerly (Acts 4:19-20)
  - vi. Models professionalism through integrity, commitment, and ethical behavior. (Isaiah 51:7-8)
  
- C. **Academics** – Academic Excellence:
  - i. Utilizes the curriculum to promote intellectual curiosity, cognitive growth, self-actualization, self-expression, optimal development, social growth, moral development, character, and natural learning.
  - ii. Engages students through multiple learning modules that work on a student's kinesthetic, tactile, visual, and auditory strengths.
  - iii. Utilizes 21st Century technology in our courses of study.
  - iv. Develops servant leadership opportunities for students to be active participants in their faith walk with Christ.
  
- D. **Students** – An Exemplary Student:
  - i. Accepts responsibility for their learning and actions.
  - ii. Sets their own challenging goals and give their best effort to achieve academic excellence.
  - iii. Encourages and uplifts one another by being considerate, responsible and committed. (Hebrews 10:23-25)
  - iv. Becomes involved in school and community service. (Romans 12:1)
  
- E. **Parents** – In an Exemplary School Parents:
  - i. Form partnerships with teachers to demonstrate the importance of education. (1 Timothy 4:12)
  - ii. Are supportive of the school's vision, goals, and mission.
  - iii. Play an active role in the academic and character development of their child.
  - iv. Monitor their child's academic progress.
  - v. Are actively seeking ways to be involved in the school by volunteering their time and/or talents.

## **II. GENERAL INFORMATION**

### **STUDENT CITIZENSHIP**

The strongest component of a school of excellence is active cooperation among its students, faculty, administration, and parents. Certain guidelines are established to preserve the decorum of the group and contribute to a true learning situation in the school. Students are expected to act as Christian ladies and gentlemen at all times. Included in these actions is the students' desire to show pride in their school and in their schoolwork and achievements. Students are expected to dress appropriately for school, to do their best, to treat everyone with respect, and to take care of school property.

### **SCHOOL HISTORY**

Grace Lutheran School is one of over 2,423 elementary schools within the Lutheran Church Missouri Synod. The LCMS also operates 102 high schools and 10 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. A Pre-Kindergarten class and an Eighth Grade class were added at the beginning of the 1978-79 school year. A Child Development Center was added at the beginning of the 2012-2013 school year. Current renovations are taking place to develop a junior high wing in the upstairs of the Family Life Center. Plans for completion of the new wing is scheduled for 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 Director members formulate 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. The staff went through a rigorous examination of our processes and educational outcomes. Out of that, we developed a five-year improvement plan. A team consisting of AdvancED and NLSA (National Lutheran Schools Accreditation), spent 2 days examining Grace Lutheran School and both groups deemed us worthy of accreditation.

### **TEACHER QUALIFICATIONS**

The majority of teachers at Grace Lutheran School are graduates of Lutheran universities. Kindergarten through Eighth Teachers holds either a bachelor's, or a master's degree, while Early Childhood Teachers hold EC degree or bachelors. All teachers have obtained certification and licenses by the state of Alabama.

### **III. GLS ENROLLMENT POLICIES**

#### **NON-DISCRIMINATION (CDC-HS)**

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

#### **GENERAL ENROLLMENT (CDC-HS)**

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. Space limitations and the ability of the school to meet the needs of a child may cause some students to be denied admission. While Grace Lutheran School provides a high quality general education for Early Childhood through 12th grade students, it does not have full-time special education classes or teachers for those students who are in need of special services.

#### **CLASS SIZE (CDC-HS)**

<b>Level</b>	<b>Ratio</b>	<b>Level</b>	<b>Ratio</b>
6 weeks to 18 months	5 to 1	Kindergarten	18 to 1
18 months to 2.5 years	7 to 1	Grades 1-5	20 to 1
Preschool	11 to 1	Grades 6-8	24 to 1
Pre-Kindergarten	11 to 1	Grades 9-12	24 to 1

The Principal may expand the maximum class number listed in certain circumstances, if requested by the CDC Director, High School Director, and or a faculty member.

#### **APPLICATION PROCESS (CDC-HS)**

Application forms for enrollment in Grace Lutheran School may be requested by phone or picked up in the office. When applying for admission to Grace Lutheran School, the parent(s) must complete an enrollment form, provide a certified birth certificate, an updated and current Alabama Certificate of Immunization, and a social security card.

Teachers will administer diagnostic tests to prospective students in K through 12. Students enrolling in the CDC through PreK must meet the age requirements set by the state of Alabama. Students applying for enrollment in grades 4 through 8 must also include copies of their test scores on their most recent standardized achievement tests. Homeschool students will be evaluated on an individual basis. Enrollment acceptances are for one year only; therefore, applications must be renewed each year.

#### **DIAGNOSTIC TESTING PROGRAM (K-12)**

Diagnostic tests will be administered to determine reading and/or math skill levels of new applicants in K-12 grades. These tests will help us to assess the child's capability for success in our school. Testing times will be arranged and conducted by the teachers. Students applying for grades 4-8 must score at least 50<sup>th</sup> percentile on the math and reading sub tests of the achievement test. If achievement test scores are not available, then Grace Lutheran School reserves the right to administer the SAT to the prospective student. 9-12 must score at least 50<sup>th</sup> percentile on the mathematics, English and foreign language sub tests.

#### **AGE REQUIREMENTS**

CDC children must be at least 6 weeks old before starting. Pre-Kindergarten children must be four years old on or before September 2 of the upcoming school year. A child applying for entrance into Kindergarten must be five years old on/before September 2. A child applying for entrance to 1<sup>st</sup> grade must be 6 years old on/before September 2. Students who apply for grades 2-12 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.

## **IV. GLS DAILY OPERATING PROCEDURES**

### **SCHOOL HOURS**

CDC Full Day	7:00 am to 5:30 pm
CDC T/TH ½ Day	7:00 am to 12:00 pm
CDC M/W/F ½ Day	7:00 am to 12:00 pm
Pre-K & 1/2 Day Kindergaren	8:00 am to 11:45 am
Grades K - 12	8:00 am to 3:05 pm
Morning Care	7:00 am to 7:50 am
After School Care	3:05 pm to 5:30 pm

### **EXTENDED CARE (PK-12)**

Grace Lutheran provides two an Extended Care programs. Early morning care is available in our Assembly Room from 7:00 am until 7:30 am, for the cost of \$2.00 per day. Students who arrive at 7:31 am will not be charged for early morning care.

After School, care begins at 3:05 and ends at 5:30. Details relative to this program may be obtained by calling the school office.

### **CHILD DEVELOPMENT CENTER OPERATION**

The CDC department which houses children from 6 weeks old through three year old is open year around from 7:00 a.m. – 5:30 p.m. Monday through Friday. There are scheduled Holiday and in-service closings separate from the Pre-Kindergarten through Twelfth Grade schedule.

See Appendix D for further details. Formal class time begins at 8:00 a.m. and ends at 11:45 a.m. Morning pick-up time is between 11:45 and 12:00.

### **SCHOOL LUNCH PROGRAM**

The school lunch program runs from August – May of each year. The pupils may bring their own lunches or participate in the hot lunch program. The hot lunch program offers made from scratch healthy choice items planned and implemented by our certified Lunch Manager. All our food guidelines meet or exceed Federal and State health guidelines for fit and healthy students. Hot lunches need to pre-ordered on RenWeb by the Sunday prior to the week served and are debited from your pre-paid food account the day of serving. To receive the hot lunch, it has to be pre-ordered on RenWeb and money must be in your pre-paid lunch account.

Students are expected to bring their lunch with them to school everyday, rather than have it delivered by parents at lunchtime. However, we encourage parents to join their children at lunch. (Pre-order or bring lunch.) Please keep in mind it is our policy that we do not heat up or warm your child's packed lunch. However, if your child has food sensitivities that require heating accommodations please contact the principal for further details and arrangements.

### **SCHOOL MILK PROGRAM (Toddlers-Grade 3)**

The school provides milk to students at snack or lunch; parents must pre-purchase it for the school year. Students in Toddler 1 through Grade 3 also have a milk snack (if purchased), or other drink brought from home each morning.

### **CDC SNACKS/BIRTHDAYS**

We will provide a morning snack and an afternoon snack each day. Please send a labeled, non-spill cup for snack time. We will send the water bottles home daily and wash it after each snack time. We love celebrating your child's birthday. We have found that cookies, rather than cake or cupcakes are best for this special occasion. You may send in a special drink as well if you'd like.

### **SCHOOL SNACKS / WATER BOTTLES**

The school provides a school snack store sponsored by the student council for purchase of a healthy snack during the morning hours. Students who wish to bring their own snack are asked to be mindful of peanut allergies and are encouraged to bring a healthy snack. Only water is allowed in the classrooms during the day. Powdered drink mixes, energy drinks, caffeine pills are not allowed on campus.

### **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. This includes items such as peanut butter, trail mixes, or candies made with nuts. Peanut oil or nuts will not be used in food preparation by the cafeteria staff, afterschool snacks, or sold by the student council at the snack store.

Research is unclear why, but more children are becoming allergic to certain foods including peanuts and tree nuts (e.g. walnuts, pecans, and almonds). What makes peanuts/nuts especially harmful to allergic individuals are:

- Peanut dust can become airborne
- Nuts are more likely to cause severe and potentially life-threatening reactions than most other foods.
- Cross-contamination from peanut butter residue on a table, handrail, etc can cause a reaction.

We currently have students enrolled with these allergies. The GLS peanut/nut policy is designed to help provide a safe 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 safe environment for all.

### **STUDENT DRESS GENERAL GUIDELINES**

Grace Lutheran School personnel believe that the dress and appearance of students are important keys in the overall atmosphere of the school. A student's appearance reflects respect for their teachers and peers; therefore, all clothing worn must be neat, clean, presentable (ex: shirts tucked in where applicable, belts worn where applicable), and will follow the dress code which can be found in Appendix A for Pre-K-8, and Appendix B for 9-12.

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.

In the event that inappropriate clothing is worn to school, the teacher will first talk with the student and explain why the clothing is inappropriate and the student will be asked to solve the situation. In the event the student cannot solve the situation then the teacher will solve the situation for the student including but not limited to parents being asked to bring an appropriate change of clothing, parent conferencing, and removal from a classroom due to disruption of learning environment caused by inappropriate appearance and/or clothing, etc.

### **ELECTRONIC DEVICES POLICY (ALL STUDENTS)**

We are a society that is reliant on our cell phones, the Internet, and the need to be in constant contact with our family and friends. Our students are no different. The vast majority of our upper grade students has a cell phone and belongs to one or more social media websites. It is our hope that our Grace Family is using these avenues of communication in positive ways.

Because of these communication tools, a major issue across our country that our schools are dealing with is Cyber Bullying. It is defined as a student using the Internet, cell phone, or other technology to harass, embarrass, or threaten another student. We pray that this and other inappropriate texts/posts do not happen here at Grace. However, we want to let families and students know that we will address incidents if they occur.

*"Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer." Psalm 19:14*

The following guidelines apply to our Grace Family and share how we will handle situations that are not acceptable in His sight.

#### CELL PHONES

- ✓ Cell phones will not be used during the school day. That includes Before / After School Care.
- ✓ If a teacher or supervising adult sees a student using their cell phone, they will take it and give it to Mr. Ellis
- ✓ Any inappropriate information will be shared with parents.
- ✓ Confiscated cell phones will only be returned to parents.

#### COMPUTERS/ DIGITAL DEVICES ON CAMPUS

- ✓ Any inappropriate information will be shared with parents.
- ✓ If a teacher or supervising adult sees a student using a computer/digital device (that includes Before and After School Care), during the school day for anything other than approved school use, they will be confiscated and given to Mr. Swartz.
- ✓ SOCIAL MEDIA
- ✓ Facebook and other social media sites are not to be accessed by students at anytime using computers owned by Grace Lutheran.
- ✓ Always keep in mind that you are representing yourself, your family, your school, and most importantly your Lord when you are posting messages online.

#### INNAPPROPRIATE TEXTS / POSTS

- ✓ Inappropriate texts/posts are determined the same way we treat the words that come out of our mouths. At Grace, we use three simple questions – Is it True? Is it Necessary? Is it Kind? If you cannot say yes to all three, you have done something wrong.
- ✓ Texts/Posts referring to a teacher, parent, or student in our Grace Family that are deemed inappropriate need to be shared with the principal.
- ✓ The principal will only address instances where there is documented proof of the text/post. It is simple; save it, and show him. He will not handle situations where there is no evidence of such a text/post.



## A NOTE FOR LOVING PARENTS

You have every God given right know what is going on in your child's life. As scripture states "Train up a child in the way he should go, and when he is old he will not depart from it" Proverbs 22:5-7. Raising children currently is hard. However, God gives us great advice. Even if they cry and scream, your child does not have a right to privacy when it comes to the parent/child relationship. You should know their Facebook password so you can monitor the account. Grab their cell phone once in awhile and check to see if you approve of their text messages. It is incredibly easy to text or post something you know you would never say to someone face to face. For a teenager, this temptation is extremely difficult to overcome. They are going to mess-up. However, it is our job as parents to use those incidents as teachable moments to talk about what it means to *live for Christ* and most importantly to be *forgiven by Christ*.

Please understand that cell phones and other electronic devices are brought to school at your own risk. These items, as well as other personal items brought to school by students are their responsibility. The school assumes no accountability for lost or stolen personal property. Students who do not comply with this policy will have the devices confiscated and returned only to a parent or guardian.

## **V. SCHOOL - PARENT COMMUNICATIONS**

### **GENERAL INFORMATION**

In order for the educational process of Grace Lutheran School to function smoothly and to operate in an optimum manner, daily operating procedures are in place. To function effectively as a school, the professional staff needs the help of parents and students. Parental support, encouragement, and cooperative attitudes assist the teachers in the important job of educating the children. Included in this section are methods that have been put into place to use class time more wisely, to cut down on distractions, to provide for the safety of the students, to promote good teacher-parent communication, and to encourage appropriate teacher-parent-student interaction.

### **MESSAGES FOR STUDENTS**

After the morning bell has rung at 8 am, all contact with the students is to be conducted through the school office. Parents are requested not to go to the classroom unless invited by the teacher or directed to do so by the secretary or principal. Messages for the students or forgotten items should be given to the office staff members who will deliver those messages or items to the students. In so doing, the learning environment will not be disturbed.

### **TALKING WITH THE TEACHER(S)**

If a parent needs to speak with his/her child's teacher, parents are requested to send a note 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 are strongly encouraged to not try to "catch" the teacher in the hallway, at lunchtime, in the classroom, or in the carpool line. The teacher has primary responsibility to the children as well as many things to accomplish during the school day. 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 parents wish to pick up students from grades PK – 12th during the school day, they are to report first to the office to sign out the student. In addition, any parent bringing a student to school after the beginning of the school day should sign in that student at the school office. The office staff will prepare an admit pass for the student. The student should give the pass to the teacher of that period that he or she is entering. Students in Infant – Pre-School must be signed in and out at the child's classroom.

### **STUDENTS LEAVING THE PREMISES**

Students are not allowed to leave school premises with anyone except their parents, relatives or authorized representative. Anything different from this procedure must be in writing from the parent. Whenever permission to leave school has been granted, full responsibility rests with the parents, and any missed work is the responsibility of the student.

### **VISITING THE SCHOOL**

Parents who are visiting the school during normal hours must sign in at the main office and pick up a Visitor's Pass. For security reasons all visitors/volunteers (lunchroom, computer lab, etc.) must have a pass.

### **WRITTEN COMMUNICATIONS**

**"E-Crusader"**: Every Thursday the parent communication ("E-Crusader") is sent electronically to all parents 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 in the office, or will be sent home if requested. Electronic lunch orders for the following week are due on Friday morning by 9:00; a hard copy of the lunch order form will be sent home if requested.

**Teacher Communications:** CDC Teachers (T1-P2) provide a weekly newsletter/memo with curriculum, and upcoming activities. Elementary teachers provide a weekly memo to parents listing events, successful classroom stories, homework, and upcoming events. Middle School teachers as a group provide a bi-weekly newsletter highlighting upcoming events, activities as well as provide encouraging tips. These newsletters are sent electronically or hard copy.

### **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-k through eighth grades. To use RenWeb: Click on the RenWeb link on the bottom left side of the school website at: <http://www.gls-hsv.org>. Log in with your user name and password. If you do not have yours, contact the school office. To view grades: 1. Go to My Contents 2. Click on private reports and view grades for any of the subjects listed. To view assignments: 1. Go to My Contents 2. Click on Combined Calendar (This will show all the assignments put in by all your child’s teachers. Hold your mouse over an assignment and you can see if there are more details. Click on the assignment for more information.

### **POSTING OF GRADES**

Grace Lutheran School works very hard to keep information as current and up to date as possible. Renweb is used as an enhanced communication tool for parents to be able to check on grades, view assignments, and see important messages. While this electronic method is not the only means of keeping up with grades as we do send home assignments, and work accomplished at school on a weekly basis, Renweb is utilized as our primary means of communication. Therefore, parents can expect Homework assignments to be posted for 1-8 grade 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. Exception only to late work collected which will be posted at the teacher’s discretion.

## VI. STUDENT PARKING LOT PROCEDURES AND VEHICLE REGISTRATION

### STUDENT DRIVERS

Student parking on Grace Lutheran campus is a privilege. With that privilege comes the responsibility of following policies and procedures set forth by the school administration. The school assumes no liability for damage to or losses from any vehicles parked on campus. Vehicles should be locked at all times. The following are the procedures to obtain and keep a parking decal permit.

1. To obtain a parking decal permit:
  - a. Register Vehicle: copy of student's driver's license and current insurance card must be kept on file in the school office.
  - b. Purchase a one-time \$25 dollar parking permit at the school office.
  - c. Student must display decal in a visible location.
2. Student Drivers understand that they cannot drive any other student home from school other than family members.
3. All rules of the road for the city, county, and state will be observed in the parking lot.
4. All expectations of Grace Student Code of Conduct apply to the parking lot.
5. Student's may park in assigned spots only.
6. Immediately after parking, students must exit their vehicles and move to the building. No loitering in the parking lot before or after school.
7. During school hours, administrative permission is needed to return to the parking lot.
8. A student who graduates or no longer attends Grace must return his/her parking permit to the school office.
9. Cars are not to be parked overnight without the express permission of the Principal.
10. Student drivers who become ill after arrival on campus during the school day may drive home only after the school office contacts the student's parent or legal guardian to secure permission to check out before the student departs.
11. Any student driver leaving campus after arrival must have appropriate permission from parent or legal guardian as well as Administration.
12. Parking Violations: A student's permit may be revoked under the following circumstances
  - a. Student driving is deemed unsafe. (ex. excessive speed in parking lot, not yielding to pedestrians crossing street, etc.)
  - b. Failure to return to campus in a timely manner. (see number 11)
  - c. Caught parking without a permit can lead to not being able to obtain a parking permit as well as having car towed at owner's expense.
  - d. Unexcused absence or 3 unexcused tardies will lead to a loss of driving privileges.
  - e. Violation of other school rules may result in the loss of driving privileges. The final decision will be left to the school administration.

NOTE- with the case of all parking violations and depending on the severity and circumstances of what occurred students will receive every opportunity to correct the action. This may mean a parent/administrative/student conference with an action plan, written warning, to a loss of privilege for a set period before revoking driving privileges for the year.

## VII. ATTENDANCE AND PUNCTUALITY

### ATTENDANCE

Regular school attendance by all students is very important. Too often irregular attendance is a major reason for poor schoolwork. Therefore, all students are urged to shop, make dental and doctor appointments, personal errands, etc., on Saturdays, school holidays, or after school. While completing missed assignments or making up quizzes or tests is very important, equally, if not more critical, is the in-class instruction and discussion that cannot be replicated.

When a child is ill, parents are expected to call the school office no later than 9:00am to inform the school of the absence. When the child returns to school parents 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. Each teacher will determine guidelines for making up missed work and receiving credit. General rule of thumb is for every 1 day absent a student receives 1 day to make up the work missed.

According to Grace Lutheran's Board of Director'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 educational experience to be approved by the principal in consultation with the School Board. This will be required for promotion to the next grade level. In extenuating circumstances (e.g., prolonged illness), the principal may make exceptions to this policy.

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 ( 1975:16-28-7, 16-28-8)*

### ABSENCES

#### A. EXPLANATION REQUIRED

- a. 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: 16-28-15)*

- b. 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: 16-28-15)*

- c. 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: 16-28-13)*

1. **EXCUSED** These absences include illness, death in the family, pre-excused absences for a vacation or medical/dental appointments, special family events, or a special request to the principal. Missed work must be made up within the time frame specified by the teacher. Pre-Excused Absence forms are available in the office. The principal will approve or disapprove, based on teacher(s) recommendation. All assignments and tests to be made up according to the classroom teacher's guidelines as noted on the form.

Any student who has an excused absence must, upon returning to school, arrange with his/her teacher(s) to make up the work missed. In general, for each day absent the student will have one calendar day to make up the work.

2. **UNEXCUSED** These absences are those that can usually be avoided and are often for frivolous reasons. Missed work may not be made up; a grade of zero will be received.

### **PRE-EXCUSED**

Parents are encouraged to plan family trips during the scheduled school holidays. Excessive absences place an undue burden on both teacher and student. Parents are responsible to get pre-approval from the Principal prior to the trip. Failure to do so will result in unexcused absence(s).

### **B. PROSECUTING**

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

*Authority: Code of Alabama (1975:16-28-7, 16-28-8)*

b. 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)*

c. 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: 16-28-16)*

d. 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.

*Authority: Code of Alabama (1975:16-28-22)*

### **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 teacher(s)' 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 stating the time of appointment and the expected time of return to school. At appointment time, parents must go to the school

office to sign out their child(ren). The office staff will contact the teacher to let him/her 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, cheerleading, and extra-curricular activities. Or 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 extra-curricular 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 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 should contact either the teacher (concerning all non-athletic activities) or the athletic director (concerning sports events) as soon as possible.

### **PUNCTUALITY**

Outside doors in both buildings are locked promptly at 8:00 a.m. If tardy, the parent must bring the child to the office to sign in, and receive a signed pass to class. Pk-5 Students will be marked tardy if they are not in their classrooms when the tardy bell rings after the start of the school day (8:00am).

### **TARDIES (6-12)**

Students who are in grades 6-12 and who change classes throughout the day are expected to be in their seat and ready to go when the bell rings. All restroom, locker, and social needs must be taken care of during the time allotted between classes. Each individual teacher will explain the expectations regarding punctuality between classes.

### **"EXCUSED" vs. "UNEXCUSED" TARDIES**

When a student is tardy to school it creates many difficulties for the teacher(s), the other students, the office staff, the administration, the parents and the student. It disrupts the continuity of instruction in the classroom, it is a disturbance to other students in the classroom, it provides off counts for hot lunch preparation, it affects basic skill level due to lost instruction opportunity, and it causes stress and inconvenience to parents by causing a disruption in daily schedules and routines.

All this can happen just because a student is tardy to school. By working together, we hope students' tardiness will be prevented. Every 3 unexcused tardies in a quarter will convert to an absence.

**Excused:** (The "tardy" will not be counted against them)

- Children who have a doctor's appointment in the morning (bring a note from doctor's office)
- Inclement weather that causes irregular traffic patterns
- Traffic accidents that cause irregular traffic patterns

**Unexcused:** (The "tardy" will be counted against them)

- Any reasonable preventable circumstance which could be prevented.

## **VIII. 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 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 or a bad cold, or vomiting, or having any condition which will interfere with his/her learning, a student should remain at home. Please notify the office (881-0553) when your child is absent for the day. When a child becomes ill while at school, parents 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. 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 shall be notified immediately if any serious or potentially serious injury occurs.

### **MEDICATIONS**

Students are not allowed to bring non-prescription or prescription drugs to school. 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. Medications will be administered by the school office, or in Infant - Pre-School by the classroom teacher, according to doctor's or parent's written directions, and following established school procedures.

### **BUILDING SECURITY**

Doors into the buildings and classroom are locked during the school day. Visitors should report to the school office to sign in and to pick up a visitor's badge when coming to campus for any reason. We ask that you do not open the door for other people when entering or exiting the building.

### **STUDENT SUPERVISION**

During a PTL meeting or any other meeting held during after-school hours, parents must supervise their children. Children should remain in the building during the meeting rather than wandering around or playing on the playground. Sometimes special activities will be planned for the children and held in another part of the building, but after school hours, children are under the supervision of their parents. When students are on campus, during school hours or after, they are expected to observe school rules.



### **CDC-PRE-KINDERGARTEN NAP TIME**

All Children who attend in the afternoon (except infants) have a scheduled nap time after we serve lunch. We supply the cots for each child. Parents may send with their child a blanket and pillow, or 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:

1. Children are allowed to go in only the downward direction on the slides.
2. Children are not allowed to play chase on the equipment.
3. Only one person at a time is allowed on a swing.
4. Children are not allowed to jump from a swing.
5. Children will be supervised by a teacher.

Students are expected to:

1. Be courteous to others
2. Use good sportsmanship
3. Use appropriate language
4. Keep their hands and feet to themselves
5. Refrain from unnecessary roughness

### **LOCKERS**

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

### **FIELD TRIPS**

In quite a few cases, students are transported by parents when they go on field trips. The following safety guidelines apply to transporting children in private vehicles:

1. Each student must be secured with an individual seat belt.
2. Parents must show proof of liability insurance
3. No student under the age of 12 should sit in the front passenger seat if the car has a passenger-side air bag.
4. Extra stops during the field trip cannot be made.
5. Parents are expected to help the teacher in monitoring the student behavior.
6. Parents should refrain from socializing or talking with other parents when information is being shared with the group. Students should listen for instructions.
7. Parents are expected to observe whatever rules or guidelines the teacher has set up for the group.
8. Parents who are serving as chaperone for field trips may not include a younger sibling of a class member.

### **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 notifies the staff. The office staff will monitor the weather service radio and local television broadcasts. If there is a "tornado warning," the staff and students will follow established emergency procedures. Emergency procedures require that students 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 are urged to leave their children at school during these watches and warnings. If a parent feels it is necessary to withdraw a student during inclement weather, he or she must first sign out the student in the main office.

### **INCLEMENT WEATHER**

Generally, when schools in the Huntsville City system do not open because of ice and/or snow, Grace Lutheran School will also not be open. There may be circumstances or incidents where Grace may deviate from Huntsville City Schools in which case you will be notified of our school closings announced on local radio, television stations, and through Parents Alert. If inclement weather conditions force school to close when children are in school, the students will not be allowed to leave the building until a parent or a designated adult comes to the school to pick up the child. Listen closely to the radio, TV news, or Parents Alert to find out if Grace Lutheran will be closed. There is no need to call the school or the teacher. For their own safety and the safety of the staff, students need to be picked up as soon as possible.

"Weather Days" are built into the calendar. The School policy states that Grace Lutheran School will make up days for inclement weather if school is closed because of inclement weather. If days are missed due to inclement weather, additional days will be added to the school calendar if we pass up or have used up our Weather Days at the end of May.

## **IX. DISCIPLINE PROCEDURES**

### **GENERAL GUIDELINES**

As students and teachers in a Christian School, we are expected to reflect the love of Christ, and therefore should show mutual caring for each other and for the group. Unfortunately, there are occasions when sin enters this relationship and the action of one child interferes with the teaching/learning process. Ordinarily, a word from the teacher to the student is sufficient to correct the problem. Occasionally, the problem may continue. It is to deal with this situation that the Grace Lutheran School has adopted a Discipline Policy. It is our prayer that this policy will serve as an aid to parents and teachers as we work together to provide a Christian education for our children.

### **DETENTION**

When a student misbehaves in the classroom or in other class activities, a detention may be given to that student. When a student comes to detention, all behavior normally expected in the classroom applies to the detention room. The student is to come to detention at the assigned time. The time spent in the detention will be a time for the teacher to work with the student on how to correct the problem. No other homework or other work may be completed during this time. If the student misbehaves during detention, another detention will be assigned. Grades K through 4 shall serve up to a 30-minute detention. Grades 5 through 12 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. Behaviors that would warrant detention include, but are not limited to violations of the **CODE OF STUDENT BEHAVIOR** that each student and parent will receive at the beginning of the school year. After a student has served three detentions in a quarter, if an additional detention is warranted during said quarter, the student will receive a one-day suspension from school.

### **ACADEMIC CHEATING POLICY**

Cheating will include the following behaviors:

1. Copying or allowing homework to be copied.
2. Cheating on quizzes or exams (i.e. stealing test materials, using cheat notes, copying answers or allowing answers to be copied).

The first offense dealing with homework, quizzes, or tests will be handled by the teacher observing the behavior, giving a "0 or F" on the assignment/quiz/test.

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 as defined by the Centers for Disease Control and Department of Education, 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. Not only does bullying affect the person being bullied it also affects those who bully and those who witness bullying. 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.

The good news about bullying is it can be successfully addressed if we recognize that it takes involvement from the whole community (students, parents, staff) to share the responsibility to significantly reduce and prevent bullying.

1. **School:** Work to develop a culture of compassion where the student body learns to see bullying for what it is: An immature response to internal hurts and insecurities. Where bullying is viewed as “uncool” and bystanders stand up for kids who are being hurt. We will work to accomplish this by:
  - a. Teaching of positive behaviors in classroom, acknowledging and praising behavior that promotes and restores positive relationships.
  - b. Empowering students with practical behavior and emotional skills to become unattractive targets of bullying. Helping them feel strong, getting them thinking about solutions.
  - c. Address the students who bully. These interventions involve pragmatic strategies for increasing supervision, limiting situations or areas that would be deemed “hot spots”. Strategies to help the bully by working with the parents to understand and address the underlying social and emotional factors that are going on. Finally, removal of the bully from the school environment if strategies to address and correct the behavior are unsuccessful. The basis for removal is the student needs more help than what we are able to provide at Grace and it is what is in the best interest of not only their child, but also all involved.
  
2. **Students:** While it can be difficult for a student to know what to do, students at Grace are told that bullying is a cry for help and that the student who is bullying is hurting inside so therefore, they are encouraged to do the following:
  - a. **Witness:** take positive action to stop the bully: addressing the bully that it is not right and hurtful what is going on and it needs to stop and why. Report the bullying incident to a teacher as soon as possible understanding that we are trying to help the person because they are hurting inside.
  - b. **Bullied:** know that it is about them and not about you. They are hurting inside and do not know what to do and need help. Take positive action to stop the bullying by addressing the bully how much this is hurting you. Report the bullying incident to a teacher as soon as possible understanding that by doing so you are helping get the person the help they need to address their fears, anxieties, and or pain that is transpiring from within.
  
3. **Parents:** Bullying hurts our kids and we hurt for them. We want it to stop right now and we wish we could rid the world of such hateful behavior. However, might our time create a bigger impact if applied to helping our child develop the skills and emotional strength required to address bullying? How best to move in the direction when the kids we know and love get bullied? Listen, with sincere empathy (don't try to fix it), get your child's perspective (help them feel strong: what do you think you might try?), get them thinking about solutions (some kids decide to...), share with school personal when you see it is necessary to do so, teach your child to be victors and not victims by helping them to understand the bully needs help and the teachers, principal, and your family are here to help you help them.

### **LATE ASSIGNMENTS (5-12)**

In order for students to experience optimum academic success, they must complete all assignments given. Barring unforeseen circumstances that can occur from time to time such as but not limited to (house flooding and family emergencies) where the teacher(s) have already been contacted the evening of or the following morning to alert the teacher of the circumstances and to ask for an extension. The following will apply: On the day that the assignment is due, teachers will place a 0 in

Renweb to alert the parents of a missing assignment, as well as inform students who have not submitted work, that the work is now late.

### **LATE ASSIGNMENTS (KINDERGARTEN-4)**

Most assignments in the lower elementary are done as a group for learning and developmental needs. To achieve optimum cognitive development students will be assigned homework appropriate to their age level. In order for students to experience optimum academic success, growth, and understanding they must complete all assignments given. When homework is late or not completed it puts the child at a disadvantage the next day in building upon what was learned through the previous day's assignments and activities. The student therefore, may be asked to use morning time, or other allotted time to make up the late work not completed. Repeated or mounting late work may put a child in jeopardy of being developmentally prepared for the next grade level and will result in a parent teacher conference to build an appropriate action plan for the child's learning. In all circumstances a teacher will place a 0 in Renweb as a placement for the missed assignment as well as to alert parents of a missing assignment so that a plan for completion can be sought.

### **PLAGIARISM POLICY**

Our main concern is to teach students the importance of giving credit to others works.

PLAGIARISM is defined as using others' work or writings and pretending that you wrote them - even when you do it accidentally! The best way - the only way - to avoid plagiarism is to cite your source immediately after the passage.

Students are instructed in how to cite their sources in the 4<sup>th</sup> and 5<sup>th</sup> grade. Grace's plagiarism policy will be enforced starting in 6<sup>th</sup> grade. Students sign a contract that states, "I understand that if it is shown that I have plagiarized a passage, my grade will suffer, even to the point of receiving a zero if a panel of teachers agrees."

Grace Lutheran School policy: For written and typed papers/reports/PowerPoints, and all student-created works: Sources must be cited immediately. Tell where you found the information, immediately after placing into your report. You may (1) simply copy the URL address and place it right after the passage. Then, (2) add the date that the material was copied.

### **EXPECTATIONS AND RULES FOR STUDENT CONDUCT**

The Board of Directors has set forth rules and expectations addressing student safety and security. Much like the rules that govern our cities, violations of these rules carry penalties, fines, and consequences, etc. that are prescribed by law. The purpose of penalties under these federal, state, and local laws are to insure an orderly and safe society.

The Board of Directors sets the standards for safety and security and has set penalties for violation of these standards. These standards address the safety and security of both children and school staff. They are not up for interpretation, just like the laws for our state, and city are not up for interpretation or revision by administration.

#### **Safety and Security Rules**

1. Possession or use of illegal drugs, alcohol
2. Acts or threats of violence
3. Possession of weapons
4. Possession of use of dangerous articles such as but not limited to fireworks, gasoline, etc.
5. Acts or threats of bullying

6. Acts or threats of sexual harassment
7. Computer hacking with damage to school property, hardware, software, records, or programs.
8. 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: Parental contact resulting in in-school disciplinary actions or out-of-school suspension not to exceed five days, expulsion, and/or financial restitution of property and damages where appropriate.

### **School Rules**

Rules and expectations supporting the Orderly Operation of the School and the Educational Process.

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of theirs and others lives.
5. Help students develop responsibility and character.

### **Grace Lutheran School Rules**

1. **Respect God and His Word** (for example: be an example to others by following the example of Jesus, use words and language that encourages others and builds them up)
2. **Respect the teacher and others in authority** (for example: respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school)
3. **Respect the Teaching Learning Process** (for example: your actions, dress, possessions, etc., may not cause a problem for anyone else, be regular in attendance and be on time to school, do your best with the gifts that God has given you, completing assigned work and turning in assignments when due, follow classroom rules and help classmates do the same)
6. **Respect the Rights of Others** (for example: recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened)

7. **Respect the Property of Others** (for example: take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology)

If a student's actions, dress, or possessions cause a problem for anyone else, said student will be asked to solve that problem. If said student cannot solve the problem, or choose not to, staff members will impose an appropriate consequence. This consequence will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time. If students and/or parents 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 that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

### **Guiding Principles that Guide Enforcement of School Rules and Expectations**

Each student is a unique individual with unique personal, social, and educational needs. "I praise you, for I am fearfully and wonderfully made" (Psalm 139:14) As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for students/children learning from their mistakes increase dramatically when students/children see a reasonable connection between behavior and the resulting consequences.

Grace Lutheran staff dedicates itself to following a set of Guiding Principles that provide a guide for dealing with student discipline. Our Guiding Principles guides our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these Guiding Principles provide a guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with our Guiding Principles.

### **Our Guiding Principles**

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given the opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
5. Every attempt will be made to make logical connections between misbehavior and resulting consequences.

***Every attempt will be made to deal with students in accordance with Our Guiding Principles. Please understand that we may slip from time to time as we all fall short of God's glory. If you notice us dealing in ways that are inconsistent with Our Guiding Principles, please bring it to our attention. We will thank you for that and attempt to make things right.***

## **X. ARRIVAL AND DISMISSAL PROCEDURES**

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

### **GENERAL INFORMATION FOR ARRIVAL & DISMISSAL TIMES**

Parents are requested to follow these general guidelines:

1. 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.
2. Cars should not be left unattended in front of any doors to any building.
3. Outside doors will be locked at 8:00 am. If the staff member/teacher on duty for morning arrival times is not standing at the drop-off point then the students who arrive at that time will need to come in to the office to sign in.
4. All traffic should proceed slowly at all times.
5. If parents arrive prior to dismissal, they are requested to pick up their children in the car line, rather than getting out and walking into the building to get their children. Children must be signed out through the office if they are picked up before 3:05.

Student drivers are requested to follow these general guidelines:

1. Park in designated student parking zones when coming to school.
2. No loitering in the parking lot either before school starts or after school.
3. Students will wait until carline has emptied at the end of the day before being dismissed.
4. Outside doors will be locked at 8:00 am. If the staff member/teacher on duty for morning arrival times is not standing at the drop-off point then the students who arrive at that time will need to come in to the office to sign in.
5. All traffic should proceed slowly at all times.

### **DROP-OFF PROCEDURES (PREKINDERGARTEN-HIGH SCHOOL)**

Student(s) may be dropped off in the morning at one of two points in the center parking lot area.  
Grade PreK-12: (Door #1) on the south side of the Upper School Building

Childcare for PreK-12 is available before school in the Assembly Room (Door #1), beginning at 7:00 am. Enter the Upper School Building on the Ben Porter side (Main Office Doors) on the south side. There is a charge for supervision between 7:00 and 7:30 a.m. Between 7:30 and 8:00 a.m. students may go to the assembly room at no extra charge. At 7:50 a.m. all students in the Assembly Room will be dismissed to their classrooms, or walked to the Primary Building for class. Between 7:50 and 8:00 Pre-K-3 students may be dropped off at (Door#1) on the south side of the Upper School Building. At 8:00 students will be walked to their classes in the Primary Building. After 8:00 any students not in the building will need to be signed in the school office.

Students will not be allowed to walk across the parking lot unescorted. All parents are asked to drive very slowly in the parking lot.



## **PICK UP PROCEDURES (PREKINDERGARTEN-HIGH SCHOOL)**

### **½ Day Pre-K and Kindergarten**

1. At 11:45 a.m., the ½ day Pre-K and Kindergarten will be picked up at the school office. Parents should enter at the L & N Drive and drive to the school office to pick up your child. Parents will need to exit the parking lot on to the access road of Memorial Parkway.

### **Grades Pre-K -3 and Older Siblings (3:05 p.m.)**

1. At 3:05 p.m., our 1st-3rd graders and their older siblings should be picked up at the choir room Door. (Door #2) on the south side of the Primary Building. All cars must enter at L & N Drive.

### **Grades 4-12 (3:05 p.m.)**

1. Students in grades 4-12 who do not have younger siblings should be picked up at the pick-up Point. (Door #3) on the south side of the *Upper School* building.
2. At 3:05, the students in Grades 1-12 who are enrolled in Extended Care will go directly to our Extended Care program. They will eat a snack approx. 3:30, at which time the other students who have not yet been picked up will be "dropped in" to the program.

### **Pre-K -12 (3:15 - 3:30 p.m.)**

1. Those children who have not been picked up by 3:10 will be escorted to the Upper School assembly room where they will be supervised by a teacher until 3:30. Parents may pick up their child(ren) at Door #3 before 3:30 with no additional expense.

### **Pre-K-12 (after 3:30 p.m.)**

1. At 3:30, all students who have not been picked up will be signed in to Extended Care. The Extended Care charge will be added to the parent's account.
2. The children who have registered for the Extended Care program on a regular basis will be taken directly to that program at 3:05. After 3:30 ALL students must be picked up at the south door of the Upper School Building assembly room (Door #3) and signed out through the Extended Day teacher.

## **DROP-OFF/PICK-UP PROCEDURES (Infant-preschool)**

1. You must sign your child in and out each day using the attendance sheets in your child's classroom. If you have more than one child attending, please put his/her name on a separate line on the attendance sheet. Likewise, if you have children attending in different classrooms, sign their name on the attendance sheet in each child's classroom.
2. Children attending the morning session must be picked up by 12:00 p.m. A late fee of \$10.00 will be charged after 12:05 p.m. Our center closes at 5:30 p.m. A late fee of \$10.00 will be charged after 5:35 p.m.
3. You may use the circular driveway directly in front of the entrance door for drop off and pick up only. Otherwise, please park in the designated parking spaces in our parking lot. Please be aware of the mailbox at the end of the circular driveway. Do not park in front of this area.
4. The entrance door is locked at all times and requires a door fob to enter. The door fob is programmed to work during CDC hours of operation only. Parents will be provided 1 door fob from the school office. Additional fobs can be purchased for \$10. The door fob is to only be used by authorized persons on the list for pick up and drop off of a child. Please do not share fob with others. If lost please contact school office immediately so that it can be deactivated. Lost, stolen, or damaged fobs will need to be replaced at own expense.

## **XI. CARE OF PROPERTY**

### **STORAGE OF STUDENT BELONGINGS (CDC-HS)**

Each classroom has designated areas for student supplies, backpacks, coats, and lunchboxes. Lockers are used by students in grades 4 – 8. Backpacks must fit inside the lockers or stacked on the back wall 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 I-pods, MP3 players, PSPs, Gameboys, etc., 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 pocket. Students using cell phones unauthorized by a teacher or administrator will be subject to disciplinary actions. 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.

### **TEXTBOOKS**

Students are expected to take good care of their books and materials. Textbooks used in grades 4 – 8 will have book covers as directed by the teacher. Students should take good care of their books 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 CHROMEBOOKS**

Students are expected to take good care of the Chromebook assigned to them. 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, (which is the same policy for our textbooks) so that yearly maintenance and repairs may be made. We have found that renting the chromebooks makes it easier all around - for parents, students, teachers, and tech support. Students and teachers are all working with the same model computer, and we in the tech department can more effectively support the school model. We have found that "out-of-program" laptops require an inordinate amount of time and effort to support, and result in the student being without his/her laptop longer if repair is required. **No exceptions will be made to this policy.**

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

**Please note:** Laptop power adaptors, lost or stolen, and willful damage are not covered by this rental, or SquareTrade insurance. In such cases, they will need to be replaced at the user's expense not to exceed the purchase price of the machine. All machines have an extended all purpose guarantee on them. It is important to note that any damaged laptops are subject to all shipping costs and warranty deductibles as well as damages beyond the warranty and up to the replacement cost of a new machine at the user's expense.

## **XII. VOLUNTEER SERVICES AND NEEDS**

### **OPORTUNITIES FOR SERVICE**

There are many ways in which parents (and grandparents) make valuable contributions to our school program. They give of their time and expertise and show a willingness to do jobs that need to be done. Volunteers may help in the library, help with after school clubs, assist with coaching, run off the parent newsletter, count Chapel money, pass out lunches, assist the teacher with special class projects, help on “work” days, head up committees, or serve as room parents, just to name a few. All parents are strongly encouraged to pick an area and be involved.

ALL Parents 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 to meet each other, as well as gives people opportunities to serve and take on leadership roles.

#### **Objectives:**

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

All parents of children attending GLS are members of this organization.

### **ENDOWMENT FUND**

An endowment fund helps our organization build a financial foundation (money NOT used for current operating needs) by seeking contributions from various means. 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 for a building program or similar, with the approval of the Endowment Board.

### **XIII. PROGRAMS FOR STUDENTS**

#### **BASIC CURRICULUM**

Grace Lutheran School offers a complete curriculum for all students. Curriculum offerings are available on line, in the School Office, or from the individual teachers. CDC-8 have a rich core curriculum, supplemented by classes in Foreign Language, Physical Education, Music, Wind Ensemble, Art, Technology, Science Lab and Library. Religion lessons and devotions are added to our curriculum each day; the biblical authority of God is integrated into our total school curriculum. 9-12 students have an array of core and elective courses to choose from our online educational component. Grace also has a selection of traditional style classes including, Theology, Math, Art, Band, Praise Team, Fitness & Nutrition and Missions.

All students attend chapel each Wednesday from 8:10 to 8:40. Parents are always welcome and urged to attend whenever possible.

A full listing of all course offerings and textbooks for each grade are available upon request.

#### **ADDITIONAL CURRICULAR ACTIVITIES**

In addition to the topics/subjects that are listed, the curriculum is enhanced by a variety of activities, some offered during the school day and some offered after school. Examples of these offerings include, but are not limited to the following activities: Art Fair, Robotics, Origami Math, Cup Stacking, iPod Video Broadcasting, Optimist Leadership Club, Yearbook, Student Council, Praise Team, Chimes, and Bells, are a few examples of the enhanced opportunities offered at Grace. (All subjects listed are subject to change based on enhancement changes made to the curricular offerings at Grace).

#### **XIV. STUDENT ASSESSMENT AND EVALUATION PROCEDURES**

At Grace Lutheran School, we support the development of the "whole child," believing that each child is a precious gift from God. The "whole child" is the child who grows and develops in all areas of his/her life: spiritual, intellectual, emotional, physical, and social. Therefore, when we evaluate and/or assess a child's progress, it is in more areas than just academic.

##### **DEVELOPMENTAL READINESS**

Assessment and evaluation can be subjective, based on teacher observation and evaluation. In the areas of emotional, social, and spiritual growth, the teachers' observations will be the major way to evaluate students, especially those children in the younger grades. This type of evaluation will also be the major part of the decision as to whether 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 develop in certain areas, they may be retained in order to have time to catch up to the readiness level they need in order 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. In the area of working with children who may have some special learning difficulties, the staff at Grace Lutheran works in cooperation with the local public school systems. If teachers begin to suspect that a student has special needs or special problems, he/she will contact the 504 Director, Principal, as well as the parent.

The principal or 504 Director will then contact the appropriate personnel at the appropriate public school system and the parents of the child in order to initiate the referral process. Diagnostic testing by the public school system is provided free of charge, but the process takes a long time. Grace Lutheran School cannot be obligated to pay for any testing provided by private individuals or agencies. According to state law, the school system that provides services for the child depends on that child's county/city/school district of residence. Each local public school system determines its own procedures for referring a child for testing and diagnosis of any problems.

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

##### **ACHIEVEMENT TESTING**

In the spring of each year, the Stanford Achievement Test is given to all students in grades K-8. In addition, the OLSAT (Otis-Lennon School Ability Test) is given to all students, K-8. The results are shared with parents and are used to help our staff examine and evaluate curriculum, teaching methodology, student progress, and scope and sequence in the various grades.

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.

##### **STANDARDIZED TESTING (HIGH SCHOOL)**

Grace Lutheran High School Test Code: 010002

For registration information about the ACT or SAT, visit the following web-sites:

ACT – <http://www.actstudent.org/regist/dates.html>

SAT- <http://www.collegeboard.com/student/testing/sat/calenefees.html>

\*PSAT – This is a preliminary test for the SAT. All sophomores are asked to take the test before their Junior year. This is a National Merit Scholarship Qualifying Test.

\*\* All students must take the SAT and ACT as part of their general graduation requirements,

### **SEMESTER EXAMS**

Semester exams are given to the 6 through 12 grade students during the last week of the first and second semesters. A schedule of the exam dates will be posted on the bulletin board(s) and published in the weekly parent communication prior to the exams. Exam scores are recorded on the report card. Semester exams count as one-fifth 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 their 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.

### **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 for the day. Students in (grades 9-12) are responsible for getting assignments from the teacher of each class missed.

Parents can also access Renweb to retrieve the daily homework assignments. Homework is normally posted on a weekly basis to coincide with lesson plans for the week, and will be posted no later than 6:00 pm on the homework category of Parents RenWeb that evening if additions or subtractions are made. Grace does reserve the right to make changes as necessary due to regular monitoring of student understanding and lesson completion. We will do our best to update appropriately. Students are informed of any changes and if need further assistance please do not hesitate to contact the teacher directly. High School assignments can be obtained through Brainhoney/Maestro and Renweb.

When a student is absent from school, he/she is expected to complete any missed work, according to the teacher's direction. Long-term assignments such as projects will given special circumstances by the teacher. Tests, Quizzes, are expected to be taken the day a student returns from absence unless arrangements have been made by the teacher. Extended absences due to special circumstances will be given special consideration by the principal with teacher input. Rule of thumb: 1 day absent equates to 1 day to makeup work.

### **PROGRESS REPORTS**

Mid-term progress reports for (1-8) are sent home four times a year at the midpoint of each of the four grading periods. The purpose of mid-terms is to inform parents about the student's progress in each subject. If it is necessary to work on pulling up grades in a particular subject, an opportunity exists to do that before the end of the grading period. 9-12 grade parents are expected to regularly check emails, Brainhoney/Maestro and Renweb for student progress and weekly reports.

### **REPORT CARDS**

Report cards are issued four times a year for all students in grades 1-8. High School, Pre-K and 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. Because we are a Christian school and want to emphasize the importance of spiritual growth and development, we also record weekly worship attendance. End

of the year report cards will be available in the school office and parents will be notified when they are ready for pickup. All accounts must have a zero balance before the report card is released. If requested, teachers may make extra or replacement copies of the report card available to a parent. There will be a charge of \$5.00 for lost or non-returned cards.

**GRADING SCALE**

The current grading system for academic areas is as follows:

**GRADES 1-3**

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 and below

**GRADES 4-5**

- A - 90-100
- B - 80-89
- C - 70-79
- D - 65-69
- F - 64 and below

The following grades are also given for effort and conduct in grades 1-5. They are given as grades in all subjects in grades 1-8:

- VG - Very Good
- S - Satisfactory
- I - Improving

- N - Needs Improvement
- U - Unsatisfactory
- N/A - Not Applicable

**GRADES 6-8**

- A+** 100-97    **A** 96-93    **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** 67-66    **D-** 65
- F** 64

**GRADES 9-12**

- A+** 100-97    **A** 96-93    **A-** 92-90
- B+** 89-87    **B** 86-83    **B-** 82-80
- C+** 79-77    **C** 76-73    **C-** 72-70
- D+** 69-67    **D** 66-63    **D-** 62-60
- F** 59

It is always the responsibility of the student to be aware of the grades in each subject and to be informed about the teacher's grading system and requirements.

**HONOR ROLL**

Students in grades 4&5 receive Honor Roll recognition each grading period.

Recognition 85 or above grade point average and no more than 2 grades in the 75-79 range

Honor 89 or above grade point average and no more than 1 grade between 78 and 79

Principal's Honor 95 or above grade point average and no grade lower than an 83

Students in grades 6-8 are recognized with an Honor Roll for those students who meet the criteria. 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:

Recognition 88 or above grade point average and no more than 2 grades in the 75-79 range

Honor 90 or above grade point average and no more than 1 grade between 78 and 79

Principal's Honor 95 or above grade point average and no grade lower than an 83

Students in grades 9-12 are recognized with an Honor Roll for those students who meet the criteria. Students earning the following grade point average will be listed accordingly:

Honors 3.0 or above grade point average

High Honors 3.4 or above grade point average

Principal's Honor 3.8 or above grade point average

**FIGURING GRADE POINT AVERAGE (HONOR ROLL) 4-8\***

<b>Subjects</b>	<b>Weight</b>	<b>Grade</b>	<b>Average</b>
Memory	.25	100	25
Religion	.75	100	75
Literature	1	100	100
Language Arts (English)	1	100	100

Social Science	1	100	100
Science	1	100	100
Mathematics	1	100	100
Physical Education	.25	100	25
Art	.25	100	25
Technology	.25	100	25
Spanish	.25	100	25
Band	.25	100	25
<b>Totals</b>	<b>7.25</b>		<b>725</b>

There are a few steps in configuring the mathematical formula that is built into the grading system through Renweb. However, if you are ever curious, following these steps will help your child understand how they received their honors award, or set goals for accomplishing the next tier. Take the weight and multiply the numeric number of the grade to receive the average. Repeat said step until you have averaged out every course. Finally, take the average and divide said average by the total weight to receive the grade point average. To configure **4 and 5 grade** add a spelling row and use the weight .25. The total for 4 and 5 for weight would therefore be 7.5 and total average would be 750.

**FIGURING GRADE POINT AVERAGE (HONOR ROLL) 9-12\***

Grade	Percentage	GPA
A+	97-100	4.00
A	93-96	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-83	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	0.70
F	59-0	

To figure out the High School GPA: add up the number of credits earned. Total the GPA points earned per credit and divide the GPA total by the number of credits earned to see the GPA as well as to keep track of cumulative GPA. Honor's is earned per semester. Graduating with Honors, High Honors, or Principals Honors is based on cumulative GPA.



## **XV. HIGH SCHOOL GRADUATION AND CREDIT PROCEDURES**

### **COURSE UNITS OF CREDIT / GRADUATION REQUIREMENTS (9-12)**

A student must have a minimum of 27 credits for graduation. The credits include the following:

- ✓ 4 credits of English
- ✓ 4 credits of Math
- ✓ 4 credits of History
- ✓ 4 credits of Science
- ✓ 4 credits of Theology
- ✓ 2 credits of \*Foreign Language
- ✓ 1 credit of \*PE (certain sports can qualify) –ask details
- ✓ 1 credit of \*Health
- ✓ 3 credits of \*Other Electives

Mission Hours of Service: 160

\*Electives include but not limited to: Art, Music, Forensic Science, App Design, Cyber Security, various business management, engineering, etc.

### **Adding and Dropping Courses (9-12)**

A course may be added/dropped up to the end of the second week of school with administrative approval. A written request must be submitted to the school office.

### **Dual Enrollment Courses (9-12)**

Students may enroll in dual enrollment classes through Calhoun Community College, Drake or University of Alabama Huntsville. Students may also choose to enroll in dual enrollment through one of the colleges partnered with Sevenstar. Official college transcripts must be requested from the institution attended. Cost for dual enrollment courses are subject to the college institution of choice. Tuition at Grace will be reduced per subject where the student is dual enrolled.

## **XVI. RETENTION AND ACADEMIC PROBATION PROCEDURES**

The following guidelines shall be followed in all cases of retention and academic probation of students:

1. When considering retention / probation, staff members involved in the decision shall make use of all available information including, but not limited to, teacher observation, teacher-made tests, and other measures of skill and content mastery, standardized test results, and any special diagnostic testing available.
2. 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.
3. 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 remaining of said school year. If the student continues to fail any one of the four previous classes from first semester in the second semester he/she will need to take a summer course or program deemed acceptable by the principal in order to be promoted to the next grade level. If the student continues to fail two or more core courses from the first semester during the second semester he/she will be retained in the current grade or need to go through a re-admission process in the fall for acceptance.
4. In Grades 9-12, a student who fails a course during a semester will not earn credit for that semester. If the course is a core subject (core defined as: Theology, Science, Math, English, Social Science) a student may need to take a recovery credit during the summer in order to be promoted to the next grade level at parents expense. Final determination of credit recovery will be determined after a student has completed the entire semester in that course. Any failed elective may be repeated the following year if the schedule will allow. Students must ensure that they have gained the minimum number of credits needed to graduate. Students must maintain a 2.0 GPA or higher or risk losing academic eligibility at Grace.
5. In all instances of retention / academic probation, the child's parents 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.
6. An administration-parent-teacher staffing conference with the parents of the child considered for retention will be held prior to the determination of action taken.
7. 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 and the Board of Directors.
8. 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-K – 8 GRADE**  
**updated: JUNE 2017**

Uniform School Clothing for Pre-K – Eighth Grade Adopted for the 2017-2018 year

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

**GENERAL REQUIREMENTS: (Monday-Friday)**

1. **All clothes:** must appropriately fit the child.
2. **Appearance:** reflects respect for teachers and peers; therefore, all clothing worn must be neat, clean, and presentable.
3. **Dresses & Skirt Length:** no shorter than 3” from back of knee
4. **Logo Opt:** Shirts are to be “solid” may have small brand name visible logo or GLS logos of various types are acceptable.
5. **“Solid”:** solid colors only, no patterns.
6. **Dress Shirts:** IF they are fitted to present a nice clean crisp look, they do not need to be tucked in, (example: fitted blouse top), otherwise, they must be tucked in.
7. **Denim:** may be worn only on Fridays (solid), any color
8. **Plaid (Tyler Style):** (available from Dennis)
9. **Shoes:** appropriate for school activities (including outdoor play)
10. **T-Shirts:** Crew Neck Plain or Grace Lutheran Apparel Only. Tucked in at waist (cinched optional).
11. **Socks:** Matching, solid color socks, knee socks.

**TOPS:**

Polos Dress Shirt - Solid, (short sleeve or long sleeve), any color (Logo Opt.)  
Oxford Dress Shirt– Solid, (short or long sleeve) any color (Logo Opt.)  
Blouses, Knit Dress Tops - Solid, (short or long sleeve) any color (Logo Opt.)  
Turtleneck Shirts – Solid, any color, (Logo Opt.)  
Sweatshirts - Solid, any color (Logo Opt.)  
Sweater – (Cardigans, V-Neck, Vest) Solid; any color (Logo Opt.)  
Grace Lutheran T-Shirts – MUST be tucked in at the waist.  
Grace Hoodies/Light Jackets- **IF** a student wishes to wear such an item indoors as part of their uniform dress, the item must be a solid color, must fit appropriately, and must have a Grace logo.

**UNIFORM BOYS BOTTOMS**

Pants – Navy, Khaki, Black, Gray (Plain or Pleated)  
Shorts – Navy, Khaki, Black, Gray (Plain or Pleated); 3” back of knee

**UNIFORM GIRLS BOTTOMS**

Jumpers: Plaid, Navy, Black, Khaki, Solid  
Skirts and Skorts: Plaid, Navy, Khaki, Black, Gray, Solid; 3” back of knee  
Collared/Blouse Dress Shirt - Solid color; (short sleeve or long sleeve) (Logo Opt.)  
Pants – White, Navy, Khaki, Black, Gray (Plain or Pleated)  
Shorts – White, Navy, Khaki, Black, Gray (Plain or Pleated) 3” back of knee  
Capris – White, Navy, Khaki, Black, Gray, Plain  
Leggings/Jeggings – Solid, Matching, and can only be worn if under Skirts, Skorts or Dresses.

**UNACCEPTABLE at all times:**

Camouflage Pants  
Tight-fitting, revealing clothing  
Flip flops, high heels over 1 ½”, shoes with rollers  
Clothes with holes, tears, raggedy edges; worn out or unclean clothing  
Spaghetti Straps

Tank Tops  
Muscle shirts  
Sweatpants, warm-ups, athletic shorts  
Slippers  
Clothing not listed on the acceptable list  
Leggings and Jeggings used as pants

**Other Restricted Items** – Hats or other head covering (while 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.

**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.

**Final judgments of dress code compliance** - will be made by the classroom teacher or the principal. When students wear clothing that does not comply with the established dress code, they may be removed from class and a parent will have to bring appropriate clothing to school before they will be allowed back in their classroom.

**Uniform items may be purchased from:**

- \* Dennis School Uniforms 3058 Leeman Ferry Rd (256-883-7887), School Code: BAGLSH
- \* For standard slacks, shirts, skirts, without logos, check Target, Kohl's, Wal-mart, Belk, etc.

**Chapel Days:**

This is a time when the students come together as a family to worship our Lord and Savior. Pre-Kindergarten through HS meets for Chapel every Wednesday unless otherwise noted ahead of time. CDC meets for Chapel every Tuesday unless otherwise noted ahead of time. One way to show respect for worshiping in God's house is the manner in which we dress. Therefore, we encourage the students to dress appropriately for Chapel service.

**APPENDIX B. DRESS CODE 9-12 GRADE**  
**updated: JUNE 2017**

The dress code is intended to create a standard of dress that is neat, modest, attractive, and promotes a visible sense of school unity and identity. We anticipate the cooperation of parents in ensuing their students' adherence to the dress code. In all cases, the administration reserves the right to determine standards of dress and appearance.

**GENERAL DRESS CODE RULES**

The school uniform is to be worn with pride. It must be worn in modest and appropriate manner. Students should arrive to their first class in uniform.

**ENFORCEMENT OF DRESS CODE**

Every effort is made to consistently enforce the dress code.

- Failure to follow the dress code policies will result in the students receiving a conduct violation report. Repeated violations will result in weekday and/or Saturday detention.

**DRESS CODE ENFORCEMENT STANDARDS**

- All uniform items must be neat and clean, fit properly
- Not frayed or torn
- Underwear should not show with pants or shorts
- No colored undergarments or t-shirts under white shirts or blouses
- Shirts must be buttoned and tucked in: when wearing a tie, it must be tied or clipped on.
- Shoes must be worn as intended (e.g. laces tied and not walking on heel of shoe)
- All non-uniform jackets must be stored

**MEDICAL EXCUSE FOR OUT OF UNIFORM**

A student must have a note from a physician for any reason to be out of uniform, shoes included. The note must contain the length of time the student will be out of uniform. The student must wear the appropriate articles of the school uniform whenever possible. Parental requests for being out of uniform for medical reasons and/or exceptions to the dress code are handled by the administration.

**SPIRIT WEAR DAY DRESS (Fridays only)**

Spirit wear days are intended to celebrate and appreciate our school. Spirit Wear refers to the top portion of the student uniform. Pants and shoes remain in uniform code. On spirit wear days, students may wear Grace logoed or Grace sponsored t-shirts or long sleeved shirts. Grace sponsored t-shirts are classified as shirts that promote a positive

Christ centered message. Examples: God is Great from AriSon, Family Christian Store, or Lifeway.

<b>Item</b>	<b>Description</b>	<b>Instructions</b>	<b>Logo</b>
<b>Shirts-Polo or Dress</b>	Oxford cloth button down long or short sleeve optional Solid colors, must have a collar	Tucked in at all times –if with pants belt must be visible. Solid white undershirt/camisole if desired. Buttoned –top buttoned when wearing tie	Optional
<b>Blouse – girls</b>	White ¾ sleeve	Buttoned NO colored undergarments White or flesh colored camisole	Optional
<b>Uniform Pants</b>	Navy, Khaki, Black, Gray (Plain or Pleated)	Fit at waist, not sagging or dragging, no form fitting pants	NO
<b>Dresses/ Skirts-girls</b>	Optional colors, solid, no patterns	Worn at top of knee or longer No low cut dresses or spaghetti straps	NO

<b>Shorts</b>	Navy, Khaki, Black, Gray (Plain or Pleated)	No more than 2 inches above or below the knee	NO
<b>Tights (girls)</b>	White or Black NOT Sheer	no patterns or designs, cannot be worn as pants	NO
<b>Shoes</b>	No glitter or decorations, no plaid inserts on boat shoes	Leather (or leather like) suede, sneakers No backless, slippers, flip flops, or moccasins Heels - no higher than 1"	NO
<b>Sweater or sweater vest (optional item)</b>	Solid Colors	Pullover v neck for boys or girls Zip front for girls	NO
<b>Outerwear (optional item)</b>	Hoodies or jackets	<b>ONLY</b> Grace logoed hoodies and jackets can be worn indoors by students (no exception) cannot be worn during chapel	YES

Uniform items may be purchased from:

- \* Dennis School Uniforms 3058 Leeman Ferry Rd (256-883-7887), School Code: BAGLSH
- \* For standard slacks, shirts, skirts, without logos, check Target, Koles, Wal-mart, Belk, etc.

### PHYSICAL EDUCATION UNIFORMS

Grace has a specified dress code for all physical education classes consisting of school athletic shorts and t-shirt. When off campus appropriate attire will be communicated for physical activities such as hiking, and the like.

### FASHION ACCESSORIES AND GROOMING

#### Makeup:

Makeup for girls must be appropriate and may not be distracting, excessive or extreme. Girls may wear only moderate colors of nail polish –no dark colors allowed. Boys may not wear make-up or nail polish.

#### Head coverings and other considerations:

No hats, scarves, or sunglasses in the building.

#### Jewelry:

Excessive accessories are not acceptable.

Should be in good taste, not antireligious and not detract from uniform.

<b>Girls</b>	<b>Boys</b>
<b>Earrings:</b> limited to 2 per ear.	No earrings
<b>No body piercings other than ears allowed</b>	<b>No body piercings allowed</b>
<b>Necklaces:</b> single stand, no group necklaces	<b>Necklaces:</b> single strand, no group necklaces
<b>Bracelets:</b> limit to 1 per arm. Watches not considered bracelets.	<b>Bracelets:</b> limit to 1 per arm. Watches not considered bracelets.
<b>Rings:</b> no to exceed 2 per hand	<b>Rings:</b> no to exceed 2 per hand
<b>No anklets</b>	<b>No anklets</b>

#### Tattoos:

Students are not permitted to have tattoos that are visible when the uniform is worn.

**Hair Grooming / Facial Hair:**

Anything that draws undue attention to the student and/or serves as a distraction is NOT allowed.

- Haircuts must be moderate. Hair should be clean and well-groomed at all times.
- No unnatural color dyes –no two-toned, extremely streaked, oddly bleached, colored, or decorated.
- No haircuts of unusual design –no grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of head.
- Boy's hair may not be longer than top of collar, or longer than the eyes.
- Boy's must be clean shaven (students who are not clean shaven will report to the office to shave in the morning)
- Sideburns no longer than earlobe

## **APPENDIX C. GUIDELINES FOR PE AND SPORTS PARTICIPATION**

### **PHYSICAL EDUCATION**

In the event that a student must be excused from Physical Education class for more than three (3) 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 it is just a one-day situation, a note from the parent explaining the problem and what type of activities are to be modified for that day will be acceptable. 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 6-12 unless we combine 5&6 together, are required to wear the required gym uniform for each class. In addition to the shorts and shirts purchased from the school, the uniform consists of gym shoes and white socks. Dressing for class is part of the student's grade. Failure to dress for class is a class one disciplinary infraction and can cause a reduction in the student's PE grade.

For health and safety reasons, tennis or gym shoes are required 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.

Students (K-8) are given 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 and patches.

### **ABSENCES AND EXTRACURRICULAR ACTIVITIES**

Students must be in school no later than 11:30 AM to participate in after-school sports, cheerleading 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, cheerleading and extra-curricular activities. If a student is too sick to be in school and a required performance/event is scheduled for that night, parents are expected to call the school as soon as possible to talk with the teacher and/or principal.

### **SPORTS ELIGIBILITY 5-8**

At Grace Lutheran we have two main goals. The first is sharing the love of Christ with our students and teaching them to live in ways that are pleasing to Him. The second is for the students to learn how to apply themselves to the best of their abilities in their academic studies. To help in reaching these goals, eligibility procedures have been developed that govern the participation of students in all extra-curricular activities. All students in grades 5-8 need to have a current Physical Form on file with the school before they may participate in any extra-curricular sports activities.

The following areas are looked at when determining student eligibility:

1. Academic eligibility for all 5-8 grade student athletes starts the first day of school or when a student enrolls, if after the start of an academic year.
2. Using his or her abilities to do the best he or she can in *ALL* classes, thus being able to **maintain a 70 or higher otherwise, referred to as a C average**. This includes Core Curriculum, Art, Religion, Music, Band, Foreign Language, Computers, and Physical Education.
3. Turning in all assignments, when due, unless arrangements have been made with the appropriate teacher involved.
4. Bringing to class *DAILY* materials which are needed for complete participation in that class.
5. Behaving in the classroom in a way that demonstrates proper respect for adults in authority, as well as, showing appropriate respect for fellow classmates. Grace Lutheran expects all students to behave in a manner that is pleasing to God.



### **THE FOLLOWING ELIGIBILITY PROCEDURE WILL TAKE PLACE:**

At each mid-quarter (progress report) and end of the marking period (report cards) teachers will be asked to give an evaluation of each athlete's academic and behavioral performance. Teachers will report the athlete's grades (**C average or higher**) and classroom conduct (behaving in a manner pleasing to God daily) to the Athletic Director for conference with the principal. Completed reports will determine if the student remains in good standing or is placed on athletic probation, athletic suspension or removed from athletics for the current school year.

### **PROBATION: NOT MEETING A C AVERAGE IN ALL ACADEMICS/BEHAVIORAL ISSUES:**

1. The **FIRST** time a student receives failing marks for grades and or reprimanded for poor behavior he/she will be placed on **ATHLETIC PROBATION** until the next evaluation. During this probation period, he/she will still be able to participate (practice and games) with the team. By the next evaluation the student must have removed **ALL** unsatisfactory grades/marks and be back to a C average or higher to be taken off athletic probation and considered in good standing. If the student fails to bring grades to acceptable level (C average or higher) and / or improves behavior then the student will be placed on **ATHLETIC SUSPENSION**.
2. If a student receives a second unsatisfactory evaluation, either for grades or behavior, the student will be placed on **ATHLETIC SUSPENSION** from the current sport. During the time a student is suspended, he/she will not be allowed to play in or dress out for any games but can participate in practices with the team. If, on the next evaluation all unsatisfactory marks have been removed (grades back to a C average or higher/a behavior plan is set in place), he/she will be taken off athletic suspension and considered in good standing and allowed to participated in games. If the student fails to bring grades (C average of higher) and / or behavior to an acceptable level in the next reporting period, the student will be **REMOVED** from the athletic program.
3. If a student receives a third unsatisfactory evaluation, either for grades or behavior, the student will be **REMOVED** from participating at **ALL** in the team sport. If the student brings grades (C average or higher) and behavior back to an acceptable level, the student will have to have Principal permission to return to the sports team.
4. With each new school year, each student-athlete is considering in good standing unless otherwise directed by Principal.
5. Regardless at what level (Good Standing, Athletic Probation, Athletic Suspension) the student-athlete is in, the Athletic Director (with approval from Principal) has the authority to **REMOVE** a student-athlete from the program indefinitely.

### **CODE OF CONDUCT (PK - 12)**

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

1. Be courteous at all times with school administrators, coaches, opponents, game officials, and fans.
2. Exercise self-control.
3. Be familiar with all rules of the contest.
4. Show respect to players, officials, and other coaches.
5. Refrain from the use of foul or abusive language.
6. Respect the integrity and judgment of the game officials.
7. Refrain from making noise during free throws no matter what the opposing team fans are doing.

8. Know how to win with character and lose with dignity.
9. 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 - 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.

### **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 (7-8th grade) - 14 years old or younger
- Volleyball, basketball, or track (5-6th grade) - 12 years old or younger
- Basketball (3rd-4th grade) - 10 years old or younger
- T-ball (Pre-K-1st grade) - 7 years old or younger
- Soccer (6-8th grades) - 14 years old or younger
- Soccer (3rd-5th grades) - 11 years old or younger
- Soccer (Pk-2<sup>nd</sup> grades) (8 years old or younger)

### **Participation in Grace Athletics while on a Club Team(s)**

Students have many choices in activities that they can participate in both at Grace and outside of Grace. In regards to a student participating on a Grace Lutheran team and a Club team at the same time, in general, Grace requires that the Grace Team be given priority over the Club team when there is a conflict in practice or game schedules. There are circumstances upon which a player playing on a Club team and on a Grace team can work without causing major disruptions to the season. However, if the school team and the Club team are going to run at approximately the same time and scheduled conflicts would cause players to miss games this is a problem. Games that may have to be forfeited due to Club players not in attendance cause hardship on the rest of the team and the school. 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.