



Family Handbook 2023-2024



*I am the vine; you are the branches. Whoever abides in me and I in him,
he it is that bears much fruit, for apart from me you can do nothing.*

John 15:5

Grace Lutheran School

Pre-Kindergarten, Kindergarten through 8th Grade
1025 14th Avenue South – Fargo, ND 58103
Phone (701) 232-7747 Fax (701)237-0618
Principal – Susan Jahnke
E-mail – principal@glsfargo.org
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School Mission Statement

Grace Lutheran School students will receive a Christ-centered education, nurturing them in the knowledge of Jesus Christ, strengthening their faith in Jesus as Savior through the Word, inspiring them to respond with lives of Christian faith and service, and preparing them for citizenship in church and community.

2023-2024 Theme

I am the Vine,
You are the Branches

2023-2024 Verse

I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing. John 15:5

School Mascot

Lions

School Colors

Blue and White

Accreditations

National Lutheran School Accreditation
North Dakota Department of Public Instruction

Throughout this document, Grace Lutheran School may be referred to “the school” or “GLS.”

Brief History of Grace Lutheran School

Grace Lutheran School was organized in 1908 under Grace Lutheran Church’s Pastor E. Zucker, who also served as the only teacher until 1911 when Mr. J. Tonjes was installed as the regular teacher. School sessions were held in a wing of the church until 1916 when the school had to close due to low enrollment.

Again in January 1948, Grace Lutheran Church opened a school beginning with kindergarten. The following year grade one was added, followed by grade two the year after, and so on.

The current building was erected in 1951 and dedicated on January 13, 1952, at which time only four rooms on the west side were finished for use as classrooms. The largest addition came in 1977 when a gymnasium, offices, kitchen, library, and classrooms were added.

In January of 2007, an early morning fire caused \$250,000 in damage, necessitating the remodeling of the music room, library, and gymnasium.

Grace Lutheran School is a part of the largest Protestant school system in the United States. A network of Lutheran schools operated by LCMS congregations provides Christian education to early childhood through secondary students.

The Red River Lutheran School Association owns and operates Grace Lutheran School. Six LCMS congregations in the Fargo-Moorhead area formed the Association in January of 2004. The congregations are Grace Lutheran Church, Immanuel Lutheran Church, and Beautiful Savior Lutheran Church in Fargo, St. Andrew Lutheran Church in West Fargo, Our Redeemer Lutheran Church in Moorhead, and Trinity Lutheran Church in Sabin, MN.

We thank and praise God for the spiritual blessings He has bestowed on the school and for sustaining it these many years. We pray that He will continue to bless the school’s efforts as it shares God’s Word to His children.

Philosophy of Christian Education

Grace Lutheran School is committed to assisting parents and guardians in their Christian responsibility to bring up their children “*in the discipline and instruction of the Lord*” (Ephesians 6:4). Our Savior teaches both parents/guardians and the Church to make disciples on all nations, baptizing them in the name of the Triune God and teaching children to obey

everything Jesus has commanded them (Matthew 28:19, 1 John 5:2). Grace Lutheran School strives to provide children with the best possible form of education: a distinctly Lutheran, strongly academic, Christ-centered education. Grace Lutheran School educates the whole child – academically, socially, physically, emotionally, creatively, and spiritually through the use of the Holy Scriptures, current teaching methods and textbooks, a complete curriculum, and extra-curricular activities combine to provide this total education.

Our Purpose

It is the purpose of Grace Lutheran School to provide a Christian education for children so they may, through God’s Word and Spirit:

- come to know Jesus Christ as their loving and forgiving Savior.
- respond to Christ’s love with lives of Christian faith, worship, service, and sharing the Good News of salvation through faith in Jesus Christ.
- develop their talents and abilities to the fullest potential and use them to the glory of God.
- learn to live as responsible citizens in their homes, school, church, and community.
- be instilled with a love for knowledge.

Our Objectives

Grace Lutheran School will provide teaching/learning and other educational experiences to enable children:

- to know the love of Jesus Christ as their Savior and to learn to be faithful servants of God.
- to learn and master the basic skills of language arts, mathematics, science, and public speaking for each grade level.
- to develop their individual skills and talents.
- to train them in kindness toward others and responsible citizenship.

Additionally, Grace Lutheran School strives to:

- cooperate with and assist parents and guardians in training their children for faithful Christian stewardship.
- maintain the highest possible standards of education integrated with and related to the teaching of God’s Word.
- utilize the special gifts of teachers, parents/guardians, and other resources to achieve these goals and purposes.

School Hours

- Pre-Kindergarten through 3rd grade – 8:30 a.m. to 3:10 p.m.
- Grades 4 through 8 – 8:30 a.m. to 3:20 p.m.
- Doors open at 7:15 a.m. and all students must be picked up by 3:30 p.m.
- After school childcare is available from 3:30-6:15 p.m. Students who are not picked up by 3:30 p.m. will be sent to aftercare at the parent or guardian’s expense.

Administration

Policies for operating Grace Lutheran School shall be determined by the Board of Christian Education of the Red River Lutheran School Association. The Board of Christian Education shall hold monthly meetings and shall report to and be responsible to the Red River Lutheran School Association. The principal is responsible to the Board of Christian Education for supervision of the teachers and for the school’s curriculum. It is his/her task to implement the policies of the Board so that the school will function in an orderly manner.

Disclaimer

Grace Lutheran School’s handbooks do not contractually bind the school in any way. Handbooks are subject to change without notice by the school’s governing body.

ADMISSIONS

A child may enter Pre-Kindergarten if they are 4 years old **on or before July 31.**

A child may enter Kindergarten if 5 years old **on or before July 31.**

A child may enter first grade if 6 years old **on or before July 31.** State law requires that all children enter first grade before they are 7 years of age unless they are in kindergarten.

(ND Century Code 15.1-06-01)

Early Entrance

Early Entrance means entering Kindergarten or first grade before the legal entrance age by means of testing. Parents and guardians interested in early entrance for students whose birthdays are on or after August 1 should contact the public school district they live in by February 1st to request early entrance testing.

Admission and Non-Discrimination Policy

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

Admission to Grace Lutheran School requires that all families submit to and abide by the school's mission, objectives, and standards of education. Additionally, all families must be in agreement that the Bible is the absolute authority in all matters of the school's beliefs, religious purpose, and mission.

<https://www.lcms.org/about/beliefs>

<https://www.lcms.org/social-issues>

Enrollment Process

- Contact the school for grade-specific information and a tour. Make an appointment to meet with the principal or teacher(s), if needed.
- Complete the enrollment application and submit the registration fee.
- Apply for needs-based financial aid, if applicable.
- Upon acceptance, the school will do a records request from the most recent school.

Enrollment Acceptance

Grace Lutheran School reserves the right to accept or decline any application. The school also reserves the right to determine final grade placement for any applicant or current student based on educational needs. Enrollment may require certain academic adjustments or a probationary period.

ACADEMICS

Curriculum

Grace Lutheran School offers the best academic education available. Approved methods, current textbooks, and teaching aids are employed in all subjects. A schedule is in place for reviewing and updating all curriculum areas. Based on the school's National Lutheran School Accreditation review every five years, the course of study meets or exceeds all the educational requirements of the State of North Dakota. The sex education curriculum used and how the class is taught will be communicated to parents and guardians.

In keeping with the philosophy of the school, all subjects are taught in the light of God's Word. Every child takes part in daily devotions, religion class, memory assignments, chapel services, evangelism, and other religious projects. It has been the aim of the faculty and the Board of Christian Education to strive to maintain high standards in the entire program of the school as well as being a Christian witness to the community.

Grace is a school of the Lutheran Church-Missouri Synod (LCMS). All students will have daily religion classes using curriculum prepared for LCMS elementary schools. Beginning with first grade, students have memory assignments twice a week. Students will learn the six chief parts of Luther's Catechism, books of the Bible, and selected Bible verses.

Attendance and Absences

Good attendance is crucial to the success of every student. Parents and guardians should see to it their children are in school and on time. All absences and tardiness will be recorded.

When a student is absent, a parent or guardian is required to call the school office before 8:30 a.m. to report the absence. Before 7:30 a.m. an answering machine will record your message. You should provide the student's name, your name and relationship to the student, the reason the student is absent and a phone number where you can be reached if more information is needed. When a student does not show up for school, a parent or guardian will be contacted when the school has not been informed of an absence.

Teachers should be in regular contact with parents and guardians – including any time there is absenteeism or excessive tardiness. Unexcused students arriving after 10:30 a.m. or leaving before 1:15 p.m. will be considered ½ day absent. At the point of 5 full day unexcused absences or 10 one-half day unexcused absences, the school administrator should contact the parents or guardians to discuss the cause of the absences and a letter will be sent from the school. Other than if required by law (ND Century Code 15.1-20*), excessive absences or tardiness are to be handled internally through a stepped level of contact and discussion by 1st: the teacher, 2nd: the principal, 3rd: the executive committee, and 4th: a formal Board of Christian Education review.

If the child is absent (excused or unexcused) more than 18 days of the school year, his/her promotion to the next grade is in jeopardy and is dependent upon the recommendation of the teacher(s) and the principal.

*ND Century Code 15.1-20 requires if a student is absent without excuse for: “a. Three consecutive school days during either the first half or the second half of a school or school district’s calendar; or c. Twenty-one class periods”, that the school administrator shall initiate an investigation into the cause of the absence. If the administrator has reason to believe that the person having responsibility for the student has failed to ensure that the student is in attendance, the administrator shall refer the matter to the local law enforcement agency.”

Tardiness

Punctuality is a measure of responsibility for both students and parents/guardians. Tardiness causes the student to miss important class material. Tardy students also disrupt the teacher’s schedule as well as the attention of other students in the classroom. Therefore, students at Grace Lutheran School are expected to be on time for school and for special activities. Students will be counted as tardy if they are not seated at their desk by 8:30 a.m. Students arriving late for school must report to the office and receive an admission slip. Students are not to go to their classrooms or lockers before receiving an admission slip. Students will present the admission slip to the teacher when entering the classroom. Tardiness for medical appointments is excused when a written note from the medical professional is presented upon entering the school.

A student will be counted tardy for arriving unexcused between 8:30-9:30 a.m. A student will also be counted tardy if leaving unexcused before 2:15 p.m. Excessive tardiness or absence may be deemed as negligence. As all GLS staff are mandated reporters to the state, parents/guardians and/or Family Services will be notified when a child has excessive tardiness or absence.

Any student who is not in school by 12:30 p.m. should not plan to participate in after school sports, musicals, or concerts unless special arrangements for make-up work have been approved by the school administrator.

Grading Scale

The following grading scale is used for all subjects in grades 3-8, except as noted below*.

100	A+	82-76	C
99-94	A	75	C-
93	A-	74	D+
92	B+	73-66	D
91-85	B	65	D-
84	B-	64-0	F
83	C+		

*The following grades shall be used in grades 3-5 for Handwriting, Art, Phys-Ed, and Music:

- S+ = Excellent
- S = Satisfactory
- P = Progressing
- N = Needs Improvement

The following grades shall be used for all subjects in grades K-2:

- E = Excellent work
- S+ = Level above satisfactory work
- S = Satisfactory work
- S- = Level below satisfactory work
- U = Work is below grade level expectations
- I = Improvement is being shown but not up to the next level at this time

Pre-Kindergarten assessments focus on widely held expectations for children. These expectations align with North Dakota's early learning guidelines which support the development of the whole child's approach to learning.

Reporting to Parents/Guardians

Student progress reports describing the student's academic progress are sent home or emailed quarterly. Mid-quarter evaluations for grades 1-3 are given when a child's teacher sees the need. In grades 4-8, mid-quarter reports are sent home or emailed each quarter for every student. Parent-Teacher Conferences will be held after the first quarter and during the third quarter. Conferences may also be scheduled at any time, as needed.

Honor Roll

Each quarter the principal will calculate which students in Grades 6-8 have earned A and B honor roll recognition. Students on the "A" honor roll have an overall average of 93% or higher and have no D's or F's. Students on the "B" honor roll have an overall average of 84% or higher and have no D's or F's. Students on the A and B honor rolls may be recognized in the school newsletter.

Incomplete Quarter Grades on Report Cards

Due to illness, a student may receive an incomplete grade for a given quarter. This means that a child's classroom assignments have not been completed or that they have not been given to the teacher. The classroom teacher notifies parents/guardians and students of incomplete work. A set time is given for the child to complete the prescribed class work so that the incomplete can be changed on the child's class records. Students have the responsibility to complete the incomplete work as quickly as possible. Failure will be recorded if class work is not completed by the set date.

Homework

Students will have homework when their assignments are not completed during school. Students are expected to have their homework completed and ready for class at the appropriate time the next day. Students who have been absent are required to complete make-up work. Students will be given two days for every day they are gone to complete make-up work. Parents or guardians should pick up the student's work at the end of each day when a child is sick and misses school. Homework is ready after 3:20 p.m. Do not request that homework be ready earlier than 3:20 p.m.

Late Work Policy (Grades 5-8)

Assignments are always due the next day unless otherwise directed. Assignments turned in late, unless due to illness or other excused absence, will be penalized. Late work turned in by 8:30 a.m. the following day will be deducted by 10 percentage points (10%). If the work is not finished, it will be deducted by an additional ten percentage points (10%). In addition, the student may be required to stay after school that day from 3:30 to 4:15 p.m. for detention or the following morning from 7:30 a.m. - 8:15 a.m. He or she will notify a parent or guardian by phone so that transportation can be arranged. Please note that a student will still serve detention even if the late work is completed by the end of the day; he or she will work on other assignments instead. Also, a student must serve the detention regardless of what extracurricular activities he or she may be involved in that afternoon. The only exceptions are medical/dental appointments and music lessons. If this is the case, detention will be served the following school day.

Vacation Homework

A great deal of learning takes place in the classroom and many educational lessons build consecutively one upon another. Therefore, educational progress is interrupted when days are missed and it may be difficult for a child to catch up or fully understand the subject matter. Please keep this in mind if you are planning to take your child out of school for vacation or other reasons.

Parents and guardians (not students) shall contact all classroom teachers to inform them of planned vacations. Teachers are not required to provide homework ahead of time or individual instruction (either before or after a vacation) for students who miss school for vacations. A teacher may provide work ahead of time or they may give the assignments upon the student's return. All classroom teachers must be consulted about missed assignments and make-up work. It is up to the **student** to make sure all missed work and tests are completed. Any homework not turned in after the agreed-upon due date is recorded in the grade book as a zero.

Accelerated Reader Discernment Policy

At Grace Lutheran School, we consider it a responsibility to help children learn discernment. For this reason, Accelerated Reader (AR) quizzes are not offered for all books. Students may choose any AR book in their reading range and interest level from the school library to read and take a quiz. If a student picks a book from home or another library, approval from the classroom teacher must be given before the student reads and is quizzed on that book. If a book is not approved, the student and parent or guardian may complete a form provided by the school identifying the content and themes of the book. If teacher approval is

granted, the AR quiz may be taken. If approval is not given, parents or guardians have the option to bring their request to the principal or the Board of Christian Education for consideration.

Standardized Achievement Testing Program

Standardized online tests will be administered to students in Grades 3-8 to determine their scholastic aptitude and their achievement level. Results will be mailed to parents and guardians with a copy filed in the student's cumulative file.

Academic Probation/Suspension

A student may be placed on academic probation or be suspended for serious behavioral reasons. The principal and teacher(s) will meet with the student and parents or guardians. The principal and teacher(s) will set goals for the student and make a recommendation to the Board of Christian Education, if necessary. If the student meets the desired goal(s) within the time frame, he/she will be taken off probation or suspension. Parents and guardians have the right to meet with the Board and address any concerns.

Individual Screening of Students

Students needing special instructional or related services may be referred to the principal by parents/guardians or teachers. Upon approval of a referral by the principal, teachers, or parent or guardian, a formal assessment is completed, and a parent/guardian conference is scheduled. Whenever a student is referred, certain procedural processes are necessary:

- Parental or guardian approval is obtained prior to assessment, placement, or any major change in a child's service plan.
- Parental or guardian involvement is encouraged whenever placement or service changes are considered.
- Parents/guardians receive a copy of all procedural safeguards available to them.

POLICIES

All faculty, staff, students, and volunteers must agree to uphold these policies and beliefs, with the help of God.

Acceleration to Higher Grade

A request for acceleration to a higher grade originated by a parent or guardian is evaluated and considered by a school team consisting of current teacher, teacher in the grade level above, and the principal. Parents and guardians are responsible for securing a complete battery of tests from a professional, accredited, and mutually agreed upon testing source from the State or Fargo Public Schools. Specific recommendations must be given about the proposed acceleration.

Access and Right to Records

Grace Lutheran School follows strict rules, many set by state and federal law, for the access and release of records. Parents/guardians with questions about Grace Lutheran School's policies or other contents of student records should call the principal. Only educational officials may use the records unless a parent or guardian gives written permission. Rules for access and release of records that apply to all students are:

- Parents or guardians will be granted access to any and all information in their children's permanent records. In the absence of a court order to the contrary, Grace Lutheran School will provide, upon request, a non-custodial parent access to their student's academic records and other school-related information. It is the responsibility of the custodial parent to provide the school with a copy of any court order prohibiting the release of information to the non-custodial parent.
- School officials will be present when records are reviewed.
- Parents and guardians have the right to challenge any entry, except grades, in the school's student records on the basis of accuracy, relevance and/or propriety. A written request for a hearing must be submitted to the principal and must specify the entries to be challenged and the basis of the challenge.

Directory

A student's name, parent(s) or guardian(s) name(s), home address, and phone number are included in the school directory unless a parent/guardian requests it be withheld. This information is available only to school families and teachers.

Fund Raising

Any organization fundraising at Grace Lutheran School will use its resources in a responsible, effective, and efficient manner to achieve results in furtherance of its mission. The organization will regularly review fund raising efforts and expenses and take measures to assure that expenses are reasonable in relation to the results of the organization.

Gender Identity and Sexual Orientation Policy

A new concept, that “sexual liberty” trumps religious freedom, has begun to impact Christian ministries across the nation. As such, the passage of sexual orientation and gender identity ordinances has elevated sexual special interests over cherished fundamental freedoms, especially religious freedom. These ordinances place terms like “sexual orientation” or “gender identity” in the same category as race and religion.

Grace Lutheran School has developed policies regarding gender identity and sexual orientation that align with the school’s unwavering belief that the Bible is the true Word of God and the doctrine of The Lutheran Church – Missouri Synod.

We believe and teach that each human being is created in the image of God as either male or female (Genesis 5:1-2). Students will be recognized by the pronouns of their biological sex at birth. Students will use their biological sex when accessing all school facilities and programs, including locker rooms, bathrooms, and co-curricular activities.

We believe and teach that God’s perfect design for marriage is between one man and one woman (Genesis 2:24).

We believe and teach that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21, Romans 10:9–10, 1 Corinthians 6:9–11).

We believe and teach that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28–31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the mission and ministry of Grace Lutheran School.

Re-Enrollment

Re-enrollment occurs automatically each year in February. Each family is charged \$100 per student (capped at \$200 per family) through their FACTS account. Families choosing not to re-enroll must notify the school office by the published date to avoid the charge.

Retention Policy

In order for students to have success, and for the benefit of each child, knowledge of basic skills must be mastered by third grade. Therefore, any student not exhibiting proficiency in these skills will be reviewed for retention. If the parents or guardians of the child do not agree with the teacher’s recommendation, they may bring their concerns to the Retention Review Committee for consideration. All decisions made by this committee are final. The Retention Review Committee will consist of one Board of Christian Education member, the principal, and three teachers. These teachers will be the teacher in the grade level below the student, the teacher in the grade level above the student, and one other teacher.

When parents or guardians challenge the teacher’s recommendation, their concerns are brought to the attention of the Retention Review Committee and:

- both parties will meet with the Committee simultaneously.
- each party will have a chance to speak without interruption.
- the committee will discuss the matter privately.
- the principal will inform all parties of the Committee’s decision.
- either party may bring a final appeal to the Board of Christian Education to ensure that the procedures set forth were followed.

Student Records

Pre-kindergarten student records must contain an updated immunization record, statement of health and a certified copy of the student’s birth certificate. Kindergarten through 8th grade student records must contain certified copies of the student’s birth certificate and a current immunization record.

FINANCIAL POLICIES

Financial Obligation

Tuition payments, meal charges, and aftercare charges are processed through FACTS Management Company, Grace Lutheran School’s online payment portal. A FACTS account is required to attend Grace Lutheran School. Families set up a payment plan that best suits their needs for tuition and contracted aftercare, if needed. Meals and other incidental charges, such as drop-in aftercare, are not part of the payment plan and must be paid promptly when there is a balance. FACTS sends regular emails to families letting them know they have a balance.

If tuition and aftercare payments are to be late for any reason, it is the responsibility of the parent or guardian to contact the principal and make arrangements for payment. Prompt payment is expected. Late fees and charges may be assessed through FACTS. If an account becomes 30 days past due and the principal has not approved acceptable arrangements, extended childcare services may be withheld until the account is made current. When an account becomes 45 days past due, parents and guardians who fail to make prompt payment or acceptable arrangements with the Board of Christian Education will be expected to withdraw their child/children from the school until the account is satisfied. Failure to voluntarily withdraw students may result in expulsion of the student(s). Accounts delinquent by more than 60 days may be turned over to a collection agency or sent to Small Claims Court unless alternative payment arrangements are made.

Returned Check/Failed Payment Charge

A \$30.00 fee will be charged for returned checks and other failed payments.

Student Financial Aid

Student Financial Aid is available through FACTS, Grace Lutheran School's online payment and financial aid portal. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS. In exchange for financial aid, families must complete volunteer hours at the school. A family with one child receiving financial aid must complete 20 hours during the school year. A family with two children receiving financial aid must complete 35 volunteer hours. A family with three children receiving financial aid must complete 45 volunteer hours. Volunteer hours must be self-reported through the link provided by the office. Students receiving financial aid must attend school regularly (see Attendance under ACADEMICS).

Registration Fees

Registration and re-enrollment fees are non-refundable.

Tuition and Fees upon Early Withdrawal of Student

If a student withdraws prior to the end of a school term, tuition paid will be compared to tuition accrued to determine if there is any tuition due to the school or to be refunded to the student's family. A month's notice should be given prior to the withdrawal of a student from attendance. If the student's last day of attendance is prior to the 10th of the month, one half of that month's tuition will be accrued. If the student's last day of attendance is after the 10th of the month, the month's entire tuition will be accrued. All other expenses, such as aftercare, meals, etc., are to be paid on the student's last day of attendance. Remaining funds in meal accounts will be refunded to the family if they exceed \$10.00. All other fees and expenses are non-refundable.

STUDENT EXPECTATIONS

It is the school's mission to maintain and nurture a committed, caring community of Christians. Therefore, we expect you as a student at Grace Lutheran School to . . .

- Respect God:
"You shall love the Lord your God with all your heart, and with all our soul, and with all your mind." Matthew 22:37
 - Show your love for God by imitating God's love to Him and others.
 - Only use God's name to praise or honor Him.

- Respect the principal, teachers, and other staff members:
"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God." Romans 13:1
 - Treat those in authority considerately and courteously.
 - Do what they tell you without complaining.
 - Pray for those that care for you at school.

- Respect school property:
"Now it is required that those who have been given a trust must prove faithful." 1 Corinthians 4:2
 - Show your love and care for what God has given us by not writing on desks, walls, lockers, etc.
 - Be good stewards of school equipment and supplies by not wasting them and by putting things back in their proper place.

- Respect the rights and property of others:
"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Ephesians 4:32
 - Do not take anything that is not yours
 - Refrain from spreading rumors, gossiping, or telling secrets.

- Show respect for others by not pushing, shoving, kicking, or inappropriately touching them.
- Respect yourself as a child of God:
 - “I praise you because I am fearfully and wonderfully made: your works are wonderful; I know that full well.”
Psalm 139:14
 - Your identity is first and foremost as a child of God, created in His image.
 - Since God created you, honor His workmanship by not talking negatively about yourself.
 - Present yourself in a way that honors God with regards to dress and personal hygiene.

Grace Lutheran School Standards of Behavior

High standards of personal conduct are expected of the students at Grace Lutheran School. Courteous consideration of others, kindness, fairness, honesty, and clean, wholesome speech are virtues we endeavor to cultivate in the discipline of each child. The training a child receives at school will be most effective when supported by the same value system at home.

Smoking, drinking, alcoholic beverages, and/or using illegal drugs is not permitted at any time, on or off the school grounds. Any student known to be engaging in any of these activities may be subject to immediate expulsion.

Profane or obscene language will not be tolerated. Any student who does not conform to the school’s standards of speech and conduct may be subject to suspension or expulsion.

A student may be suspended or expelled for any of the following reasons:

- Willful disobedience
- Defiance of authority
- Profanity or vulgarity
- Tobacco on school grounds
- Refusal to obey GLS rules
- Fireworks
- Illegal use of drugs
- Stealing
- Refusal to do assigned class work or homework
- Bringing weapons to school (guns, knives, etc.)
- Threatening/hitting a teacher, staff, or other students

Student Expectations

- Students are allowed in the hallway with teacher permission or with a pass.
- To provide a safe environment, no running, pushing, or shoving in the halls will be allowed.
- Toys and electronic devices from home are not permitted except with special permission from the classroom teacher.
- During bad weather, it may be necessary for grades 1-8 to eat their lunch in the classroom. This will enable all classes to use the gym when they cannot go outside. During recess or break time, students should not use the bathrooms, locker rooms, or hallways as a gathering place.
- Respect and care for school property is always expected. Parents and guardians are responsible for repair or replacement charges for any damage or destruction to school property. In the case of library books, students will be assessed a \$20 replacement fee. Textbook replacement fees are based on the age of the book and the amount of damage the book has received.
- Be considerate of others.
- Keep hands and feet to yourself.
- Keep your school clean.

The faculty has determined general volume expectations for common areas of the school. These common areas are hallways, bathrooms, lunchroom, gymnasium, and all outdoor spaces. To be safe, respectful, and responsible, students will understand voice levels in certain areas by numerical values:

- 0 – voices off
- 1 – whisper
- 2 – conversation (inside voice)
- 3 – outside voice (at play)

Before School Expectations

When entering the building before 8:15 a.m., students will deposit belongings in their locker and then stop to wash their hands. Breakfast is served from 7:30 a.m. to 8:10 a.m. (firm). When the 8:15 dismissal bell rings, students line up and wait to be dismissed. Students are escorted to their classroom. All school expectations and guidelines are to be followed during morning care.

Because the school’s outdoor areas are not supervised in the morning, children arriving should report to the gym. Children should never arrive at school before 7:15 a.m.

Aftercare Expectations

Students attending aftercare will report to the designated area by 3:30 p.m. Students who need to complete their homework will be given the chance to do so. Groups may change in numbers as parents and guardians pick up their children, but appropriate supervision will be maintained. All school expectations and guidelines are to be followed during aftercare.

Lunchtime Expectations

- Once seated, remain seated until dismissal.
- Students may visit quietly with classmates.
- No throwing or playing with food.
- Clean up spills and remove all items from the table.
- No pop is allowed.
- Move calmly and quietly in/out of the lunchroom and refrain from running at all times.
- Keep your hands and your feet to yourself.
- Raise your hand if you need assistance.
- Students who choose to disregard procedures and expectations will eat lunch in isolation and/or face other appropriate consequences.

Playground/Field and Gym Procedures

- Play only in supervised areas.
- No pushing, tackling, or rough play will be permitted.
- No throwing rocks or snowballs.
- Students may play on the field or the playground but may not cross over behind the school building.
- Students are not allowed to climb on the top of the monkey bars or on the outside of the slides/tunnels.
- Kindness is expected in words and action.

Dress Code

The purpose of a dress code is to remind students that their body is the temple of the Holy Spirit (1 Corinthians 6:19-20). Students are expected to dress and groom themselves appropriately to reflect good taste and Christian values. If a student's dress does not meet this code, the student will be asked to call a parent/guardian for other clothing.

Cases not covered by the stated dress code will be dealt with individually. Grace Lutheran School expects parents and guardians to supervise and monitor their child's appearance in dress.

The following is a partial list of guidelines for clothing:

- Clothing promoting or advertising the use of alcohol, tobacco, drugs, or violence, or which has obscene language printed on it which interferes with the educational process and does not reflect Christian values is prohibited. A child will be asked to cover the t-shirt or turn it inside out while in the school setting.
- Tank tops and other clothing such as short shorts, spaghetti strap tops, or those which expose a bare midriff, bare back, undergarments, cleavage, and/or any other clothing deemed inappropriate by the administration is not permitted. The student will be given clothing to change into if parents or guardians cannot bring a change of clothing.
- Head coverings (hats, hoods, bandannas, "do" rags, headbands, etc.) will not be allowed inside the school building. Medical or religious requests will be considered by the administration on an individual basis.
- Earrings, long necklaces, and dangling jewelry which may interfere with the student's participation should not be worn. The child will be asked to remove items that pose a safety concern or when they interfere with learning activities in the school.
- Coats and other outer garments are not to be worn inside the building during the school day. Students should have a sweatshirt or sweater available for cool days.
- Shorts may be worn if the weather is considerably warm during the months of **August, September, April, May, and June**. Parents and guardians should use their good judgement in determining when shorts are worn. Shorts and skirts must be hemmed and mid-thigh length or longer. In the winter months, tights are acceptable underneath shorts, skirts, and skorts.
- All students go outside for recess and aftercare. Therefore, all students need appropriate winter clothing such as boots, stocking caps, gloves, or mittens during the winter months. Snow pants and boots should be labeled to prevent loss.
- Athletic shoes must be worn for all physical education classes, recess, and aftercare.
- Shoes must be worn at all times during school and aftercare.
- Flip flops, sandals without heel straps, and all Croc-type shoes are not allowed for any student Pre-Kindergarten through fifth grade. Sixth, seventh, and eighth grade students may wear these types of shoes to school but not for recess, gym class, or during after school childcare.

Consequences

Each teacher must develop and use his/her own God-given talents and methods for obtaining desired teaching conditions and classroom control. Teachers must maintain order and discipline to have the best results in teaching. Firmness and impartiality rooted in kindness and love should bring about the desired results. The example of our kind, gentle, and loving Savior must always be our guide.

As representatives placed in authority by God, teachers are expected to maintain a loving and positive learning environment for all children. In order to maintain this loving Christian community, teachers will determine appropriate consequences that may include, but are not limited to, the following:

- Writing a letter of apology
- Calling parents or guardians to explain misbehavior
- Losing milk break or lunchroom privileges
- Having time out
- Meeting with parent or guardian, student, and/or teacher(s)
- Completing a supervised school service project
- Removal from room to office for in-school suspension
- Child sent home
- After-school detention, same day

Detention

Detention can be a consequence of a student's behavior. Detention is served for two different reasons:

- The student received detention for unacceptable behaviors – detention is served that day. The only exceptions are for medical/dental appointments and music lessons. If this is the case, detention will be served the following school day.
- The student's homework was late two days in a row. (See "Late Work Policy" under ACADEMICS.)

Detention for misbehavior will be served between 3:15 p.m. and 4:15 p.m., depending on the age of the child and severity of the problem. The student will be given cleaning jobs to do around the school. If there are no jobs to be done, the student will sit quietly in the assigned detention room. The student will not be permitted to read, do homework, sleep, or eat.

Christian Discipline Procedure

Under the direction of the Board of Christian Education and the principal, the Christian Discipline Procedure will be followed for a recurring or serious discipline problem at Grace Lutheran School:

- A conference will be held involving the child, parents/guardians, teacher(s), and the principal to discuss the problems related to the child's discipline at school.
- A follow-up to this conference will be held shortly thereafter to discuss the results of disciplinary action with parents/guardians, teacher(s), and principal.
- If disciplinary action taken earlier has not resolved the problem, the Board of Christian Education will be informed, and further action will be brought to the attention of the student and parents/guardians (this may result in the child's removal from the school.)
- The principal, in relationship to the situation, may pursue student expulsion.
- All steps must include prayer for wisdom and guidance in all discipline procedures for the school's children, parents, guardians, and teachers.

Christian Grievance Resolution Policy

In conflict situations or where there is a grievance, the persons involved should take steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17.

"If your brother sins against you, go, and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Grace Lutheran School has an open-door policy that allows parents and guardians to approach teachers, the principal, or the Board of Christian Education with concerns using the grievance procedure outlined below. Proper documentation, as outlined in the first bullet point, should be taken at all meetings.

- The parent(s) or guardian(s) should speak to the teacher with whom they have a conflict or grievance. A form will be provided allowing the parent or guardian to note their concern(s), the teacher to note his or his response, and the agreed

upon plan of action. All parties concerned will sign this form and copies will be given to the parent(s) or guardian(s), teacher, and principal. This same form will be completed at any future meetings.

- If there is no resolution, the parent(s) or guardian(s) should meet with the teacher again, but the principal will also attend this meeting.
- If there is still no resolution, the parent(s) or guardian(s) should bring the matter to the attention of the Board of Christian Education. This may be done by letter or attending a meeting. The concern must be taken to the Board as a whole, not one individual member.
- The Board of Christian Education will conduct whatever investigation is deemed necessary in response to the parent or guardian's concerns. The decision of the Board of Christian Education is final. A detailed summary report of the concern(s), any investigation, and the Board's decision will be written and placed under file.
- The goal of these steps is always to restore relationships and, in doing so, promote the sharing of the Gospel of Jesus Christ.

Harassment Policy

All individuals at Grace Lutheran School are to be treated with respect and dignity. Grace Lutheran School must be an environment that is free from harassment and violence. It is a violation of Grace's standards for students to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is defined as words and/or actions directed toward an individual or group of individuals, which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or group based upon a person's age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and/or spreading sexual rumors directed toward an individual or group are also considered to be harassment. Consequences for harassing another person may range from an informal talk to suspension or expulsion from school and/or referral to a law enforcement agency.

Bullying Policy

Grace Lutheran School strives to create and maintain a safe and civil school environment for its students and staff to attain high academic standards, promote healthy human interaction, and foster its faith-based Christian values. Bullying is a disruptive behavior that interferes with the creation of such an environment, with the students' ability to learn, and the ability of the staff to perform their duties appropriately.

An act of bullying, as defined below, by any student or group of students is prohibited on Grace Lutheran School property, in transportation vehicles, or at any Grace Lutheran School sponsored activity or school-related function. This policy shall pertain to any student who directly engages in an act of bullying, and to those students who, by their indirect behavior, condone or support another student's act of bullying.

Definitions

- Bullying -- an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. (National Center against Bullying)
- Protected Classes – race, color, religion, sex, national origin, disability (physical or mental), and status regarding marriage or public assistance.
- School Property/On-Campus – all property owned or leased by Grace Lutheran School, school buses and other vehicles, or any Grace Lutheran School sponsored or sanctioned activity.
- School Staff – all employees of Grace Lutheran School, including volunteers and employees or a sanctioned activity.
- True Threat – a statement or action that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Bullying Behaviors

The following are examples of bullying behaviors. This is a sample list and may not include all possible forms of bullying behaviors.

Verbal Aggression

- Name calling
- Mocking, teasing
- Intimidating phone calls
- Spreading rumors
- Threats

Intimidation

- Publicly challenging others to do something against their will
- Playing a dirty trick
- Demanding money

Emotional

- Excluding
- Tormenting
- Threatening gestures
- Ridiculing
- Staring

- Making noises at someone
- Playing a dirty trick
- Taking things
- Demanding money or things

Racial

- Derogatory comments/name calling about physical, behavioral or cultural differences

Written

- Threatening or inappropriate notes or drawings

Physical Aggression

- Pushing
- Kicking
- Punching
- Slapping
- Tripping
- Pinching
- Spitting

Electronic

- Texting
- Instant messaging
- Social networking/media
- Phone calls

Sexual

- Touching
- Dirty jokes
- Inappropriate language
- Unwanted flirting
- Name calling

Prohibitions

The apparent consent by a student who is the victim of bullying does not lessen the prohibitions contained in this policy:

- Retaliation or reprisal against a victim, good-faith reporter, or witness of bullying is prohibited.
- False accusations or reports of bullying made against another student are prohibited.
- Bullying by any school staff is prohibited. This policy pertains to administrators, teachers, volunteers, or other Grace Lutheran School employees.

Reporting Procedures

Any person who believes that he or she has been the victim of bullying, or any person who has knowledge or belief of conduct that may constitute bullying, shall report the alleged acts immediately to the principal, or any teacher within Grace Lutheran School. A formal report will be completed by the principal, and parents/guardians will be notified. The investigation process will proceed immediately. A report may be filed in writing by using the Bullying & Report and Documentation Form (available in the office), or through verbal communication with any Grace Lutheran School teacher or the principal.

Completed reports and all related investigation documentation shall remain on file with Grace Lutheran for six (6) years after a student turns 18. Complaints that are filed anonymously severely limit the school's ability to investigate and respond to the alleged violation(s).

Any time the principal has reasonable suspicion that a bullying incident constituted a crime, law enforcement shall be notified of the incident.

Investigation Procedures

Upon completion/receipt of a report of an alleged policy violation, the principal shall first determine if the violation is based on a protected class. Reports involving a protected class shall be investigated in accordance with the Grace Lutheran School harassment/discrimination policy.

In all other cases, the following investigative procedures shall be followed:

- Identification and collection of necessary and obtainable physical evidence.
- Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time shall the complainant/victim be required to meet with the alleged perpetrator.
- Interview any and all identified witnesses.
- Review any mitigating or extenuating circumstances.
- Final analysis and issuance of findings in writing to the victim and the bully and, if applicable, implementation of victim protection measures and disciplinary measures under this and other policies.
- Any party who feels an incident of bullying is unresolved is encouraged to bring it before the principal and Board of Christian Education.

Investigations shall be completed within 60 days unless the principal documents good cause for extending this deadline. This extension must be communicated to the victim and alleged perpetrator.

Student Education and Staff Professional Development:

Grace Lutheran School, in an effort to deter actions which constitute bullying, shall include bullying prevention programs within its curriculum for the classroom through regular integration within Religion, Health, and through specific instruction.

Staff shall receive professional development in the most recent topics of bullying prevention and detection.

School Policy on Weapons

Grace Lutheran School is committed to providing a safe and nurturing school environment. Therefore, we have established a zero-tolerance policy for weapons and violence in the school.

A weapon is defined as any object that, by its design, use, intended use, or brandishing could cause bodily harm or property damage or could intimidate other people. Weapons include, but are not limited to, firearms (whether loaded or unloaded, whether operational or not, and whether genuine or not), as well as knives and knife look-a-likes, chains, martial arts equipment, dangerous chemicals, and explosives. Items not designed as weapons will be regarded as weapons under this policy if their use causes another person bodily harm or property damage, or if the items are used with the intent of causing bodily harm or property damage, or if they are used to intimidate others. Such items include, but are not limited to, belts, sprays, pens and pencils, scissors, and other sharp objects.

Exceptions to the Weapons Policy

- A weapon under the control of a law enforcement officer acting in an official capacity.
- A weapon handled legally for the purpose of education approved by the school principal.
- A weapon used by an individual as part of a program in the school zone approved by the principal.

Disciplinary/Corrective Measures

The principal and/or Board of Christian Education will determine appropriate, logical consequences for violating the weapons policy.

Consequences for **students** may include any or all of the following:

- Administering approved disciplinary practices and procedures.
- Notifying the principal and/or Board of Christian Education.
- Notifying parents, guardians, or legal custodians.
- Notifying law enforcement officials.
- Suspension from school.
- Recommendation for expulsion by the Board of Christian Education.

Consequences for **non-students** may include either or both of the following:

- Notification of law enforcement officials.
- For employees: disciplinary action in accordance with current employment agreements.

TECHNOLOGY AND SOCIAL MEDIA POLICIES

The use of computers and other technologies is an integral part of the curriculum at Grace Lutheran School. All students and teachers have access to a device that connects to the internet. The safety of students and staff and the security and integrity of the network are of paramount importance. The technology and social media policies herein apply to every person using a device owned by Grace Lutheran School.

Grace Lutheran School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. Students, teachers, and parents/guardians are advised that the use of Grace Lutheran School's network may provide access to inaccurate and/or objectionable material. Such materials are prohibited in the school environment or on a school-owned device.

General Computer Conduct

To prevent damage to school-owned devices, including hardware and software, users cannot:

- violate copyright laws by the unauthorized copying of software
- use unauthorized copies of software or install personal software
- delete, rename, move, copy, or change any files or its properties, other than his or her own personal files
- remove or exchange any hardware or software component
- use security codes or passwords belonging to the school to access or attempt to access data files, a network, or data systems either local or in a remote location
- install, copy, or knowingly infect a device with a virus

Online Conduct

The use of the internet and related technologies at Grace Lutheran School must be in support of education and research consistent with the school's educational objectives and Christian mission. The school reserves the right to inspect any element on any school-owned device and report any illegal activity to appropriate authorities.

Users of Grace Lutheran School's network cannot:

- use the network for financial gain.
- use the network to submit, publish, store, or display objectionable material, including but not limited to:
 - information that encourages the use of tobacco, alcohol, drugs, or any other activity prohibited by school policy, local, state, or federal law.
 - information or software in violation of any school policy, local, state, or federal law.
 - information encouraging the toleration or promotion of discrimination toward individuals or groups based on race, sex, religion, or age.
 - information or software that is pornographic, profane, or sexually explicit.
 - inaccurate or misleading information.
- take any action that compromises the network's security or make a deliberate attempt to degrade or disrupt network performance.
- use another person's network or make their network available to others (password sharing).
- forge or attempt to forge email messages, interfere with another person's ability to send or receive email, or attempt to read, delete, copy, or modify the email of another person.

Network Etiquette

Any person using a school-owned device must abide by the generally accepted rules of network etiquette:

- Be polite. Do not use abusive language in messages to others.
- Use appropriate language and refrain from swearing, vulgarities, or any other use of inappropriate language.
- Do not reveal personal identifying information, such as name, age, address, or phone numbers for yourself or any other person.

Personal Responsibility

- Be a good steward of resources, including bandwidth, file storage space, printers, and paper.
- Do not bring food, drinks, or chewing gum around a school-owned device.
- Do not walk around with an open computer.
- Computers should be placed on a firm surface while working, such as a desk or floor, and not on laps, arms, or other body parts.
- Report any damage immediately. Do not attempt to fix it.

Academic Use

Social media and the internet is a powerful tool with the potential to positively expand students' exposure, experience, and understanding of different cultures and ways of thinking, as well as allow them to collaborate with other learners or experts in given fields of study. When using internet resources, including social networking sites, for online research or collaboration, students should abide by the following guidelines:

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs, or other clips.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Follow all other applicable handbook policies.

Teacher Responsibilities

A teacher using a school-owned device for classroom activities will:

- instruct students on the school's technology and social media policies and enforce them.
- use only the software and hardware that has been approved for his/her classroom.
- keep a centralized written record of the equipment and software assigned to each student.

Consequences

If a student violates any provision of the school's Technology and Social Media Policies, any or all of the following may occur.

- A student may be denied access to a school-owned device or other equipment or technology for an appropriate time period, up to and including the remainder of the school year.
- A student may be removed from the class in which the violation occurred.
- A student may be assigned detention, be suspended from school for a period of time, or serve in-school suspension at the discretion of the teacher or principal. Continued violations will follow the Christian Discipline Procedure in this handbook.
- A student will be held responsible for repairs or replacement of any items unrepairable by the school. For those who purchase optional device protection, this is applicable for any violation after the first one.

If an employee of the school or a member of the community violates any provision of the school's Technology and Social Media Policies, that person will be denied access to all school-owned devices for an appropriate time period and/or may be subject to disciplinary action in accordance with the Grace Lutheran School's policy for discipline and dismissal.

Social Media Policy

"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." Ephesians 4:29

"We should fear and love God that we do not tell lies about our neighbor, betray him, slander him, or hurt his reputation, but defend him, speak well of him, and explain everything in the kindest way." -Luther's Small Catechism, "Explanation of the Eighth Commandment"

Lutheran schools are increasingly discovering how they can empower every member of the school community to grow as global students, disciples, and citizens. The web and social media provide important communication channels for students, parents/guardians, faculty, and alumni. Participation in these spaces is an important element in the school's witness, curriculum, and educational plan.

It is useful for the school to provide opportunities for faculty, staff, parents/guardians, and students to dialogue in online places. In a social world, the school desires to help students become literate digital citizens and Christian disciples, teachers to lead as 21st century educators and communicators, and families to be engaged and involved in their student's online behavior.

High standards for appropriate communication are necessary for Grace Lutheran School as an organization committed to educational quality and the safety of students, as well as the preservation of the outstanding reputation of the school and its mission. The rights of students, employees, alumni, and other members of the community are respected as the variety of social media options are utilized.

Student Use of Social Media

The use of social media by students is a valuable tool for collaboration with members of their community to build one another up. All communication on these electronic forums should reflect their identity in Christ and values of this community. We are called as followers of Christ to go into the world with the Gospel. We encourage the use of social media for this purpose and desire to train literate, digital disciples that can effectively use these tools for that mission.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or claiming to speak officially on behalf of the school or its organizations without specific permission to do so. Content posted contrary to these guidelines will be dealt with according to the school's discipline policy.

Interpersonal Communication

As words spoken in person have the capacity to build-up or tear down people and relationships, so does the content shared online. With that in mind, students should abide by the following guidelines when posting:

- Remember that students do not represent only themselves, but also all those with whom they are associated, including their family, friends, school, and Lord. Therefore, comments made using social media should reflect the seriousness of those relationships, building up both those that are reading the message and anyone about whom the message speaks.
- Consider the feelings of those to whom and about whom you are sharing.
- Follow the school's code of conduct when writing online.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way.
- Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- True or not, it is never acceptable to post comments that damage your neighbor's reputation.
- Cyber bullying is considered an act of harassment.

- Students will be held accountable for text/posts.

Student Safety

Information shared using social media can be dangerous to students. As the safety of students is a concern of the school, students should abide by the following guidelines when working online:

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.
- Do not share your password with anyone besides your teachers and parents/guardians.
- Abide by the policies of social networking sites, including restrictions on age.
- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. What you post and what you search for is there forever.
- Do not post anything you would not want friends, enemies, parents/guardians, teachers, college admissions counselors, or a future employer to see.
- Only accept social media invitations from people that you know. Utilize privacy settings to control access to the content that you create.
- Post images and video of yourself and those that give explicit permission only, avoiding any digital images of large groups of students.
- Do not misrepresent yourself by using someone else's identity.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Parent/Guardian Social Media Guidelines

Social media, when used wisely, provides many safe and positive ways to learn and stay in touch with friends and loved ones. Grace Lutheran School respectfully requests parents and guardians follow these guidelines:

- Refrain from posting anything, including photographs, that would compromise anyone's privacy or that are used to demean, humiliate, or otherwise embarrass anyone.
- Remember that posts identifying the school do not officially represent the school.
- Do not post material that the school determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Do not post phone numbers, email addresses, or other confidential information of students, faculty, or any other person other than yourself.
- If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Refrain from tagging students in school pictures without explicit permission from a parent/guardian.
- Refrain from using social media sites for any illegal activity, including violation of data privacy laws.
- Parents and guardians with concerns about the school, other parents, students, or staff should not use social media to "vent" or share their concerns. Face-to-face conversation is the best course of action to follow when there is a concern. This follows Matthew 18, which is the Lord's conflict resolution plan. (See "Christian Grievance Resolution Policy" under STUDENT EXPECTATIONS)
- Parents and guardians will be asked to remove posts that reflect poorly on the school, its faculty, staff, students, or other families.

Additionally:

- Parents and guardians will have the opportunity to 'opt out' if they do not wish their student's likeness to be used in school publicity materials.
- Parents and guardians will consult the family handbook and be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.
- Parents and guardians should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcasts, etc.
- Parents and guardians will need to sign a release form for students when teachers set up social media activities for classroom use.
- Parents and guardians are highly encouraged to read and/or participate in social media projects.

Social networking can help kids connect to each other and broaden their worlds. Here are some guidelines that can serve rather than harm kids:

- Talk to your kids about their social media lives so you know what they are doing.
- Check in with them daily about cell phone and computer use. Keep yourself in the loop.
- Keep your computer in a public area of your home so you can see what is going on.

- Discuss with your kids of every age what “good judgment” means and the consequences of poor judgment, ranging from minor punishment to possible legal action in cases of “sexting” or “bullying”.
- Consider formal monitoring systems to track your child’s email, chat, instant messaging, and image content.
- Be sure you are where your kids are online. Have a procedure that you and your child “friend” each other.

Faculty and Staff Social Media Policy

This policy is included in the handbook to provide transparency in the online expectations of Grace Lutheran School’s faculty and staff.

Profiles and Identity:

- Remember the school in online social environments. If you identify yourself as a school employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents/guardians, and students and consistent with the image, purpose, and mission of the school.
- Remember how you represent yourself online should be comparable to how you represent yourself in person.
- No identifying personal information, such as full names, addresses or phone numbers should appear on blogs or wikis or other social media.
- Be cautious how you set up your profile, bio, avatar, etc. The same guidelines apply to this information as well as the substantive content you post.
- When uploading digital pictures or avatars that represent yourself, make sure you select a school-appropriate image.

School employees are personally responsible for the content they publish online. When posting:

- Be sure that you share factual information, as you and the information posted will be representative of the school.
- For the safety of the students, there is to be no posting, commenting, or accessing social media sites during school field trips. All time and attention should be focused on the students. Posting pictures or updates after the fact is appropriate if permission to publish photos has been granted by the parent(s) or guardian(s).
- Remember that blogs, wikis, podcasts, etc., are an extension of the school. What is inappropriate at school should be deemed inappropriate online.
- Do not post confidential information about the school, parents/guardians, or students.
- Remember: audiences who may read your posts could include current and prospective students, faculty, staff, donors, alumni, parents/guardians, the media, or future employers. Post only information that you would want to share with them.
- Conduct yourself online according to the same standards of honesty, respect, impartiality, and morality that you would at church and or school.
- Make sure you have the school-designated photo/publicity release form signed by parents/guardians.
- Remember that others can view sites that you bookmark or items, such as photos, that you tag. Additionally, if you are tagged by friends, images may be posted that are outside of school guidelines.
- Prohibit the use of approved school or church branding logos and mission statements on your personal social networking sites unless approved by designated church and school officials.
- Know that any statements made in a social media network against the philosophy and/or beliefs of the school will be immediately addressed by the administration.
- Be aware that derogatory comments posted on social media will be addressed immediately with the proper administration and could result in disciplinary action.
- Participate in personal social media conversations on your own time.

Copyright and Fair Use:

- Hyperlinking to outside sources is recommended.
- Do not plagiarize. Give credit where it is due.
- If you are re-posting photos, videos, poems, music, text, artwork, or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.
- When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer’s permission or the digital rights.

The School Reserves the Right To:

- Ban future posts from people who repeatedly violate this policy. The school may affect such bans by refusing posts from specific mail addresses or IP addresses, or through other means, as necessary.
- Remove or edit comments at any time when they violate this policy.

Using Social Media with Students

DO:

- Use of social media as often as fits your lessons and curriculum.
- Make social media a part of your classroom culture.
- Encourage students to use technology (smart phone, laptop, etc.) in your room, when appropriate.
- Proofread and edit your posts and verify sources. You want to look professional while online.
- Consult with your superiors if you run into a potential problem immediately, just like you would if you ran into a potential problem in the classroom.
- Set your privacy settings to the highest level possible.

DO NOT:

- Do not allow open access to social media. Students need to learn there are appropriate times to use it.
- Do not post links to sites you have not viewed yourself.
- Do not do anything risky, such as advocating politics, swearing, anything that can get you in trouble.
- Do not post things students may find offensive (politics, off-color humor, etc.).
- Do not post about anything you would not share in the classroom.

HEALTH & SAFETY POLICIES

Approved Snacks

The health of students is an ongoing concern at Grace Lutheran School. Students who enjoy a healthy snack have the energy and focus needed in the classroom. Unhealthy snacks often result in an unhealthy body and unhealthy behavior. The following list of snacks are approved by the school:

- Fruit - bananas, apples, oranges, raisins, peaches, applesauce, grapes, strawberries, mixed fruit, fruit cups, etc. (no fruit snacks or fruit roll ups)
- Vegetables - carrots, celery, broccoli, cauliflower, etc., great with low-fat dip or peanut butter
- Crackers - Ritz, Wheat Thins, Triscuits, saltines, Townhouse, Cheezits, graham, etc.
- Pretzels, popcorn, granola bars (not dipped in chocolate), low-sugar cereal, such as Cheerios, Rice Krispies, Chex, etc.
- Cheese, yogurt, dried fruit and nuts, home-baked breads or muffins (pumpkin, zucchini, banana bread, etc.)

Snack lists will be adjusted for peanut/tree nut free classrooms. If you have questions about what to send, feel free to contact your child's teacher.

Students should not share opened snacks with one another.

Birthday Treats

Students are allowed to bring a special birthday treat for their class. Cupcakes, bars, cookies, etc., are allowed, however, teachers may choose to serve the treats after lunch rather than during mid-morning snack time as to not spoil their appetites before lunch. Be aware of student allergies regarding special treats.

Communicable Disease Regulations

General Exclusions

A child should be excluded from school if they meet **any** of the following criteria:

1. A child has a fever at or above 101 degrees.
2. A child experiences vomiting two or more times in the preceding 24 hours.
3. A child has diarrhea and cannot self-contain stool.
4. A child has persistent abdominal pain or intermittent abdominal pain associated with fever, dehydration, or other systemic signs and symptoms.
5. A child has oral lesions, especially if the child is unable to contain oral secretions.
6. A child has skin lesions that are weeping, draining, and/or oozing and are unable to be covered.

The following is a **partial list** of diseases and their exclusion requirements. Please refer to the [North Dakota Childcare and School Infectious Disease Exclusion Guidance](#) document for more information. The school reserves the right to make final decisions on exclusion.

<u>DISEASE</u>	<u>EXCLUDE?</u>	<u>RETURN</u>
Bacterial Meningitis	Yes	Children may return when a healthcare professional determines the child is no longer contagious.
Chicken Pox	Yes	Children should be excluded until all blisters have dried scabs and no new blisters have started for 24 hours, or in immunized individuals without scabs, until the blisters are resolving, about 5-6 days.
COVID-19	Yes	Children without symptoms can return after five days. Children with symptoms can return after five days if they are fever-free for 24 hours without fever-reducing medication and symptoms are improving.
Fungal Infections (Ringworm, Athlete’s Foot, Etc)	Yes, but not until the end of the day.	A child with a fungal infection can return to school as long as treatment has started and the affected area is covered.
Hand, Foot and Mouth Disease	No, unless general exclusions (above) apply.	Children can return when symptoms in the general exclusion list resolve.
Hepatitis A	Pre-K – Yes K-8 – No unless general exclusions (above) apply.	A Pre-Kindergarten student may return seven days after symptom onset. A school-age child may return when symptoms in the general exclusion list resolve.
Impetigo	Yes, but not until the end of the day.	Children may return after starting treatment as long as the lesions are covered.
Influenza	Yes	Children may return when they are fever free for 24 hours without fever-reducing medicine.
Measles	Yes	Vaccinated children may return after the rash has been present for four days. Unvaccinated children should be excluded until the Department of Health and Human Services determines it is safe for them to return to school.
Meningococcal Meningitis	Yes	Children may return after 24 hours of antibiotic therapy and symptom improvement.
Monkeypox	Yes	Children may return after all lesions have resolved, all scabs have fallen off, and a fresh layer of intact skin has formed.
Pertussis (Whooping Cough)	Yes	Children may return after they have completed five days of antibiotics or if they have been coughing for more than 21 days.
Mumps	Yes	Children may return after five days of symptom onset.
Pink Eye	No, unless general exclusions (above) apply.	Children may return when general exclusion symptoms have resolved.
RSV	No, unless general exclusions (above) apply, or the child has rapid or labored breathing.	Children may return when they are fever free for 24 hours without the use of fever-reducing medication.
Rubella	Yes, and people unvaccinated for rubella should seek immunization within 72 hours of exposure.	Children may return after seven days of rash onset. Unvaccinated people exposed to rubella who do not vaccinate within 72 hours shall be excluded until the Department of Health and Human Services determines it is safe to return to school.
Shingles	No, unless lesions cannot be covered.	If lesions cannot be covered, children can return to school after they have crusted.
Strep Throat	Yes	Children may return after they have been on antibiotics for 12 hours.
Tuberculosis	Yes	Children can return to school after clearance from a medical provider, usually two to four weeks.
Vomiting	Yes	Children can return to school after a full 24 hours without vomiting.

Emergency Contact Form

Parents and guardians will be asked to fill out an Emergency Contact Form for their children. These information sheets are photocopied and given to each teacher for their classroom use. The master file is kept in the office. In the event of an accident or sudden illness, telephone numbers can be obtained immediately, and desired procedures of the parent/guardian can be followed.

Head Lice

It is the policy of the school that if a child has head lice, parents and guardians are informed immediately. A Public Health nurse will be contacted to have the whole class screened. The child shall not return to school until he/she has been properly treated and is completely free of nits. If desired, information of treatment procedures will be given to the parents or guardians. Other parents and guardians of students in the infected classroom will be informed so they can help protect against an outbreak in the school.

Health Records

Before a student begins the school year at Grace Lutheran School, parents and guardians must provide an up-to-date immunization record and birth certificate.

Injury

Accidental injuries to a child on the school grounds must be reported to the office. Emergency first-aid will be administered, and the teacher will contact the parents or guardians as soon as the injury has been handled. Each classroom has a first aid kit, and other first aid supplies are kept in the office. All accidental injury and incidents must be documented immediately to provide a reliable record for the school's accident benefit plan. School accident forms are available in the office. The school covers any expenses not covered by a family's insurance.

Medical Emergencies

In medical emergencies, parents or guardians will be notified as soon as possible. Prior to the beginning of the school year, parents and guardians will be given a form to fill out and sign concerning medical emergencies. If a student is injured in any class or at a school-sponsored activity, the student should report the injury to the supervising teacher so that an accident report can be completed. If the situation warrants, the student will be taken by a school staff member or by paramedics to the emergency room of the nearest hospital. The staff member will remain with the student until the parent/guardian or other responsible party arrives at the hospital. Hospital personnel will not treat the student unless they have parent/guardian permission, or if the situation is life threatening.

Participation Waivers

Any medically related condition, which would exempt a student from participating in physical education classes, must be excused in written form by a physician. Such notification should be given to the main office and a copy will be given to the student's physical education teacher.

Reporting Suspected Neglect and Abuse

Grace Lutheran School employees shall cooperate in full with the Child Abuse and Neglect Reporting Act. Any teacher or employee of Grace School who has knowledge of or reason to suspect abuse or neglect shall report to an agency and the school principal. If this report is made orally, it will be followed by a written report to be submitted to the professional agency. The principal will be responsible for conferences, parent or guardian contact, or any other action taken in an abuse or neglect case. Excessive tardies or absences may be deemed as negligence.

Safety Drills

Schools are required to hold fire, tornado, lockdown, and evacuation drills each year. These drills are unannounced. In the event of an actual disaster, children will be kept in sheltered locations until a parent/guardian or another authorized adult comes for the child(ren) or until the danger has passed. Tornado drills are practiced in accordance with the City of Fargo on the first Wednesdays of September, October, April, and May at 1:00 p.m.

Sickness During School Hours

In the event a child becomes ill during school hours, the child will not be sent home without first making parent or guardian contact. Children determined too ill to remain at school must meet certain criteria.

1. Staff determines that the child is unwilling or unable to participate in activities due to illness.
2. Staff determines that they cannot care for the sick child without compromising their ability to care for the other children in the classroom.

Sports Physicals

All students participating in 7th and 8th grade athletics must have a sports physical and turn in a NDHSAA Preparticipation Physical Evaluation Form before the first practice.

Student Medication

School personnel will only dispense personal medication, prescription or over the counter, to children with an authorization form filed in the office. All medication must be provided to the school in its original container. The school does not provide any medication for its students, such as ibuprofen, acetaminophen, antacids, etc.

A parent or guardian must notify the child's teacher if a child brings cough drops to school.

Vaccinations

ND Century Code 33-06-05-01 requires all students receive age-appropriate vaccinations as outlined by the United States Department of Health and Human Services and the State of North Dakota in order to attend school. A child with a medical or a beliefs exemption is exempt from any one or all of the immunization requirements. A physician must sign an exemption form indicating the vaccines that are included in the medical exemption. A parent or guardian must sign an exemption form stating that the child has a beliefs exemption and indicate which vaccines are exempt because of beliefs.

Tobacco Policy

This policy is included in the handbook in compliance with the ND Department of Health.

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for students, the School Board of Grace Lutheran School establishes the following tobacco-free policy:

Definitions

- "District property" includes all property, both indoor and outdoor, that is owned or leased by the district including but not limited to, all buildings, playgrounds, athletic fields, parking lots and vehicles.
- For purposes of this policy, "tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA-approved nicotine replacement therapy. Tobacco product includes any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances that is intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means.
- The term "Tobacco Product" includes E-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose. "E-cigarette" means any electronic oral device, such as one composed of a heating element, battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product name, or descriptor. "E-cigarette" also includes any component part of such a product whether or not sold separately. "E-cigarette" does not include any product approved by the United State Food and Drug Administration for legal sale as tobacco cessation product and is being marketed and sold solely for the approved purpose.
- "Tobacco Use" means the use of any Tobacco Product in any form. Tobacco Use includes, but is not limited to, smoking, heating, inhaling, chewing, absorbing, dissolving or ingesting any Tobacco Product. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or hookah, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette.

Use and Possession Prohibitions

Students:

Possession and/or use of tobacco products by students on school property, in school vehicles, and at school-sponsored events (whether on or off school property) is prohibited at all times.

Staff/Visitors:

The use of tobacco products by all school employees and visitors on school property, in district vehicles and at school-sponsored events (whether on or off school property) is prohibited.

Additionally:

- Grace Lutheran School employees and visitors will refrain from visibly displaying tobacco products on school property, in school vehicles and at school-sponsored events (whether on or off school property.)
- This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.
- Grace Lutheran School will not allow advertising of tobacco products in its school buildings, on school property, at school functions on school property and in all school publications. This includes clothing that advertises tobacco products.
- Grace Lutheran School will not accept any gifts (such as curriculum, book covers, speakers, etc.,) or funds from the tobacco industry.

Communicating to Students, Staff and Public

This policy will be printed in the Faculty, Staff, and Family handbooks. It should be posted in highly visible places in all areas of the school, such as, but not limited to all entrances of school buildings, school playgrounds, athletic fields and school-sponsored events (on school property). Parents and guardians will be sent notifications in writing, and the local media will be asked to communicate this tobacco-free policy communitywide. This policy will be verbally communicated to students, staff, parents/guardians, and visitors, and reminders will be given at extra-curricular and other appropriate events.

Responsibility for Policy Violations

All individuals on the school's premises share in the responsibility for adhering to and enforcing this policy. The principal shall develop regulations for the enforcement and implementation of this policy. (Board approved 03.11.13)

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health's multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

Wellness Policy

This policy is included in the handbook in compliance with Grace Lutheran School's participation in the USDA's Child Nutrition Program.

I. Purpose

- A. The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity, and to promote and encourage students to adopt lifelong healthy behaviors that can reduce the risk of chronic disease.

II. Nutrition Education and Promotion

A. Standards-Based Sequential Nutrition Education

1. Nutrition education shall be offered as part of an existing or school-developed standards-based, sequential, age-appropriate, comprehensive K-8 health education program offered each year and designed to provide students and their families with the knowledge and skills necessary to promote and protect their health. (II, IIA)
2. The nutrition education program shall focus on students' eating behaviors, be based on theories and school health education standards/guidelines/curriculum framework.
3. Students shall be able to demonstrate competency through application of knowledge, skill development and practice.

B. Connecting with Existing Curriculums

1. Nutrition education shall be integrated into comprehensive school health education, physical education, and other core classes such as math, science, language arts, social sciences, language arts, as appropriate. (IIG)
2. All prekindergarten-8 instructional staff members shall be encouraged to incorporate nutritional themes into daily lessons, when appropriate, to reinforce and support health messages.

C. Education Links with School

1. The nutrition education program links with school meal programs, other school foods, afterschool programs and nutrition-related community services. (IIC)
2. Nutrition education shall be offered in the school cafeteria and classroom, with coordination between school food service staff and teachers. (IIF)
3. GLS shall link nutrition education with other coordinated school health initiatives. (IIC)

D. Professional Development for Teachers

1. Training in nutrition will be provided for both teachers and food service staff. (IIH)

2. Nutrition Education is taught by certified teachers at each grade level providing skills and knowledge that is needed by students to adopt healthy eating behaviors and attitudes. Training shall include instructional techniques and strategies designed to promote healthy eating behaviors. (IIB)
 3. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with the development of skills and adequate time to practice skills in program-specific activities.
 4. Staff members providing nutrition education shall not advocate dieting behaviors or any specific eating regimen to students, other staff members or students' families.
- E. Appropriateness of Nutrition Component of Comprehensive Health Education Curriculum
1. GLS shall assess all nutrition education lessons and materials for accuracy, completeness, balance and consistency with the state's/district's education goals and curriculum standards.
 2. Materials developed by food marketing boards or food corporations shall be examined for appropriateness of commercial messages.
- F. Education Reinforcement
1. Nutrition education is communicated in consistent nutrition and healthy eating messages throughout schools, classrooms, staff lounges, and cafeterias. (IID)
 2. School instructional staff members shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families.
- G. Health and Wellness Promotion
1. GLS shall conduct nutrition education activities and promotions that involve families, students and the community.
 2. GLS shall participate in programs that promote and reinforce student health, such as Team Nutrition and the Healthier US School Challenge.
 3. The school team responsible for planning nutrition activities shall ensure interdisciplinary collaboration by including school food service, school nurses, health and physical education teachers, family and consumer sciences teachers, and other appropriate school staff members.

III. Physical Education and Physical Activity

- A. Standards-Based, Sequential Physical Education
1. Physical education shall be standards-based, using national or state-developed standards, such as the National Association for Sport and Physical Education (NASPE) guidelines. (V-A1)
 2. Physical education curriculum is written for every grade. It shall be sequential, and provide an opportunity for students to learn, practice, and be assessed on content, social skills, developmentally appropriate motor skills responsible behavior, physical fitness, and benefits of physical activity. (V-A4)
- B. Physical Education Full-day Kindergarten to Grade 8
1. All students shall receive physical education a minimum of 90 minutes per week for elementary school students and a minimum of 80 minutes per week for middle school students for the entire school year or in compliance with IEPs. (V-A2)
 2. Physical Education will ideally be offered daily. (V-A2)
 3. Students shall spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity. (V-A3)
 4. Student involvement in other activities involving physical activity (e.g., interscholastic or intermural sports) shall not be substituted for meeting the physical education requirement. The district follows the state law requiring instruction in Physical Education without exception. (V-A1)
 5. GLS will conduct physical fitness in, and maintain a safe, adequate environment. (V)
 6. A certified physical education teacher shall teach all physical education. (V-A5)
 7. GLS will provide training to certified physical education staff to educate, and other staff to promote enjoyable, lifelong physical activity among students. (V-A5)
- C. Daily Recess
1. GLS students shall have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools facilitate at least 10 minutes of moderate to vigorous physical activity verbally and through provision of space and equipment. (V-B1)
- D. Physical Activity Opportunities Before and After School
1. GLS shall offer physical activity programs, such as physical activity clubs or intramural programs that meet needs of all students. (V-B3a)
 2. GLS shall offer interscholastic sports programs. (V-B3a)
 3. GLS shall offer a range of activities that meet the needs, interests, and abilities of all students (V-B3a)
 4. After-school, child-care, and enrichment programs shall provide and encourage – verbally and through the provision of adequate and safe space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants (V-B3b)
 5. School shall encourage bicycling and walking to and from school (VB3d) When appropriate, the school shall work together with local public works, public safety and/or police departments to make it safer and easier for students to walk and bike to school.

- E. Physical Activity and Punishment
 1. GLS will not use physical activity as punishment, (V-A7)
 2. Recess or other opportunities for physical activity shall not be withheld as a measure to enforce the completion of academic work. Appropriate alternate strategies shall be developed as consequences for negative or undesirable behaviors.
- F. Use of School Facilities Outside of School Hours
 1. GLS shall work with community organizations to coordinate and enhance opportunities available to students, staff, and community for physical activity before, during, and after the school day, on weekends, and during school vacations in accordance with the school's Rental Policy. These spaces and facilities shall also be available to community agencies and organizations offering physical activity and nutrition programs. (V-B3c)
 2. School policies concerning safety shall apply at all times. (V-B3c)
- G. Incorporating Physical Activity into the Classroom.
 1. Students in all grades shall be provided with opportunities for physical activity in addition to physical education to enable each child to receive the recommended amount of 60 minutes of physical activity per day. (V-B2)
 2. Opportunities for physical activity shall be incorporated into other subject lessons. (V-B2b)
 3. Physical Activity can be used as reinforcement, reward, and celebration for achievement, positive behavior, and completion of assignments.
 4. Classroom teachers shall provide short physical activity breaks between lessons, classes, and/or standardized testing, as appropriate. (V-B2c)

IV. Nutrition Standards for School Foods and Beverages: Reimbursable School Breakfast and Lunch

- A. Nutrition Guidelines
 1. GLS food service offers affordable, nutritious, and appealing meals, and snacks and beverages (through ala carte) in compliance with or exceeding the most updated USDA guidelines and the current Dietary Guidelines for Americans or the current Institute of Medicine (IOM) standards. (I-F, III)
 2. School meals shall offer a variety of colorful fruits and vegetables each week. (III-A2). At least one orange and at least one dark green vegetable shall be served each week.
 3. Schools shall serve only low-fat (1%) and fat-free milk, and nutritionally equivalent nondairy alternatives with physician orders. Flavored milk, if offered, is fat-free only.
 4. School meals shall ensure that at least half of the grains served are whole grain.
 5. School meals strive to replace higher fat with lower fat items and eliminate deep-fried foods.
 6. GLS food service will share nutrition information of meals with students, families, and school staff through website and posting in cafeterias.
 7. School meals shall use serving sizes that meet minimum requirements yet also do not exceed age-appropriate sizes or maximum USDA caloric requirements by age.
- B. Menu Planning
 1. Standards in meal planning focus on increasing nutrient-rich foods and beverages, (such as fruits, vegetables, whole grains, low-fat or nonfat dairy. Lean meats, legumes, nuts, and seeds) decreasing solid fats, sodium, and added sugars, and moderating portion sizes.
 2. Menus shall be planned to be appealing and attractive to children. School meals shall be planned to incorporate the basic menu planning principles of balance, variety, contrast, color and eye appeal.
- C. Breakfast
 1. GLS operates the school breakfast program.
 2. GLS will notify families and students through newsletters, handouts, or website of the availability of the school breakfast program.
- D. Qualifications and Training of Food Service Staff Members
 1. Qualified nutrition professionals shall administer the school meal programs; and all food service personnel shall have adequate pre-service training in food service operations according to their levels of responsibility.
 2. GLS will provide continuing professional development for food service director and employees. (III-B1). Staff development program shall include appropriate certification and/or training programs for food service directors, managers, and school cafeteria workers according to their levels of responsibility. Topics include strategies for promoting science-based, healthy eating behaviors and nutrition, requirements for Child Nutrition Programs, menu planning and preparation, food safety, and other appropriate topics.
- E. Special Dietary Needs
 1. With appropriate medical documentation, modified meals shall be prepared for students with food allergies or other special dietary needs with parent or guardian notification of which days the child will eat.
- F. Emergency Care Plans
 1. An Individual Emergency Care Plan shall be developed for each student identified with any food allergy with potentially serious health consequences. The parents/guardians will submit a Special Menu Requirement form signed by a physician to the school annually. These plans should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure. Depending on the nature and extent

of the student's allergy, the measures listed below may be necessary in the student's protocol plan but not limited to:

- Posting additional signs (e.g., in classroom entryways).
- Meeting with the school cook.
- Prohibiting the sale of particular food items in the school.
- Designating special tables in the cafeteria.
- Prohibiting particular food items from certain classrooms and/or the cafeteria.
- Completing prohibiting particular food items from the school or school grounds.
- Educating school personnel, students, and families about food allergies; and/or implementing particular protocols around cleaning surfaces touched by food products.
- Washing of hands after eating, etc.

Posting of Signs

1. Signs may be posted in a conspicuous place in the classroom and cafeteria, advising that there are students with allergies.

Staff Training

1. Training shall be provided for personnel on the signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions and accessing the '011' emergency medical system. If trained school personnel are not available, any willing school person may administer the epinephrine auto-injector. Good Samaritan provisions apply.

Self-Management

1. Each student at risk for anaphylaxis shall be allowed to carry an epinephrine auto-injector with him/her at all times, if appropriate. If this is not appropriate, the epinephrine auto-injector shall be kept in a conspicuous place in the classroom, cafeteria, physical education facility, health room and/or other areas where it is most likely to be used, with reasonable safeguards in place to ensure its safekeeping. A medically identified student may self-administer the epinephrine auto-injector, if appropriate.

V. Nutrition Standards for School Foods and Beverages: School-Based Activities to Promote Healthy Eating and Environment

A. Surrounds and scheduling for eating

1. Meals are served in an enjoyable, clean, safe environment where students shall have an adequate space to eat.
2. Access to clean drinking water is provided during the school day (III-B2) and in cafeteria area during meals.
3. GLS will provide students with access to hand washing or hand sanitizing before they eat meals and snacks.
4. GLS shall provide students with adequate time to eat meals (20 minutes for lunch and 10 minutes for breakfast after sitting down).
5. Lunch schedule for full-time students is midday between the hours of 11 a.m. – 1 p.m.
6. Discourage tutoring, club, or organizational meetings, or activities during mealtimes unless students may eat lunch during such activities.
7. Discourage students from sharing food or beverages with one another during meal or snack times given concerns about allergies and other restrictions on some children's diets.

B. Food Rewards and Punishment

1. Limit food as a reward unless this practice is allowed by student's Individualized Education Plan.
2. Do not withhold food or beverages as a punishment.
3. Alternatives to food as rewards shall be promoted.

VI. Competitive Food Nutrition Standards

1. No vending machines are allowed on school property.
2. Foods and beverages served or sold to students at school or at school-sponsored functions shall meet the current Institute of Medicine (IOM) standards per serving.
3. No school will hold food or beverage fundraising activities during the school day.
4. Schools shall encourage fundraising activities that promote physical activity as described in *Healthy Fundraising*.
5. The school district shall make available to students, families, teachers, and school groups a list of ideas for acceptable fundraising activities, such as healthy foods and beverages or alternate nonfood fundraisers available in *Healthy Fundraising*.
6. Classroom snacks shall feature healthy choices that meet the requirements of the school's *Healthy Snack Ideas*.
7. Cold lunches brought from home are encouraged to meet *Guidelines for Nutritious lunches* (Appendix 4). (III-B14) Districts shall encourage families to pack healthy lunches and snacks and to refrain from including beverages or foods that do not meet the school's *Healthy Snack Ideas*. (Appendix 8)

8. Any food brought into the school lunch program from outside foodservices must comply with Wellness Policy ala carte standards. Families are encouraged to call ahead and eat school lunch with child.
9. Districts shall develop procedures to ensure that all food brought from home to be shared with other students is safe.
10. Nonfood celebrations shall be promoted. Ideas in *Healthy Celebrations*. (Appendix 9)
11. Foods and beverages served at school celebrations shall feature healthy choices that meet the requirements of the school's *CFNS*. (Appendix 5)
12. GLS shall disseminate a list of ideas to families and teachers, including alternative activities for classroom parties (e.g., increased recess time instead of a class party) and healthy food and beverage choices as listed in *Healthy Celebrations*. (Appendix 9)

VII. Communication & Promotion Goal

A. Engaging Families

1. GLS shall encourage family involvement to support and promote healthy eating and physical activity habits.
2. GLS will engage families...in developing, implementing, monitoring, reviewing, and revising, as needed, the district-wide nutrition and physical activity wellness policies. (1-A)
3. GLS will encourage families to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means. (III-B4)
4. GLS shall obtain feedback from...families about meals and new food options through activities such as taste testing, surveys, or health fairs. (III-B12)
5. GLS shall support families' efforts to provide a healthy diet and daily physical activity for their children through effective two-way communication strategies that allow sharing of information from school to home and from home to school.
6. GLS will provide nutrition education...designed to provide students and their families with the knowledge and skills necessary to promote and protect their health. (II introduction)
7. GLS shall offer nutrition education for families, which can include providing healthy eating seminars, sending home nutrition information, postings on district website, providing nutrient analyses of school menus in language families can understand and any other appropriate methods for reaching families, including Wellness Policy Appendices.
8. GLS shall provide families with a list of foods that meet the district's nutrition standards for snacks and ideas for healthy celebrations, rewards, and fundraising activities in the Wellness Policy Appendices.
9. GLS shall provide information about physical education and other school-based physical activity opportunities before, during and after the school day, and shall support families' efforts to provide their children with opportunities to be physically active outside of school.

B. Engaging Students

1. GLS shall obtain feedback from students...about meals and new food options through activities such as taste testing, surveys, or health fairs. (III-B12)
2. GLS shall encourage all children to have a healthy breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn. (*Healthy Breakfasts* Appendix 2)
3. All students will have opportunities, support, and encouragement to be physically active to achieve daily recommended physical activity. (I-E)
4. GLS shall build awareness among teachers, food service staff, coaches, nurses and other school staff members about the importance of nutrition, physical activity and body-size acceptance to academic success and lifelong wellness.
5. School staff members shall be encouraged to model healthy eating and physical activity behaviors. (I-D)

C. Engaging Staff

1. GLS highly values the health and well-being of every staff member and shall plan and implement activities and policies that support personal efforts by staff members to maintain a healthy lifestyle.
2. GLS will engage teachers, food service professionals...in developing, implementing, monitoring, reviewing, and revising as needed, the district-wide nutrition and physical activity wellness policies. (I-A)
3. GLS shall build awareness among teachers, food service staff, coaches, nurses and other school staff members about the importance of nutrition, physical activity and body-size acceptance to academic success and lifelong wellness.
4. School staff members shall be encouraged to model healthy eating and physical activity behaviors. (I-D)

D. Partnering/Engaging with Community Organizations

1. GLS shall partner with community organizations (e.g., local businesses, faith-based organizations, libraries, local health departments, local colleges and their students, and local health care providers) to provide consistent health messages and support school-based activities that promote healthy eating and physical activity.

- E. Food and Physical Activity Promotion/Marketing in Schools
 - 1. Nutrition education and health promotion in all district schools shall be consistent in school-based marketing. (II-E)
 - 2. GLS shall promote healthy food choices and shall not allow advertising that promotes less nutritious food and beverage choices. (II-E)
 - 3. GLS shall be encouraged to promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.

- F. Media
 - 1. GLS shall work with a variety of media, such as local newspapers, radio and television stations, to spread the word to the community about healthy eating and physical activity behaviors, and a healthy school environment.

- G. Monitoring
 - 1. The principal shall execute administrative procedures that ensure implementation of and compliance with school nutrition and physical activity wellness policy. (VI-A)
 - 2. The school will develop and implement a communications plan which includes training to ensure understanding of the rationale for the wellness policy and the implementation plan. (VI-C)
 - 3. The principal or designee shall ensure compliance with those policies in that school and shall annually report on the school's compliance and evaluation of outcomes to the school district superintendent or designee. (VI-A3b)
 - 4. Monitoring will be repeated annually to help review policy compliance, assess progress, and determine areas in need of improvement and/or revision. Measurable outcomes will include School Health Index, Body Mass Index, School Meal Participation, youth survey data, cardiovascular fitness, and/or other outcomes determined by the school wellness councils. (VI-B)
 - 5. School food service staff shall ensure compliance with the school's food and nutrition program and shall report to the principal. (VI-D)

- H. Policy Review, Revision, and Reporting
 - 1. The food service director will provide an annual report to the principal setting forth the nutrition guidelines and procedures for selection of all foods made available on campus. (VI-E)
 - 2. The food service director will provide an annual report to the principal information of the most recent USDA School Meal Initiative (SMI) review findings and any resulting changes. (VI-E)
 - 3. The principal will develop an annual summary report on compliance with the school's Wellness Policy. That report will be provided to the school board and also distributed to all school faculty and parent/teacher organizations. (VI-F)

CO-CURRICULAR ACTIVITIES

Student Activities

Students may have the opportunity to be involved in the following activities, depending on the year and interest level:

- Basketball 4-8
- Volleyball 4-8
- Band 4-8
- Football 7-8 (co-op)
- Art Club
- Chess Club
- 4-H Club
- Wrestling 7-8 (co-op)
- Track 7-8 (co-op)
- Cross Country 7-8 (co-op)
- Baseball 7-8 (co-op)

Seventh and eighth grade sports may be through a cooperative agreement (co-op) with other local schools.

Athletics Eligibility Policy

The number one priority for students must be their classroom studies and homework. This policy applies to grades 4-8 and reads as follows:

- Students must have a C- or better in all classes.
- A student cannot have incomplete assignments (excluding recent absence).
- A student must have a positive attitude with acceptable behavior in all classes.
- Grades will be checked every two weeks during the season.

If the above requirements are not met, the student will not be allowed to participate in games or tournaments but may practice with the team. Ineligible student athletes will not be allowed to miss any part of the school day to attend a game, tournament, or meet. Their focus must be on attaining a C- or better. Once a student is deemed ineligible, his/her class average and behavior will be evaluated according to a set schedule. At that time, if all grades are at a 'C-' or better, the student can again participate in athletics. Students who expect to participate in games must attend practices.

Coaches Philosophy and Standards

Winning is not the first or only objective of the school's athletic program. The students should have fun and appreciate the sport, but at the same time learn the fundamentals of the game. In most game situations, athletes should have equal playing time.

Code of Conduct for Athletes

Grace Lutheran School's players and coaches represent the school and our Lord Jesus Christ both on and off the playing field. Therefore, it is important that they project a positive image and conduct themselves in a God-pleasing manner. It is expected that coaches teach and model good sportsmanship. It is important that the game officials, players, and spectators from other schools are respected.

Concussion Policy

The North Dakota legislature approved a law, NDCC 1.1 – 18.2, that requires school districts to implement a concussion management program. The law requires all school districts to provide concussion information to student athletes and parents/guardians. The law further requires each school district must document that student athletes and parents/guardians have viewed the information before students will be allowed to participate.

To comply with the law, all students in grades 4-8 participating in school sponsored or sanctioned athletic activities are required to read the concussion information and sign a form that states they have read the information. The signed form must be returned to the coach before the first practice session. No student will be allowed to participate in Grace Lutheran School sponsored/sanctioned athletics without a signed concussion information form. Each year a new form must be signed and returned. It is highly recommended that both student athletes and parents or guardians complete the free 20-minute video presentation "Concussion in Sports" found on the Center for Disease Control's website at www.cdc.gov/concussion/sports/index.html. All Grace Lutheran School coaches will be required to complete the free Online Training Course for Youth Sports available through the Center for Disease Control at www.cdc.gov/concussion/HeadsUp/youth.html.

Athletic Awards

Coaches of various sports for grades 4-8 may give out awards for their sport. The number and types of awards shall be at the discretion of the coaches in fairness to all participants.

GENERAL INFORMATION

Chapel Services

Chapel services are held each week on Wednesday mornings at 8:40 a.m. to 9:10 a.m. Generally, they are conducted by local Missouri Synod pastors and DCE's. An offering is taken during each service and sent to designated mission projects, both home and abroad.

Closing Due to Weather

Closings will be announced on local television (WDAY) and radio stations (KFGO, WDAY, and affiliates). Announcements will also be posted on Facebook page and an all-school electronic message will be sent. Grace Lutheran School decides independently of other area schools concerning school closings and early dismissals. In the event of an early dismissal for severe weather emergencies, children will be kept at the school until they are picked up by an authorized adult.

Communication Devices

Students are not allowed to use cellular or wi-fi-enabled communication devices between the hours of 7:15 a.m. and 3:20 p.m., unless required for a class project. Cellular or wi-fi-enabled communication devices must remain in the student's locker. After 3:20, these devices may only be used for parent or guardian communication. They may not be used during any after school activities, including aftercare. A first offense will result in the teacher confiscating the device, and the student may collect it at the end of the day. A second offense will result in the device being given to the principal, and a parent or guardian can collect it from the principal. Any further offenses will face disciplinary action.

Student cell phones may be allowed on field trips at the teacher's discretion. Any inappropriate use of a cell phone on a field trip will result in confiscation and disciplinary action.

Electronic Equipment

Students may not bring electronic equipment to school. These items are subject to seizure by the school. If such a piece of equipment is required for a class, a student must obtain permission from the teacher or principal before it is brought to school. Grace Lutheran School is not responsible for lost or stolen items.

Field Trips

Throughout the year, field trips are taken to broaden the students' knowledge. Notification will be sent home to parents/guardians of the upcoming trip. Parent/guardian chaperones are encouraged and welcome to accompany their child on field trips. The school van may be used to transport students. Additional parent or guardian drivers are sometimes needed. In the event of a parent or guardian driving on a field trip, a background check and a form indicating the driver is insured must be completed.

Newsletter

A weekly newsletter is posted on the GLS website and emailed to families every Friday. The deadline for accepting articles is noon on Wednesday of each week.

Recess

Recess will generally be taken outside. All students will be expected to go outside. Children should be properly dressed for the weather. This includes gloves or mittens, hats or hoods, coats, and boots, when necessary. If the outside air temperature is -10 degrees Fahrenheit or lower, or the wind chill factor is -15 or lower, students will have recess and gym indoors.

Room Parties

Classroom parties may take place on holidays and special occasions.

Student Phone Use

If a student needs to call a parent or guardian, the student must get permission from his/her teacher. Students must make phone calls to parents or guardians from the office.

Telephone Messages

In the event a parent or guardian needs to get a message to a student, please call the school office and ask for the voice mailbox of the classroom teacher. In case of an emergency, the office staff will take a message and notify the teacher and student. If a parent or guardian must leave a message, the call should be made no later than 2:00 p.m. to guarantee that the message will be delivered to the student.

Toys

Toys are to be left at home unless they are brought for Show & Share. Toys confiscated by teachers will be returned at the discretion of the teacher. Grace Lutheran School is not responsible for lost or stolen items.

Visitors

For the safety of the students, all visitors to the building between 8:30 a.m and 2:45 p.m., including parents and guardians, must report to the office to sign in. If you would like to visit your child's classroom during school hours, please make prior arrangements with your child's teacher. Visitors are allowed to eat breakfast or lunch with students, only if the cook has one day of notice to prepare adequate food. Each meal costs \$5/visitor, payable in the office by cash or check prior to the meal.

Volunteers

Grace Lutheran School loves its volunteers. All volunteers must pass a background check prior to volunteering. Background checks expire after two years and must be renewed at the time of expiration in order to continue volunteer work. Volunteers may have a free meal if they are volunteering during lunch time.

PARENT TEACHER LEAGUE

Grace Lutheran School's Parent Teacher League (PTL) is a wonderful way to meet other parents and guardians, feel connected to your child's school, and, most importantly, become involved in the process of enriching the children's experience at Grace through activities, fundraising, and support of the faculty. Every parent or guardian of a child at Grace School is a member, plus faculty and administrative representation. PTL sponsors a variety of activities throughout the year.

PTL Mission Statement

Grace Lutheran School's Parent-Teacher League (PTL) is an open forum designed to foster a sense of community within the school and assist in the spiritual nurturing of the Christian family.

PTL Goals

- Provide opportunities for fellowship with the school's children and other Grace families.
- Facilitate a partnership between school and home.
- Provide a forum to communicate needs and concerns.
- Encourage and coordinate volunteers for school activities.
- Offer financial support towards items that enhance the children's education and the school.
- Offer programming on family life issues.

SERVICES

Aftercare

Grace Lutheran School offers an after school childcare program called Aftercare. Only students enrolled at GLS are permitted to utilize this service. The hours available are 3:10 p.m. to 6:15 p.m. Students not picked up by 3:30 p.m. are sent to aftercare and charged the hourly fee. Contracts are available for 40 students.

Students who need to complete their homework will be given the chance to do so right after school during their aftercare stay.

Toys and electronic devices from home are not allowed. Cell phones and wi-fi enabled communication devices are not to be used during aftercare. Tennis shoes must be worn at aftercare. During winter months, outdoor clothing and boots are required.

For safety precautions and licensure qualifications, parents and guardians will be asked to sign out their child by writing their name and the time that they pick up their child each day. If someone picks up the child other than the parent or guardian and they are not currently on the Emergency Contact Form as an authorized person, the parent or guardian must send a note or call the office and give the first and last name of the person picking up the child. That person will be asked to show a ID at pickup.

Bicycles

A bicycle rack is provided for children who ride their bicycles to school. Student bicycles should remain parked until the end of the school day. We encourage all bicycles to be locked. The school is not responsible for lost or stolen bicycles.

Breakfast, Lunch, and Milk

Grace Lutheran School offers breakfast and hot lunch daily. We also offer milk for purchase at milk break and extra milk at lunch.

- Student breakfast is \$2.25 per meal.
- Student lunch is \$3.25 per meal.
- Milk is \$0.50 per milk for break time and/or additional milk.
- Guest lunches are \$5.00 per meal.

Students are not allowed to heat up meals brought from home in the kitchen.

Meal accounts are billed through FACTS. Free and reduced meals are available according to federal criteria. Please contact the school office for free and reduced meal applications. We highly encourage families who qualify to fill out the application.

Grace Lutheran School participates in the USDA's Child Nutrition Program, overseen by the North Dakota Department of Public Instruction's Child Nutrition and Food Distribution Program. As such, Fargo Cass Public Health regularly inspects the kitchen.

Camp Grace

Grace Lutheran School offers a summer day camp program for children ages 4-12. The program offers quality, affordable care in a caring, Christian environment. Camp Grace starts the week after the end of the current school year and runs through the third week in August. Breakfast, lunch, and snacks are included, or the child can bring his/her own lunch. The registration fee reserves the child's space and will be applied to the first week's fee. Registration for Camp Grace opens on a first come-first serve basis on January 15th for previous Camp Grace participants, February 15th for current GLS students, and March 15th for open enrollment. The weekly fee is payable through FACTS, Grace Lutheran School's online payment portal.

Daily Worship

Daily worship activities include morning or afternoon devotions, songs of praise, and prayers at lunch and other times. The Christian faith is woven into the day and all subjects at Grace Lutheran School. It is reflected in interactions and discipline at every opportunity.

Home School Connection

Grace Lutheran School is an accredited school offering Christ-centered learning. The school's enrichment program is for homeschooled children in grades K-8. Athletic, musical, and curriculum opportunities are available for homeschooled children.

Library

No fines are charged for overdue materials, but the librarian, in consultation with the principal, may establish other procedures for material recovery. The school charges for lost materials or materials damaged beyond repair. Books and other items overdue or not returned by the final week of the school year shall be considered lost. Parents and guardians will be billed a flat fee of \$20.00 for the replacement of a lost or irreparable book.

Lockers

Lockers are provided for students in grades K through 8. It is expected that lockers will be kept neat and clean. Arrangements should be made with the teacher for any items that do not fit in the locker. Nothing should be stored on top. Cold lunches and snacks may be stored in lockers. Students in grades 4-8 will be given a gym locker in the locker room.

Lost and Found

Items found on the playground, in the gym, or in the public areas of the building will be placed in the lost and found for a period of time. Please inquire in the office for assistance with the lost and found.

Private Lessons/Tutoring

To ensure proper liability and workman's compensation coverage, instructors giving private lessons and/or tutoring at the school will run monthly billing for private lessons or tutoring through the school in FACTS, the school's online payment portal. Parents and guardians will be provided with a copy of the contract that will be signed and returned to the office.

Students are expected to:

1. Keep a regular practice schedule as specified by their instructor.
2. Attend all lessons and/or recitals in which they are enrolled.
3. Bring instrument, music, and/or all lesson materials to each lesson.

Students are expected to arrive on time and be ready for their lesson to begin at the specified time. Instructors will wait 10 minutes before assuming the student will be absent for the lesson. Instructors are not required to make up for lost time. However, if an instructor is late, they will arrange to make up for the lost time.

There will be the option of making up lessons for excused absences. An absence will be counted as excused when the instructor is notified at least one week prior to the missed lesson. If the student is ill, the teacher must be notified by phone a minimum of two hours prior to the lesson. If the teacher was not notified prior to the absence, the lesson will be counted as unexcused and will not be rescheduled.

Lessons/sessions cancelled by the instructor will be made up at the earliest convenience of both parties. If a student decides to cancel due to bad weather, the instructor is not obligated to make up the absence. Withdrawing from lessons/tutoring sessions requires two-week notification in writing to the school office. If written notification is not received, students will still be considered officially enrolled and charged accordingly for lessons and/or tutoring.

School Security

The west entry is unlocked from 7:15 a.m. to 8:30 a.m. and again from 2:45 p.m. until aftercare closes. The west door is locked between 8:30 a.m. – 2:45 p.m., and a buzzer system and closed circuit video is used to enable access to the building. All visitors to the building between 8:30 a.m. – 2:45 p.m., including parents and guardians, must report to the office to check in. All other doors are locked at all times. When the portable classrooms are in use, students use an access code to enter the portable classrooms and north door during the day.

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