



Family Handbook
2010-2011

1025 14th Ave. S

Fargo, ND 58103

232-7747 Phone ~ 237-0618 Fax

www.graceluthेरanschool.org

Grace Lutheran School

Grades Pre-K through 8th Grades
1025 14th Avenue South – Fargo, ND 58103
(701) 232-7747 phone - (701) 237-0618 fax

Pre-School Beautiful Savior Lutheran Church Campus
2601 23rd Ave. SW – Fargo, ND 58103

E-mail - jkrupski@gracels.com
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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.

2010-2011 School Theme

The Fruit of the Spirit

2010-2011 Verse

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.
Galatians 5:22, 23

School Mascot

“Royals”

School Colors

Blue and White

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, national or ethnic origin in administration of its athletic and other school-administered programs.

Brief History of Grace Lutheran School

Grace Lutheran School was organized in 1908 under 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 because of the lack of students.

Again, in January 1948, Grace Congregation decided to open a school beginning with Kindergarten. The following year grade one was added followed by grade two the year after.

The original 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 damages, 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 a 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. Andrews 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 our school, and for sustaining it these many years. We pray that He will continue to bless our efforts as we spread God's Word to His children.

Philosophy of Christian Education

Grace Lutheran School is committed to assisting parents in their Christian responsibility of bringing up their children "in the nurture and admonition of the Lord." Our Savior teaches both parents and the Church to make disciples of all nations, baptizing them in the name of the Triune God and teaching children to obey everything Jesus has commanded us. Grace Lutheran School strives to provide children with the best possible form of education, a distinctly Lutheran, strongly academic, Christ-centered education. Grace School is an educational ministry of the Fargo/Moorhead area Missouri Synod congregations. It is the intention of these churches to provide a quality Christian education for their children and children of the community. All children are entitled to this education, and the school does not discriminate on the basis of race, color, national or ethnic origin. Grace School believes in the education of the whole child – academic, social, physical, emotional, creative, and spiritual. 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 Jesus Christ as their Savior and to learn to be faithful servants of God.
- to learn and master the basic skills of reading, mathematics, and language arts.
- to develop each child's skills and talents.
- to train in kindness toward others and being responsible citizens.
- to cooperate with and assist parents in training their children for faithful Christian stewardship.
- to maintain the highest possible standards of education integrated with and related to the teaching of God's Word.
- to utilize the special gifts of teachers and parents, and other resources to achieve these goals and purposes.

GENERAL INFORMATION

School Hours

Pre-School - 8:30 a.m. to 11:30 a.m., Pre-School Afternoon Daycare 11:30 am to 3:15 pm

Pre-Kindergarten through 4th – 8:30 a.m. to 3:10 p.m.

Grades 5 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. Students should not arrive at school before 7:15 a.m. For the safety of our students, faculty, and staff, the doors of our school will be locked from 8:45 until 2:45. During this time, parents and visitors are asked to use the west entrance and you will be buzzed in. All parents and visitors must sign in at the office.

Administration

Policies for operating Grace Lutheran School shall be determined by the Board of Christian Education of the Red River Lutheran School Association. The Red River Lutheran School Association consists of support member congregations from Beautiful Savior Lutheran Church, Grace Lutheran Church, Immanuel Lutheran Church, Our Redeemer Lutheran Church, St. Andrew Lutheran Church, and Trinity Lutheran Church. 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.

Admission Requirements

A child may enter Pre-School if 3 years old on or before August 1.

A child may enter Pre-Kindergarten if 4 ½ years old on or before August 1.

A child may enter Kindergarten if 5 years old on or before August 1.

A child may enter first grade if 6 years old on or before August 1. State law requires that all children enter first grade before they are 7 years of age unless they are in Kindergarten.

Pre-School student records must contain an updated immunization form and statement of health. Kindergarten through 8th grade student records must contain certified copies of the student's birth certificate and current immunization forms. All children entering Pre-School must be toilet trained when school begins.

Admission 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, national or ethnic origin in administration of its athletic and other school-administered programs. In order to enroll:

- contact the school office for an enrollment packet
- complete the enrollment form and make an appointment with the principal (1st grade and above)
- provide copies of all previous academic records at the first meeting
- upon approval, request records be transferred from most recent school
- pay the registration fee due at the time of enrollment

Early Entrance

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

Enrollment Acceptance

Grace Lutheran School reserves the right to accept or decline enrollment determined by whether or not the school can meet the child's needs. Enrollment may require certain academic adjustments or even a probationary period. The school also reserves the right to determine final grade placement for any applicant or current student based on educational needs.

Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Grace Lutheran School. 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.

Re-Enrollment

The re-enrollment schedule will be as follows:

- January 15 – January 31 – current families and LCMS members.
- February 1 – open enrollment to the general public on a first come, first serve basis.
- The registration fee will increase by \$50.00 after March 31st.

Home Visits

Within the first two weeks before school, each teacher in grades Pre-School – 6 contacts each student's parent from his/her class to schedule a home visit. This is an opportunity to establish a strong home-school line of communication. Teachers may present their class schedule, expectations, etc. at this time. All mileage for home visits is reimbursed. Keep track of mileage and turn in a Check Request form.

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 94 % or higher and have no D's or F's. Students on the "B" honor roll have an overall average of 86 % or higher and have no D's or F's. Students on the A and B Honor Rolls will be recognized in the school newsletter.

Acceleration to Higher Grade

At the request for acceleration to a higher grade originated by parent or legal guardian, a school team consisting of current teacher, teacher in grade level above, and the principal will evaluate and consider this possibility. Parents

are responsible for securing a complete battery of tests from a professional, accredited and mutually agreed upon testing source. Specific recommendations must be given about the proposed acceleration.

Promotion and Retention Policy

In order for students to have success, and for the benefit of each child, knowledge of basic skills must be mastered by 3rd grade. Therefore, any student not exhibiting proficiency in these skills will be reviewed for retention.

If the parent(s) 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 board 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 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.

Absences:

When a student is absent, a parent or guardian of the student is required to call the school office before 8:30 a.m. to report the absence. Before 8:00 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. Parents will be contacted when a parent or guardian has not met this requirement. Homework for the absent student can be picked up AFTER 3:20 p.m. that day. Homework will not be given out during the school day. Upon the student's return from a sick day, he/she will be expected to go outside for recess and other activities. If the student is too sick to go outside, the student is too sick to be in school that day.

If a child is absent more than 32 days of the school year, his promotion is dependent upon the recommendation of the teacher and the principal. The inexcusable absences will be handled by the principal and/or Board of Education through consultations with the student's parents or legal guardians. As required, excessive absences or tardies will be reported to Cass County Family Services.

When you take your child out of school for vacation or other reasons, keep in mind that a great deal of learning takes place in the classroom and that many educational lessons build consecutively one upon another. Therefore, if days are missed, the educational progress is also missed and it may be difficult for your child to catch up or fully understand subject matter. Please keep this in mind if you are planning to take your child out of school for reasons other than illness. The student's teacher must be consulted about missed assignments and make-up work. Teachers are not required to provide homework ahead of time for students being gone for vacations.

Tardiness:

Punctuality is a measure of responsibility both for students and parents. Students of 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 at 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. All tardiness is recorded, even if a note or telephone call is received from the parent. Tardiness for medical appointments will be excused when a written note from the

medical professional is presented upon entering the school. If a written excuse from the medical professional is not presented, the student will be considered tardy if arriving before 9:00.

Schedule for Absences/Tardiness:

Students arriving at school between 8:30 and 9:00 are **tardy**. Students arriving at school between 9:00 and 11:30 are considered **absent ½ day**. Students arriving any time after 11:30 are considered **absent a full day**. Any student leaving before 2:45 p.m. will be considered **absent a half day**. Any student who is not in school by 11:30 **cannot participate in after-school sports, musicals, or concerts**. Excessive tardiness or absence may be deemed as negligence. As we are mandated reporters to the state, parents and/or Family Services will be notified when a child has excessive tardiness or absence. For every five times tardy or absent, parents will receive a letter from the school.

Grading Scale

100	A+	84-79	C
99-95	A	78	C-
94	A-	77	D+
93	B+	76-71	D
92-87	B	70	D-
86	B-	69-0	F
85	C+		

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

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

The following grades shall be used for all subjects in grades 1 and 2:

- E - Excellent work
- S - Satisfactory work
- P - Progressing
- N - Needs Improvement

The following grades shall be used for all subjects in grades 1 and 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.

Incomplete Quarter Grades (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 and students of this. 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. Please check with your child’s teacher. Students have the responsibility to complete the incomplete work as quickly as possible. Parents should check with the teacher as to the child’s progress. 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. Parents 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 call the school office requesting that homework be ready earlier than 3:20.

Late Work Policy (Grades 3-8)

Assignments are always due the next day unless otherwise directed. Assignments turned in late, unless as a result of illness or other excused absence, will be penalized. Late work turned in by 8:30 a.m. the following day will be deducted by ten percentage points (10%). If the work is **not** finished by then, it will be deducted by an additional ten percentage points (10%), for a total of twenty percentage points (20%). In addition, the student will stay after school **that day** from 3:30 to 4:15 p.m. for detention; he or she will notify a parent by phone so that transportation home can be arranged. (Please note that a student will still be required to stay after school even if the late work is completed by the end of the day; he or she would then work on other assignments instead. Also, a student must serve the detention regardless of what extra-curricular activities he or she may be involved in that afternoon; in other words, late work detentions may **not** be rescheduled.) After 8:30 a.m. the morning following the detention, a score of "0" will be recorded in the grade book for any unfinished work.

Reporting to Parents

Student's progress reports describing the student's academic progress are sent home quarterly. Mid-quarter evaluations for grades 1-4 are given when a child's teacher sees the need. In grades 5-8 mid-quarter reports are sent home each quarter for every student. Progress Reports are sent home every 2-3 weeks for students in grades 5 through 8 if needed. Eligibility rules apply for these students. Conferences may be scheduled any time, as needed. Parent/Teacher Conferences will be held after the first and during the third quarters.

Title One:

This special program is designed to provide supplemental help in reading. Parents will be notified if and when their child qualifies. This program is provided by the public school system and determination for eligibility is made by the Fargo Public School system.

Standardized Achievement Testing Program:

During the fall of the year, standardized tests will be administered to students in Grades 3-8 to determine their scholastic aptitude and their achievement level. Presently, we use the Comprehensive Test of Basic Skills (CTBS). These tests are usually given in the month of October.

Student Enrichment Program:

Grace Lutheran School, in an effort to provide for the individual academic needs of its students, offers an enrichment program. This program is for socially and emotionally mature students who are identified as self-motivated, eager learners and exhibit exceptional academic skills in the areas of mathematics and language arts. The chief consideration for placement in the enrichment program is a strong recommendation from the classroom teacher. A teacher will work with a small group of students 30 to 60 minutes per week.

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. The principal and teacher(s) will set goals for the student and make a recommendation to the Board of Education if necessary. If the student meets the desired goal(s) within the timeframe, he/she will be taken off probation or suspension. Parents 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 or teachers. Upon approval of a referral by the principal, teachers, or parent, a formal assessment is completed, and a parent conference is scheduled. Whenever a student is referred, certain procedural processes are necessary:

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

Access and Rights to Records

Grace Lutheran School follows strict rules, many set by state and federal law, for the access and release of records. Parents with questions about Grace Lutheran School policies or other content of student records should call the principal. Only educational officials may use the records unless a parent 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 with 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 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 entry or entries to be challenged and the basis of the challenge.

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

Athletics Eligibility Policy

This policy expresses the school's concern for academic achievement. 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 incompletes (excluding recent absence).
- A student must have a positive attitude with acceptable behavior in all classes.

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. 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

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

Code of Conduct for Athletes

Our players and coaches represent our 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.

Athletic Awards

Coaches of various sports for Grades 4 to 8 may give out awards for their sport. The number and types of awards shall be at the discretion of the coaches and faculty.

Electronic Equipment

Students may not bring CD players, electronic games, pagers, cellular phones, iPods, MP3 players, or other 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.

Student Phone Use

Students may not use the phone unless the teacher grants permission. Students are to use the phones in their classrooms and are not to make calls from the business office.

Student Cell Phone Use

Students are not allowed to use cell phones at school between the hours of 7:30 am and 6:15 pm. If a cell phone is seen it will be confiscated. Parents or students may collect the phone from the principal. A second offense will result in the phone not being returned until the end of the school year.

Telephone Messages

There should be no incoming calls requiring telephone conversations with students. Please arrange all matters ahead of time with your student. In case of an emergency, the secretary will take a message and notify the student. Messages will only be accepted from a parent or guardian. Please do not ask to have a student released from class to speak on the phone. If a parent or guardian must leave a message to be delivered, the call should be made no later than 2:00 p.m. to guarantee that the message would be delivered to the student.

Emergencies

In severe weather emergencies, children will be kept at the school until an adult picks them up or until the emergency is over.

Closing Due to Snow

School closings will be announced on local television (WDAY, KXJB, KVLV and KVRR) and radio stations (KFNW, KFGO, KQWB, and KVOX). Grace Lutheran School decides independently of other area schools concerning school closings and early dismissals.

Early Dismissal

Occasional early dismissals may occur. Parents will be notified as to the time of dismissal.

Chapel Services

Chapel services are held each week on Wednesday mornings at 8:45 am to 9:10 p.m. Generally, they are conducted by local Missouri Synod pastors and DCE's. An offering is taken during each service and sent to designate mission projects, both home and abroad.

Visitors

All visitors to the building, including parents, must report to the office to sign in. This is done for the safety of our students. Prospective students are welcome to visit GLS a half or whole day. Other friends, relatives, past students, and visitors may visit during lunch and recess. When visiting, please sign in at the office, and check with the kitchen cook if you are planning to stay for lunch. If lunch is available, please purchase a lunch ticket in the office.

Visiting School

Parents are welcome to visit the classrooms for observation.

Room Parties

Parties will take place on holidays and special occasions within the classrooms. Parents may be asked to assist the teacher or room parent in arranging these parties.

Field Trips

Throughout the year field trips will be taken to broaden the child's knowledge. Notification will be sent home to parents of the upcoming trip. Parent chaperones are encouraged and welcome to accompany their child on field trips.

Recess Directive

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, caps or hoods, coats and boots, when there is need. If the outside air temperature is less than -10 degrees Fahrenheit, or the wind chill factor is -15 or below, students will have recess and gym indoors.

Supervision

The safety of every child under our supervision is a major concern. Because our playgrounds are not supervised in the morning, children arriving early should report to the gym. Children should never arrive at school before 7:15 AM. Students who are not picked up by 3:30 pm will be sent to After School Care at the parent's expense.

Student Activities

Students are provided many opportunities to be involved in the following activities:

- Basketball 4-8
- Volleyball 4-8
- Ambassador Choir 4-8
- Band 4-8
- Cub Scouts 1-5
- Girl Scouts K-4
- Football 7-8
- Wrestling 7-8
- Track 7-8
- Fine Arts, Junior Toastmasters, and Science Clubs

Seventh and eighth grade sports are done so with a cooperative agreement (co-op) with other local schools.

Parent Teacher League

PTL is Grace School parents' organization. It is a wonderful way to meet other parents, feel connected to what is happening at your child's school and most importantly, become involved in the process of enriching all of our children's experience at Grace through activities, fundraising and support of our faculty. **Every parent** of a child at Grace School is a member, plus faculty and administrative representation.

The PTL sponsors an October Fall Carnival, several activities throughout the year, and an end-of-year picnic. They serve at the school's musicals and concerts and run a concession booth at athletic events. From their fundraising, the PTL has given each teacher a monetary gift, contributes to the Student Assistance Fund, and supports the educational program of our school in other ways.

PTL Mission Statement

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

PTL Goals

- Provide opportunities for fellowship with our children and other Grace families
- Facilitate a partnership between school and home

- Provide a forum to communicate needs and concerns
- Encourage and coordinate parent volunteers for school activities.
- Offer financial support towards items that enhance our children's education and our school.
- Offer programming on family life issues.

Room Parents

Room parents are selected by the PTL with the assistance of the volunteer sheet, which is given out at the time of the home visit. These parents will be a valuable aid to the teachers and to the classroom. Teachers should contact room parents when their help is needed. Any parties that a class might want to have may be carried out with the direction of the room parents. The room parents will contact other members of the classroom to assist with these activities. Room parents will also assist with field trips, educational outings and class picnics as directed by the homeroom teachers and PTL.

FINANCIAL POLICIES

Financial Obligation

Billing statements for tuition, busing, and daycare will be mailed on the 15th of the month. All accounts are due on or before 10 days following the billing date. Any account that is not current on the day of billing (the 15th of the month) will be assessed a \$10 late fee. A \$15 charge will be assessed for any check returned by your bank. Charges for additional services such as study room and extended childcare will be billed as incurred and included in your monthly statement. Prompt payment is expected.

If payments are to be late, for any reason, it is the responsibility of the parent or guardian to contact the school office and make arrangements for payment. Tuition payments are not accepted by the classroom teacher except at the Pre-School site. Payments can be mailed, placed in the payment box outside of the business office, or made directly to the accountant.

If an account becomes 30 days past due and the Board of Christian Education 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 or 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 will be turned over to a collection agency or sent to Small Claims Court unless alternative payment arrangements are made. **Student academic records will be withheld until accounts are paid in full.**

Returned Check/Failed Payment Charge

A \$15.00 fee will be charged for returned checks and other failed payments.

Student Scholarship Fund

Student Scholarships are available, and can be applied for from April-June. Applications can be picked up in the school office. Scholarships are allocated by July 15th for the upcoming school year.

Registration Fees

Registration fees are refundable only if a family moves away from the area before the first day of school. Before registration fees for the next year can be accepted, accounts must be current.

Activity, Book, and Technology Fees

The activity, book, and technology fees may be paid over a 3 month period.

Tuition and Fees Upon Early Withdrawal of Student

Tuition is set as an annual amount for the school term, but may be paid by families in ten or twelve monthly installments. Tuition expenses accrue or are earned by the school over the nine-month school term. 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, that month's entire tuition will be accrued. All other expenses such as after school care, busing, lunch, breakfast, milk tickets, school supplies, etc., are to be paid by the student's last day of attendance. Remaining funds in meal accounts will be refunded to the family if they exceed \$3.00. All other fees and expenses are non-refundable.

STUDENT INFORMATION

STUDENT EXPECTATIONS FOR BEHAVIOR

Grace Lutheran School Standards

- Respect God.
- Respect the principal, teachers, and other staff members.
- Respect school property.
- Respect the rights and property of other students.
- Respect yourself.

GRACE LUTHERAN SCHOOL STANDARDS OF BEHAVIOR

High standards of personal conduct are expected of the students of 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, 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 could be subject to immediate expulsion.

Profane or obscene language will not be tolerated. Any student who does not conform to our standards of speech and conduct will 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
- Illegal use of drugs
- Stealing
- Refusal to do assigned class work or homework
- Bringing weapons to school
- Threatening a teacher, staff, or other student

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.
- Electronic games, cell phones, MP3 players, and CD players are not permitted on school property.
- 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 can't 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 expected at all times. Repair or replacement charges will be made for any damage or destruction to school property. In the case of textbooks or library books, students will be assessed on the basis of age of the book and the amount of damage the book has received.

Lunchtime Procedures

- 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.
- Students who choose to disregard procedures and expectations will eat lunch in isolation and/or face other appropriate consequences.

Playground and Gym Procedures

- Play only in **supervised** areas.
- No pushing or tackling games will be permitted.
- No throwing rocks.
- Students may play on the field or the playground, but may not cross over behind the school building or go between the buses.
- Kindness in words and action is expected.

Dress Code

The purpose of a dress code is to remind students that their body is the temple of the Holy Spirit. Students should be dressed appropriately to reflect good taste and Christian values. If a student's dress is not appropriate in the opinion of a teacher or the principal, he/she will be asked to change.

- No clothing that has offensive or obscene advertising is allowed.
- Outdoor clothing, such as jackets or caps, should not be worn during class time.
- Shorts may be worn if the weather is considerably warm during the months of August-September and April-May-June. Parents should use their good judgment in determining when shorts are worn. Shorts and skirts must be hemmed and mid-thigh length. Girls dress shorts and skirts worn with tights are acceptable.
- All students should wear appropriate winter clothing such as boots, stocking caps, gloves or mittens during the winter months. All students go outside at noon and need proper outdoor clothing. Snow pants and boots should be labeled to prevent loss.
- No bare midriff.
- Sleeveless shirts may be worn, but no undergarments may be showing. (No spaghetti strap tops allowed or oversize sleeveless shirts).
- Athletic shoes must be worn for all physical education classes, recess, and After School Daycare.
- Shoes must be worn at all times during school and daycare.
- Flip flops/sandals that do not have enclosed heels or heel straps are not allowed to be worn by Pre-K through 5th grade. 6th through 8th grades may wear flip flops to school but may not wear them for recess, gym class, or After School Daycare.

Cases not covered by the stated dress code will be dealt with individually. Early childhood classes should contact their child's teacher for specific information on dress code and appropriate dress during school hours. Grace Lutheran School hopes that parents will supervise and monitor their child's appearance in dress. Our main concern is extremes in dress styles which are not compatible with moderation and good taste.

DISCIPLINARY POLICIES

Grace Lutheran School Discipline Policy

It is our 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 your 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 others.

- 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
 - Since God created you, honor his workmanship by not talking negatively about yourself.
 - Present yourself in a way that honors God with regard to dress and personal hygiene.

Consequences

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:

Level 1 Consequences:

- writing a letter of apology
- calling parents to explain misbehavior
- writing 15 reasons why we have a particular rule using complete sentences
- losing milk break or lunchroom privileges
- having time out

Level 2 Consequences: (A level 2 is an automatic strike)

- parent/student/teacher meeting
- completing a supervised school service project
- removal from room to office – in-school suspension
- child sent home
- after-school detention, same day

NO TOLERANCE: (Automatic Strikes)

- cursing, swearing, inappropriate language or gestures
- intentionally hurting another person, either physically or verbally
- stealing
- cheating or plagiarizing
- showing disrespect to a person in authority
- damaging property

Other, more serious behaviors will be handled on an individual basis.

Behavior Expulsion Policy

Appropriate, respectful, and God-pleasing behavior is expected and required at Grace Lutheran School. Because teachers are responsible for the instruction and well being of all students, time cannot consistently be taken away from the teaching atmosphere to discipline those who repeatedly misbehave. For this reason, it is the policy of Grace Lutheran School that a Strike will be sent home for unacceptable and/or repetitive behaviors.

PK – 3rd – Five Level Ones in a week becomes a Strike – student completes ‘Strike Form’

4th & 5th – Four Level Ones in a week becomes a Strike – student completes ‘Strike Form’

6th – 8th – Three Level Ones in a week becomes a Strike – student completes ‘Strike Form’

Numerous Strikes will have the following consequences:

After the second Strike, the parent(s) and child will be called in to meet with the teacher. If behavior continues to be a problem, the following consequence(s) will be implemented:

Three Strikes – meeting with teacher, parent, and student followed by a 1-day out-of-school suspension

Six Strikes – meeting with teacher, parent, student, and principal followed by a 3-day out-of-school suspension

Nine Strikes – permanent expulsion

School Policy on Weapons

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 persons. 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.

THREE EXCEPTIONS TO THE 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 superintendent or official designee.

Consequences of Violating this Policy

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

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
- The student's homework was late two days in a row. (See "Late Work Policy")

Detention for misbehavior will be served after school from 3:30 to 4:15 PM. The student will be given cleaning jobs to do around the school. If there are no jobs needing 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. The students will be allowed to breathe quietly.

Christian Discipline – Policies to be Followed

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 in order 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.

Under the direction of the Board of Education and the principal, the following procedure will be followed as to the action taken involving serious discipline problems at our school:

- The child, parents, teacher, and principal will discuss the problems that are related to the child's discipline in the school.
- A follow-up to this conference will be held shortly thereafter to discuss the results of action with parents, teacher & principal.
- If discipline action taken earlier has not been resolved, the Board of Christian Education will be informed and further action will be brought to the attention of the student and parent (This may result in the child's removal from our school).
- The principal, in relationship to the situation, sets possible student expulsion.
- Include prayer for wisdom and guidance in all discipline procedures for our children, parents, and teachers.
- Harassment Policy - All individuals and guests at Grace Lutheran School are to be treated with respect and dignity. Grace Lutheran 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 considered to be 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 groups based upon a person's age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups 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.

Grievance Policy

An **Open Door Policy** is in effect at Grace Lutheran School. This enables parents with concerns to schedule a time with the teacher to discuss the matter. If further discussion is needed, it should come before the school principal. If the concern is not resolved here, it is presented to the Board of Education. No individual Board member has power to act. No parent should take a concern to any individual Board member, but to the Board as a whole. The concern is to be brought before a meeting of the Board of Education for discussion. Christian education functions best when harmony exists. It is our hope that this harmony can be maintained throughout the year.

In conflict situations or where there is a grievance, the persons involved should take the 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.'

- The parent(s) should speak to the teacher with whom they have a conflict or grievance. A form will be provided allowing the parent to note their concern(s), the teacher to note his or her response, and the agreed upon plan of action. All parties concerned will sign this form and copies will be given to the parent, teacher, and principal. This same form will be completed at any future meetings.
- If there is no resolution, the parent(s) should meet with the teacher again, but the principal will also attend this meeting.
- If there is still no resolution, the parent(s) should bring the matter to the attention of the Board of Education. This may be done by letter or attending a meeting personally.
- The Board of Education will conduct whatever investigation is deemed necessary in response to the parent concerns. The decision of the Board of 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 so doing, promote the sharing of the Gospel of Jesus Christ.

Proper documentation, as outlined in number 1 should be taken at all of the above meetings.

Technology Acceptable Use Policy

Grace Lutheran School students are blessed with access to the ever-increasing world of electronic information. All students and their parents must sign the technology policy maintained by Grace Lutheran School pertaining to the appropriate use of technology, particularly the World Wide Web. The policy is given to the students at the beginning of each school year. Misuse of this agreement will prohibit the student's use of the computer lab.

HEALTH & SAFETY POLICIES

Health Records

Before a student begins classes at Grace Lutheran School, the parent or guardian must provide an up-to-date immunization record and birth certificate. Other requirements may apply at various grade levels. North Dakota does have a "NO SHOTS; NO SCHOOL ATTENDANCE" state law that our Board of Education does enforce.

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.

Sports Physicals

All students participating in 7th and 8th grade athletics must have a sports physical and turn in a “Certificate of Health” before the first practice.

Health Services - Medication

School personnel may only dispense prescription medication to children if the doctor’s authorization form is completed. No medication will be given without the authorization of a parent or guardian. The teacher will dispense medication. Teachers should bring any prescription authorization forms to the office to be placed in the student’s cumulative file. Parent approval will be necessary for students to take cough drops during school time. All prescription medication must be labeled and in its original container. The school cannot dispense any form of over-the-counter medication.

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 contact.

Accidental 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 as soon as the injury has been handled. Each classroom should have a first aid kit, and other first aid supplies are kept in the office.

All accidental injury and incidents must be documented at the time to provide a reliable record for our 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 will be notified. Prior to the beginning of the school year, parents will be given a form to fill out and sign concerning medical emergencies. If a student is injured in any class or 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 or other responsible party has been contacted and arrives at the hospital. Hospital personnel will not treat the student unless they have parent permission or the situation is life threatening.

Emergency Procedure Form

At the time of home visits, parents will be asked to fill out an Emergency Procedure 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 can be followed.

Fire and Disaster Drills

Schools are required to hold fire drills at various intervals each year. All drills are unannounced. Disaster drills are held in cooperation with the Department of Civil Defense to protect children from disasters other than fire. In case of disaster or fire, your children will be kept in sheltered locations until a parent comes for the child or until the danger has passed.

Reporting Suspected Neglect and Abuse

It shall be a policy of Grace Lutheran School that all 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 contact or any other action taken in an abuse or neglect case. Excessive tardies or absences may be deemed as negligence.

Head Lice

It is the policy of the school that if a child has head lice, the parents need to be informed immediately. The teacher will contact the child’s parent. The Public Health nurse will be contacted in order 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. Other parents of students in the infected classroom will be informed so they can help protect against an outbreak in the school.

Communicable Disease Regulations

<u>Name</u>	<u>Case</u>	<u>Contacts</u>
Chicken Pox	Exclude at least 7 days from rash or until all lesions crusted.	Consider immunization within a few days of exposure. Incubation 11-21 days.
Diarrhea	Exclude from school.	Incubation – can return after 24 hours of no symptoms.
Fever – 100 degrees or above	Exclude from school.	Incubation – 24 hours. Can return to school if no fever after 24 hours.
Fifth’s Disease	No exclusion.	No restrictions.
Head Lice	Exclude from school until treated and determined to be non-communicable (no nits).	Close contacts should be checked frequently for 2 weeks.
Impetigo	Exclude until lesions are healed or under treatment for 24 hours and covered.	No restrictions. Frequent hand washing for staff in contact with case.
Mono	No exclusion.	Avoid activities that increase risk of saliva sharing (sharing cups, etc.) and use careful hand washing.
Pink Eye	Exclude until cleared or have been on medication for 24 hours.	Frequent hand washing for staff in contact with case.
Ring Worm	Exclude until 24 hours after treatment.	Close contacts should watch for skin irritation within 1 to 2 weeks.
Roseola	No exclusion.	No restrictions.
Shingles	Exclusion until physician evaluation.	Susceptible contacts should consider immunization.
Strep Throat	Isolate 24 hours after beginning treatment. May not return until 24 hours of treatment. private physician.	Daily observation in school. Follow instructions from
Vomiting	Exclusion from school.	Incubation – can return to school after 24 hours of no symptoms.

State Wellness Policy

Grace Lutheran School strives to follow the required State Wellness Policy. This includes Keeping snack machines out of the school, keeping the pop machine off during the school Keeping the pop machine off during the school day, as well as providing nutritionally

sound meals and milk for break time. You play an important role in providing nutritious snacks for your child. When sending your child's snack to school, please do not send candy bars, processed fruit snacks, cookies, bars, chips, etc. Here is a list of healthy, acceptable snacks:

Fruit (bananas, apples oranges, raisins, peaches, applesauce, grapes, strawberries, mixed fruit, etc).

Veggies (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, cheese, yogurt, dried fruit and nuts, granola bars (not dipped in chocolate!), non-sugared cereal (Cheerios, Shredded Wheat, Rice Krispies, etc), lowfat breads/muffins (pumpkin, zucchini, banana, brand, etc).

These snacks will help your child get the protein and energy needed to keep going and remain focused throughout his/her day. If you have questions about what to send, feel free to contact your child's teacher.

Students are allowed to bring a special birthday treat for their class. We do allow cupcakes, bars, cookies, etc., for this; however, the teachers may choose to serve these treats after lunch rather than during mid-morning snack time so as to not spoil their appetites before lunch.

SERVICES

Camp Grace

Grace Lutheran School offers a summer daycamp program for school age children ages 3-10. The program offers quality, affordable care in a caring Christian environment. This summer program usually starts the week after the end of the current school year, and runs through the third week in August. Activities offered include: weekly themed programming, computers, library, theatre/drama, field trips, summer reading program, and much more. An affordable weekly fee is charged and is payable on or before Monday of each week. Lunch and snacks are included, or the child can bring their own lunch. The registration fee reserves the child's space, and will be applied to the first week's fee. Families are allowed one week off for vacations without paying the weekly fee. There is a one-time fee for field trips, sunscreen, and bug spray. 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.

Child Care Services

Grace Lutheran School offers the After-School Daycare Program. The hours available are 3:10 to 6:15 p.m. Students not picked up by 3:30 are automatically enrolled into the program and charged the regular hourly fee. Contracts are available for the program for 40 students.

MP3 players, iPods, and cell phones are not allowed at after school daycare, during school, or on the bus. Absolutely no toys, electronics, or cell phones are allowed at daycare. Students who wear flip-flops or sandals to school should have tennis shoes to play in at after school daycare. During winter months, outdoor clothing and boots are required.

For safety precautions, parents will be asked to sign out their child by writing their name and the time that they picked up their child each day. If someone is sent to pick up the child other than the parent and they are not currently on the Emergency Contact Form as an authorized person, the parents must send a note or call the office

and give the first and last name of the person picking up the child. The daycare teachers have copies of all of the students' forms. Parents should make sure that the forms are always updated.

Because we have 36 contracted students in our daycare program, we sometimes split them up into two groups. Each teacher will have a daily list with the students in their group for the day highlighted. This way, we will always know where the students are and who is supervising them. When you come into the building at the west door, you should check the pop machine for a sign the teachers will put up indicating where the daycare children are located each day. Children will also require a "Bathroom Pass" to leave the group to go into the building or down the hall to the restroom. One boy and one girl from the group will be allowed to be gone at a time.

GLS is committed to keeping our students safe and secure. These safeguards are being implemented because of our concern for continue safety, and to insure no potentially dangerous situation occur in the future.

Study Room

Study Room is another option that is open to students after school. This is an after-school study hall setting. Hours for the room will be 3:30 to 5:00 p.m. During basketball and volleyball seasons, students who need to wait at school for their practice time can be in study hall at no charge. Detention is often served in the study room from 3:30 to 4:15. Parents must come to the study hall room to pick up their student serving detention. If the student is not picked up by 4:15, charges will be applied to their remaining stay.

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 may charge 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. The parents will be billed for the value of such items.

Lockers

Lockers are provided for students in grades K through 8. It is expected that lockers will be kept neat and clean. Cold lunches and snack treats may be stored in lockers. Students in grades 5-8 will be given a gym locker and lock in the locker room. Locks not returned at the end of the school year will be billed directly to families.

Lost and Found

A lost and found box is kept in the west entrance. Items found on the playground, in the gym, or in the public areas of the building will be placed there for a period of time.

Breakfast, Lunch and Milk

Grace Lutheran School offers breakfast and hot lunch daily. We also offer milk purchases for milk break and extra milk at lunch. The prices are:

- \$35.00 for 20 breakfast credits (\$1.75 per meal)
- \$50.00 for 20 lunch credits (\$2.50 per meal)
- \$50.00 for 100 milk (.50 cents per milk)

You may deposit any amount of money to carry a workable balance in your child's account. **Do not send cash with your child to pay for individual meals or milk.** Parents will be notified with a note when their child has a \$10.00 balance remaining. No payments for meal accounts will be accepted by the classroom teacher. Payments can be mailed, placed in the payment box located on the wall outside of the business office, or given directly to the accountant. Students who are at a minus balance will not be allowed to eat hot lunch or be served milk at break. Students will be allowed to call home to ask a parent to bring them a lunch or purchase a lunch ticket. Grace Lutheran School is required to abide by this federal law because we receive subsidized food from the government. Free and reduced meals are available according to federal criteria. Please contact the school office for free and reduced meal applications.

A credit at the end of the year on a student's account will automatically be transferred to the following school year unless the accountant is advised otherwise. Siblings of students not returning to GLS who have credits will have their credits transferred to those siblings that will be returning to Grace. A balance on any meal account over \$3.00 will be refunded at the end of the year to those families not returning to GLS.

The school will operate a lunch program for its students. Because the school receives federal commodities and offers free and reduced meals, the program comes under the direction of the Department of Nutrition in Bismarck. Fargo Cass Public Health regularly inspects the kitchen. There will be a head cook and a cook's assistant for the kitchen. There are separate job descriptions for these positions.

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.

Vacation Homework

Student in grades 4-8 who ask for homework to be given out prior to a family vacation may be given the scheduled assignments in Memory, Spelling, and Religion. Any other assignments will be given to the student when they return to school. Students will be given 2 school days for every day they are gone to complete the homework. Any homework not turned in after the due date is recorded in the grade book as a zero. It is the sole responsibility of the student to ask the teacher for the homework and get it in on time.

Parent of students in kindergarten through third grade should talk to the teacher to let them know how long they will be gone. It is up to the discretion of the teachers in these grades to give homework ahead of time.

Curriculum

Grace Lutheran School offers the best academic education available. Approved methods, current textbooks, and teaching aids are employed in all subjects. A seven-year schedule is in place for reviewing and updating all curriculum areas. Kindergarten through grade 5 is self-contained units, and grades 6-7-8 are departmentalized. 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 the parents.

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.

Daily Worship

Daily worship activities include: morning and afternoon devotions, songs of praise, and prayers at lunch and other times.

Busing

Busing will be provided for field trips when applicable. It is not available as a service for students to get to and from school on a daily basis.

Parent Transport of Students to School Activities

When it is necessary to have parents drive for school events, all drivers must complete a School Activity Transportation Form. This form asks for seat belt numbers and insurance information (company, policy number, and expiration date). The Board of Education recommends that parent drivers carry liability insurance in excess of \$250,000.

Bicycles

Bicycle racks or parking areas are provided for children who ride their bicycles to school. When the students arrive at school with their bicycles, they should go directly to the bicycle parking area to park and lock the bicycle. We encourage all bicycles to be locked. Students are to leave bicycles parked until leaving the school.

SAFETY/SECURITY

Tornado

No child is allowed to leave the building when an emergency condition exists without the care and supervision of an adult. Each teacher will keep record of each child leaving during emergency situations and the name of the adult calling for the child. The time of the day should be recorded also.

In the case of a tornado warning, teachers should supervise the evacuation of the classroom to their designated areas. Time should not be wasted closing windows or turning off lights; however, the last person leaving the room should close the door.

The teacher should check for any missing persons. Subsequent reporting should be made to the principal as soon as possible.

Fire

A plan for evacuation of school buildings should be established so that buildings will be emptied in the shortest possible time.

Children should be instructed to walk in an orderly manner, not run. There should be no talking so that instructions may be heard. The teacher should be in complete control at all times. Routes are posted in each classroom.

School Security

Grace Lutheran School is equipped with a security system to aid in keeping students and personnel safe. The north and south doors are locked throughout the day. The west door is locked at 8:30 a.m. and a buzzer system is used to enable access to the building.

Grace Lutheran School

2010-2011 Adopted Calendar

Aug 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

27 *Camp Grace Ends*

30 *School Begins*

September

6 *Labor Day (No School)*

October

21 *End of 1st Quarter (38 days)*

22 *No School (Records Day)*

30 *PTL Fall Carnival*

November

9 *4:00 PM -8:00 PM Parent/Teacher Conferences*

11 *4:00 PM -8:00 PM Parent/Teacher Conferences*

12 *Veterans Day Observed (No School)*

25 -26 *Thanksgiving Vacation (No School)*

December

20 -Jan 2 *Christmas Vacation*

January

14 *End of 2nd Quarter (47 days)*

17 *Martin Luther King Day (No School) Snow Make Up*

February

21 *Presidents' Day (No School) Snow Make Up Day*

March

18 *Third Quarter Ends (43 days)*

25 *North Dakota Lutheran Conference (No School)*

April

21 -25 *Easter Break (No School) Make up Day*

May

27 *4th Quarter Ends (46 days)*

30 *Memorial Day*

Feb 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Sep 2010						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mar 2011						
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Oct 2010						
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Apr 2011						
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Nov 2010						
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May 2011						
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Dec 2010						
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Jun 2011						
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Jan 2011						
S	M	T	W	T	F	S

Jul 2011						
S	M	T	W	T	F	S

Rates and Fees 2010-2011

Tuition Rates

Pre-School - \$1,794.00 per year payable in 9 monthly payment of \$199.00
Pre-Kindergarten - \$3,485.00 per year payable in 9 monthly payments of \$387.00
Kindergarten – 8th - \$4,485.00 per year payable in 10 monthly payments of \$448.50
or 12 monthly payments of \$373.75

Other Fees

Breakfast	\$35.00/20 meals (\$1.75 ea)
Lunch	\$50.00/20 meals (\$2.50 ea)
Milk	\$50.00/100 milk (.50 ea)
Pre-School Annual Milk Ticket	\$50.00
Book Fee - Kdg.-8th	\$70.00
Activity Fee	\$35.00 Kindergarten – 8th
Athletic Fee	\$25.00 per sport
After School Daycare 3:10 to 6:10 p.m.	Contracted students - \$4.00 per hour Drop-ins - \$7.00 per hour
Study Room 3:30 to 5:00 p.m.	\$7.00 per hour
Technology Fee	\$60 per student, Pre-K – 2 nd \$110 per student, 3 rd - 8 th
Band Fee 4 th – 8 th	\$25.00

SCHOOL E-MAIL ADDRESSES

Jim Krupski, Principal – jkrupski@gracels.com
 Kris Niebeling, Secretary – kniebeling@gracels.com
 Janet Berg, Accountant – accountant@gracels.com
 Gale Sharpe, Pre-S – sharpe.gale@gmail.com
 Carolyn Worrall, Pre-K – cworrall@gracels.com
 Susan Smelser, Kindergarten – ssmelsler@gracels.com
 Janet Koppinger, 1st Grade – jkoppinger@gracels.com
 Beth Zieske, 2nd Grade – bzieske@gracels.com
 Lisa Sande, 3rd Grade – lsande@gracels.com
 Beth Scholten, 4th Grade – bscholten@gracels.com
 Jean Syverson, 5th Grade, 5/6 Religion – lsande@gracels.com

Susan Jahnke, 6/7/8 Social Studies, Science, Art, 6 Math – sjahnke@gracels.com
 Delpha Haugrud, 7/8 Math, dhaugrud@gracels.com
 Peggy Pulst, 7/8 Literature, 6/7/8 English/Spelling/Health/Reading, 6 Homeroom- ppulst@gracels.com
 Jay Schaefer – Kindergarten – 8 Grade Music, 6/7/8 Computers , 7/8 Religion – jschaefer@gracels.com
 Joe Wateland, Kindergarten – 8 Physical Education, 7/8 Home Room – jwateland@gracels.com

Absences	6	Health Records	19
Acceleration to Higher Grade		Health Services - Medication.....	19
.....	6	Home Visits	5
Access and Rights to Records.....	9	Homework.....	8
Accidental Injury	20	Honor Roll	5
Activity, Book, and Technology.....	13	Incomplete Quarter Grades	8
Administration	4	Individual Screening of Students	9
Admission Policy	5	Late Work Policy (Grades 3-8).....	8
Admission Requirements	4	Library.....	23
Athletic Awards	10	Lockers.....	23
Athletics Eligibility		Lost and Found	23
Policy.....	9	Lunchtime Procedures	14
Bicycles.....	24	Medical Emergencies.....	20
Breakfast, Lunch and Milk	23	Newsletter	24
Busing	24	Parent Teacher League.....	12
Camp Grace	22	Parent Transport of Students.....	24
Chapel Services.....	11	Playground and Gym Procedures.....	14
Child Care Services.....	22	Probation/Suspension – Academic	9
Christian Discipline – Policies.....	18	Promotion and Retention Policy	6
Closing Due to Snow	10	PTL Goals	12
Coaches Philosophy and Standards	10	PTL Mission Statement.....	12
Code of Conduct for Athletes	10	Rates and Fees.....	27
Communicable Disease Regulations.....	21	Recess Directive.....	11
Curriculum	24	Re-Enrollment.....	5
Detention.....	17	Registration Fees.....	13
Dress Code	14	Reporting Suspected Neglect/Abuse.....	20
Early Dismissal	11	Reporting to Parents.....	8
Early Entrance.....	5	Returned Check/Failed Payment Charge	13
Electronic Equipment.....	10	Room Parents	12
Email Addresses.....	27	Room Parties.....	11
Emergencies	10	Schedule for Absences/Tardiness	7
Emergency Procedure Form	20	School Calendar	26
Enrollment Acceptance.....	5	School Security	
Field Trips.....	11	25
Financial Obligation.....	12	School Hours.....	4
Fire	25	School Policy on Weapons	17
Fire and Disaster Drills	20	Sickness During School Hours	19
Grace Lutheran School Discipline Policy.....	15	Sports Physicals	19
Grace Lutheran School Standards.....	13	Standardized Achievement Testing	8
Grading Scale.....	7	State Wellness Policy.....	21
Grievance Policy	18	Student Scholarship Fund	13
Head Lice	20	Student Activities.....	11

Student Cell Phone Use	10	Telephone Messages	10
Student Enrichment Program	9	Title One	8
Student Expectations.....	14	Tornado	25
Student Expectations for Behavior	13	Tuition and Fees	13
Student Phone Use	10	Vacation Homework	24
Study Room	23	Visiting School.....	11
Supervision	11	Visitors	11
Tardiness	7	Worship (Daily in Classroom)	24
Technology Acceptable Use Policy	19		