



Parent/Student Handbook  
2024-2025



Address: 2252 SE 92nd Ave. Portland, OR 97216

Phone: 503.777.8628

Email: [glsoffice@grace-wels.net](mailto:glsoffice@grace-wels.net)

“Train up a child in the way he should go; and  
when he is old, he will not depart from it.”

Proverbs 22:6



*Table of Contents*

School Staff..... 4

Mission and Purpose .....5

Our Beliefs .....5

Organization ..... 5

Our Goals ..... 5

Coming to School..... 6

School Admission Policy ..... 6

Educational Costs ..... 6

Nondiscrimination Policy ..... 6

Registration ..... 7

Attendance and Excuses ..... 7

TardyPolicy..... 8

Curriculum and Instruction ..... 8

Late Work ..... 8

Grading Scale ..... 9

Activities ..... 9

Athletics / Phy. Ed. .... 9

Off Campus Education..... 10

Extended Care ..... 11

Lunch .....11

Transportation ..... 11

School Telephone .....11

Electronic Policy .....11

Testing Program..... 12

School and Home ..... 12

Home-School Relationship .....12

School Hours ..... 12

Publications ..... 12








Parent-Teacher Consultations ..... 12



Chapel .....	12
Volunteering .....	13
School Work and Assignments .....	13
Emergency School Closing .....	13
Emergency / Catastrophes / Disasters .....	13
Student Lockers .....	14
Medications .....	14
Working Eagles .....	14
Dress Code .....	14
Computer Technology and Internet Use .....	15
Obedience and Discipline .....	16
Discipline Objectives .....	16
Code of Conduct .....	16
Rules before School .....	16
Playground Rules .....	16
After School Rules .....	16
Unnecessary Items .....	17
Suspension .....	17
Conduct Penalty Examples .....	17
Probation .....	18
Parent Code of Conduct .....	19



## *Grace Lutheran School Staff*

 <p><u>Principal</u> Mr. Justin Eternick <a href="mailto:mleitzke@grace-wels.net">mleitzke@grace-wels.net</a></p>	 <p><u>Teacher K</u> Mrs. Susan Hartwig <a href="mailto:shartwig@grace-wels.net">shartwig@grace-wels.net</a></p>
<p><u>Teacher 5-6</u> Mrs. Noelle Leitzke <a href="mailto:nleitzke@grace-wels.net">nleitzke@grace-wels.net</a></p>	 <p><u>Pastor</u> Rev. Thad Bitter <a href="mailto:tbitter@grace-wels.net">tbitter@grace-wels.net</a></p>
 <p><u>Teacher 3-4</u> Mrs. Jessica Acosta-Ware <a href="mailto:jacostaware@grace-wels.net">jacostaware@grace-wels.net</a></p>	 <p><u>Preschool Director / Teacher</u> Mrs. Tammy Godish <a href="mailto:tgodish@grace-wels.net">tgodish@grace-wels.net</a></p>
 <p><u>Teacher 1-2</u> Mrs. Joanna Hafner <a href="mailto:jhafner@grace-wels.net">jhafner@grace-wels.net</a></p>	 <p><u>Secretary</u> Mrs. Lynn Kraklow <a href="mailto:lkraklow@grace-wels.net">lkraklow@grace-wels.net</a></p>



## *Mission and Purpose*

Grace Lutheran School exists to provide a quality education, to proclaim the good news of forgiveness through Jesus Christ, and to assist families in the Christian training of their children.

## *Our Beliefs*

“The fear of the Lord is the beginning of wisdom.” (Psalm 111:10)

God clearly tells us in Deuteronomy 6:6-7, “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Again God says in Ephesians 6:4, “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”

We *believe, teach, and confess* that all people are sinful. God, through his grace, love and mercy, sent his only Son Jesus Christ, to suffer, die and rise from the dead to set all people free from their sin. The grace and forgiveness of sins Jesus won for us is freely given through the Means of Grace - the Gospel in Word (the Bible) and Sacraments (Baptism and Holy Communion). The account of our salvation is recorded in the Holy Bible, which contains absolutely no errors.

## *Organization*

The congregation of Grace Lutheran Church began Grace Lutheran School in 1975. It was begun so that the members of Grace Ministries would have a school that would provide a continuation and extension of that Christian knowledge and those attitudes that they teach their children in their own homes...something that no other type of education can provide. It was organized in accord with the commands of God: “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.” (Ephesians 6:4), and “Feed my lambs.” (John 21:15)

## *Our Goals*

With the guidance of the Holy Spirit, all of us at Grace Lutheran School strive to:

- proclaim, teach and apply faithfully the Word of God in all courses of instruction and in all other dealings with students and their families, in keeping with the Holy Scriptures;
- promote continuing spiritual growth and faithful Christian discipleship among all members of our school family, to prepare them for a life of service to the Lord;
- provide a challenging academic curriculum in religion, language, social studies, mathematics, science, and the arts, in order to prepare students for continuing their education;
- enable all students to develop their God-given talents by providing them a range of opportunities in the areas of Christian worship, music, athletics and drama;
- deal lovingly and evangelically with each student as a redeemed child of God, offering encouragement and loving Christian discipline;
- regard seriously the trust that families have placed in the school and to deal with all of our students in a way that reflects our role as caretakers and parental representatives;

Our educational programs, guided by the Word of God, offer some of the finest quality education that will help your child develop to his or her fullest God-given potential. Your child is considered a blessing from God, sinner yet saint, surrounded by a Christian atmosphere that will lead to the development of strong Christian values and character.



## *Coming to School*

### ***School Admission Policy***

The primary purpose of Grace Lutheran School is the Christian training of children. Families interested in sending their children to our school are welcome and should contact the principal for information. Non-WELS parents are encouraged to attend a pastor's Bible information class to acquaint themselves with the doctrines their children will be learning.

Children entering preschool must be three on or before September 1 of that school term. Children entering kindergarten must be five on or before September 1 of that school term. They must also submit a birth certificate and an up to date immunization form.

Transfer students will be required to have transcripts and health records transferred to Grace Lutheran School. In all cases, Grace faculty and administration reserve the right to determine the appropriate grade placement for a child enrolled in our school.

### ***Educational Costs***

Annually, the Board of Education, with the approval of Grace Ministries, sets up the tuition and fees for the following school year. Please contact the principal or school office for a tuition schedule.

The combination of tuition payments and educational fee payments closely follow the actual expenditures necessary to educate a student at Grace Lutheran School. These typical costs include worker (teachers) compensation, building maintenance, insurance, equipment, furnishings, textbooks, and other educational material / activities.

All tuition must be paid in advance by the year, semester, quarter, or month, according to which plan is mutually agreed upon.

Financial assistance may be available for families needing help. Families that are not currently members of Grace Lutheran Church should seek assistance from their church. Please speak to the principal or the financial director.

Additional costs:

- Off Campus Education (Field Trips)
- Technology fees
- Lost or damaged books
- School supplies
- Hot lunch (optional)
- School Pictures (optional)
- Sports fees

### ***Nondiscrimination Policy***

Grace Lutheran School admits students of any race, color, national or 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 educational policies, or athletic and other school-administered programs.



### ***Registration***

Parents register their children for school beginning in March of the previous year. The date and times are published in advance. We have an electronic registration process that is filled in online. Contact the office for online registration information.

### ***Attendance and Excuses***

Christian stewardship of time and talents is an important part of Christian education. We teach the faithful use of each student's time and talents. Missing school deprives your child of these opportunities. Even if work is later made up, your child has lost the benefit of first-hand classroom discussion and activity. It is to your child's advantage to regularly attend all classes each day and to apply learning diligently. Oregon law requires all school-age children to be in class every day school is in session. The only excuse is illness or bereavement. Other excuses will be unexcused absences.

When a child is absent, parents are to call 503-777-8628 or email the teacher before 8:00 AM and leave a message with the child's teacher or the secretary. A parent's written excuse must accompany each pupil returning to school after being absent, regardless of the length of the absence. Any child absent from school for a period of five consecutive school days or more due to illness, must have a written permission slip to return from a doctor or clinic. This is for the protection of your child and the other children in school. If no written slip is given, the students' attendance will be recorded as unexcused.

Parents are urged to make dental and doctor appointments for their children during non-school hours. If school time must be used for such appointments, parents should notify the teacher in advance and accept the responsibility to see that any missed work is made up and turned in. Family vacations during school days are strongly discouraged as it can greatly affect the students ability to progress. If vacations are scheduled during school days, students will need to make up all homework within 1 week of returning to school. Teachers are not required or responsible to get homework ready before leaving for an extended period of time. A vacation or extended absence form must be completed and returned to the office at least 1 week prior to the absence.

All unexcused absences are considered truant. Truant students will be reported to the proper authorities. Any make-up work due to an absence is the responsibility of the student and parents. Work must be turned in within a reasonable amount of time for credit.

A student is not to exceed a total of five accumulated absences within any of the four quarters of a school year. In the case of a child who has exceeded the maximum allowable absences for the quarter, the matter will be brought before the Board of Education to determine the status of enrollment of the child and the grade placement of that child for the following school year.

A student is not permitted to leave the school grounds for any reason without a written note from a parent or guardian and permission from the classroom teacher. Parents are encouraged to provide a note no later than two hours before the child is to be excused. If a student is to leave school before dismissal, a parent or guardian must check in at the office. Students will wait safely inside the school office where parents can check in and meet their child.



Any absence from school (excused or unexcused) on the day of an extracurricular activity disqualifies the student from participating in the activity for that day.

Suspensions, including in school suspensions, are recorded as unexcused absences and the student will receive failing grades for each assignment missed.

### *Tardy Policy*

Our school day starts at 8:00 am and ends at 3:00 pm. If your child is tardy, it not only affects your child, but also the other children in the classroom. If your child is tardy, it will be recorded and counted towards the child's attendance.

### *Curriculum and Instruction*

Our school curriculum adheres to standards established by the State of Oregon Department of Education and follows any directives given by the Board for Parish Education of the Wisconsin Evangelical Lutheran Synod. While all of our texts used in the formal teaching of religion are based on God's infallible Word, the textbooks used for the secular subjects are the same as those found in many of our nation's schools. One important difference does exist, however, in that all subjects are taught by instructors who have been trained to bring all subjects under the authority of God's Word.

In order to keep our course of instruction as current as possible and to keep our teaching consistently Christ-centered; the faculty members attend conferences, summer school, workshops, and in-service training programs. With the best interests of the students in mind, the curriculum is always subject to evaluation by the faculty, with a goal toward providing the most efficient, effective instruction possible.

### *Late Work Policy (5th-8th Grade)*

Schoolwork will be regularly assigned in most classes. Students should understand that our academic program is designed to provide them ample opportunities to complete schoolwork during the school day. This allows them to seek guidance from the teacher at appropriate times and for the teacher to review their progress at different points during the school day. Students need to remain engaged during their work time. Doing anything outside of the assigned tasks before they are finished is not acceptable. When schoolwork is not completed at school, it will need to be accomplished at home. Students who are bringing home excessive amounts of homework are likely not engaged during the day. Please let your child's teacher know if this is the case. The teacher will inform students of when the schoolwork is to be completed. Except for illness or other exceptional circumstances, any school work not completed and handed in by the beginning of class on the due date will be considered late. The following procedures will be followed for any missing schoolwork:

1. Any assignment that is late or missing will receive a deduction of 10% per day. Missing/late grade reports will be tracked regularly.
2. The student will use recess time to complete the late homework assignment.
3. Excessive late work will result in a meeting between the teacher and parent to discuss next steps.





***Grading Scale***

Students in Kindergarten-4th grade will have standard based grading. Students in 5th-8th grade will have letter grades. The grading scale for students in 5th-8th grade is as follows:

A+ 100	C+ 83-84
A 96-99	C 79-82
A- 93-95	C- 77-78
B+ 92-91	D+ 75-76
B 87-90	D 72-74
B- 85-86	D- 70-71
F 0-69	

E	Exceptional
S	Satisfactory
N	Needs Improvement
I	Incomplete

***Extracurricular Activities***

***Eligibility***

To be eligible to participate in extracurricular activities a student must maintain a D or better grade average and “Needs Improvement” or better in work habits. A failing grade (F) or not meeting work habit expectations could make a student ineligible which will be up to the discretion of the teacher. Grade averages will be reviewed at mid quarter and the end of the quarter. A student will be ineligible for two weeks. After two weeks the grade average will be reviewed. A student will remain ineligible until they again attain a D or better grade average and meet the expectations of the teacher.

***Athletics/Physical Education***

Sports and physical education programs are used to develop healthy, vigorous and skilled bodies; and through proper development of these bodies, sound, alert, and trained minds. At the same time we aim to provide practice in Christian life and conduct.

Since all students participate in the physical education program, many sessions of which are held in the gym, they must have soft-soled shoes. These may be left at school or worn on those days when they know they will be going into the gym.

If a child should not take part in the physical education program, a note from the parent or physician should be given to the teacher prior to the class.



Our school participates with other area WELS and ELS schools in Washington and Oregon. Students in the upper grades have the opportunity to participate in soccer, basketball, volleyball, and track.

Parents whose children are involved in sports are responsible for transporting or finding transportation to and from off campus activities.

To maintain a successful athletic program, it is also important that students who commit themselves to participating are diligent in coming to both practices and actual games. Students who do not legitimately excuse themselves, face being dropped from the team. Another important aspect is that parents and students, as well as coaches and teachers, display good Christian sportsmanship at all times.

### ***Off Campus Education (OCE)***

Field trips provide an opportunity for students to further their educational experience, outside the school classroom and away from the Grace Lutheran School campus. With education as the primary purpose, OCE's are selected by the teacher(s) to expand on a student's regular classroom material or gain better insight to a specific area of study. Classroom discussion (before/after) of the OCE subject is encouraged to further enhance the experience.

Grace Lutheran School is accountable for all phases of an OCE event. Prior to the date scheduled, all OCE information (date, time, location, grade(s), purpose, subject, driver/chaperones) will be provided to the parents.

Opportunity for help from volunteer assistants requires meeting all necessary criteria noted below under "Driver/Chaperone assistant duties." All parents interested in volunteering to transport students (other than their own children) must complete a background check and submit proof of insurance. Please bring to the school office your driver's license and proof of insurance so we can make a copy of it and keep it on file. The information on your driver's license will be used to run a background check. Please don't take offense, our primary intention of background checks is the safety of our students. Thank you for your understanding.

All permitted students will attend the OCE trip. The teacher, parent, or both may deny a student's participation, on an individual basis, due to a student's probation status (academic or behavioral), or sickness/medical needs. OCE transportation for the teachers & permitted students is provided using responsible, insured volunteer driver/chaperones, transporting only parent-permitted, seat belt secured Grace Lutheran School students as approved by the Board. A volunteer driver/chaperone vehicle used on any OCE must meet and abide by all legal requirements.

Oregon state law requires the following regarding seatbelts.

- Children must use a booster seat if they are 8 years old or younger.
- Oregon strongly recommends that children under age 12 ride in the back seat.
- All Oregon passengers and drivers are required to wear a seat belt.
- Infants must ride rear-facing until they reach both one year of age and twenty pounds
- Parents are responsible for providing the car seat or booster seat on an OCE trip. If a child is not in a car seat they may not attend.

Driver/chaperone assistant duties will include:

1. Background check (within the last 3 years)
2. Vehicle Insurance (within the last 3 years)



3. Represent GLS - assisting in the learning process, following the lead teacher's specific duties outlined for each event. (assisting, monitoring student behavior, etc.)
4. Abide by local/state automobile laws (speed limits, seat belts, etc.)
5. Be present during the entire trip, serving as an assistant to the teacher/leader.

Unless parental permission and Board of Education approved extensions are granted, OCE trip hours will occur within regular school operating hours.

## *Other Services*

### *Extended Care*

For the convenience of our school families, we offer extended care services. Extended care is available after school until 5:30 pm when school is in session. Extended care requires a separate one time registration for families that would like to use the service. See extended care registration information packet for details and pricing.

### *Lunch*

Our school does not provide a daily hot lunch or milk program. Students bring their lunch and drinks from home. Under no circumstances are students permitted to go to local restaurants for lunch on school days unless they are accompanied by their parents.

### *Transportation*

Grace Lutheran School does not provide any transportation of students to or from school. Parents / guardians are responsible for the transport of their own children; however, drivers are encouraged to work together to meet student travel needs. For each child's safety, all carpool arrangements or changes should be explained to the principal or teachers.

Drop off, pick up, and parking areas are designated on the school grounds. Drivers must abide by regulations posted in these zones. Caution is emphasized, and travel through the school driveways or lots will be monitored. To assist in a smooth and safe process, abide by directions provided at all times.

Use of bicycles by students for school transportation is limited to travel to and from the school. Students who ride bicycles to school are required to leave their bikes in the designated school area upon arrival. Skateboards or skates of any design used to transport students to or from school will not be allowed to operate on the school grounds or in the school building.

### *School Telephone*

Parents needing to contact their children are asked to call the school office. Students are not to use the school phone to make out-going calls unless they first receive permission from a teacher or secretary.

### *Electronic Devices Policy*

Each child should make arrangements with parents in the morning before school concerning means of getting home, visiting at a friend's house for the afternoon or evening, or other matters involving after-school hours. If plans change during the day, parents must notify the teacher as confirmation that plans have changed. Your child will not be released if plans change unless we have been notified by their guardian. Your child will only be permitted to use their personal cell phones, ipads, or other electronic devices in the school if deemed necessary by the teacher. Please make arrangements prior to the event to



pick up children following athletics, so the telephone is used as little as possible. All cell phone and other electronic devices usage is prohibited during the school day and during athletic practices. Students are allowed to bring a cell phone to school **if necessary**. All cell phones and electronic devices are to be turned off and deposited into the dedicated container in their classroom or stored away in their locker. Cell phones or other electronic devices are strictly prohibited in restrooms.

### ***Testing Program***

Grace Lutheran School participates in a national testing service called Measures of Academic Progress (MAP). MAP are given during the Fall, Winter, and Spring. This test includes students in grades K-8. Parents will be given the results of the tests.

## ***School and Home***

### ***Home and School Relationship***

The Lord, through his Word, has bound the home and school together as one unit with one and the same aim when he said, “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit down and when you get up.” Parents dare not give up this God-given responsibility when they send their children to school. The teacher’s part is to give additional training so that the work of making our children wise unto salvation might continue uninterrupted and unhindered. Parents and teachers must join hands so that nothing may rob our children of the crown of glory laid up for them in heaven. In order to bring about cooperation in the great responsibility or task the Lord has given us, we must be sure of our aims and objectives. It is self-evident that the source of our aims, objectives, and methods on child training is found in God’s Word so that the students may become proficient to carry out their task in a God-pleasing manner.

### ***School Hours***

School doors open at 7:45 am. Students are encouraged to arrive no earlier. The school day begins at 8:00 am and the day ends at 3:00 pm. Students not picked up by 3:15 will be sent to our extended care program.

### ***Publications***

The Eagle Message is a weekly newsletter sent home with the students or emailed to the parents, usually on Tuesdays. Anyone wishing to include school information in this publication should get it to the secretary before Monday noon.

Teachers often distribute their own newsletters telling about classroom events and projects.

### ***Parent-Teacher Conferences***

The dates for the consultations are noted on the calendar. On those days, parents will come to school and pick up report cards and discuss their child’s progress/concerns. Schedules will be arranged and sent home in advance. Please come at your scheduled time and be as prompt as possible. If the scheduled time does not work out, please call school and arrange for another time.

### ***Chapel***

Chapel is held on Wednesday of each week in the gym. All parents are welcome to come to these chapel services and worship with us. An offering will be gathered during the service, which will be used to support various mission endeavors of our congregation or the Wisconsin Evangelical Lutheran Synod. We ask parents to encourage their children in their support.



### *Volunteering*

Parents are encouraged to find an area they can serve to help continue the work we are doing at Grace Lutheran School. Areas of service include, but are not limited to: reading to students, hot lunch, driving for field trips, driving for athletic events, coaching, facility repairs/projects, etc. For security reasons and in order to maximize learning and space, volunteers will serve outside of the classroom. If your child forgets their lunch, please drop it off in the school office. If you are picking up your child early from the school day, please report to the school office and a staff member will bring your child to the office. Special circumstances can be approved ahead of time by the principal if a classroom visit is necessary.

All parents interested in volunteering must complete a background check. Please bring to the school office your driver's license so we can make a copy of it and keep it on file. The information on your driver's license will be used to run a background check. Please don't take offense, our primary intention of background checks is the safety of our students. Thank you for your understanding.

You are an important member of our Grace family and your donation of time and talents is greatly appreciated. Please watch for opportunities to serve in the Eagle Message or share your talent with the school principal.

### *School Work and Assignments*

Our faculty is in agreement with educators who feel that homework can be beneficial to both students and parents. It is beneficial to the students if it reinforces and extends the work of the classroom. It may also serve as an aid to the students in developing self-discipline. It has benefits for the parents in helping them to better understand the activities of their children during their hours away from home. A great amount of homework ordinarily should not be necessary unless the child has been absent, willfully neglects his work while at school, or is not working up to his grade level for other reasons. The students are given ample time to complete most of their work at school. Please be sure to contact the teacher if it should appear that your child is being burdened with homework.

### *Emergency School Closing*

All Grace Lutheran School and Preschool closures will be announced over the local TV and radio stations and their affiliated websites. You can also access our closure alerts without waiting for our school to be announced via **FlashAlert.Net**

- go to [www.FlashAlert.Net](http://www.FlashAlert.Net)
- Select your region on the map or in the list: **Portland**
- Choose from the Organization Categories: **Private & Charter Schools—Portland Area**
- Select from the Private & Charter Schools—Portland Area: **Grace Lutheran School & Precious Lambs Preschool**
- Choose Grace Lutheran Sch. & Precious Lambs Preschool to see any cancellation information.

The need to make up or reschedule class hours for such days will be determined by the Board of Education.

### *Emergencies I Catastrophes I Disasters*

Students will be trained and drilled in proper procedures for school evacuation in case of fire. Training



and drills will be held also for earthquake preparedness. Discussion and drill will be held for the possible need of a school "lockdown" in the event of serious threat or violence brought against GLS students or faculty / staff.

### ***Student Lockers***

Hallway lockers are school property. Lockers can never be completely safe, so valuables or money should not be stored in them. Students assigned to a locker are responsible for its content and condition. No unauthorized placement of emblems, insignias, stickers, etc. is allowed in or on any locker.

A student assigned a locker will:

- 1) Use only the locker assigned to him/her
- 2) Use no lock to secure his/her locker door.
- 3) Store only acceptable (school approved or teacher requested) items in the locker.
- 4) Keep the locker clean and in good shape.
- 5) Report damage or poor condition of any locker to the school office immediately.
- 6) Lockers may be inspected at unannounced times periodically by the school staff to check for neatness, missing school materials, or when school officials suspect the storage of illegal materials or items that violate school rules or policy. If necessary, detection dogs may be used for locker inspections.

### ***Medications***

At no time is any student to dispense his or her own medication. The secretary or teacher may administer medications at school. Oregon Statutes prohibits our staff from dispensing prescription medications without a doctor's written permission and dispensing nonprescription medications without a parent's permission. Any medication sent to school must remain in its original container.

### ***Working Eagles***

Our Working Eagles is an organization established to promote parent involvement within the school. We hope all parents will make a sincere effort to attend the meetings of the Working Eagles and will support the projects it undertakes on behalf of Grace Lutheran School.

### ***Dress Code***

As a Christian school we aim to train our children to live as Christians in the world, but not of the world. The Lord wants each of us to give a positive Christian witness in the world. We, as Christians, can reflect our Christianity to the world by the way we dress. Christian modesty and decency as opposed to the standards accepted by the world suggest that certain clothes not be worn in school and at school activities.

Parents are to monitor their child(ren)'s attire. If you question the appropriateness of the clothing, it is probably something that should not be worn to school.

Because fashion often changes, the dress code may also change during the school year. No policy can cover every possible question about the dress code, but the following sections attempt to clarify as much as possible.



**Shirts/Tops:** Shirts must have sleeves and undergarments must be covered at all times. Shirts revealing bare midriffs are not allowed.

**Outerwear:** Hats (including school issued baseball caps), hoods, sunglasses, jackets, and blankets are not allowed during the school day and should be stored in lockers inside the school.

**Dresses/Skirts:** Dresses and skirts must be no shorter than 6" above the knee.

**Pants and shorts:** All pants and shorts are to be worn at the natural waist. Pants must not sag and underwear must never show. Shorts must be no shorter than 6" above the knee.

**Piercing, Tattooing, Hair Color:** No piercing allowed except earrings. Makeup and perfume should be avoided for students in grades K-4. Makeup, perfume, body spray, and hair spray in modesty is allowed for grades 5-8.

**Shirts:** Shirts must cover the lower back and midriff when sitting or standing. Clothing may not refer to alcohol, alcohol-related establishments, tobacco, drugs, anti-religious messages, skulls and crossbones, goth-like appearance, music groups, sexual innuendo, or violent images. Tank tops, halter tops, strapless tops, spaghetti strap tops, see-through tops, sheer tops, and underwear worn as outerwear are not permitted. Necklines should be no lower than an imaginary line that crosses the chest from upper armpit to upper armpit.

**Shoes:** Students must wear shoes and bare feet are not allowed. Shoes should be appropriate for activities in the parking lot and on the playground. Students must have tennis shoes for physical education class. Students may not be allowed to do some activities if they do not have tennis shoes.

**Undergarments:** Undergarments should never be visible.

Since the dress code is subjective in nature, the teachers and principal reserve the right to use their discretion in judging the appropriateness of student dress and appearance. Any infractions will be explained to the student and changes will be expected. Continued infractions will result in a call to the parents to have the student picked up, a change of clothes provided, or a meeting with the principal.

For the sake of order, when there are differences of opinion concerning dress, the judgment of the teachers, staff, and principal will be respected.

### ***Computer Technology and Internet Use***

Computer and internet is available to enrolled students and their teachers at GLS.

Students using computers at the school are to:

1. Use computer technology in a way consistent with the values promoted by GLS.
2. Avoid using the network in such a way that would disrupt network use by others.
3. Respect privacy on the network, e.g. do not attempt to change passwords, open, or read personal files not intended for public viewing. Also do not reveal addresses, phone numbers or other private information of students or faculty.
4. Be polite. Abusive messages to others will result in disciplinary measures.

Since technological access offers the availability of material not considered appropriate or beneficial toward Christian education, an industrious user might access or discover controversial information. Therefore, Grace Lutheran School has taken precautions to restrict access to most controversial material, with an understanding that it is impossible to control access to everything.

Each student is then deemed accountable for the search criteria he/she uses with the Internet and for the material accessed. A discerning Christian choice about the type of material accessed is expected and



encouraged. Any unauthorized use will result in disciplinary actions, which may include suspension and loss of privileges.

The faculty will intervene and end all school site computer use by a student: when infractions, misuse, or inappropriate access is evidenced. Parental contact and a meeting will follow to resolve concerns in such a case. However, any *system vandalism*, defined as a malicious attempt to harm or destroy hardware *or* software, will result in immediate disciplinary action.

### *Obedience and Discipline*

Every effort is made to maintain Christian discipline at all times. Teachers make every effort to treat all children fairly in accordance with God's Word. On the other hand, it must be understood by students and parents alike, that the students owe implicit obedience to their teachers and others in authority under the Fourth Commandment. In the absence of respect or obedience, reasonable measures will be taken to correct the situation. Parents who feel that there has been a misunderstanding are requested to come to the teacher first (rf. Matthew 18:15ff.). In case a settlement is not brought about, parents may appeal to the principal, pastor, and the Board of Education. Constructive suggestions will always be welcomed.

#### *Discipline Objectives*

1. To provide an environment where students in God-pleasing behavior are taught to live their faith.
2. To provide an environment where teaching can take place.
3. To provide an environment where the student has the opportunity to learn.
4. To provide an environment where no student feels threatened physically or emotionally.
5. To provide an environment where students feel they are loved and important.
6. To provide an environment where positive behavior is encouraged, praised, and rewarded. At other times it becomes our duty to point out, admonish, correct, and even punish errors with Christian love and concern for the individual. "He who spares the rod hates his son, but he who loves him is careful to discipline him!" (Proverbs 13:24)

#### *Code of Conduct*

The following code of conduct shall apply to the students of Grace Lutheran School:

##### *Rules before school*

1. After students arrive at school and have used the restroom, they are to go to their classrooms to recite memory work or to study. They are to remain in their classrooms until school starts.
2. If a student wants to leave the classroom, it will be the teacher's decision as to whether permission will be granted.
3. The classrooms are to have a quiet atmosphere, conducive to study.

##### *Playground rules*

1. All recess play is to be done in the designated playground areas.
2. All students are to line up quietly in an orderly way before entering the school.
3. Bikes, rollerblades, and skateboards are to be parked in the bike racks or in the locker upon arrival at school and are to be left there until dismissal.
4. Bikes, rollerblades, and skateboards are not to be ridden on the playground or sidewalks at anytime.

##### *After school rules*





1. No playground equipment is to be taken outside after school.
2. For reasons of liability, students are to be off the premises at the close of the school day.  
Students whose parents have made arrangements with the teacher, and have permission, will stay at their desks.
3. Students may return to play on the playground if they have parental permission. (There is no supervision of the playground after school.)

### ***Unnecessary Items***

Students are not to bring any knives or other dangerous weapons to school. Other items, such as personal music players and radios are not permitted. Any item that becomes a nuisance and is, in the opinion of the teacher, unnecessary or detrimental to the education process, will be confiscated.

### ***Suspension***

A suspension means being sent home from school for a day or a number of days in keeping with the nature and the seriousness of the offense. A suspension may be issued at any time (including the first offense) if the offense so warrants. A suspension will automatically be given after three detentions are served for the same offense in the same semester. The student's teacher will provide assignments for the suspension period. The student will be expected to complete the assigned school work. At the end of each semester the slate of offenses will be wiped clean.

NOTE: Parents will be notified and informed of the situation and the seriousness of the offense at the time of or before detention or suspension is given. Otherwise, correction will be handled at school in the spirit of Matthew 18:15, as our Lord instructs us.

### ***Conduct Penalty Examples***

The following lists provide examples of offenses and their consequences. The lists are not necessarily all-inclusive and, therefore, teachers and the principal are not limited in application because an item was not on the list.

<b>Level 1 (Teacher Admonition)</b>	
Abuse of library privilege	Teasing
Public display of affection	Tardiness
Failure to do assignments	Cursing or Foul language
Noisy disruption of class or chapel	Food or drink violation
Gum chewing without special permission	Dress Code Infraction
<b>Level 2 (Written Report or principal meeting)</b>	
Cheating	
Repeated occurrences of level 1 offenses	
Defacing of school or other personal property	
Repeated absence or tardiness	



Leaving the classroom or school building without permission  
Use of tobacco on school property or at school events  
Deliberate disobedience, insubordination or disrespect  
Distribution or abuse of “over-the-counter” medication or drugs  
Harassment, fighting, stealing (depending upon severity)

**Level 3 (Written report / suspension)**

Indecent exposure or use of pornography  
Making a bomb threat  
Threat of or purposeful injury to others  
Repeated level 2 offenses  
Setting off a false fire alarm  
Tampering with a fire extinguisher  
Setting off firecrackers or incendiary devices at school  
Being on school campus under the influence of a controlled substance or intoxicant  
Use of alcohol, illegal drugs, non-prescribed medication or other controlled substances on school property or in connection with school events  
Purposeful destruction of school property, teacher property or the personal property of others  
Harassment, fighting, stealing (depending upon severity)

**Level 4 (Written report / expulsion)**

Striking a teacher  
Repeated level 3 offenses  
Bringing a firearm to school  
Sale or distribution of controlled substances or prescription drugs  
Or other criminal acts  
Etc..

## ***Probation***

A probation period is time during the school year dedicated to special positive attention for students who need help achieving the academic or behavioral standards of Grace Lutheran School. The probation process is a team effort, led by a faculty member and supported by the student and parents. The three forms of probation at Grace Lutheran School are:

**New student probation** is a period of time (first full grading period) in which the student is monitored and evaluated by the faculty to help them understand and achieve the academic and behavioral standards required at Grace Lutheran School. Meetings with issued progress reports will be held between faculty and parents and students as needed. At the end of this probation process the Board of Education will make a decision as to the student’s status and continued enrollment. This will be based on the classroom teacher’s recommendations .

**Academic probation** will be used to assist and correct student needs in one or more academic subjects or areas. (i.e. persistently late or missing work; grades of ‘D’ or below on individual assignments; and an overall low report card grade average.)



An academic probation period will last 6 weeks (30 school days) from written notification date. After that time, the student's probation will end if academic work is at an acceptable level.

If after two consecutive academic probation periods the student's work is not improved, the matter will be referred to the Board of Education for action that may include referral to other educational institutions or removal from enrollment.

**Behavioral probation** will be used to bring a student to repentance and teach them God pleasing behavior after minor or major misconduct.

Behavioral probation will last 6 weeks (30 school days) from written notification date. After that time, the student's probation will end if conduct has improved to an acceptable level. If the student's behavior has not improved after the six weeks' probation, the matter will be referred to the Board of Education for input and action that may include removal from enrollment.

## Parent Conduct Policy

Grace Lutheran School is blessed to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/guardians to participate fully in the life of our school. The purpose of this agreement is to provide a reminder to parents and visitors to our school about the expected conduct and policies. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

### Guidance

#### **We expect parents, guardians, caregivers and visitors to:**

- Respect the school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct your own child's behavior especially when it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
- Approach the school, not other parents, to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behavior.

#### **In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, caregivers and visitors exhibiting the following:**

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sporting events.



- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper outside of Christian character.
- Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent or pupil regardless of whether or not the behavior constitutes a criminal offense.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication to any Grace employee.
- Gossiping with other parents, teachers, staff or guests regarding the school, teachers, processes, policies or otherwise.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or the Principal, so the matter can be dealt with fairly, appropriately and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking (cigarettes or vapors) and consumption of alcohol or other drugs while on school property.

**Should any of the above behaviors occur, the school may feel it is necessary to remove the offending family from Grace Lutheran School and contact the appropriate authorities if necessary. The Board of Education will determine the appropriate action.**

### **Discipline**

I understand that sending my children to Grace Lutheran School is a privilege and not a right. The goals of the school are not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations and school policies in a manner consistent with Christian principles on discipline as set forth in the Scriptures.

I support the words and policies we have at Grace Lutheran School and will abide by the policies set forth by the Grace Lutheran School Board of Education.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_