



# Parent Handbook

Grace Lutheran School  
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## **TABLE OF CONTENTS**

Our Guiding Principle	1
Our Principles in Action	1
Our Confession of Faith	2
What is Unique in Lutheran Education	3
Academic Problems	4
Activity Fee	4
Admission Policy	4
After-School Sports	5
Attendance Policy	5
Chapel	6
Choir	6
Church Attendance	7
Conferences	7
Discipline Policy	7
Drop Off & Pick Up	8
Earthquake Guidelines & Procedures	8
Extended Care	9
Field Trips	9
Fire and Disaster Drills	9
Fund Raising Policy	10
Gift Donations	10
Grading System	10
Homework Policy	10
Honor Roll	11
Hygiene & Grooming	11
Immunization Requirements	11
Library	11
Lutheran Confession of Faith Class	11
Medical Guidelines	12
Money	12

Non-Discriminatory Statement	12
Outside School Social Events	12
Parent Concerns	13
Parent Grievance Procedure	13
Parent Information Note (P.I.N.)	13
Parent Teacher League (P.T.L.)	13
P.T.L. Mandatory Work Hours	14
Parties/Classroom Celebrations	14
Phone Calls & Student Cell Phones	14
Re-Enrollment Policy	15
Registration	15
Report Cards	15
School Hours	16
Standards/Rules	16
Suspension/Cancellation of Enrollment	16
Testing Program	17
Tuition	17
Tuition Assistance Program	18
Uniforms	19
Visitations	21
Worship	21

## **OUR GUIDING PRINCIPLE**

We at Grace Lutheran School are, by the grace of God, brought to follow the guidance of God's Holy Scripture. The purpose of Grace Lutheran School is to provide a Christian education that nurtures the children of Grace Lutheran Church and those of the community. The faculty of Grace Lutheran School is moved by God's Gospel to care for the families of each child in attendance.

Based on the guidance of God's Holy Scripture, the faculty and staff of Grace Lutheran School believe that (beneath God) parents have the highest authority over their children. We believe it is important that the children be aware that this parental authority has been entrusted to the faculty and staff at Grace Lutheran School. This results in the children respecting and honoring the teachers and staff just as much as they would their parents. This honors God's Fourth Commandment.

With parents and teachers working together in the formation of their child(ren), the students will, by the grace of God, grow in the truth of Jesus Christ as the only Savior of the world and aim to gain the best education possible. Through the truth of God's Scripture, along with the scholastic studies, the children will be formed spiritually, intellectually, aesthetically, emotionally, physically and socially. Grace Lutheran School strives to teach each child what it means to live by grace alone, because of what Jesus accomplished alone, through God-created faith alone. THAT is the truth of God's Word which alone truly forms forgiven lives in the midst of superior academics.

## **OUR PRINCIPLES IN ACTION**

Indicators of God's Christian principles in action include:

1. Parents, teachers and students, by the grace of God, continually receiving the Triune God's truth through on-going gathering around His Word and Sacraments (i.e. God's Divine Service on Sundays and the Daily Offices of Prayer throughout the week).
2. Parents, teachers and students working together to bring about the best benefits for the student's needs while learning at Grace Lutheran School.
3. Parents, teachers and students working together to bring about the most advantageous avenue for the student to best serve their neighbor in the future.
4. Parents, teachers and students developing the God-given talents to the child's fullest potential.
5. Parents, teachers and students growing together through God-created love; promoting respect, worth and value in others and themselves.
6. Students increasing self-discipline, taking ownership for their education, developing a lasting foundation of knowledge that will help them adjust their thinking in the world around them.

7. Teachers and students working in a Law & Gospel atmosphere, bringing them to function in a positive, active and responsible manner; sharing classroom responsibilities and enjoying privileges resulting from responsible behavior.
8. Parents, teachers and students respectfully utilizing resources to creatively express well rounded thoughts, ideas and opinions.
9. Parents, teachers and students learning to handle stress in positive ways; expanding their problem solving skills, and working confidently in groups or alone.
10. Parents, teachers and students resolving conflicts in a cooperative manner.

### **OUR CONFESSION OF FAITH**

We believe, teach and confess the following truths:

1. The one true God is three persons in one: Father, Son and Holy Spirit. God is eternal, without beginning or end.
2. The Bible is the inspired, infallible, authoritative Word of God.
3. The teaching content of both Old and New Testaments in the Bible is comprised of two doctrines, Law and Gospel. They must be distinguished and applied rightly for a correct understanding of God's Word.
4. God is perfect and expects perfection of His creatures. By his sinful life, man continually fails to be perfect. Sin separates man from God and places him under God's judgment (Law).
5. God in His great love (grace) has atoned (made satisfaction) for the sins of the world. Jesus Christ (in mans' stead) lived the perfect life, died through crucifixion for the sins of the world, and rose again the third day.
6. Jesus Christ is the only Savior of the world. One is justified (declared by God as not guilty and righteous) by God-created faith alone in the merits of Christ for them.
7. Regeneration, or being born again by water and the Holy Spirit (as instructed by Christ for all infants and adults), washes away sin, and is essential for the salvation of lost and sinful mankind (John 3; Matthew 28:19-20).
8. The real Body and Blood of Jesus Christ are delivered in, with, and under the bread and the wine in the Sacrament of the Altar and work the forgiveness of sins to those who receive it in faith.
9. All will rise from the dead on the Last Day (the Day of Judgment). Those brought to believe according to the Triune God's Holy Scripture will spend eternity in heaven with God; those in unbelief of the Triune God will spend eternity in hell without God.
10. There is a spiritual unity for all of those who are believers in the Triune God.

## **WHAT IS UNIQUE IN LUTHERAN EDUCATION**

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

- Proverbs 22:6

God is addressing this passage of Holy Scripture to parents, not to the Church or to teachers in Christian schools. Grace Lutheran School takes serious the authority which the parents are giving the teachers; essentially assisting the parents in the training of their child(ren). This is mainly accomplished through the proper application of the Law and Gospel revealed with God's Holy Scriptures. These are the two ways God reveals Himself to His fallen creation. Both are important. Both are God's Word. Both must be taught.

The Law of God (as proclaimed through God's Ten Commandments) provides the framework for a disciplined and structured perspective necessary for community living and guidance in the educational task. As a curb, mirror, and guide, God's Law serves its purpose by pointing man to his failure to fulfill it.

The Gospel is the "Good News" of forgiveness of sins and reconciliation based on the atoning work of Jesus Christ, God's own Son. As a people who have been brought to faith in the forgiveness of sins by the power of the Gospel, believers are then moved to forgive their neighbor.

Grace Lutheran School, like all elementary schools, instructs students in the basic subjects: mathematics, language arts (spelling, reading, grammar, writing,) science, history, geography, physical education and the fine arts (music and art.) Each student is encouraged to use all his talents and abilities to realize his greatest potential.

## **ACADEMIC PROBLEMS**

Teachers work to help all students succeed and master the curriculum. The following procedures have been adopted to deal with students who have difficulty mastering the academic programs:

**ACADEMIC PROBLEMS.** Teachers will meet with student and parents to discuss problem areas.

**ACADEMIC WARNING.** Any student with 3 or more grades of D or F in one grading period may be placed on "academic warning." This decision is made by the principal and classroom teacher. Parents will be notified by phone call and in writing when their child is placed on "academic warning." The student will have the next grading period to raise his/her grades. Teachers will use this time to give additional help as needed.

**ACADEMIC PROBATION.** A child placed on "academic warning" who does not succeed in raising his/her grades in the next grading period will then be placed on "academic probation." Parents will be notified by phone call and in writing of this change in status. A meeting will be arranged with parents, classroom teacher, and principal to determine what steps can be taken to help the child master the problem material. If a successful plan of action cannot be completed to the satisfaction of all, steps will be taken in the dismissal process.

## **ACTIVITY FEE**

An annual activity fee is assessed each student as a part of the Registration Fee. This money is used to cover most costs of class field trips, parties, and special projects or activities.

## **ADMISSION POLICY**

Grace Lutheran School is owned and operated by Grace Lutheran Church. The school is a part of the total parish educational program. Application is open to all children. Applicants are admitted on the basis of space availability and the child's ability to profit from the educational and spiritual services the faculty and staff endeavor to provide.

First consideration shall be given to the children of Grace Lutheran Church members. Second consideration shall be given to siblings of Grace Lutheran School children currently enrolled. Third consideration shall be given to those with no church affiliation who are considering Grace Lutheran Church as their home church.

Grace Lutheran School is not equipped to serve children having specialized educational or disciplinary needs.

Kindergarten Admission: Kindergarten begins many years of school for a child. We want children to be emotionally and academically ready for the years ahead. A school readiness test is administered. A child must be at least five years of age by September 1st to enroll in Kindergarten. Exceptions may be considered.

### AFTER-SCHOOL SPORTS

Students in grades 4-8 are eligible to participate in an after-school sports program. Games will be arranged with other schools in the area. Students are encouraged to let this sports program help and not hinder their academic work.

### ATTENDANCE POLICY

Daily and prompt attendance is required at Grace Lutheran School. Parents are to call the school by 8:30 a.m. to obtain an excused absence. Parents will be called if the office is not notified. A written excuse is required for state attendance records. It is necessary to submit this written note within two days of the absence. Both a phone call and a written excuse are required. On the written excuse state:

1. Date of absence
2. Reason for absence
3. Nature of illness (if your child has been ill)
4. Any physical or play restrictions due to illness and length of such restrictions

Absences due to illness or death in the family are **excused** and the following guidelines will apply:

1. After returning to school, students are given the number of days absent to make up the assignments and/or tests.
2. In the case of frequent or recurring illness, a written note from the child's physician shall be required.

In the case of **unexcused absences**, the following will apply:

1. Parents must notify the school in writing no less than one week in advance.

2. Assignments and tests can be made up at the discretion of the teacher. Some assignments may be issued on the last day before the absence and will be due the day the child returns to class. Additional homework may be given when the child returns. Tutoring may be recommended.

A student is considered tardy if he/she arrives at the classroom after the 8:30 a.m. bell. Students arriving after 8:30 a.m. must check into the school office accompanied by an adult to receive an “Admit Slip.”

Students are allowed up to two hours for medical and dental appointments. A written excuse is to be given to the teacher before the appointment date.

Excessive absences and tardy arrivals will affect re-enrollment for the next school year.

Any exceptions to the above will be made by the principal.

### **CHAPEL**

Parents are invited and encouraged to attend weekly Chapel Services on Tuesdays at 8:35a.m. (this is moved to Wednesdays during the seasons of Advent and Lent; and other days of the week if a Feast or Festival day falls within the week). An offering is gathered each week to support specific mission projects. Other Services are offered throughout the week as well: School Opening with Morning Prayer on Mondays; Evening Prayer on Wednesdays; and Corporate Confession on Fridays at the close of school for the week.

### **CHOIR**

Grace Lutheran School has two organized choirs. The Primary Choir consists of students in Grades 1-2. Kindergarten students are invited to join the Primary Choir in January. The School Choir consists of students in Grades 3-8. The choirs sing the second Sunday of each month. Special choir dates will also be listed in the school calendar. The School Choir sings for memorial and funeral services as requested. Students practice two days a week as a part of the music curriculum.

If your child cannot attend, an excuse needs to be written to the choir director prior to each scheduled date. Choir pins are awarded to students who attend scheduled services with no more than three excused absences.

## **CHURCH ATTENDANCE**

It is the desire of Grace Lutheran School that ALL families know that they are invited to attend Grace Lutheran Church on any Sunday (not just second Sundays).

We believe that the Christian doctrine (or teaching) as expressed through the Lutheran Confessions (including the Small Catechism, which the children will memorize) is the most thorough and accurate theological expression of God's Word on the planet. We understand this sounds both biased and haughty, but God's Word brings us to boldly make our confession of the faith and it moves us to invite others to join such a solid teaching of God's Word!

God's Divine Service is each Sunday at 9:00 a.m. Also look for special classes led by the pastor that go over the teachings of the Evangelical Lutheran Church.

## **CONFERENCES**

A formal parent-teacher conference will be held during the first quarter to discuss your child's progress. A spring conference is optional and is held at the request of either the parents or the teacher. Informal conferences also provide opportunities for parents and teachers to rejoice in the child's achievements or seek solutions to problem areas.

## **DISCIPLINE POLICY**

Students at Grace Lutheran School are expected to act in an orderly and respectful manner. We work together to maintain the highest Christian standards of courtesy, kindness, morality and honesty. "Serve one another in love." (Galatians 5:13)

It is the right of each student to learn and play. No one has the freedom to interfere with another person's (child or adult) right to work, play, think, or create. We at Grace Lutheran School do not believe in politically correct speech, but in Biblically correct speaking.

It is difficult to establish specific disciplinary actions for every possible situation. Each incident will be dealt with on an individual basis. Consequences are based on the type of infraction, frequency of the problem, and other circumstances involved. All discipline is intended to help the child develop self-control and self-discipline. Words that are spoken to hurt another will not be tolerated.

Following is a list of possible disciplinary actions which may be taken:

- \* Temporary exclusion from play or activity (time out).
- \* Conferences with the child and/or parents.
- \* Loss of privileges.
- \* Detention during recess time or after school.
- \* Phone call and/or written note to parents.

In the case of severe recurring problems, a personal appointment with the classroom teacher(s) and principal will be required. Corporal punishment is not used at Grace Lutheran School.

The staff of Grace Lutheran School reserves the right to review the contents of lockers, desks, backpacks, personal possessions, and computer files at any time and without prior notice.

### **DROP OFF & PICK UP**

Cars enter the parking lot from 29th Avenue. Cars exit down the alley and out onto Alameda de las Pulgas.

Parents arriving to drop off or pick-up children need to park between the painted lines. Please do not stop or park in front of the exit gate. We caution you to be aware that not all children remember to watch for cars.

### **EARTHQUAKE GUIDELINES & PROCEDURES**

#### **During Non-school Hours or on the Weekend:**

Keep your child(ren) at home. Our building will be checked by a structural engineer. If the building is found to be structurally sound, you will be notified when school will resume. The P.T.L. emergency telephone tree will contact you and/or a message will be on the school answering machine.

#### **During School Hours (7:15 a.m.-6:00 p.m., Monday through Friday):**

Once shaking has stopped and it is determined by the administrator (or his designee) that it is safe to evacuate, children will be moved out of the classrooms into the church sanctuary. Should the sanctuary be damaged, the children will be moved to the center of the playground or to the baseball field at Beresford Park. Faculty and/or staff members will remain with the children until parents are able to come or send someone to pick up their child(ren).

## EXTENDED CARE

Grace Lutheran School offers extended care for the convenience of working parents. The children are supervised by competent staff.

Extended care is a self-supporting service and is billed at an hourly rate for any portion of that hour attended. There is no proration. Fees are announced at the beginning of the school year. A \$50.00 down-payment is required by all who use this service. It is necessary that bills be paid promptly.

Morning Care begins at 7:15 a.m. **Parents need to sign children into care in the morning.** This alerts the supervisor that your child is in our care. **All students arriving at school before 8:15 a.m. must be in morning care.** Students arriving between 8:00 and 8:15 a.m. will be checked in and charged for care only when they require special supervision. This decision is made at the discretion of the supervisor.

After School Care begins at 3:30 p.m. All children who have not been picked up by 3:45 p.m. **will be** checked into care. Parents need to sign children out of after school care. A light snack is offered. Children are to be picked up by 6:00 p.m. A late fee of \$10.00 will be assessed for every 15 minutes or portion thereof after 6:00 p.m.

The Extended Care phone (650-377-4828) is for emergency situations which may occur between 7:15-8:00 a.m. and 4:30-6:00 p.m.

## FIELD TRIPS

Field trips scheduled during the school day are designed to be educational and fun. Teachers may require students to take notes, answer questions, or take tests about their trip. **A signed permission slip and school sweater are required for all field trips.** Younger siblings are not to attend field trips.

Parents are asked to sign a yearly Walking Field Trip permission slip for trips taken within walking distance of school.

Parents who volunteer to drive for field trips must complete a Field Trip Driver Form.

## FIRE AND DISASTER DRILLS

Fire drills are held each month of the school year. Earthquake drills are conducted in accordance with state and local requirements.

## **FUND RAISING POLICY**

Grace Lutheran School and its parents have no organized fund raisers. We encourage parents to give this great treasure of time in activities spent directly with and for their own and other parents' children.

## **GIFT DONATIONS**

Gifts of money and items may be made to Grace Lutheran School. All gifts are accepted through the Stewardship Committee of Grace Lutheran Church. A gift donation form is available through the school office.

## **GRADING SYSTEM**

Kindergarten is marked:

+	Acceptable Skills
✓	Needs some improvement
-	Unacceptable Skills

The lower grades (1-2) are marked:

E	Excellent	(90-100)
G	Good	(70-89)
N	Needs Improvement	(below 70)

The upper grades (3-8) are marked:

94-100	A	+	Commendable
84-93	B	✓	Satisfactory
70-83	C	-	Needs Improvement
65-69	D		
Below 65	F		
Incomplete	I		

Parents are encouraged to visit with their child's teacher if they have a concern about specific classroom grading.

## **HOMEWORK POLICY**

(See also Attendance Policy)

Parents help their child with homework by setting aside a time and place for concentrated study and checking through homework papers with their child. Homework serves the dual purpose of providing review or reinforcement skills and helping the child develop a sense of responsibility.

## **HONOR ROLL**

Students in grades 3-8 may be eligible to be on the honor roll at the conclusion of each grading period.

Grades 3-6: Students must have a G.P.A. of 3.25 or higher in the following academic subjects: Religion, Memory, Spelling, Reading, English, Math, Science, and History/Geography. Students with a minus, D, or F in any subject, academic or enrichment, are ineligible to be on the honor roll.

Grades 7-8: Students must have a G.P.A. of 3.25 or higher in the following academic subjects: Religion, Memory, Spelling, English/Literature, Math, Science, History/Geography, and Latin. Students with a minus, D, or F in any subject, academic or enrichment, are ineligible to be on the honor roll.

## **HYGIENE AND GROOMING**

The body is a gift from God. We encourage all children to learn and practice good health habits. Nutritional foods, regular exercise, rest, and cleanliness are all things which the healthy body needs. We want children to take care of their bodies, the temple of the Holy Spirit.

## **IMMUNIZATION REQUIREMENTS**

All pupils entering Kindergarten and new enrollment in other grades are to have a medical examination before entrance into school. All students must be vaccinated against rubella, polio, diphtheria, measles, and mumps. The State of California requires that medical records be completed and on file before a student can be admitted.

## **LIBRARY**

Children will visit the school library on a weekly basis as a class. Books are loaned for a one week period. A fine of 10¢ per school day will be assessed for overdue books.

Books are the responsibility of the borrower. A replacement cost will be charged the borrower of a lost or destroyed book.

## **LUTHERAN CONFESSION OF FAITH CLASS**

We encourage all parents to attend Pastor's class which teaches exactly what the children will be learning about the Christian Faith according to the Lutheran Confessions (more specifically the Six Chief Parts of Luther's Small Catechism). Dates and time will be announced.

## **MEDICAL GUIDELINES**

If your child is ill, please keep him/her at home to rest and recover. When a child needs medical attention at school, the school secretary will call the numbers listed on the Health/Emergency Form. No staff member will be allowed to give medication to a child without parental authorization. Medication authorization slips are available in the school office.

## **MONEY**

We ask that payment of all monies be placed in an envelope with the child's name and money designation on the outside of the envelope. Children are to deliver all money to the classroom teacher. Students are urged to leave money, except for necessities, at home. For safety, please pay by check whenever possible.

## **NON-DISCRIMINATORY STATEMENT**

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 and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

## **OUTSIDE SCHOOL SOCIAL EVENTS**

We ask that no party invitations be given out at school, unless the entire classroom of children is invited. This will lessen the possibility of bad feelings. We encourage parties to be held on days that will not interfere with school performance the next day.

## PARENT CONCERNS

Whenever you have questions or concerns about activities or procedures, ask!

## PARENT GRIEVANCE PROCEDURE

Whenever a situation arises where there is disagreement between teacher and parent, teacher and student, or two students or two parents, please follow the Biblical procedure established by the Lord Jesus and recorded in Matthew 18. (A paraphrase of that procedure follows):

1. Go to the individual involved and share your concerns or grievance with that individual. **DO NOT FIRST EXPRESS YOUR CONCERNS TO OTHERS.** If the grievance is alleviated, the problem ends. If not, then:
2. Involve a neutral person and go through the grievance with the individual involved again. The neutral observer's presence is to assure that there is no miscommunication between you and the other party. If the grievance is alleviated, the problem ends. If not, then:
3. Ask for a meeting with the individual involved, the principal, or the pastor so that the grievance may be clarified and reconciliation sought.

**Our aim is to seek peaceful resolution to problems. Gossip and hidden anger disrupts our ability to meet your child's needs.**

## PARENT INFORMATION NOTE (P.I.N.)

The Parent Information Note (P.I.N.) is the school's way of keeping parents informed about upcoming school events, class trips, etc. The P.I.N. is sent out from the school office on Tuesday via email.

## PARENT TEACHER LEAGUE

All parents are members of the Parent Teacher League (PTL) of Grace Lutheran School. The PTL meets to assist parents and teachers in the job of helping children be all that God created them to be. You are encouraged to attend and participate in the programs and planned activities.

PTL meets monthly for an educational topic or a social event. Specific dates are included on the School Calendar. Parents are eligible to serve as PTL board members in accordance with the constitution of the PTL.

## **P.T.L. MANDATORY WORK HOURS**

Every family makes a commitment to mandatory service of at least 30 hours a school year (15 hours for a single parent family). The objective of these hours is to increase parent participation, support the school program, and make Grace Lutheran School the best school for our children.

Many opportunities for fulfilling commitment hours are available: faire activities, work Saturdays, baking goodies, driving for field trips, serving hot lunches, yard duty, attendance at P.T.L. meetings, etc.

If you wish to pay out your hours in lieu of working them, this may be done at the rate of \$10.00 per hour. All ending balances will be paid to the P.T.L. by the end of May. The monies will be put back into the program to benefit Grace Lutheran students (i.e., classroom equipment, sports equipment, etc.). A member of the P.T.L. will help families log their commitment hours. Three times a year a form provided by the P.T.L. needs to be returned with dates and hours of service performed by the parent(s).

## **PARTIES/CLASSROOM CELEBRATIONS**

Classroom celebrations are held throughout the School Year. They are: Biblical Character Costume Day, Advent (in celebration of Christ's first coming), and Valentine's Day. The P.T.L. Room Parents may ask for your assistance.

## **PHONE CALLS & STUDENT CELL PHONES**

If you call during the school day, the secretary will take a message for the appropriate person to return your call. Teachers must supervise their classrooms and cannot be called to the phone during the class day. Students may use the phone only with permission of their teacher.

Student cell phones are to be kept turned off and in student backpacks during school hours (8:15 a.m. – 3:30 p.m.). Phones may be turned on during Extended Care hours but must remain in backpacks. Students must have permission from faculty or supervising staff members to use cell phones. Students must remain in the presence of a faculty or staff member during the duration of the phone call. Cell phones are typically used to contact family members; students who violate the cell phone policy will have their phones confiscated.

## RE-ENROLLMENT POLICY

Students will be invited to re-enroll based on the following criteria:

- I. Academic Growth
  - A. Student demonstrates a willingness to learn.
  - B. Student regularly completes assigned tasks.
- II. Spiritual Well-being
  - A. Student demonstrates a positive personal relationship with Jesus Christ, peers, and adults.
  - B. Student participates in school and church worship activities.
- III. Social and Emotional Well-being
  - A. Student demonstrates a cooperative attitude in his/her relationships with peers and adults.
  - B. Student's behavior indicates a willing desire to make a positive contribution to the Grace School community.
- IV. Attendance
  - A. Student attends school on a regular basis.
  - B. Absences are explained by a written note.
- V. Financial
  - A. All current tuition fees are paid in full.
  - B. All extended care fees are paid in full.

Evaluation is made by the teacher, principal, and School Board.

## REGISTRATION

**A REGISTERED STUDENT** is defined as one whose fees, deposits, and other one-time payments are paid in full, and whose tuition is not delinquent. Children who have not completed the **REGISTRATION PROCESS**, (including the payment of fees, deposits, other similar one-time payments, and current tuition) will not be allowed to attend classes at Grace Lutheran School.

The administrative portion of the Registration Fee is not refundable. The balance is not refundable after an acceptance letter is sent.

## REPORT CARDS

The main purpose of report cards is to keep parents informed about the performance of their child(ren). Grace Lutheran School issues report cards at the end of every quarter.

## **SCHOOL HOURS**

7:15 - 8:15	Morning Care
8:15	Classrooms open to students
8:30	Classes begin
3:30	Dismissal
3:30	After-School Care begins (See Extended Care)

## **STANDARDS/RULES**

"Let all things be done decently and in order." 1 Corinthians 14:40

Students at Grace Lutheran School are expected to act in an orderly and respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. No one has the right to interfere with another person's (child or adult) right to learn, think, create, play and worship.

To this end Grace Lutheran School has only five standards:

1. Obey the teacher and other authorities.
2. Respect the person of others.
3. Respect the property of others.
4. Respect the teaching/learning process.
5. Respect the purpose of this school.

Based on these five standards, individual classroom teachers have specific guidelines and procedures to see that all students can enjoy a safe and caring environment.

## **SUSPENSION & CANCELLATION OF ENROLLMENT**

It is the purpose of Grace Lutheran School to offer a Christ-centered education to all students. This education is to be offered in an atmosphere that is aesthetically pleasant, physically safe, fear-free, and conducive to learning. When any student behaves in such a way as to deny others the full benefit of this atmosphere, he/she will be confronted concerning his/her behavior.

The confrontation will generally follow these steps: \*

1. Any teacher seeing students in violation of the above objectives will confront the students, notify the classroom teacher, and may notify their parents.

2. If subsequent violations occur, the parents will be notified and asked to meet with the teacher.
3. If violations continue to occur after the notification of parents, the principal will become involved.
4. If violations still continue to occur, further action will be taken. This action could result in suspension from school for a period of time as determined by the principal. It will be the responsibility of the students to make up all work assigned during the time of suspension.
5. As a last resort, the principal, parents and School Board will meet to discuss further action such as cancellation of enrollment.

**\*NOTE:** Any of the above steps may be eliminated if the behavior is so blatant that the principal feels immediate action must be taken.

### **TESTING PROGRAM**

A regular program of standardized testing, Stanford Achievement Tests (SAT), is used to enable teachers, parents and students to diagnose strengths, weaknesses, ability and achievement. This testing is also used by the school to strengthen the curriculum. Parents will be informed when testing is to take place each year. Parents are invited to pick up a copy of test results.

Student achievement will be tested in the specific curricular areas either with teacher-made tests or testing materials which accompany texts. Parents having particular questions should contact the classroom teacher.

### **TUITION**

Tuition pays a portion of the total cost of education at Grace Lutheran School. Financial support for the school also comes through the contributions of members of Grace Lutheran Church. The congregation supports the school as an integral part of its total parish education program.

The tuition schedule for the coming year is available after February 15. Parents have three (3) options for the payment of tuition:

**ANNUAL PAYMENT:** The full year's tuition paid by August 1 (one month prior to the beginning of the school year).

**SEMESTER PAYMENT:** Half of the yearly tuition paid by August 1 and December 1.

**TEN MONTHLY PAYMENTS:** Due on the first of each month beginning on August 1 (one month prior to the beginning of the school year) and every month thereafter for ten months (August, September, October, etc.). The last payment is due on May 1.

Tuition payments become delinquent if they are not paid by the 10th of the month. A \$15.00 late fee will be added once to each delinquent tuition payment. Re-enrollment of students with delinquent tuition accounts will be denied until said delinquent tuition accounts are paid in full.

Students with delinquent tuition accounts will be removed from school at the end of the semester in which the tuition became delinquent. Students whose tuition accounts are delinquent in September will not be considered registered students.

Delinquent tuition accounts will be turned over to the School Board Financial Officer by the tuition bookkeeper. The School board Financial Officer will inform the members of the School Finance Committee of the delinquencies. If the delinquent account is not paid after the child is removed from the school, the account will be turned over to a collection agency to receive the delinquent monies.

### **TUITION OBLIGATION IF CHILD IS WITHDRAWN OR DISMISSED FROM GRACE LUTHERAN SCHOOL:**

Prior to August 1: No tuition obligation is owed by the family. The tuition paid by August 1 will be returned to the family.

During the school year: Tuition is owed for the full tuition for the months attended, pro-rated on the basis of the nine month school year.

### **RETURNED CHECKS:**

Checks for fees or tuition which have been returned for insufficient funds will be redeemed either by cash, a cashier's check, or money order. A fee of \$25 may be assessed to cover administrative and bank fees.

### **PARENTS' AGREEMENT:**

The registration process cannot be completed until the child's parents have read the Grace Lutheran School Policy, and have signed the Agreement Certificate.

### **TUITION ASSISTANCE PROGRAM**

Tuition assistance is available in emergency situations and limited to verified need and available funds. This fund is administered by Grace

Lutheran Church. Forms are available through the school office. Assistance is awarded for one school year at a time.

## UNIFORMS

Uniforms are mandatory for all students. Uniforms are as follows:

- Girls:** Navy blue sweater with GLS patch (required)  
Pants and walking shorts – Navy Twill – with belt  
Skirt – Navy or #281 Rampart Plaid  
Jumper – Navy or #281 Rampart Plaid  
Skort – navy blue  
Modesty shorts – plain navy blue  
Polo shirts – white or light blue  
Oxford or Turtleneck shirts – white  
Peter Pan blouse – white  
Belt – plain dark blue, brown, or black  
Socks – plain white or navy blue (crew or knee-style)  
Shoes – oxford, loafer-style, closed-toe, or tennis shoes  
          colors-only black, navy, brown, gray, or white  
          (No platform shoes, light-up shoes, boots, or sandals).  
Tights – plain white or navy blue  
Navy blue sweatshirt with GLS emblem  
Navy blue hooded sweatshirt with Eagle emblem  
Optional – plain navy blue cap for recesses and outside activities  
Nail polish – clear  
Earrings – post  
Navy blue fleece jacket (outside use)  
Navy blue hooded nylon jacket (outside use)
- Boys:** Navy blue sweater with GLS patch (required)  
Pants and walking shorts – Navy Twill – with belt  
Polo shirts – white or light blue  
Oxford or Turtleneck shirts – white  
Belt – plain dark blue, brown, or black  
Socks – plain white or navy (crew-style)  
Shoes – oxford, loafer-style, closed-toe, or tennis shoes  
          colors-only black, navy, brown, gray, or white  
          (No light-up shoes, boots, or sandals).  
Navy blue sweatshirt with GLS emblem  
Navy blue hooded sweatshirt with Eagle emblem  
Optional – plain navy blue cap for recesses and outside activities  
No earrings  
Navy blue fleece jacket (outside use)  
Navy blue hooded nylon jacket (outside use)

Uniforms must be purchased from Dennis Uniform Company located at:

**1282 Oddstad Drive, Redwood City**

School sweaters with GLS patch are mandatory dress for chapel, field trips, and other organized activities. Shirts and blouses must be neatly tucked in. Socks must cover ankles. Outerwear to be worn should be selected with good judgment. Jackets, shoes, coats, or hats with athletic teams, cartoon figures, rock groups, or advertising may not be worn.

**P.E. uniforms are required for students in grades 3-8.** Uniform consists of the following:

- White T-shirt with GLS logo
- Navy blue shorts with GLS logo
- Navy blue sweatpants with GLS logo
- Tennis shoes

T-shirts, shorts, and sweatpants must be purchased from Dennis Uniform Company. If a student attends P.E. without the required uniform more than two times, their quarter grade will be lowered.

Uniform information and ordering is available online:  
[www.dennisuniform.com](http://www.dennisuniform.com) and use school code: MITGRA.

## VISITATIONS

Teachers will make a visit to the home of each child before school begins. We invite and encourage you to come and visit school in action. It is helpful to contact the office or classroom teacher when you plan to visit.

**ALL VISITORS MUST CHECK INTO THE OFFICE AND GET A VISITOR'S BADGE BEFORE ENTERING THE SCHOOL GROUNDS OR ANY CLASSROOM.**

## WORSHIP

In the Evangelical Lutheran Church we prefer to call worship by another name, "Divine Service." This is because the use of the word 'worship' in today's world has taken on a 'works-toward-God' connotation (as if worship is done to appease or please God). Divine Service, however, better expresses what is taking place, namely, God is coming to serve you through His Holy Word properly proclaimed and His Holy Sacraments rightly administered. ALL families are always invited to attend God's Divine Service at Grace congregation to receive the forgiveness of sins He delivers, by grace alone, because of Christ's full atonement of sins alone, through God-created faith alone.

God's Divine Service:	Each Sunday at 9:00 a.m.
Coffee Hour:	follows God's Divine Service
Sunday School (K-8):	follows God's Divine Service

\*High School students are welcome to join the Adult study of God's Word

Adult Holy Scripture Study: Each Sunday at 10:30 a.m.

Please be aware that the Sacrament of the Altar is served through God's Divine Service at Grace congregation each week. There is an announcement in the front the Sunday bulletin that speaks to Grace's scriptural practice of this blessed Sacrament. You are encouraged to read the bulletin as well as the Registration Card upon attendance on Sundays.

# **GRACE LUTHERAN SCHOOL**

**2016-2017**

## **TEACHING STAFF**

Mrs. Stefanie Kilcullen

Mrs. Susan Yeager

Miss Jolene Crawford

Mr. Fred Brauer

Mr. Robert Doody

Mr. Fred Brauer, Principal

The Rev. Frank Balgeman, Assistant Pastor

## **ENRICHMENT STAFF**

Mrs. Susan Bethke

Mrs. Miriam Hitzeman

Mrs. Maria Schaefer

Mrs. Barb Smoot

## NOTES