

# Parent - Student Handbook



## Grace Lutheran School

---

Established 1982

*Educating the whole child:*

Educational Excellence • Character Development

Artistic Discovery • Athletic Achievement

## Welcome from the School Administrator

As an educational arm of Grace Lutheran Church (GLC), Grace Lutheran School (GLS) responds to God's command in the Scripture to bring up children in the training and instruction of the Lord so they can model the Christian lifestyle and strive for academic excellence. From the moment children become part of our community, we enfold them in a safe haven for learning—a supportive, caring, and nurturing environment. Our teachers are personally involved with each student, encouraging the growth of unique individuals whose skills, talents, compassion, and faith allow them to reach their potential.

Within our academically enriched environment, the demonstration of good character is of paramount importance. To carry out our mission, we recruit and retain an excellent faculty, administration, and staff. We prepare our children exceptionally well for high school, college, and their lives beyond through our commitment to educate the whole child spiritually, emotionally, socially, academically, and physically in a Christ-centered environment.

We strengthen our students as responsible, caring individuals through our continued commitment to the shared ethical values we all want to see in our children: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. These values are woven into everyday campus life at GLS.

We recognize that as a school we need the support of our families and that a school functions best when parents partner with the school for the well-being of the child. Excellence in Christian education requires commitment and cooperation, a partnership of oneness in spirit between home and school. Parents have the prime responsibility of heeding the Lord's admonition in Proverbs 22:6: "Train up a child in the way he should go, and when he is old he will not turn from it." The home then becomes the most influential classroom and parents are the most influential teachers. Commitment on the part of the school staff involves total giving for the ministry. Each of us at Grace Lutheran has the unique opportunity to make a difference in the name and for the sake of our Lord in the lives of your children. This is an awesome responsibility, but at the same time a joyous challenge as Christian values are taught and modeled in all subjects and activities within the school.

Our purpose is to work in partnership with you in the total educational process of your child(ren). We have an exciting charge—to create a stronger, better place where our children and those of future generations can experience the blessings of the Lord and grow to become outstanding, capable and compassionate individuals who are His ambassadors in our communities, state, nation and the world.

This handbook is designed to serve as our contract with students and parents as we carry out our mission and ministry to provide a rigorous and balanced education in a Christian setting. It is essential that it is read carefully and thoroughly; then sign and return the handbook acknowledgement sheet to the school office. Should you have any questions, please contact the school office at (714) 899-1600.

Peace and joy in our Lord,

Dr. Janie Andrich

School Administrator

*He is before all things and in Him all things hold together.  
Colossians 1:17*

## **Grace Lutheran School - Statement of Purpose**

We believe that Grace Lutheran School exists in response to God's command to educate His children and to serve as His ambassadors to the world. The members of Grace Lutheran Church have accepted their responsibility by establishing and maintaining a full-time Christian Day School to serve our families in providing a quality Christian liberal studies academic program that will equip our children for higher education and kingdom work.

The educators of Grace Lutheran School are committed to developing the whole child, spiritually, socially, emotional, and academically. The school's programs provide opportunities that challenge each student to develop academic skills to the best of his/her ability. There is an intentional focus, meeting the varied needs of each learner through studies in music, art, computer, sports, Spanish, resource and drama. Children are further empowered by developing problem-solving and decision making skills that reflect Christian thoughts and actions. There is an intentional focus on creating and developing a sense of caring and respect for others within the school community, the Huntington Beach community, Orange County and the world.

## **Grace Lutheran School - GLS Student Learning Goals**

The objective of Grace Lutheran School is to develop culturally literate, lifelong learners who know Christ and value themselves as competent and confident individuals. In so doing, they contribute to their community and succeed in a changing world. To accomplish this, the students are guided to become:

### **CHRISTIAN COMMUNITY PARTICIPANTS:**

- who contribute their time, energies, and talents to improve the quality of life in our school, community, nation and the world
- who demonstrate positive and productive citizenship
- who profess Jesus Christ as their savior
- who develop their relationship with God through Bible study and prayer

### **COLLABORATIVE WORKERS:**

- use effective leadership and group skills
- who foster, develop and maintain relationships within diverse settings
- who establish and accomplish effective goals with others
- who use collaborative efforts to contribute to peer learning

### **COMPLEX THINKERS:**

- who identify with success
- who integrate and use available resources
- who seek information to empower reason and make decisions
- who apply complex problem-solving processes and critical thinking to real life scenarios
- who create images to represent significant concepts

### **EFFECTIVE COMMUNICATORS**

- who convey significant messages to others both verbally, in writing and by using appropriate technology
- who receive and interpret the messages of others in an effective manner

### **QUALITY PRODUCERS:**

- who create intellectual, artistic, physical and practical products
- who operate with high standards
- who know how to make use of advanced technologies
- who set, pursue, and accomplish realistic and challenging goals for themselves and others

### **SELF-DIRECTED LEARNERS:**

- who use positive core values to create a positive vision for themselves and their future
- who create options for themselves
- who set priorities, identify objectives, create a plan and self monitor progress toward goals
- who utilize effective study skills
- who work independently
- who assume responsibility for their own actions

## Handbook Introduction

Grace Lutheran School, Huntington Beach, operates as a part of the teaching ministry of the Grace Lutheran Church and the Evangelical Lutheran Church in America. Grace Lutheran Church provides general supervision and oversight of all church related ministries including school ministry.

The administration of the school is under the direction of the School Administrator. The School Administrator is responsible for oversight of the total school program. The School Administrator reports to the GLC Senior Pastor, the Executive Team and the Church Council.

GLS offers an academic program as prescribed by the California Education Code that meets or exceeds the California State Content Standards. The curriculum is standards based and focuses on reading and language arts, mathematics, social studies, and science. Spanish is provided as a foreign language. Enrichment classes include music, band, drama, MIND, computer, and art. All classes have daily religious study. Each day includes a period of Christian education, including songs, prayers, Bible verses, and lessons.

A strong bond between the school, church, and home environment is essential to the success of each student. Parents are expected to take an active role in their child's education reinforcing Christian values, facilitating development of their child's home-study habits, and participating in the school's volunteer program and Parent-Teacher League.

GLS offers a quality extended day-care program each morning from 6:30 A.M. and after school until 6:00 P.M. A responsible day-care staff oversees structured activities such as arts and crafts, school-yard games and sports, and study time in a homework club.

**“Children, obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with a promise, that it may go well with you and that you may enjoy long life on the earth.” Ephesians 6: 1-3**

## PARENT-STUDENT COMMITMENT STATEMENT:

**As a STUDENT of Grace Lutheran School, I commit to the following:**

- I will strive for excellence in Christian character and citizenship; I will do my best to glorify God in all that I do, think and say.
- I will show respect and be courteous to all students, teachers, staff and administrators.
- I will follow the Behavior Expectations of the school, as well as the rules, regulations and discipline policy for use of electronic information resources (Internet) as outlined in the Handbook.
- I will strive for excellence in academic work by completing all assignments neatly, accurately, on time, and to the best of my ability. I also commit to writing all assignments in my Student Planner each day and to making up all missed assignments.
- I will keep all of my school textbooks covered and will treat them with care and respect.
- I will adhere to all of the school's policies and strive to arrive to school on time and attend all classes.
- My parents and I have read, discussed, and understand the Parent-Student Handbook, Grades Jr.K-8 and will abide by all of the policies and expectations described in it.

**As a PARENT of Grace Lutheran School, I commit to the following:**

- I will support the goals, philosophy, and programs of Grace Lutheran School.
- I will assist my child in achieving the required academic standards necessary for promotion to the next grade level.
- I will participate in conferences with school personnel as requested and support mutually agreed upon decisions.
- I have received a copy and have read and understand the Parent-Student Handbook, Grades Jr.K-8 and will review, clarify, and reinforce the school's rules, regulations and discipline policy for use of electronic information resources (Internet) as outlined in the Handbook, as well as all of the policies and expectations described in it.
- I will reinforce excellence in academic work by checking my child's Planner, and GradeLink (grades 3-8) on a regular basis and by checking that all assignments are completed neatly, accurately, on time, and to the best of my child's ability.
- I will be responsible for my child's attendance, prompt arrival and pick-up each day.
- I will hold my child responsible to keep school textbooks covered and to treat them with care and respect. I agree to pay for all damages incurred or the cost to replace them if they are destroyed or lost.
- I will pay the school tuition and all school-related fees on time.

## ACCIDENTAL INJURY

In case of serious accidental injury, an immediate attempt will be made to contact a parent or relative. If the parent cannot be reached, the child's physician will be called. If necessary, an ambulance or paramedics will be called. Until the arrival of a parent, physician or ambulance, the Administrator, Director, or person in charge will make all decisions about the care of the child. The school carries a supplemental insurance policy designed to cover expenses not covered by the families medical insurance.

You will be notified by phone when there is:

- a head injury
- shortness of breath
- a nose bleed that hasn't stopped in 15 minutes
- a fever over 100°
- intractable coughing
- a cut that needs suturing
- joint injury with swelling and difficulty moving
- vomiting and/or diarrhea
- intractable pain

If your child is injured at school and you desire further information please contact the school office.

You will be notified by paper when a medication has been given if a medication permission form is on file.

## ADMISSIONS POLICY

Enrollment for each new school year opens in January. The following criteria and guidelines will be used in evaluating students for admission.

**Interview:** All prospective pupils, accompanied by their parent(s), will be interviewed by the Director of Admissions and/or the School Administrator. This interview may be scheduled through the school office. During the interview, questions about the school will be answered and procedures will be explained. A guided tour of the facility is available by appointment.

**Testing:** Standardized test scores are used to assess a student's readiness to enter the desired grade level. Prior test scores will be used when

possible. If no test scores are available, an appointment for a test administered by the grade-specific teacher may be scheduled through the school office. A nominal, non-refundable fee is charged for testing. Kindergarten students are assessed by Chancy & Bruce Educational Associates.

**Proof of Age:** All students must provide proof of age (birth certificate, baptismal certificate, or adoption certificate). Children entering Kindergarten must have attained their fifth birthday on or before December 1st of the year they plan to attend school. Verification of all required immunizations must also be provided to the school by all enrolling students before the first day of class.

**Prior School Records:** A new student in grades one through eight must also provide a recent report card and standardized test scores if applicable. Parents must sign a release form, which will allow GLS to obtain the student's prior school records.

**Admission Preferences:** All applications will be considered on the basis of the interview, entrance assessment, compliance with all entrance requirements, and previous school records. New students will be considered in the order in which their completed applications were received. Preference is given to returning students, their siblings and children of church members during an early, priority registration period. When classes become full, pupils will be placed on a waiting list and considered according to the date that their paperwork and fee were received.

Grace Lutheran School discourages parents from requesting specific teachers. However there may be circumstances that warrant a student being placed with a specific teacher. In such cases, parents wishing to request a certain teacher must submit their request in writing in January along with their application and registration fees. No requests will be accepted after the priority registration period. When assigning classes, our goal is to create classes that are balanced and afford the best learning environment possible for all the students, thus we may not be able to honor requests.

**Mid-year Enrollment:** Requirements for enrollment after school begins are the same as above. Tuition will be prorated.

If the student meets the eligibility requirements, he/she may apply to the school when the parent submits the completed Application Form and a non-refundable Registration Fee. This process reserves a space for the student for two weeks until the student completes the Entrance Evaluation. Two academic references, one personal reference, previous report cards, standardized achievement test results, and immunization records are due before the Entrance Evaluation. Depending on class size and enrollment demand for the grade level, there may be a time limit for paperwork and the scheduling of the Entrance Evaluation.

Enrollment acceptance will be determined upon review of the Entrance Evaluation results and references. Should the student not be accepted to the school, a partial refund of the Registration Fee will be issued to the parents within four weeks. However, should the student be accepted to the school, and the parent declines to continue with the enrollment process, the Registration Fee is non-refundable. In order to maintain enrollment eligibility status, ALL paperwork must be complete, all fees must be paid, and all school accounts must remain current. Should the account become delinquent by even one day when a waiting list exists, the student may be moved to the waiting list.

### ***Waiting List***

A waiting list will be created for registered applicants beyond the maximum (Refer to "Class Size" listed below). Students with currently enrolled siblings at Grace Lutheran School and members of Grace Lutheran Church automatically receive priority. The registration fee for applicants on the waiting list will not be processed until the parent has been notified that their child has been placed on the current enrollment list.

### ***Non-Discrimination Policy***

Grace Lutheran Schools Huntington Beach, California, admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admissions policies, athletic, music or other school administered programs. SEC-

TION 1.212.6 IS THE POLICY OF THE STATE OF CALIFORNIA, PURSUANT TO SECTION 200, that all persons regardless of their sex should enjoy freedom from discrimination of any kind in the educational institutions of the state. The purpose of this section is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination.

### ***Behavior Problems***

Grace Lutheran School is not staffed or equipped to handle students who have severe learning and/or emotional problems. Each child is admitted on a conditional basis and continued enrollment is contingent upon maintaining acceptable academic performance and behavior.

***Discontinued Enrollment:*** Parents of enrolled students may choose to discontinue the home-school partnership for any reason. In order to be considered for release from enrollment at GLS, parents or guardians must write a letter to the Director of Admissions stating the reason for discontinuing. All fees must be current and withdrawal papers completed and returned to the school office to be forwarded onto the Accounts Manager. All school property, books, and materials must be returned to the school before student records will be forwarded to another educational institution.

The school may determine at any time that continued enrollment of a child is not a ministry match, or that the school does not have the resources to meet the needs of the child or family.

### ***Class Sizes***

With rare exception, the targeted number of students per classroom is as follows:

- Jr. K & Kindergarten: 20-24 students with an Aide
- Grades 1-4: 20-24 students
- Grades 5-8 24-26 students

## **AFTER-SCHOOL PROGRAMS**

Grace Lutheran School offers a variety of extra-curricular activities for our students:

- Please refer to the "Rec. Club" section for information regarding before and after-school care, Homework Club, and enrichment activities.

- Please refer to the “Sports” section for information regarding the after-school league sports program for Grades 4-8. Inquire in the school office for schedules and rates.

### **ANIMALS ON CAMPUS**

Pets are not allowed on campus without prior written consent from the parent, teacher, and Administrator. If permission is granted, the animal must be caged and kept in the designated area. Adults are to supervise the animal at all times. Animals within the classroom environment must remain under teacher supervision and are to be respected by all.

### **ARRIVAL POLICY AND PROCEDURES**

Students are not permitted on campus before 7:45 a.m. unless they are signed into Rec. Club, or participating in band or are accompanied by a parent/guardian (age 18 years or older).

*Students found on campus before 7:45 a.m. and not signed into Rec.Club will be escorted to Rec.Club and parents will be billed.*

Students should arrive at school **BY** the following times:

- Grades Jr. K-5: 8:10 a.m.  
Primary and elementary students in Grades Jr.K-5 should arrive to school between 7:45 a.m. and 8:10 a.m.
  - At 8:15 a.m., all students in Grades Jr.K-5 will line up on the playground and be escorted to class by their teacher.
  - School begins at 8:15 a.m.; students arriving after their class has been escorted to their classrooms will be marked tardy. Students arriving late should report to the school office with their parents to obtain a tardy slip.
- Grades 6-8: 7:55 a.m.  
Middle School students in Grades 6-8 should arrive to school between 7:45 and 7:55 a.m., and school begins promptly at 8:00 a.m. Middle School students arriving before 7:45 a.m. must be signed into Rec. Club, and parents will be billed.
  - Students arriving after 8:00 a.m. will be marked tardy. Students arriving late

should report to the school office with their parents to obtain a tardy slip.

### **ASBESTOS MANAGEMENT COMPLIANCE**

Asbestos regulations for schools found in the Asbestos Hazard Response Act and as promulgated by the Environmental Protection Agency are followed at Grace Lutheran School. Following an initial inspection, non-friable asbestos is assumed to be present in certain portions of the school. The school continues to be in compliance with Federal Asbestos Management regulations.

### **ATTENDANCE**

- Students will attend classes on a regular daily basis, and attendance is a priority.
- Students will attend each class on time throughout the day. Students are expected to arrive to class attentive and prepared to learn (Refer to “Tardies” Section below).
- Excused absences and tardies are granted for illness, medical appointments, and bereavement only. All other absences are considered unexcused. Please provide a written doctor’s notice when possible.
- Students must be present the entire school day to attend extra-curricular activities, such as dances, sports games, etc.

California Education Code 48260 says that any pupil subject to compulsory, full-time education who is **absent from school without a valid excuse more than three (3) days, or tardy in excess of 30 minutes on each of more than three (3) days in a school year, may be considered truant and shall be reported to the proper authority. Unexcused tardiness or absences of three or more days may be reported to county officials.**

#### ***Absences:***

- All absences must be called in to the school office the morning of the absence. **Illness of more than five days duration will require a note from a physician before the child can return to school.**
- Students absent more than fifteen (15) days of school during the year may not be eligible for promotion to the following grade level.

- It is the student's and parent's responsibility to make arrangements for make-up school work. The student will complete any work missed during the absence within a reasonable time determined by the classroom teacher, based on the nature of the work that is missed. Parents may call to request missed work 24 hours in advance if the student is absent more than two days.

#### *Doctors Appointments:*

- Parents are encouraged to establish doctor appointments at times other than during school hours whenever possible. If your child misses a day or portion of a day due to appointments, a note sent the day before will be most helpful. **No student is to leave the school grounds unless accompanied by an authorized adult. Parents must report to the school office to sign-out and sign-in their child when leaving or returning to campus.**

#### *Personal/Business/Family Trips*

- Absences due to pre-planned family trips or other personal business are considered unexcused according to the State guidelines of the Student Attendance Review Board (S.A.R.B.). The office should be notified before the start of the absence. A written request for absence make-up work must be provided to (each) teacher five (5) days prior to the absence. Teachers may only be able to provide one week of assignments in advance. It is the student's responsibility to make arrangements for make-up work. It is strongly recommended that personal business/family trips are scheduled during regular school holidays.

#### *Tardies*

**Elementary students** (Grades JrK-5) arriving after 8:15 a.m. or after their class has been escorted to their classroom are required to report to the school office with their parent to obtain a re-admit slip to class.

- When a student has three unexcused tardies in a given trimester, parents will be called by the classroom teachers. If a student has five unexcused tardies in a trimester the parents and student will be required to meet with the

Director of Students. During this meeting, a behavior agreement will be developed to ensure the family arrives at school on time. As determined by the Director of Students, tardy issues may follow the disciplinary procedures outlined in the discipline policy, and could result in suspension and/or expulsion.

- As determined by the Director of Students, excessive tardiness (15) or more unexcused tardies in a given trimester may result in additional assignments, and/or retention.
- **Middle School students** (Grades 6-8) arriving after 8:00 a.m. will be marked tardy to first period and should report to the school office with their parents to obtain a re-admit slip.
- When a student has three unexcused tardies in a given trimester, parents will be called by the classroom teachers. If a student has five unexcused tardies in a trimester, the parents and student will be required to meet with the Director of Students. During this meeting, a behavior agreement will be developed to ensure the family arrives at school on time. As determined by the Director of Students, tardy issues may follow the disciplinary procedures outlined in the discipline policy, and could result in suspension and/or expulsion.
- As determined by the Director of Students, excessive tardiness (15) or more unexcused tardies in a given trimester may result in additional assignments, and/or retention.
- Middle School students will receive classroom behavior infractions for tardies throughout the day (Periods 2-7). Consequences are outlined in the middle school classroom discipline procedures.

#### **AWARDS**

There are a variety of opportunities for students to be recognized for their effort and achievements.

#### *Academic Recognition*

The school recognizes the academic accomplishments of those students who achieve high marks in Grades 6-8 by averaging the grades that students earn in the core subjects. The following awards are earned by meeting the criteria listed below:

93 - 100 = A

77 - 79 = C+

90 - 92 = A-	73 - 76 = C
87 - 89 = B+	70 - 72 = C-
83 - 86 = B	67 - 69 = D+
80 - 82 = B-	63 - 66 = D
	60 - 62 = D-

- **Academic Excellence: 4.0**  
To earn Academic Excellence, students must achieve a grade point average of 4.0 in all core subjects with no work habit mark or specialty class grade below a satisfactory mark (S).
- **Administrator’s Honor Roll: 3.67 - 3.99**  
To earn Administrator’s Honor Roll, students must achieve a grade point average of 3.67 to 3.99 in all core subjects with no grades in any area below a C, and no Work Habit mark or Specialty Class grade below a Satisfactory mark (S).
- **Honor Roll: 3.0 - 3.66**  
To earn Honor Roll, students must achieve a grade point average of 3.0 to 3.66 in all core subjects with no grades in any area below a C, and no Work Habit mark or Specialty Class grade below a Satisfactory mark (S).

***“I Got Caught Awards”***

Students who are caught truly living out the character trait for the month will be given a “I Got Caught” ticket. Students can earn tickets for doing other good deeds that are not part of the character trait of the month...we want to encourage students to exemplify good character, regardless of the month. The tickets for that month are collected and at the end of the month, we will do a drawing for prizes. A ticket does not mean they get a prize. The reward is the ticket itself.

**CHAPEL**

Wednesday chapel

- 8:30 - 9:00 a.m.      Grades 2 - 5
- 9:30-10:00 a.m.      Preschool - 1st Grade
- 2:00 - 2:50 pm      Grades 6-8

**CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse,

emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse is made.

School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

The school will cooperate with law enforcement officers and other officials who, in the course of their duties, seek information about or from students. This may involve the questioning of a student at school, and/or the removal of a student from the school grounds under certain legal circumstances. The parent/guardian will be informed of this occurrence either by the official involved or the Administrator/designee, as provided by law.

**CHRISTIAN CHARACTER TRAITS**

Integrity and the development of good Christian character is of paramount importance at Grace Lutheran School. Throughout the year, character is defined to our students as “What you say or do when no one else is looking,” and each month a new character quality is introduced in chapel and then reinforced throughout each day in the classroom and on the playground.

**CHURCH SERVICES**

Grace Lutheran School is an outreach ministry of Grace Lutheran Church, located at 6931 Edinger Ave., Huntington Beach, CA 92647, (714) 897-0361.

Students and parents are encouraged to attend Sunday services and weekly church activities. The following is a brief list of some of our church fellowship opportunities:

- ***Sunday Services***
  - 8:30 a.m.: Traditional Service with Sunday School

- 10:30 a.m.: Contemporary Praise and Worship Service
- 5:30pm: High School Group
- **Midweek - Wednesdays**
  - 11:00 a.m. WOW Worship Service
  - 6:30 p.m. Junior High Group (Grades 6-8): in the Upper Room

Since the Christian faith is the focal point of our educational purpose, we encourage our students and their families to attend church and/or Sunday school on a regular basis. The Grace family has a variety of weekly worship opportunities. If you do not have a family worship center, we invite you to take advantage of the programs offered at Grace.

### **CLOSED CAMPUS**

- GLS has a closed-campus policy to ensure the safety of our students. Students may not leave the school grounds during the regular school day without being signed-out at the school office by an authorized adult. Should the student return prior to the end of the school schedule, he/she must report to the school office to be signed-in by a parent or adult guardian.
- Parents should send a note to the classroom teacher to notify the teacher in advance when a student will be leaving school early.
- Parents must report to the school office to sign-out their child. To avoid classroom disruption, parents should NOT go directly to the classroom to pick-up their child. The office will call the classroom teacher to send the student to the office.
- All students arriving before 7:45 a.m. will be signed-into Rec. Club. Rec. Club rates apply. Students may not be on campus unsupervised (Refer to “Arrival” or “Rec. Club”).
- Primary and Elementary students (Grades Jr.K-5) remaining on campus after 3:00 p.m. will be signed into Rec. Club. Rec. Club rates apply (Refer to “Rec. Club”).
- Middle School students (Grades 6-8) remaining on campus after 3:10 p.m. will be signed into Rec. Club (Refer to “Arrival” or “Rec. Club”).

### **COMMUNICATION**

Communication is a top priority at GLS. Parents should always feel free to contact the classroom teacher with questions or concerns regarding stu-

dent progress. Should a concern or problem arise, please contact the person involved directly before discussing it with administration or any other person. Should the issue not be satisfactorily resolved, please contact the Director of Students to schedule a conference. This model of communication is outlined in Matthew 18, and it fosters mutual respect, trust, and accountability. The goal of communication is to confront and resolve problems and concerns directly without creating additional ill feelings and mistrust.

### **CONDUCT**

In addition to the “Behavior Expectations,” students are to obey the following school rules at all times including off-campus school-related events:

- Gum chewing and/or sunflower seeds in the shell are not permitted on campus.
- Students must remain in their assigned play areas during recess and lunch.
- Students and parents are not permitted in the classroom at any time, including before and after school, unless a teacher or supervisor is present.
- All students will be responsible for the protection and preservation of school property including facilities, playground equipment, textbooks, and other instructional materials. Parents may be financially responsible for the replacement cost of damaged or lost school-issued materials.
- Fighting and “horse play” are prohibited.
- Students are to keep their hands, feet, and objects to themselves. Grace Lutheran School enforces a “hands-off” policy.
- All forms of harassment including but not limited to bullying, teasing, and name-calling are prohibited.
- Refer to “Discipline Policy” for details.

### **CONFERENCES**

Parent-teacher conferences are scheduled after the First Trimester. Parents are expected to attend the conference, as they are designed to promote partnership between the parent and the teacher. Additional conferences may be requested by the parents, teacher, and/or Administrator whenever the need may arise.

### **CONTENT STANDARDS**

The California Content Standards provide detailed guidelines on what students should learn during their respective grade level. The teachers at Grace Lutheran School are thoroughly familiar with their grade level content standards to ensure that they are taught during the course of the school year. All textbooks on the state-approved list of curriculum.

## **CURRICULUM & INSTRUCTION**

The curriculum is comprised of a variety of leading publishers approved by the state of California that provide students with an exciting and comprehensive scope and sequence that meet the Content Standards (See “Content Standards”). Thematic units that emphasize meaningful hands-on activities are important components of the curriculum. In addition, effective communication skills in the areas of speaking and writing are a major emphasis. Our primary grades (Jr.K-2) focus on phonemic awareness as a key element in learning to read well. Instruction emphasizes exploration and application to real-life experiences.

In addition to the core classes of Math, History/Social Studies, Science, and Language Arts/Reading, we also offer the following Specialty Classes:

- Computer Science: Our extensive computer lab hosting 30 networked computers provides each student with the opportunity for hands-on learning instruction. Multi-media production and the application of a variety of leading software are emphasized.
- MIND Music & Math: Students in grades 1 through 5 participate in this program. MIND’s unique math education process which incorporates classical music, keyboarding and a computer based game style math software engages the learner’s spatial temporal reasoning abilities to explain, understand, and solve multi-step problems.
- Spanish: Students are introduced to the Spanish language with basic conversational vocabulary.
- P.E.: Physical fitness and skill development are emphasized along with group games, cooperation, and good sportsmanship.

- Music: Music is an important component in our curriculum. Music theory and appreciation are incorporated in MIND Music and primary music classes. Students in grades 3 through 8 can participate in the GLS Band program. Opportunities for students to perform are offered at chapel and special school events.
- Middle School Electives: Middle School students have the opportunity to participate in various courses that include Spanish, Health, Yearbook, Art, Computer, Drama, Guitar, Percussion Instruments and Leadership.

## **DANCES**

There are typically three dances throughout the school year for Middle School students (Grades 6-8). Dances are sponsored by the GLS Student Council and are on Friday evenings.

## **DAY CARE (REC. CLUB)**

Our quality after-school Rec. Club program includes a variety of activities including homework club, crafts, theme days, and special games. Also included in our Rec. Club program are extracurricular “Enrichment Activities.” Advance registration is required. Some of the Enrichment Activities require an additional fee to cover the cost of supplies. Additional information is available in the Rec. Club and School Offices.

HOURS: 6:30 - 8:15 a.m. and 2:45 - 6:00 p.m.

DAYS: Monday through Friday. Please note that Rec. Club is available on minimum days (included in the monthly Day Care fee). Vacation Camps (Thanksgiving, Christmas, and Easter) may also be available for a fee, provided there is adequate pre-registration.

SIGN-IN AND SIGN-OUT PROCESS: All students must be signed-in and signed-out of Rec. Club (room 20). Students must be signed-out by an authorized person named on the Emergency Form. Please call or send a note to the school office if your child will be picked-up by a person other than those named on the Emergency Form. Your child will not be released to any person without your permission.

ELEMENTARY STUDENTS (Grades Jr.K-5):

- Primary & Elementary students (Grades Jr.K-5) arriving before 7:45 a.m. must be signed into Rec. Club in room 20, and Rec. Club rates apply (Refer to “Arrival”).
- Primary & Elementary students not picked-up by 3:00 p.m. will be signed into Rec. Club in room 20, and Rec. Club rates apply.

#### MIDDLE SCHOOL STUDENTS (Grades 6-8):

- Middle School students (Grades 6-8) arriving before 7:50 a.m. will be signed into Rec. Club, and Rec. Club rates apply. Students may NOT be on campus unsupervised before 7:50 a.m.
- Middle School students not picked-up by 3:10 p.m. will be signed into Rec. Club and Rec. Club rates apply (Refer to “Dismissal”).

### **DISCIPLINE POLICY**

“He who loves his child is careful to discipline him.”

Proverbs 13:24

#### **Article I. Philosophy of Discipline**

Biblically, the authority and responsibility for discipline rests with parents (Hebrews 12:9). Our authority as a school has been delegated to us by the parents who have enrolled their children in our school.

God’s Word repeatedly stresses at least five major principles related to our discipline: **The faculty and staff of Grace Lutheran School are expected to follow these Administrators.**

- Discipline reveals LOVE for the offender (Proverbs 13:24). Our attitude in dealing with students should reveal God’s love for them through us.
- Discipline should be done CONSISTANTLY. God’s Word speaks often about justice and that God does not show favoritism (Acts 10:34; James 2:19).
- Discipline is CORRECTIVE in nature. There must be some punishment involved (Proverbs 23:13-14; Hebrews 12:11). Whenever possible, the punishment should be a natural consequence of the offense. The goal being that the penalty will reinforce to the student his responsibility to make wise decisions.
- Discipline should have as a goal the RESTORATION (Galatians 6:1) of the offender. Many times our initial reaction when dealing with an offender is to cut him off. God’s way of dealing with us is just the opposite. He desires to gently restore us to fellowship with Him.
- Discipline should be TIMELY (Ecclesiastes 8:11). We believe a disciplinary matter ought not to be dragged out unnecessarily, but it should be handled as quickly and thoroughly as possible.

As the body of Christ, we are all responsible for working together in harmony, encouraging one another, and supporting each other as we function in our God-given gifts. To “train up a child in the way he should go” (Proverbs 22:6) is an awesome privilege.

#### **Article II. What it means to be a part of Grace School**

**Students of Grace Lutheran School are expected to follow these principles:**

- Students will display Christ-like behavior towards faculty, students, and visitors.
- Students will accept responsibility for their behavior and actions and display behaviors and attitudes that show they are trustworthy.
- Students will demonstrate respect for school property and the personal belongings of others.
- Students will be on time, have good class attendance, be prepared for class, and complete assignments on time.

As students, parents, and staff, we represent Grace Lutheran School and our Lord everywhere we go, 24 hours a day. Un-Christian conduct reflects badly on the testimony of our school and is justification for consequences regardless of when or where it occurs. For example, appropriate conduct is expected at field trips, sporting events, class trips, restaurant/fundraising events, etc. If a student with unacceptable behavior problems does not respond to correction by his teacher and or staff, a Behavior Referral is written and sent with the student to the Director of Students.

#### **Article III. Offenses**

### **Section 1. Definition of Level I Offenses**

Level I offenses committed by a student resulting in a Behavior Referral include but are not limited to:

- Name-calling, put-downs
- Lying
- Swearing, blasphemy, using profanity or obscene gestures
- Throwing rocks or other objects
- Disrespect, talking back and/or disobedience to any adult
- Eating during class or inappropriate use of food
- Inappropriate behavior and disruptions in class, preventing others from learning in the classroom
- Rough housing in restrooms
- Dress code violations
- Violation of Internet Agreement
- Improper displays of affection between students
- Cheating or allowing cheating from your work
- Toys, games, Ipods and cell phones are not allowed on campus at anytime and will result in the item being confiscated and returned to parents only:
  - 1<sup>st</sup> Offense: Item returned after one week
  - 2<sup>nd</sup> Offense: Item returned after one month
  - 3<sup>rd</sup> Offense: Item returned last day of school

### **Section 2. Definition of Level II Offenses**

Level II offenses committed by a student resulting in a Behavior Referral include but are not limited to:

- Stealing (Police contact possible)
- Vandalism/disrespect of school or private property, including graffiti (separate guidelines govern damage to textbooks); (full restitution will be required/expulsion possible); possession of, providing, or arranging sale of any weapon, gun, knife, explosive or other

dangerous object at school. (Mandatory Police Contact)

- Possession of an imitation firearm or other imitation weapon.
- Possession or use of incendiary devices or combustible substances, including but not limited to: matches, lighters, torches, rockets, fireworks and firecrackers. (Police Contact possible)
- Fighting: hitting, punching, and kicking others.
- Harassment: including verbal, physical and/or sexual harassment of other students. (Police Contact possible)
- Smoking or possession of any form of tobacco or smoking paraphernalia.
- Possession of, providing, or arranging sale of, taking, or being under the influence of a controlled substance, narcotics or alcohol. (Mandatory Police Contact)
- Possession and/or distribution of obscene literature.
- Immorality, including sexual activity. (Police and/or Social Services Contact likely)
- Leaving campus during school hours without permission.

### **Article IV. Consequences of a Behavior Referral for Jr. K-2nd Grade**

#### **Section 1. 1st Behavior Referral**

- Behavior Referral sent home, returned next day signed by a parent. Parent may be contacted by the teacher.
- Child meets with Director of Students for correction and prayer.
- Loss of 10 minutes of one recess, may include trash pickup or other consequence.

#### **Section 2. 2<sup>nd</sup> Behavior Referral**

**Child** and Parent meet with Director of Students.

- Loss of ALL recesses next day (does not include bathroom/snack/eating lunch time)

#### **Section 3. 3<sup>rd</sup> Behavior Referral**

- Student removed from classroom for the remainder of the day and minimum 1/2 day on-grounds suspension following day.
- Student and parents attend Student Support Team meeting (Director of Student, teacher, parent, and others as appropriate) to develop a behavior/intervention plan for the student.

#### **Section 4. 4<sup>th</sup> Behavior Referral**

- Loss of all privileges such as extra-curricular activities, field trips, etc. for remainder of trimester or four weeks, whichever is greater. (Consequence can carry over into the next trimester).
- One Full-Day on-grounds suspension.
- Expulsion Prevention Meeting is conducted with Discipline Review Team.

#### **Section 5. 5<sup>th</sup> Behavior Referral**

- Minimum 3 Day off-grounds suspension
- Expulsion Review Meeting is conducted by Discipline Review Team.

#### **Section 6. Trimester Reset**

- At the beginning of each trimester, each child has a clean slate for Behavior Referrals, unless the student is under supervision of the Discipline Review Team.

### **Article V. Consequences of a Behavior Referral for 3rd-8th Grade**

#### **Section 1. 1<sup>st</sup> Behavior Referral**

- Behavior Referral sent home, returned next day with parent signature. Parent may be contacted by the teacher.
- Child meets with Director of Students for correction and prayer.
- 30 Minute or longer detention at Lunch; picking up trash.

#### **Section 2. 2<sup>nd</sup> Behavior Referral**

- Behavior Referral sent home, returned next day with parent signature. Parent is called by Director of Students.
- Child and parent meet with Director of Students
- Loss of all free time (i.e. recesses) next day.
- Loss of athletic team sport for one game, or loss of other extracurricular activity.

- Mandatory after school detention for one hour.

#### **Section 3. 3<sup>rd</sup> Behavior Referral**

- Student removed from class for remainder of day.
- Minimum one day on-grounds suspension.
- Parent is called for a mandatory conference with Student Support Team meeting (Director of Student, teacher, parent, and others as appropriate) to develop a behavior/intervention plan for the student.
- Loss of athletic team sport, or other extracurricular activity, for the one week.

#### **Section 4. 4<sup>th</sup> Behavior Referral in one Trimester**

- Same as Section 3 above plus:
- Minimum one day on-grounds
- Expulsion Prevention Meeting is conducted with Discipline Review Team.
- Loss of all privileges such as sports, extra-curricular activities, field trips, camp, band, etc. for remainder of trimester or four weeks, whichever is greater. (Consequence can carry over into the next trimester).

#### **Section 5. 5<sup>th</sup> Behavioral Referral**

- Expulsion Review Meeting is conducted by Discipline Review Team with parents and child.
- Child suspended for a minimum three day, off-grounds suspension.

#### **Section 6. Trimester Reset**

- At the beginning of each trimester, each child has a clean slate for Behavior Referrals unless the student is under supervision of the Discipline Review Team.

### **Article VI. Discipline for Level II Offenses JK-8<sup>th</sup> Grade**

#### **Section 1. Level II Behavioral Referrals**

- Students involved in a Level II Offense will be subject to any or all of the following disciplinary actions:
- Minimum 1 day on ground school suspension.

Level 1 consequence for the 5th Behavior Referral.

- Mandatory Discipline Review Team conference with parents and student.
- Immediate Suspension from school pending Discipline Review Team's decision regarding re-admission or expulsion.
- Probationary status. Failure to comply with probationary conditions may result in permanent expulsion.
- Permanent expulsion.
- Financial restitution: Parents of students involved in vandalism or theft will be held financially responsible for any and all loss due to the student's actions.

## Section 2. Expulsion Procedure

Expulsion from school requires a majority vote of the Discipline Review Team: Administrator or other Director, Student Advisor, and a member of the Pastoral Staff or their designee.

### Article VII. Enforcement

The Director of Students is in charge of all behavioral discipline beyond the classroom.

## DISMISSAL POLICY AND PROCEDURES

Students must be picked up at the following times, or they will be signed into Rec. Club, and Rec. Club rates apply (Refer to "Day Care - Rec.Club"):

Grades Jr.K-5: 2:45 - 3:00 p.m. Students in Grades Jr.K-5 will be picked up from their designated pick up area in the front parking lot. Students will be seated until their parent/carpool person pulls forward to the designated location. A teacher or staff person will escort students to their car.

- Students with siblings in Middle School at GLS may wait at the pickup area until the Middle School is dismissed and they are picked up; there will be no Rec. Club charge unless the students are NOT picked-up by 3:15 p.m. At that time, Rec. Club rates will apply starting at 3:00 p.m. for Jr.K-5 students and 3:15 p.m. for Middle School students.

- Grades 6-8: 3:00 - 3:15p.m. Students in Grades 6-8 will be picked-up from their designated area.
- Minimum Day dismissal is at 12:00 p.m. for students in Grades Jr.K-5 and at 12:10 p.m. for Middle School students (Grades 6-8). Rec. Club is available until 6:00 p.m., and regular Rec. Club rates apply (Refer to Day Care- Rec. Club).

The flow of traffic for dismissal is counterclockwise in ONE line. For the safety of our students, please drive very slowly and cautiously; the speed limit is five miles per hour. The dismissal process will become expeditious as soon as the faculty and staff associate the drivers with the students. Patience, understanding, and support are greatly appreciated. Students will only be released to those persons named on the Emergency Form; therefore, it is vital that this information is kept current. For safety reasons, it is essential that the emergency contacts speak English. Parents must send a note or call the school office to authorize the school to release any student to any person not named on the Emergency Form. Parents should also inform the teacher by written note of any specific dismissal instructions.

## DRESS STANDARDS

The Uniform Policy and Dress Code are in place to create a sense of unity on campus, and to help instill respect for self, others and school property. Uniforms eliminate the distraction of competition and emphasis on dress or financial status. Students are required to attend school in uniform, except on designated non-uniform days. Students who are not in compliance with the uniform or dress code policy will be required to change into appropriate attire. **It is the parents' responsibility to see that their student complies with school dress code policies.** It is the school's responsibility to enforce the dress code.

**Students attending Grace Lutheran School must ONLY wear standard uniform attire,** which can be purchased from the **uniform section** of your local discount and department stores. These stores include, but are not limited to: Sears, JC Penney's, Kohl's and Target. Several approved **uniform brands** such as Dickies, French Toast and Lands

End can also be found on-line, they offer a wider variety of sizes. Some brands also make non-uniform lines of clothing, such as Dickies and Old Navy. Items from these brands **MUST** be from their **uniform line**.

Regardless of the **uniform brand** chosen, the following standards are required.

#### **TOPS: Boys and Girls**

- Must be solid red or white.
- Long or short sleeve polo style shirts (with collars).
- Plain or Grace Logo only.
- Crew neck T-shirts **MUST** have Grace Logo. No plain crew neck T-shirts will be permitted.
- Spirit or Reformation Shirts may be worn if they are red or white.
- White uniform blouses, with collars, are acceptable for girls.
- Shirts from Vacation Bible School are not acceptable.

#### **BOTTOMS:**

- Must be solid navy blue twill.
- No denim or cords.
- No bib overalls (pants or skirts).
- No baggy styles.
- Must fit appropriately and be worn at the waist.

#### **Boys:**

- Shorts or long pants.
- No zip off pants accepted.
- Belts (plain navy, brown, or black) must be worn if shirt is tucked in.

#### **Girls:**

- Skirts, skorts, pants, shorts, polo navy dress or uniform jumpers.
- Middle School girls may purchase the GLS plaid skirt, skort, and three quarter sleeve shirt (yellow or white) from Lands End.
- Length must be mid-thigh or below. Some styles may need to be longer to maintain modesty, such as pleated skirts. Shorts may be worn underneath skirts to maintain modesty while utilizing playground equipment.

- No legging style pants, knit type shorts or pants or long skirts.

#### **SWEATSHIRTS:**

- Must be solid navy blue or red.
- No writing or logos other than Grace Logo accepted.

#### **SWEATERS:**

- Must be solid navy blue or red.
- May be cardigan, V-neck or crew-style.
- No writing, designs or logos of any type.

#### **SOCKS:**

- All students **MUST** wear socks.
- Must be solid white, red, black or navy, and should preferably be long enough to cover the ankle. However, socks should be visible.
- Girls may also wear knee-high socks or solid, opaque tights.

#### **SHOES:**

- Students must wear sturdy tennis shoes, sneakers, oxfords or loafers.
- Shoes with laces must be properly laced and tied.
- No open-toe, backless, or loose-fitting slip-on shoes.
- Heels and soles must not exceed one inch.
- No boots are to be worn except on excessively rainy days, and they should not be worn in the classroom. Boots are defined as any footwear that covers the ankle, except for high-top tennis shoes. Ugg type boots are acceptable on non-uniform days **only**.

#### **OUTERWEAR:**

- Must be solid red or solid navy only.
- This includes jackets, raincoats and hats.
- No logos accepted.
- School sports caps may be worn outside the classroom only.

#### **GENERAL GROOMING:**

- Student grooming that disrupts the educational process or draws undue attention to the wearer is prohibited. There should be no extremes in hair color or cut (no lines, designs, spikes or shaving).

- Hair must be neatly groomed and off the face.
- No body piercing, except for a single earring in each ear for girls.
- No earrings permitted for boys.
- Jewelry for girls must be minimal and dangling or multiple earrings are not acceptable.
- Girls' hair accessories should be uniform colors, including kerchiefs.

### **SCOUT UNIFORMS:**

- Scout uniforms are acceptable school attire on meeting days.
- If only part of the scout uniform is worn (for example, just the shirt) remaining items must be in keeping with the uniform policy.
- On days when there is both a field trip and a scout meeting, **the field trip uniform MUST be worn while the student is off campus.**

### **FIELD TRIP UNIFORM:**

- Each student will be required to have a **red** polo shirt with Grace Logo. This polo shirt **must** be worn on **ALL** field trips.
- **Red Grace Logo** sweatshirts are the only color outerwear permitted on field trips.
- **Pants** must be regular uniform navy blue twill unless otherwise specified by the teacher.
- No other attire will be accepted on field trips. Students not wearing their field trip uniform will remain at school.

### **MIDDLE SCHOOL P.E. AND SPORTS**

- The regular school uniform is acceptable for PE and after school sports practices (team uniforms are required for games).
- A brief dress-out time will be allotted in the schedule before and after PE. Students choosing to change may **ONLY** wear:
  - Solid navy sweat pants or sports shorts (plain or Grace Logo).
  - Solid navy or red crew neck t-shirt (plain or Grace Logo).
  - Team uniforms for school sports are also acceptable for PE.

### **NON-UNIFORM DAYS**

Three overriding Biblical principles guide the dress code. As Christians, we are encouraged by

God's Word to observe modesty (I Tim. 2:9), moderation (I Pet. 3:3-5), and gender distinction (Deut. 22:5). It is with these principles in mind that the following guidelines have been established:

The official Uniform and Dress Code Policies regarding General Grooming, Shoes and Socks (excluding color guidelines) are in effect and will be enforced on non-uniform days.

All clothing must meet the administration's definitions of **appropriate, modest, moderate, neat, clean** and in **good condition**.

The following are **UNACCEPTABLE** for school:

- Clothing or accessories, including book bags and back packs, with inappropriate pictures, slogans, or messages.
- Tank tops with straps less than one inch wide (undergarment straps cannot show).
- Tight fitting clothing and sheer clothing.
- Shirts or pants exposing the student's undergarments, midriff, or the back.
- Halter tops, spaghetti straps, or bathing suits.

Girls' dress/skirt/short length must guarantee modesty while sitting, standing and walking. Students are not to wear oversized, extended, baggy clothes and undergarments should not be visible.

Dress code violations are preventable with proper exercise of parental control and authority. Please cooperate with the school in this area. Beginning with the first offense, parents will be contacted by note. Upon the third offense, the student will be referred to the Discipline Director and the violation will be handled as detailed in the Discipline Policy. The school administration is the final authority in determining what clothing is neat, clean, modest and moderate. The administration may change this code at any time to adjust to inappropriate fashion fads.

### **EMERGENCIES**

- An "EMERGENCY FORM" (Student Application) must be completed for each student at Grace Lutheran School. Copies of these forms are kept separately in the school office to allow for systematic release of children from the school grounds and necessary emergency care.

- Parents are notified immediately of serious injury or sudden illness that may occur during school hours. For this reason, it is critical that **parents notify the school office when there is a change of phone number or emergency contacts.**
- It is understood that enrollment at Grace Lutheran School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would attach to such a decision in the event that the parents cannot be reached. Please note that the paramedics may be called immediately when there is a head injury or other life threatening injury.
- Natural Disasters: In the event of a natural disaster, Grace Lutheran School will ordinarily follow the direction of the Ocean View School District as to the opening or closing of the school.

### FIELD TRIPS

Grace Lutheran School offers a variety of exciting field trips that integrate with our curriculum. All students are expected to attend. If you choose not to have your child attend a field trip, your child must stay home. Parental support and participation are strongly encouraged.

- Field trips are required school activities, and every student is expected to participate. Those who do not attend field trips will be marked absent for the day and may be required to complete an alternative assignment.
- Parents will be notified at least one week in advance of each field trip. A signed permission slip is required for students to participate.
- Permission Slips, Emergency Information, and the Consent to Medical Treatment and Release of Liability forms will accompany each student on the field trips.
- Every effort will be made to utilize bus transportation for all field trips. When private vehicles are utilized, adults who are transporting students must provide the school office with a copy of their valid California Driver's License and proof of current automobile insurance. ***Drivers must drive only to designated location and back to school.*** No unauthorized stops are allowed. All

drivers are subject to approval from the School Administrator.

- Students will wear a red Grace Lutheran polo shirt and dress according to the teacher's specifications.
- Students will be under the direct supervision of their teacher and/or the teacher-designated chaperone.
- Should a limit on chaperones be imposed, the teacher will select parents to serve as chaperones on the field trip or off campus educational programs.
- Siblings of Grace Lutheran students may attend field trips only as determined by the teacher and the nature of the field trip.
- Unless other specific arrangements are made beforehand and are noted on the permission slip, students are to return to school for regular dismissal.
- Off campus educational programs are offered throughout the year as they relate to school curriculum and contemporary issues. The 4<sup>th</sup> – 8<sup>th</sup> grade levels will participate in the following off-campus educational programs:
  - Grade 4: El Camino Pines
  - Grade 5: Astro Camp
  - Grade 6: Forest Home
  - Grade 7: Mountain, Sea Adventure - Catalina
  - Grade 8: Washington D.C., New York, Philadelphia

### FOOD SERVICES

Children's Choice is a nutritionally focused program that provides nutritionally sound meals developed by a school nutrition specialist which are prepared daily in their own kitchen. More information is included with this mailing. Please visit their secure website at [www.choicelunch.com](http://www.choicelunch.com) for detailed information or to order lunches for your student (s).

#### To order hot lunches for your child:

- Register at [www.choicelunch.com](http://www.choicelunch.com) using the registration code 'Grace'
- Login and choose from up to 12 tasty entrée choices daily
- Students pick up their pre-ordered lunch along with their choice of drink, snack and fruit

### **Forgotten Lunches:**

To minimize classroom interruptions, any forgotten lunch (or other items) brought to school should be left in the school office. Students will be notified by their classroom teacher to pick-up the items during their break times. To minimize class disruption, please do not deliver these items to your child while they are in class.

- For safety reasons, food cannot be heated for students.
- Glass containers are not permitted.
- CHEWING GUM IS NOT PERMITTED.
- Food and drinks are NOT permitted in the school buildings.
- Candy, soda, and other foods and beverages with large amounts of sugar are strongly discouraged for snacks and lunches.

### **GRADE REPORTS**

A student's academic progress, work habits, conduct and social development are evaluated on a daily basis throughout the school year. Daily assignments and regular tests in each subject area are used to develop a composite of the student's academic achievements. Standardized Tests (Iowa Test of Basic Skills, ITBS) are also given each year. Results of these tests may be obtained from the Administrator and are also on the school website.

### **Report Cards**

Report Cards are issued three times each school year, for students in Jr. Kindergarten through eighth grade and these grades are recorded through an online grading system called Gradelink. This system allows parents to log in and view their child's grades, attendance records, and homework. They can also set up automatic e-mail alerts when their child receives a grade of their choosing, whether it is a passing or failing grade. Progress reports are sent home to parents once per trimester and parent teacher conferences are scheduled throughout the year as needed.

### **Kindergarten**

Grades for the Kindergarten are reported with a separate format from the rest of the school, which concentrates on reporting successful attainment of

standards based readiness skills. A pre and post assessment is used to determine appropriate skills for first grade placement. An information-based report is given to parent three times a year.

### **Grades One and Two**

Three times a year grades of Outstanding, Satisfactory, or Unsatisfactory are given in all subject areas as well as the area of Study Skills and Behavior. It is important to note that "Satisfactory" is looked upon as positive, not negative.

### **Grades Third through Eight**

Letter grades are given for all academic classes based on the three-tiered academic ladder. Grades of B and above will reflect a more in-depth quality and quantity of work. Student assignments and grades are recorded on Gradelink.

### **Grading Scale in percentages:**

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

Work habit, cooperation and conduct are also evaluated.

E = Excellent

S = Satisfactory U = Unsatisfactory

### **HALL PASSES**

Students not in the classroom during class time are required to have a Hall Pass at all times or a detention will be assigned. Students must obtain a Pass from their teacher before coming to the office or going to the restroom.

### **HARASSMENT**

Sexual harassment (i.e. inappropriate words, gestures, pictures, touching, and body language) by students, teachers, staff, or others on campus will not be tolerated.

- All forms of harassment including but not limited to bullying, teasing, and name-calling are prohibited.
- Students, staff, or parents should report suspected incidents of sexual harassment to the Administrator, Director of Students or a pastor. These incidents will be thoroughly inves-

tigated and dealt with in a way that respects the privacy of all parties concerned.

## **HEALTH**

Students may not attend school until the following symptoms have not been evident for **at least 24 hours**:

- Acute Cold
- Diarrhea
- Elevated Temperature or Chills
- Excessive Coughing
- Excessive Drowsiness
- Excessively Red or Discharging Eyes
- Excessive Sneezing
- Flushed Skin or Rash
- Headache or Earache
- Nausea or Vomiting
- Sore Throat
- Swollen glands

Students who display or complain of these symptoms will be sent to the school office, and parents will be called to pick up their child. **Children may not return to school until the symptoms have been absent for at least 24 hours.**

## **HEALTH SERVICES**

For non-emergencies, students should obtain a Hall Pass to receive medical attention in the school office. **Students must have an Emergency and Medical Authorization and Release Form (Student Application) on file in the office in the event of an emergency.** Parents will be notified of accident situations and are responsible for transporting students except in cases of extreme emergency.

- Any student who is required to take **prescribed medication** while at school must have a written statement from their physician and parent/guardian detailing the method, amount, and schedule by which such medication is to be administered.
- **The medication must be brought to the School Office by the parent/guardian in the original labeled container.** Prescription medication must list on the original container the child's name, name of medication, doctor's name, pharmacy, prescription number, date, dosage, and frequency to be given. For safety

purposes, the school office logs all administration of medications.

- Siblings may not share a prescribed medication unless both children's names are listed on the original container and the above information is provided for both children.
- If medication requires refrigeration, it must be CLEARLY marked as such.
- **At no time may a student have in their possession medication of any kind. This includes any form of aspirin, aspirin gum, Tylenol, medicated lollipops, throat lozenges, cough drops, etc.**

## **HOMEWORK POLICY**

Because it is important to establish good study habits, homework is a serious component of the curriculum. Homework is assigned appropriately for each grade level and reinforces lessons covered in the classroom. Work not completed in school becomes homework. All homework is corrected and applied to the overall student grade average. An average of fifteen to thirty minutes per night for the lower grades and thirty minutes to one and a half hours for the upper grades should be expected.

It is recommended that children have a definite time each day for studying. A quiet, well-lit area away from the television set is essential. Children in Recreation Club have a regular supervised homework area after school. Parents are encouraged to keep up to date on the quality of their child's completed work. A genuine parental interest in the child's work is extremely valuable and cannot be overemphasized.

The average time for assignments is as follows:

Kindergarten	10-15 minutes per night
First through Third	20-30 minutes per night
Fourth through Fifth	45-60 minutes per night
Sixth through Eighth	60-90 minutes per night

If your student was not assigned homework, please have your child read for a period of time. This will strengthen the student's reading skills and encourage reading as a personal pursuit. Homework is usually not given on Friday evening or before a holiday.

## **IMMUNIZATIONS**

California law requires that each child entering school for the first time present evidence (unless exempt for personal or medical reasons) that he/she has been protected against Polio, Diphtheria, Pertussis (whooping cough), Tetanus (lockjaw), Measles, Mumps, Rubella, and Hepatitis B. In addition, Kindergarten students are now required to be immunized against Varicella (Chicken Pox).

Entering 7<sup>th</sup> Grade students are required by law AB 381 to be immunized against hepatitis B.

- Required documentation will be an immunization record showing that the three doses of hepatitis B vaccine have been received by the student. The record must indicate the date each dose was received.
- Personal beliefs and medical exemptions are allowed including laboratory confirmation of previous hepatitis B infection or vaccine, but must be submitted in writing.
- Health forms are available in the school office, and when they are completed, they will become part of the student's permanent school file folder.

## **INTERNET**

During computer instruction, students may have the opportunity to go on the internet while supervised by the classroom teacher. It is the parent's responsibility to review the attached "Netiquette" information with their child(ren). Students who do not adhere to the policies outlined in the "Netiquette" information may lose all internet and/or computer privileges.

## **LIBRARY**

Students will have several opportunities throughout each month to visit the school library. Books borrowed from the library may be taken home provided that they are returned within two weeks. Parents are responsible for the cost to replace lost or damaged books.

## **LOST AND FOUND**

Lost and found items are located in the plastic container at the east end of Wing "C" (playground side). Lost and found articles not retrieved by the end of the month will be donated to charity. Non-

clothing Lost and Found items (i.e. glasses, keys, jewelry) may be stored in the School Office. Parents are asked to clearly label all student items with their child's first and last name.

## **NATURAL DISASTER**

Disaster drills are conducted monthly. Faculty and staff have been assigned various emergency responsibilities. In the event of a natural disaster, Grace Lutheran School will ordinarily follow the direction of the Ocean View Unified School District as to the opening or closing of the school. Following is the general plan that will be used in the event of a disaster:

- For Earthquakes - Teachers and students will perform "cover and hold" position as a standard procedure for an initial earthquake and aftershocks. It will also be used as a lock-down procedure for threats of violence.
- Teachers will take the students out to an open area designated by classroom as soon as it is determined that they may be safely relocated.
- The Damage Assessment Team will determine the safety of the buildings and initiate any rescue. After the assessment, the teachers will be informed when/if it is safe to return to the building and previous activities.
- The communications network will be established as necessary.
- The First-Aid Team will set up a first-aid station as necessary.
- Teachers will carry their classroom emergency backpacks when they go to the safe area. If appropriate, food and water will be distributed.
- Parents must report to the campus gate to pickup their children. Parents should report to the supervising adult who will communicate with the classroom teachers for systematic release.

## **PARENT INVOLVEMENT**

### Parent-Teacher League (PTL)

Every Grace Lutheran School parent is automatically a member of the Parent-Teacher League (PTL). The purpose of the Parent-Teacher League is to aid the School in carrying out the programs and projects.

- The PTL provides volunteer help when re-

requested or suggested by the School Administrative Staff.

- The PTL provides for better communication between parents and teachers.
- The PTL organizes major fundraising activities to supplement school funds in special areas of need.
- All parents are encouraged to attend the monthly PTL meeting .
- The PTL will contact parents to assist classroom teachers with classroom projects, baking for special holidays, and volunteering for fundraisers held throughout the year.

All families are encourage to actively support the school program through service. The following are several great ways to support our school:

- **FUNDRAISERS:** There are two major PTL fundraisers during the school year: the sale of wrapping paper and cookie dough and the Silent Auction. Profits from these fundraisers subsidize the budget for the majority of PTL-sponsored activities and school support including bus transportation for field trips, capital improvements to the facility/playground, technology, and other school events.
- **MONTHLY FAMILY NIGHT AT LOCAL RESTAURANTS:** Each month families and friends of Grace Lutheran School students are encouraged to dine at a specified restaurant where a percentage of the total food bill is donated to the school by the restaurant. Proceeds benefit a variety of designated school programs.
- **SCRIP:** Prior to the 2006-2007 school, scrip was mandatory and produced approximately \$50,000 in revenue to support the school budget. Last year the revenue from the voluntary scrip program was approximately \$10,000. If active participation in this program does not provide the budgeted \$50,000 of income, the school will need to raise tuition or make the program mandatory in the school year. We suggest that all families actively participate in the scrip and E-Scrip programs. Gift certificates (scrip) for a number of stores and restaurants are available for purchase in the school office.

- **ALBERTSONS CARDS:** Albertsons grocery store cards can be registered at Albertsons.com. A percentage of the total purchase is then donated to the school.
- **E-SCRIP AT RALPHS AND VONS:** Contact the school office for more information on how your RALPHS AND/OR VONS card can earn money for our school with every grocery purchase. E-Scrip also offers discounts on restaurant purchases and allows you to register your credit cards so there is no work involved.
- **DONATIONS:** Donations are always appreciated for supplies or other items on our Wish List (located in the school office).

## **PARTIES**

### *Birthday Parties*

It has been the tradition of the school that classes may celebrate birthdays of students if the parents wish to do this. Usually, this birthday party consists of a simple (preferably healthy) snack, or cupcake (cakes are not permitted) and singing "Happy Birthday" to the child who is celebrating. Birthday snacks may be regulated as needed depending on student allergies.

### *Class Parties*

Class parties are held for Thanksgiving, Christmas, Grandparents' Day, Valentine's Day and Easter. The hours for parties are normally one hour prior to dismissal or at the teachers discretion. Room parents are asked to provide refreshments and special activities decided on and supervised by the classroom teacher.

## **PARKING LOT**

### *Safety*

In an effort to ensure safety and efficiency in traffic management during operating hour and to respect the rights of Grace Campus neighbors, the following campus parking plan will be followed:

- Parking can be found in the main school lot, on McFadden Street, and on neighboring streets.
- Please remember that any parking that blocks a neighbor's driveway is not only illegal but also discourteous to the homeowner.
- We encourage you to carpool to school whenever possible.

- Please abide by the traffic flow arrows in the main parking lot. This will facilitate the drop off/pick up process. Therefore, when driving around the main parking lot, please do so in a counterclockwise fashion.
- Please follow the instructions of the GLS Staff members during times of dropping off and picking up students.

### ***Main School Parking Lot:***

The front parking lot shall be open and available to parents and visitors during hours of operation of Grace Lutheran School and Grace Lutheran Church.

### ***Back Parking Lot***

The back lot will be open to staff only on weekdays from 6:00 a.m. to 4:00 p.m. daily. Parents should NOT park in the back parking lot adjacent to the field during this time period. Beginning at 4:00 p.m. Monday through Friday and all day Saturday and Sunday the lot will be open for public use, including Grace Lutheran School Faculty and Staff, Grace Lutheran Church and AYSO Soccer. All employees of Grace School are required to park in this lot during school hours.

### ***Drop-Off***

The carpool/drop-off area (the red and green curb area) is meant for those families who drop off and/or pick up without parking and/or leaving their cars. During the morning, students who are not walked to class by their parents may be dropped off in the designated curb area in front of the administration building. Please do not park and leave your car in at the red curb during the day. It is illegal and against HB Fire regulations and you are subject to fine and/or towing.

- Please park your car in the parking lot to write notes, or to review homework. Always use marked crosswalks when in the parking lot.
- Please observe the reserved, carpool, and Handicap parking spaces.
- Please have children ready with backpacks and lunches when going through the traffic line.

### ***Pick-Up:***

In the afternoon, a pick-up system is in place for parents who are carpooling or do not want to find parking in the main school parking lot or on McFadden Street. Parents picking up students should line up in the main lot in the outside lane, and stay in their vehicles until they pull up to the loading zone (the red and green curb area) along the curb outside the administration building. When you pull up to the carpool lane, a GLS Staff member will direct your child and/or the students in your carpool to the appropriate car. To facilitate this process in a safe and efficient manner:

- Please do not use your cell phone while in the car or walking in the parking lot.
- Make sure your students know if they're being picked up by a carpool, so they can be ready and waiting for you.
- While waiting for the students to load your vehicle, please pull as far forward as possible to leave room so that other cars can pull up behind you. If there is no more room in the pick-up area, please wait for the line to move forward.
- Please do not block the crosswalks in the main school parking lot or on McFadden Avenue.
- Please be aware of the cross walk and the crossing guards as they are crossing students and parents in the school parking lot.
- As the cars ahead of you are loaded, pull forward to the next available empty spot and **wait in your car** for your student(s). **Stay in your vehicle**, while a Grace Staff person loads the student(s) into your car.
- The car must be properly parked at the curb for the student(s) to safely load into the vehicle.
- Please schedule an appointment for a conference with faculty and staff instead of having conversations during the car line process.
- **Please be patient!** Students are witnessing their adult role models' behaviors.

### ***Alternative Transportation:***

Walking – Those persons living within walking distance of the Grace campus are encouraged to walk. Persons walking should walk only on the sidewalks and cross only at intersections.

Bicycles – Commuting by bicycle is also encouraged. Bike racks are provided for the convenience of bike commuters.

## **PLEDGES**

### **PLEDGE OF ALLEGIANCE**

*I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

### **PLEDGE TO THE CHRISTIAN FLAG**

*I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands. One church uniting all Christians in service and in love.*

### **PLEDGE TO THE BIBLE**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.*

## **ROOM PARENTS**

Room Parents play a vital role in the integration of parental involvement and support in regular school activities. The teachers rely on the Room Parents to help coordinate a number of class and school-sponsored events, and the children LOVE to have their parents involved. Being a Room Parent is a true blessing. NO PREVIOUS EXPERIENCE IS NECESSARY. We will work together and provide guidance as needed!

Listed below are the major Room Parent Responsibilities:

- **ROOM PARENT AND PTL MEETINGS:** Room Parents will attend all monthly PTL Meetings.
- **COORDINATING EVENTS AND ACTIVITIES:** Room Parents work closely with the classroom teacher and assist with the coordination of classroom needs and activities. Room Parents are responsible for maintaining regular contact with the teacher (at least two times per month) to identify and help with classroom needs or schedule other parents to help.
- **SCHEDULING VOLUNTEERS:** Room Parents are responsible for assisting the school office in scheduling volunteers for PTL Fund-

raisers, Community Preview Day, Open House, Book Fair, Faculty and Staff Appreciation Luncheon, Class Parties, Field trips, and the End of the Year Picnic.

- **SILENT AUCTION BASKET AND CLASS PROJECT:** Room Parents are responsible for selecting a “theme” and collecting donations for their class’s basket for our school auction.
- **BACK-TO-SCHOOL NIGHT:** This is a great opportunity to meet the teacher and other parents and to learn about classroom policies and procedures. It is also a time when parents volunteer for various classroom positions such as Room Parent or Librarian, gather information about future activities, and establish a strong commitment of parental classroom involvement.

## **SCHOOL HOURS**

- **Grades JK-5:** 8:15-2:45 p.m.
- **Grades 6-8:** 8:00-3:00 p.m.
- **Rec. Club:** 6:30-8:15 a.m. & 2:45 - 6:00 p.m.

## **SPORTS PROGRAMS**

The After-school League Sports Program is offered to boys and girls in Grades 4-8. Although the league is geared for students in Grades 5-8, students in Grade 4 may participate provided that there is space on the team.

League sports offered include the following:

	<b>BOYS</b>	<b>GIRLS</b>
<b>FALL:</b>	Football	Basketball
<b>WINTER:</b>	Basketball	Volleyball
<b>SPRING:</b>	Co-Ed Golf	Co-Ed Golf

Grace Lutheran School is a member of the Lutheran Orange County Athletic League (LOCAL). Practices and games are held after school with special tournaments on weekends.

- There is a participation fee per sport to offset the costs of coaches, referees, uniforms, and equipment.
- To be eligible for the sports program, students must maintain at least a 2.0 (“C”) average from the previous trimester Report Card along with the minimum of a Satisfactory (S) mark for Work Habits, Classroom Behavior

and Participation. At the Administrator's discretion, the student may be allowed a probationary period to bring the grade point average up to 2.0 while still participating in the sports program.

### **STUDENT COUNCIL**

The Student Council is a leadership group for students in Grades 6-8 who are elected by their peers. The Student Council is responsible for organizing various school activities including dances and other special events as well as running the Student Council Student Store. Elected officers are expected to demonstrate outstanding citizenship and Christian character.

- To be eligible for Student Council, students must maintain at least a 2.0 ("C") average from the previous trimester Report Card along with the minimum of a Satisfactory (S) mark for Work Habits and Specialty classes. At the Director of Students discretion, the student may be allowed a probationary period to bring the grade point average up to 2.0 while still participating in Student Council.

### **STUDENT SUPPORT SERVICES**

GLS has both a speech therapist and an occupational therapist that offer services on campus both during and after school. You can request a no cost screening of your child to determine if intervention is required.

### **SUMMER REC. CLUB PROGRAM**

The summer program is offered from June to August and is open to families in our community. Enrollment information will be available in March.

### **TEXTBOOKS**

- Students will be issued textbooks during the first week of school.
- All textbooks must be covered with paper or cloth book covers only (no adhesives or tape) and returned at the end of the year in the same condition.
- Parents will be billed for lost or damaged textbooks.

### **TRANSPORTATION**

Alternate forms of transportation to and from school include the following: Walking, Bicycles, Skateboards, Roller Blades, and Scooters. The following procedures must be followed:

#### ***Procedures***

1. Only students in Grades 3-8 may travel to and from school by the alternate forms of transportation listed above.
2. A parent-signed permission slip must be on file in the school office granting permission for a student to use any form of alternate transportation to and from school.
3. All students are required to wear helmets in compliance with state law when riding a bicycle, skateboard, roller blades, or a scooter.
4. Alternate forms of transportation must not be ridden on campus. Students will walk their bicycles on the sidewalk and on the school grounds. Skateboards, roller blades, and scooters must be carried on campus, and approval and arrangements must be made with the homeroom teacher and/or the school office to store them on campus during school hours.
5. Bicycles must be properly locked in bike rack.
6. When riding to and from school, students are expected to obey all relevant regulations.

### **TUITION**

There are three tuition payment options from which you may choose. Parents choosing the annual payment option listed below make their tuition payments in the school office. Parents choosing the two month, ten month or twelve month plan must make tuition payments through SMART Tuition, and there are no exceptions. Program details and enrollment information for the SMART Tuition will be included in the Registration II (Enrollment) packet. If you have any further questions concerning this program, please contact the school office.

#### ***Tuition Payment Options:***

##### ***Annual***

You may pay tuition in full before August 1, directly to Grace Lutheran School, and receive a 2 percent discount.

### ***Semi-Annual***

You may pay the tuition in semi-annual installments to SMART Tuition as a convenience, but there is no discount offered. The first payment is due in full on or before August 10th, and the second payment is due in full by January 10.

### ***Monthly***

You may pay the tuition in ten or twelve monthly installments, with the first payment due in full by June 10th (12 month) or August 10th (10 month). All tuition payments are due on the 10th or 20th of the month, beginning August (10 month) or June (12 month) and continuing monthly until May. If tuition is not received by the due date, a late fee of \$50.00 per account will be assessed. All monthly payments must be made through SMART Tuition, ***no exceptions***.

### ***Tuition Assistance:***

Grace Lutheran supports families in need with financial assistance through a tuition assistance line item in the school budget. It is the hope that all parents wanting a Lutheran education for their child(ren) will be able to provide that education. Applications for tuition assistance may be obtained from the school office beginning January 1, and must be returned no later than March 1.

All parents currently receiving financial aid must re-apply in order to be considered for assistance in the school year. Applications for tuition assistance must include all required paperwork, tax forms and application fee. Applications will be reviewed and families notified of assistance by May 1, if possible. For further information please contact the school Administrator.

There will be no tuition refunds after April 1

- ***ENROLLMENT AFTER THE FIRST DAY OF SCHOOL:*** Students enrolled after the first day of school are required to pay the registration fee, tuition for the month they are enrolling, and one month's additional tuition.
- ***NON-PAYMENT OF TUITION:*** Non-payment of tuition constitutes a serious breach in the parent/guardian's obligation to the school. Until the financial obligation to Grace Lutheran School has been satisfactorily

met, the school may enforce the following actions:

- Delinquency in tuition constitutes cause for dismissal of the student at the School Administrations discretion. Students may be asked to leave at 30 days overdue.
- Readmission for the following school year may not be permitted until student's tuition account is brought current.
- Students may not be allowed to take trimester exams, as applicable, unless their tuition account is current.
- Trimester and mid-trimester grade reports, transcripts, and cumulative files may be withheld.

### **Family Discounts:**

Discounts will be provided on a total family tuition basis. To determine tuition rates for two or more students in the same family, the oldest child is considered the first child. The reduced rate for the second child is applied to the other students in Grades K-8.

### **Returned Checks**

- **RETURNED CHECKS/FAILED PAYMENTS:** A fee of \$25.00 per returned check will be imposed for each occurrence. Returned checks will not be re-deposited, and payment must be made in cash or money order form within 48 hours. If two checks are returned during the school year, all subsequent payments to the school (or PTL) must be paid in cash or certified check.

### **Specialty Fees**

- **Athletics Fee:** (Grades 4-8); An Athletics participation fee is paid per student per sport played; when participation in sport begins (does not include uniforms).
- **Band Fee:** (Grades 3-8), per student per month. The Band participation fee is paid monthly August - May.
- **SMART Tuition Fee:** per family per year. Yearly SMART Tuition fee is per family unless paying in full in August.

### **Other Fees**

From time to time throughout the year, other fees may be incurred for things such as field trips, class parties, buses, or other special events. GLS makes every effort to keep these additional fees to a minimum.

### **VISITORS**

- All visitors are required to sign in with the school office upon entering campus. For safety reasons, visitor passes will be issued and must be visible at all times while on campus.
- Those wishing to visit classrooms must have prior approval from the teacher and the Administrator at least 24 hours in advance.
- Students from other schools may not attend class or visit campus during their vacations.

### **VOLUNTEERS**

Volunteers are always needed and are greatly appreciated. Assistance in planning field trips and serving as a resource person in and out of the classroom are vital to the school program.

- Volunteers should check-in to the school office so as to obtain a visitor's pass.

### **WITHDRAWING FROM SCHOOL**

- To withdraw from Grace Lutheran School, parents must notify the school office in writing by completing an "Intent to Withdraw from School" form two weeks before withdrawal. All unpaid tuition, Rec. Club, and other school charges become immediately due and payable before the student's records shall be forwarded to the new school.
- For refunds on current accounts, if the last day of the student's attendance and withdrawal notification falls between the first and the fifteenth of the month, fifty-percent of the monthly tuition amount is refundable. After the fifteenth of the month, tuition is non-refundable.
- There are no tuition refunds after April 1.

### **WITHHOLDING GRADES/ TRANSCRIPTS**

Grade Reports, transcripts, and student files may be withheld for unpaid school debts, fines, unpaid property damage or any other outstanding balance on the student's account.