

404 E. Glenlord Road, St. Joseph, MI 49085

269.429.4951(o) | 269.429.4797 (f)

[www.gracestjoseph.org](http://www.gracestjoseph.org)



# Grace Lutheran School

S T . J O S E P H

## *School Manual: PreK - 8th Grade*

### **MISSION STATEMENT**

*Grace Lutheran School exists to bring in, build up and send out disciples for Jesus Christ.*

### **WHY DO WE MAINTAIN A LUTHERAN SCHOOL?**

It is apparent that we have a defined responsibility to God as parents to do all within our power that His children—of whom we are merely caretakers—receive the fullest measure of training in the one thing needful. (Luke 10:38ff)

Moses reminded believers: “Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the door frames of your houses and on your gates.” (Deuteronomy 6:5-9)

King Solomon further instructs parents: “Train a student in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)

Christ told his followers, “feed my lambs”, while the Apostle Paul encourages via his early church letter: “Bring them up in the training and instruction of the Lord.” (Ephesians 6:4)

Responsibility for the training of God's children also rests upon a Christian congregation.

Grace Lutheran Church has established this School and maintains the same for carrying out this responsibility to aid parents.

This Student-Parent-Teacher Manual contains helpful information regarding our school policies for students, parents\* and teachers. Let everyone recognize that children are gifts of God as we do all we can for their temporal and eternal welfare.

### **WHAT IS THE AIM OF A CHRISTIAN EDUCATION?**

People with a world-centered philosophy strive to develop the idea that man through his ingenuity and resourcefulness can improve the world and his life. Thus, he thinks he can save himself or make himself right with God through his own morality and good works.

Those with a Christ-centered philosophy nurture the idea that all people, from Adam onward, are lost and condemned sinners. Thus, we rely solely upon Christ our eternal Savior for salvation. Our acceptance of this salvation comes only by grace through faith, worked in our hearts by the Holy Spirit. Such a faith instills in our hearts a deep love for our Redeemer and results in a Christian love for our fellow people.

The philosophy of Grace Lutheran School (Pre-K – 8th) is a Christ-centered philosophy, with all subjects taught from this viewpoint.

### **WHAT ARE THE PURPOSES OF CHRISTIAN EDUCATION?**

1. Bring children to the knowledge of Jesus as their personal Savior.
2. Support and strengthen the Christian home.
3. Give all children a thorough understanding of God's Word.
4. Develop God-pleasing habits and values in the student.
5. Develop competent citizens through a sound academic program based on the Holy Scriptures.
6. Strengthen the Church through a well-instructed membership.

\*Guardianship is covered under the term “parents” when referenced throughout this manual.

## **PARENTAL COOPERATION**

Enrollment of your student at Grace Lutheran School is a privilege made possible by the members of Grace Lutheran Church, St. Joseph. Your Grace Board of Education feels a strong obligation to maintain a positive Christian educational experience for all children.

Therefore, by enrolling your child, you are agreeing to abide by all the rules and policies as set forth in this manual.

When we as parents, students, teachers, pastors and Grace Board of Education work together, Grace Lutheran School is a fortress of Christian education and academic training that helps all of us to effectively carry out our responsibility for the Christian upbringing of youth to the glory of God and the spiritual welfare of His blood-bought souls.

Any disagreement with school policies or feelings of discontent should be dealt with according to our Lord’s directive in Matthew 18:15-18, and also in keeping with the Eighth Commandment:

1. Speak privately with the person involved first. (*Talking to other parents about the matter first not only doesn’t resolve it (usually just the opposite), but is also a violation of the Eighth Commandment, as you haven’t given the other party a chance to address it.*)
2. Include the leader of the setting (i.e. teacher, coach or another adult) in an attempt to resolve the issue.
3. If the matter still isn’t settled, go to the Administrative Team (i.e. pastors and principal).
4. Finally, if necessary, the chairman of Grace Board of Education should be contacted in order to arrange a meeting with all involved.

It is not wise to display feelings of discontent or disagreement in front of a student. Please do not disturb teachers during school hours, as they are quite busy with your children and their work! If you must speak with a teacher during the day, please coordinate this with the school office.

## **OUR SCHOOL**

Grace Lutheran is owned and operated by the members of Grace Evangelical Lutheran Church—a member of the Wisconsin Evangelical Lutheran Synod (WELS). It was established in 1955 for the purpose of providing our children with a Christ-centered education. The congregation has called a staff of qualified teachers to instruct its children in Preschool through Eighth Grade.

## **NONDISCRIMINATORY POLICY**

Grace Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. It

does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies and other school administered programs.

### **ENROLLMENT POLICIES AND REQUIREMENTS**

Children are admitted into our school by action of Grace Board of Education following the priority scale listing below:

1. Children of whom one or both parents are members of Grace Lutheran Church.
2. Children of whom one or both parents are members of other WELS or Evangelical Lutheran Synod (ELS) congregations.
3. Children of prospective members.
4. All others thereafter.

A parent signature is required on the “Enrollment Statement”, which verifies the student(s) and parent(s) are placing themselves under the rules, regulations, discipline and religious instruction of Grace Lutheran School, and which gives permission to withhold transcript of credits, report cards or diploma unless all tuition and fees up to date as outlined on the Enrollment Statement.

Currently, the educational fee payment plan includes three options after registering and making deposit Beginning action. (Grace Board of Education will determine the amount for the deposit when registrations are accepted. They will review the amount on a yearly basis.)

1. 100 percent of the balance by August 15 and receive a 10 percent discount.
2. Monthly direct withdrawal payments beginning on September 15 through June 15 to cover the entire balance
3. Contact Grace Board of Education/principal

### **SCHOOL AGE RECOMMENDATION**

#### *Pre-school eligibility reference chart*

- 3-year olds - 3 before Sept. 1
- 4-year olds - 4 before Dec. 1
- Young Five’s - 4-1/2 before Sept. 1

#### *Kindergarten Enrollment*

Grace Lutheran School recommends (along with Michigan’s Department of Education) that a student be at least 5 years old by September 1 to enroll in Kindergarten. Prospective Kindergarten students are screened in order to best provide for their academic needs.

Parents interested in enrolling a prospective Kindergartner with a birthday between September 1 and December 1 must submit a letter of intent to the school district in which they reside. Grace

Lutheran School will then consider the request.

Teachers may discuss your child's readiness, explain what happens in Kindergarten and what is expected of students. After reviewing this information, they may make a recommendation regarding your child's readiness for school, which may include waiting to enroll your student and utilizing our Pre-School instead. Regardless of this recommendation, parents are able to make the final decision.

### **AGE & HEALTH REQUIREMENTS**

Grace Lutheran School offers students the complete health program as given by the State, including hearing and vision testing. The school is prepared to administer first aid when needed for minor injuries.

The State of Michigan requires certain immunizations be given to the student before the student is allowed to attend school. A medical form with all necessary shots recorded must be returned to the school office.

The teacher should be informed of individual health situations. Any condition that may require limited activity on the playground must be brought to the attention of the school. Additionally:

- A Kindergarten student must have reached his/her fifth birthday on or before September 1 of the current school year. (See p. 4 for more information.)
- A birth certificate will be required for substantiation of legal proof of age.
- Students entering school for the first time in any Michigan school are to be examined by a physician. A medical evaluation form should be obtained from the school or your physician and must be returned to the school when completed.
- Students entering Kindergarten in any Michigan school must present a statement of school officials at the time of registration or not later than the first day of school, a certificate of hearing and vision testing or screening. Vision must be screened at least once after the age of three and before initial school entry.
- All students must meet state immunization guidelines:
  - **Michigan Public Health Code states: "A parent, guardian or person in loco parentis applying to have a student registered for the first time in school in this state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under section 9215."**

## **CURRICULUM**

Students receive instruction in all subjects required by the Michigan Department of Education, including: English/Language Arts, Science, Mathematics, Social Studies, Foreign Language, Music, Art, Physical Education, and Computer Literacy. Further philosophy summaries of these courses may be found in APPENDIX 6.

Religious instruction includes Bible History, Church History, Catechism, and Hymn Study, along with daily devotions and prayer. Memorization of Bible passages, the six chief parts of Christian doctrine, and hymn verses are also part of this training, giving students the armor to defend themselves from attacks upon their faith.

All students are required to participate fully in every class, unless specifically exempted by Grace Board of Education.

## **SCHOOLWORK AND ASSIGNMENTS**

All work is expected to be completed on time and neatly. Much of this work can be completed in school. If your student brings home an excessive amount of homework, contact his or her teacher.

When work is turned in late, the teacher, depending upon the circumstances, has the option to lower that assignment's grade by 1/3. Teachers will also be in immediate communication with the parents if the concern over late work persists.

## **DAILY SCHOOL SCHEDULE**

<b>Program:</b>	<b>Start Time</b>	<b>End Time</b>	<b>Suggested Arrival Time</b>
PreK 3 and 4:	8:15AM	11:15AM	<i>7:50 - 8:10AM</i>
PreK Young 5's:	12:15AM	3:15PM	<i>11:50 - 12:10PM</i>
K - 8th Grade:	8:15AM	3:15PM	<i>7:50 - 8:10AM</i>

Students should go directly to their classroom during this time before the school day begins. Students not involved in after school activities should be picked up by 3:30 p.m.

## **GRADING**

1st-8th Grade teachers use the following percentages and corresponding letter grades:

A = 90-100%	E = Excellent
B = 80- 89%	G = Good
C = 70- 79%	S = Satisfactory
D = 60- 69%	N = Needs Improvement
F = 0- 59%	U = Unsatisfactory
I = Incomplete	Cr =Credit for work

## **REPORT CARDS/CONSULTATIONS**

K-8 students receive report cards every quarter. In addition, four (4) mid-term quarterly “Progress Reports” are distributed throughout the school calendar year, either via hard copy or electronically.

Two times each school year a consultation session is scheduled for parents to discuss their child’s progress with applicable teachers. Parents can also make appointments with the teacher for consultation at any time during the school year.

An on-line information system (PowerSchool) communicates updated progress of 1st-8th Grade students to parents. Parents receive information regarding this secured website from the teacher, which supplements communication between home and school.

## **PROMOTION**

Promotion to the next grade level is based upon the following:

1. Achievement of passing or satisfactory grades in all subjects.
2. Attendance for the appropriate number of days during the school year.
3. Completion of all classroom assignments as directed by the teacher.

Each child’s progress is subject to review by the principal, the teacher(s) involved, and Grace Board of Education. Upon their recommendation, the student will be advanced to the next grade level at the end of the school year.

## **IN-SCHOOL ARRIVAL AND DEPARTURE**

All students must enter the school facility through the west-wing (main) doors. Students should be dropped off or picked up at the curb in front of this entrance. If you intend to bring your student into the building or meet them in the building after school, please park in one of the parking stalls in the north lot and escort your student into the building. PreK-4th Grade students will exit through the west-wing (main) doors. Middle school students will exit through the south-facing doors on the west-wing of the building.

## **AFTER-SCHOOL STUDENT PICK-UP POLICY**

For the safety and welfare of all students, your family's primary drivers are to be listed on the Emergency Contact Form at the start of the school year.

If your student is leaving the school property with someone outside of the aforementioned list, you must contact the School Office and note the change of information (driver and dates). This enables the teacher and school administration to have a record.

In case of late schedule adjustments, please contact the school office and report this information.

## **AFTER SCHOOL PROGRAM (ASC)**

If a student cannot be picked up by 3:30 P.M., then he/she will go to the After School Care (ASC) program for supervision. Please contact the principal if a specific circumstance arises that needs attention.

A generous donation from a Grace Church family permits our school to operate ASC at no additional cost along the following guidelines:

1. ASC is a privilege to families in covering a time gap between the end of the school day and the conclusion of the work day. Please use ASC for this purpose only.
2. ASC operates between **3:15 pm to 5:30 pm** each full school day. (Not available on half or partial days.)
  - a. While the ASC Coordinator will not leave any student alone after 5:30 pm, the program does not extend beyond this time. Any infractions beyond this conclusion time will be referred to the principal.
3. The ASC space is located in the Fellowship Hall on the lower level of the school.
4. The ASC Coordinator may allow students to use the outdoor playground when weather permits and supervision allows.
5. A parent or pre-designated transporter must enter the building through the Gym Entrance and sign out the student from the ASC Coordinator.

- a. The ASC Coordinator will release the student only to individuals who have been designated by the parent(s).
  - b. Parents must complete the Emergency Contact Information form with approved names for release. Please keep this list current and updated as needed. If special circumstances arise, please contact the school office to inform them regarding a temporary change.
6. Many students need ASC time for completing assignments. Time is built into the daily ASC routine specifically for this purpose.
  7. ASC is an extension of Grace School and its guidelines. Students will care for ASC facilities in the same manner as the rest of the school.

### **PARKING LOT RULES**

A safe and effective environment for picking up and dropping off students is our priority, and the following is *expected of all parents*:

1. Use the Western driveway (behind the house) when entering the campus. Make *a large loop around the edge of the parking area* and follow the curb along the school.
  - a. Do not cut across the parking area when entering.
  - b. Do not stop your car, stand or park by the church sidewalk.
2. Once your student has been picked up along the curb, *slowly* pull out into the “second lane” and *slowly* exit the campus out the Western driveway.
3. During the school day, if you are entering the building, or when bringing your preschooler(s) into school, please park in the North lot (smaller of the two lots)
  - a. If escorting your student in and/or out of the building, please park in the North lot and enter the building to do so.
4. *Students are not permitted to cross the lot without a parent escorting them.*

### **CLOSED CAMPUS**

To assist with providing a secure and safe campus, the school building is locked during school hours. Visitors and guests are to use the main entrance call-in system at the inner doors. The school office will verify your presence and allow entry into the building. Upon entering, all visitors **MUST** come to the school office and complete the sign-in process. After completing the visit, all visitors **MUST** sign-out at the school office before leaving the building.

### **PARENTAL VISITS OF CLASSROOMS**

Parents and grandparents of students are invited and encouraged to visit their child’s classroom. Because some days are test days and because the week before a major holiday or special school

event can result in other “abnormal” days, it is requested that you make arrangements with the teacher(s) in advance of the day or time that you wish to visit.

### **NON-CUSTODIAL RIGHTS**

A non-custodial parent or non-legal guardian must have permission from a custodial parent or legal guardian to remove their student from the school premises. Permission must be in the form of a letter received at least (one) school day prior to pick-up/removal date, submitted to the school office and addressed to the school principal for final approval.

The school principal and/or secretary have the authority to contact the custodial parents or legal guardian for verification.

In an emergency situation, the custodial parent or legal guardian is to contact the school office (by phone or in person) with an explanation of other arrangements. The student will not be released from the school premises until the school is contacted.

### **SCHOOL ATTENDANCE AND ABSENTEEISM**

Grace Board of Education recognizes that your children are God’s gifts to you, and that the final responsibility for all the Christian education given to a student is in the hands of parents. Grace Lutheran School exists to help the parents in “bringing up children in the nurture and admonition of the Lord”. Thus:

- Any time lost in class is time and experience that can never be replaced, even if homework assignments are dutifully accepted and accomplished outside of school. Grace Board of Education strongly discourages parents from removing their children for vacation during any of the regularly scheduled school year.
- If a student has missed 15 days in a semester, his or her academic progress will be reviewed and promotion to the next semester’s work will be given on a conditional basis.
  - Each situation is reviewed individually, regardless of the level of school work done during the days the student was present.
- Families are urged to plan their school-year vacations, dental and doctor appointments, etc. for non-school session days. Check the school calendar for specific dates.
  - If parents must take their student out of class for an extended period of time, they should inform the teacher and submit written requests at least one (1) week in advance. This does not apply to emergency situations, such as family funeral leave, sickness or medical conditions, in which case a phone call will suffice.
- The school should be notified before 8am if your student will be absent that day and the reason why. Please call the school secretary.
- Approximately 3 hours will constitute a 1/2 day absent.

## **TARDINESS**

A student is considered tardy if he/she arrives late to school, which starts at 8:15 a.m. Arrival anytime thereafter constitutes a tardy.

There are special circumstances that can arise that cause a student to be late to school. *When this occurs, please enter the school building to drop off a notice as to why your student was late.*

Three tardies in a single quarter of the school year disqualify the student from perfect attendance for that quarter and begins the following process:

1. Parents of the student will be notified by a letter from the principal.
2. If three additional tardies are accumulated within that marking period, the family will be further contacted by a letter from the Grace Board of Education chairman.
3. If three additional tardies are accumulated prior to the end of the marking period, Grace Board of Education will review the situation at their next scheduled meeting. The student's parents will be asked to attend in order to discuss the situation.

## **CHURCH ATTENDANCE**

Grace Lutheran School has been established to assist parents with their God-given responsibility of providing a Christian education for their children. Therefore, religion is the center of our school life and subjects are taught in the light of God's Word.

Students are taught to know Christ as their Savior and to live their lives according to His Word.

Grace Lutheran School cannot achieve this aim without the cooperation of all parents. Parents who are indifferent toward bringing their children to worship services hinder what has been taught about God's Word in our school.

In keeping with God's will to remember the Sabbath Day and keep it holy, we expect that families of Grace Church and School attend worship services regularly. Teachers look to encourage both students and parents as fellow Christians with the opportunity to use all available opportunities for worship.

## **CHAPEL SERVICE**

A male faculty member conducts a short worship service for all students once a week. Parents are welcome to join their students at this service.

Students are also able to bring an offering that supports a pre-designated mission project. This is done so students become acquainted with various mission endeavors and ways of showing love for their Savior.

## **SINGING IN CHURCH**

Individual classrooms and/or the entire school periodically sing during worship services at Grace Lutheran Church. Singing God's praises and beautifying a church service are very important reasons for students to attend when their respective class is scheduled.

Parents should attend these worship services with their students as outlined by the teacher in a note that precedes a singing opportunity. If there is a reason for the student's absence, please inform the teacher in advance.

A full singing schedule for the year is also announced in advance. Please consult with your child's teacher or contact the school office for more information.

## **DRESS CODE**

As children of God, our appearance is one method to glorify God. Grace Lutheran School encourages students to have a good attitude toward themselves and their school work.

This is also reflected in the care of one's appearance. Cleanliness and good personal hygiene are important to the development of a positive self-concept.

All teachers are observant for inappropriate clothing in all grades, reminding students and parents of dress code guidelines. If a student's attire is determined inappropriate, he/she will be directed to call home for a change of clothing. To avoid this, please cooperate with the following:

- Slacks, jeans, skirts, dresses, polo shirts, Capri pants, "Skorts", sweatsuits, wind suits and jumpers are acceptable attire. Sweatshirts and T-shirts with proper text (i.e. that does not promote tobacco, drugs, alcohol, musical groups, skulls, etc.) are also allowed.
- Shorts with reasonable length (past fingertips) are acceptable from April 1 – October 31 at the parent's discretion.
- All students must wear socks or nylons and proper shoes. Shoes or boots that mark up or damage the school floors should not be worn. Sandals with heel straps may be worn without socks.
- Weather-permitting, students will be outside for recess and should have appropriate clothing (Hats, gloves, coats, boots, etc.).
  - Outdoor jackets, coats, caps and hats are not worn in the classroom. During colder weather, long-sleeved shirts, sweatshirts or sweaters should be worn instead.
- Body piercing, including earrings for boys and excessive ear jewelry for girls, will not be worn during school hours or school activities. Permanent tattoos are not allowed.
- Students are expected to have moderate hairstyles. Hair should be kept neat, well-groomed or natural hair color and clean. Make-up should be kept to a minimum.
- At the discretion of the staff, certain days may be designated as special dress days, at

which time other styles may be worn as directed.

***All clothing should reflect Christian modesty.*** Any clothing that is revealing or distracting is additionally inappropriate for an academic setting. Thus, the following are not permitted:

- The following are not permitted for boys or girls at Grace Lutheran School:
  - Hats, caps, headscarves, hoods, or other headgear in the school building.
  - Badly worn clothing that has holes in it or allows underwear to show.
  - Imprinted clothing that has advertising or slogans for alcohol, bars, drugs, tobacco, or has inappropriate wording or pictures (i.e. skulls, zombies, etc.).
  - ‘Heelies’ or any shoes with wheel-like skates.
  - Shoes without heel straps (i.e. flip flops, slides, etc.).

*Boys:*

- Sleeveless shirts without a hem.
- Tank tops, (defined as not covering the entire shoulder), unless worn over a T-shirt.
- Baggy or low-riding pants.
- Earrings of any kind.

*Girls:*

- Skirts, shorts, dresses, or tops that are too short (at or above fingertips) or too tight.
- Tight Spandex-style clothing worn as an outer garment (i.e. exercise pants).
- See-through or sheer tops.
- Tank tops with less than a two inch shoulder. (Spaghetti straps may not be worn independently.)
- Half-shirts, halter tops, bare midriffs or backs. (Midriffs and backs must be covered even when arms are lifted.)
- Tops and dresses that are low-cut in front or back.

**CLASS TRIPS**

Teachers schedule periodic trips to museums, libraries, nature centers, businesses, etc. These are made possible by parents providing transportation. All necessary precautions are taken, including sending home permission forms.

Parents should only volunteer to drive the number of students they can safely transport. Additional children (i.e. those not enrolled in the class taking the trip) as a general rule should not participate in the trip. Please remember that the teacher has the ultimate authority in all aspects of the trip. These rules are in place to ensure student safety.

Students will not bring electronic devices along for entertainment. Cameras may be brought at the teacher’s discretion.

## CO-CURRICULAR ACTIVITIES

A variety of co-curricular activities enhance our curriculum and are available to students who meet certain eligibility guidelines. These guidelines pertain to both Athletic and Academic co-curricular activities:

1. The student must always display a Christian attitude and be cooperative in the activity, as well as all school functions.
2. If a student receives a failing grade in any subject or falls below a “C” average at the end of any mid-report time, he/she is NOT allowed to continue in any co-curricular activities.
  - a. If his/her grade returns to an acceptable level by the next reporting period, he/she becomes re-eligible to participate.
3. The student is not allowed to participate in any co-curricular activity if he/she is absent from MORE THAN HALF that school day.
  - a. Scheduled medical or dental appointments are the exception.
4. The student must show proper respect for all equipment and facilities.
5. All students must have *insurance coverage on record* in order to participate in any co-curricular activity.
6. **If a student wishes to participate in any ML Middle School sport, he/she must have passed an annual physical health examination (and filed in the school office), before any participation is permitted.**
  - a. **B Team and C Team participants are exempt from this requirement, though a physical is still encouraged.**
  - b. **The school principal or athletic director has the authority to send a sports participant to pass a second physical examination, to the school physician of choice, if they deem that individual may have a health situation.**
7. Emergency Permission Waiver must be on file so medical services can be administered.

Parents are expected to show interest by attending co-curricular functions, whether at Grace or participating schools. At the formal part of some programs, teachers and/or assume responsibility of the involved student. *During the social part of any program, parents are responsible for their children.* Students should always remain in the areas where the activity is taking place.

## BAND LESSONS

Beginning in fifth grade, individual band instrument lessons are available to Grace Lutheran School students. If interested, please contact the school office.

Lessons are given once a week, during school hours by the Michigan Lutheran High School (MLHS) band instructor or an assistant. A student is excused from the classroom but must make

arrangements to obtain and complete the lesson information missed during that time.

Group rehearsals are held at MLHS on a regularly scheduled basis. Band concerts are scheduled at MLHS at the discretion of its music director. Financial arrangements are made between parents and the instructor.

### **PIANO LESSONS**

Individual piano lessons are also made available during school hours for interested students. Contact the school office for names of current instructors and/or questions about making arrangements for your child.

### **BACKGROUND CHECKS**

In order to maintain a safe environment for all of our students, all faculty, staff, and volunteers supervising students or responsible for them are required to have a certified background check that is national in scope. Background checks will be on file in the school office. Each background check must be current (within 4 years).

The principal provides the Grace Board of Education with a yearly update on completed background checks. Any red flags are addressed by the Grace Board of Education before that person is allowed to have contact with students.

### **PARENT AND STUDENT FERPA RIGHTS**

Grace Lutheran School upholds all legal rights of parents and students as outlined in the Family Educational Right and Privacy Act. For more information about the specific rights of parents and students, see Appendix 3 or follow the links provided:

Parents - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

Students - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

### **DIRECTORY INFORMATION**

Directory information refers to information from student records that may be used by the school in a variety of ways. Directory information is considered public; However, parents have the option of excluding the use of certain directory information by providing written notification to the school at the time they register. For a complete list on what is considered directory information, how it may be used, and the FERPA laws that govern it, please see Appendix 4.

## **IMAGE DISPLAY**

Throughout the year, we like to keep our school families, congregation and community aware of the amazing things happening at Grace. Each family is asked to fill out the Image Display portion of the Registration Form where parents have the right to allow or deny publication of photographs that contain their child's image. If your preference changes during the school year, updates may be made through the office manager.

## **CODE OF CONDUCT**

### **Students' Rights and Responsibilities**

The Grace Board of Education recognizes that the U.S. Constitution, through the Bill of Rights, gives all citizens certain rights. It also recognizes and adheres to Parent and Student FERPA rights (see p. 16 for more information). All concerns between the student/family and school will be handled in good order.

“Love your neighbor as yourself” (Luke 10:27): Students should be responsible Christian citizens by recognizing others as brothers and sisters in Christ, along with their rights and dignity as fellow students.

### **Student Code of Conduct**

Any student enrolled at Grace Lutheran School shall comply with the Student Code of Conduct, state and federal laws and any other Grace Board of Education policies that regulate student behavior and conduct. This applies to all students on school property, engaged in any school-sponsored activity, or representing the school at any time.

***It is essential that any student enrolled at Grace Lutheran School and their parents understand, support and abide by the Student Code of Conduct.*** The Administrative Team of Grace Lutheran School will coordinate these efforts with the faculty and families of the school.

### **Encouraged and Appropriate Behavior (Do's)**

Everything at Grace Lutheran School should be done decently and in an orderly manner. To maintain a discipline conducive to a proper school setting which aligns with God's Word, these guidelines govern what is deemed appropriate or inappropriate student behavior.

This ensures an environment free from interference while conducive to learning:

- *Jesus, the Master Teacher, expects all His children to be an example for Him. Students shall conduct themselves as Christian young people at all times; whether in school, on the playground, attending athletic contests, etc.*
- Show respect for your pastors, teachers, volunteers or any adult charged with authority.
- Obey reasonable directions, avoid actions that show contempt and appeal decisions through appropriate channels.
- Report to school and for regularly scheduled classes on time.
- Practice proper safety when arriving or leaving school.
- Participate fully and seriously in your education.
- Complete assignments to the best of your ability.
- Promote a positive learning environment by avoiding disruptive noise and behavior.
- Participate in recess with classmates unless a parent has sent a note requesting a student be excused.
  - Long- term illness excuses must be accompanied by a doctor's authorization defining time limitations.
- Show respect for the gifts God has given you and Grace Lutheran School. This includes the school facility and all other physical properties, along with the property of others.
- Maintain orderly classrooms, desks and lockers. (i.e. Keep books or other items not being used in the desk/locker.)

#### *Avoided and Inappropriate Behavior (Don'ts)*

- Truancy or excessive tardiness
- Insubordination
- Disruptive conduct that interferes with your own or other students' education, whether verbal disruption or other.
- Disrespect for other students by name-calling, derogatory statements or other statements meant to cause harm (i.e. starting or spreading rumors), either verbal or written.
- Chewing gum on school or church grounds during school hours.
- Running in the school or church.
- Littering or other acts of disrespect for the school or church.
- Writing in textbooks or on their covers, on desks, walls or any other object.
- Bringing unnecessary or unrelated items into school.
- Playing in the woods or ravine behind the playground.
- Leaving the recess area unless approved by a teacher.
- Dangerous behavior such as standing on or jumping off swings, standing on slides, climbing trees, using drones during the school day, etc. due to safety concerns.

### Code of Conduct Discipline

The teacher or principal will correct any student engaged in any inappropriate behavior by taking one or more of the following steps:

- Verbal warning with appropriate discipline.
- Record on anecdotal record.
- Contact parents to inform them of the incident and ask for their assistance in discussing with and correcting their child.
- Contact the principal for assistance.
- Remove the student from a classroom.
  - Assignment completion during this time is still expected.

If a student continually repeats inappropriate behavior or is disruptive to the point he/she requires one or more of the above corrective measures by the teacher or principal, then a conference with the parent, student, teacher and Administrative Team may be necessary. A report of this conference and its outcome will be placed in the student's file. These conferences will take place within three school days after the Administrative Team has requested such a conference.

Depending on the severity of the behavior—or if the student persistently repeats these inappropriate behavior—the student may have to go to detention. A detention will normally be served the day after the infraction/meeting.

The detention will consist of staying after school under a staff person's supervision for one hour after the normal dismissal time for school. During this time, the student will perform a disciplinary action as determined by the teacher or will take part in a guidance discussion with the teacher or principal about their behavior and ideas on how to curb this behavior.

### Serious and Offensive Prohibited Behavior

There are certain types of behavior considered especially serious and offensive. They will not be tolerated at Grace Lutheran School. This includes but is not limited to:

- Vandalism
- Smoking or chewing tobacco or possession of tobacco
- Theft
- Obscene signs or gestures
- Profanity or language not appropriate for a Christian
- Cheating or Plagiarism
- Inappropriate computer or Internet use
- Bullying/harassment of any kind based on race, religion, national origin, disability or gender. (See more information on P. 19.)

### Disciplinary Procedure for Serious and Offensive Behavior

Any student engaged in a serious and offensive prohibited behavior will be subjected to more serious corrective actions by the teacher and Administrative Team:

- The student will be removed from the classroom and taken to the principal's office.
- The principal will notify the parent(s) of the situation and request a conference with the student, teacher and Administrative Team.
  - This conference will take place the same day if possible due to the serious nature of the student's behavior.
  - A report of this conference and its outcome will be placed in the student's file and reported to the Grace Board of Education.
- The student will serve detention for a minimum of three hours spread over a three-day time period that will include a disciplinary corrective action as assigned by the Administrative Team.
- Depending on the severity of the behavior or a repeated violation of the Prohibited Behavior policy, the student will be suspended from school for a minimum of three days and up to seven days.
  - Any suspended student must make up assignments or tests they miss during the time of disciplinary action.
  - When a student is suspended, it is because of behavior that is unacceptable and therefore denies the student the right to attend and participate in co-curricular activities including team sports, plays, etc.
- The Administrative Team, with the support of the Grace Board of Education, may require the family to seek counseling before the student is allowed to return to school, or as a condition of return. The counselor's findings will be made available to the Administrative Team.

### Bullying/Harassment

Bullying/harassment is the exception to the above procedures because it is a form of harassment and/or aggression.

For the purpose of Grace Lutheran School and its policies, bullying/harassment is defined as the repeated intimidation of another person(s) by the real or threatened infliction of bodily harm, or by verbal, written, social (rumors or exclusion) or electronically transmitted aggression.

The Administrative Team will investigate all accusations of bullying/harassment, (other than directly witnessed by a teacher), immediately. The Administrative Team will confirm the validity of the accusation by another student(s).

While the first two corrective steps will still be taken, for any behavior that is found to be a form of bullying/harassment, the student will be given a mandatory one hour detention for the next three days. The student, along with their parent(s), will, within the three detention hours, meet with the Administrative Team.

Should the student or parent(s) refuse to meet with the Administrative Team, the student will be suspended from school. The student will not be allowed to return to school until the student and parents have fulfilled their one-hour meeting.

The Administrative Team will notify Grace Board of Education if any student repeatedly commits the act of bullying or harassment. Grace Board of Education will then consider based on applicable reports and information provided by the Administrative Team whether or not the student should be expelled from school.

### *Illegal Prohibited Behavior*

Illegal behavior represents the most severe offense and includes:

- Verbal assault where any effort or threat is made to inflict bodily harm upon a fellow student or any other person, under such conditions as indicates at the time the intent to carry out the threat, and have the ability to follow through the intention into effect. No bodily contact is actually necessary.
- Physical battery, whether unlawful or intended physical contact or application of force to another student or person, carried out in an audacious, angry or threatening manner.
- Possession of a weapon or bringing to school any weapon or dangerous object that could be used to harm or intimidate another student or person.
- Burglary, robbery or larceny, including that targeted at another student, person or the school and church. Any student found to have committed such an offense would fully compensate the affected party for all damages.
- Arson
- Possession or use of alcohol
- Possession, sale, use or distribution of illegal drugs, material or substances detailed under the Controlled Substance Act.
- Extortion or blackmail
- Vandalism to another student or person's property, or the property of the school and church.
- False alarms
- Sexual harassment in any form toward another student, called worker, employee, volunteer, vendor, parent or visitor.
  - Any person who believes they have been subjected to sexual harassment should report the conduct to the Administrative Team immediately.

### Disciplinary Procedure for Illegal Behavior

1. The student will immediately be removed from the classroom or any school activity if on school grounds and will be taken to the principal.
2. The Administrative Team will address the accusation immediately and, once a determination of the allegations has been made, they will follow the disciplinary actions as determined by Grace Board of Education.
3. The Administrative Team will notify the parent(s) or guardian immediately.
4. At the time the parent(s) are contacted, the Administrative Team will request a conference with the parent(s) and student for the same day if possible.
5. The student will be suspended from school.
  - a. The Administrative Team will determine the suspension length after discussing the illegal behavior with the student and parent. The student may be suspended for up to ten days.
6. The Administrative Team will notify the law enforcement authorities according to state or federal laws.
  - a. The Administrative Team will also refer the student and parent(s) to the Health Department or any other agency if appropriate.
7. The Administrative Team, with the support of the Grace Board of Education, may require the family to seek counseling before the student is able to return to school, or as a condition to be able to return. The counselor's findings will be available to the Administrative Team.

### Expulsion

If any offense or repeated offense reported to the principal is deemed to be so severe that expulsion of the student is a possibility, the following procedure will be followed:

1. The Administrative Team will notify the parent(s) or guardian immediately.
2. At the time the parent(s) are contacted, the Administrative Team will request a conference with the parent(s) and student.
3. Following the conference, the student will return home with the parents.
4. The student will be suspended from school.
5. The Administrative Team will inform the chairman of the Grace Board of Education.
6. A hearing will be scheduled within three days after the suspension.
7. The hearing committee will be composed of members of the Grace Board of Education and shall be called by the chairman.
8. The student and their parent(s) or guardian will be present.
9. The staff or employee bringing the allegations against the student will be present along with the Administrative Team.

10. The allegations will be discussed in an orderly manner, and additional witnesses may also be heard.
11. The hearing committee will then make a determination as to the guilt of the student and whether or not expulsion is appropriate.
  - a. If the majority does not feel that expulsion is appropriate, then the hearing committee must make a determination as to what the appropriate penalty is.
12. The hearing committee's decision will be considered final, and a summary of the hearing will be placed in the student's records.

### Search and Seizure

For the safety of the students and staff, a teacher or member of the Administrative Team may search a student or a student's desk or locker if they have reasonable suspicion to believe a student is in possession of illegal or prohibited materials.

"Illegal" or "Prohibited" is any item that falls under the "Illegal Prohibited Behavior" section or any item that is deemed dangerous to the health or safety of students or staff. Should a search produce any such materials, such findings shall be reported to the parents and turned over to the proper legal authorities.

### **INJURY PLAN**

This plan covers *School Hours, Interscholastic Events, Group Activities*:

The teacher or designated supervisor shall direct the following actions during case of injury:

1. Make a decision concerning immediate care by seeking another adult's opinion. Parents may be contacted during this period if time allows.
2. Render first-aid or direct a qualified person to do so.
3. Direct a specific person to summon medical assistance and give directions to the scene of the injury.
4. Cause the injured person to be transported by ambulance, paramedics, parents or designated person.
5. Notify parents and principal as soon as possible.
6. Direct a specific person to assume leadership of the classroom, team or group.
7. Complete an accident form (obtained in the school office) if 2. Or 4., as stated above, were carried out.

### **MEDICAL INSURANCE**

It is the parents' responsibility to provide medical insurance for their student.

## **STUDENT NEGLECT AND ABUSE**

Pursuant to Michigan’s Student Protective Law, any suspected case of student abuse or neglect must be reported to the Department of Social Services. This law requires any school personnel who observe suspicious or unexplained bruises, injuries or behaviors of a child—which may have resulted from abuse or neglect on the part of one responsible for the health or welfare of the student—to report such suspicions to the Department of Social Services immediately.

## **COURT-ORDERED STUDENT CUSTODIAL ARRANGEMENTS**

1. All parents must report any court-ordered custodial arrangements that affect a current student and provide a copy of these arrangements to the school office.
2. The school secretary will place the document in the student’s file in a locked cabinet in the office.
  - a. The file will be updated as needed until the student no longer attends Grace.
3. The secretary will update the staff on what these arrangements entail.

## **EMERGENCY SCHOOL CLOSING AND INCLEMENT WEATHER**

Grace Lutheran School uses the Honeywell Instant Alert system to inform families of closures, late starts, or changes in athletic events due to weather, or other school information via voicemails, email, and text messages to numbers and email addresses of their choosing. .

Each family has an account. Information about accessing this account will be sent early in the school year. Please be sure to update and maintain your online account with this system to ensure contact information is accurate. Test messages may periodically be sent to test for system effectiveness. Grace Lutheran School does NOT use a phone chain / call list.

School closing are also announced through the radio and/or TV stations below. Listen or watch for “Grace Lutheran School, St. Joseph”:

- WSJM-AM 1400 or WSJM-FM 94.9
  - You may also log onto Wsjm.com and click on “Closings”.
- WCNF-FM 98.3
- WYTZ-FM 97.5
- WCSY-FM 103.7 or WIRX- FM 107.1
- Television Stations - CBS 22, NBC 16, ABC 57

***Please do not contact the teachers or the pastors to double check. If our school is not mentioned, we will be having school.***

## **LUNCH PROGRAM AND MILK**

Hot lunch is served on various days of the week. Otherwise, students must bring their own lunch. Please consult with the teacher or the school office for a current lunch schedule and cost arrangements.

The school serves milk on Tuesday's hot lunch day **ONLY**. Students must bring their own drinks all other days. ***DO NOT send caffeinated drinks to school (i.e. pop, energy drinks, coffee etc.)***

Please check lunches at home to ensure a nutritional meal. Food must be in a temperature-controlled container, as lunches are stored in lockers and/or classrooms.

## **SPECIAL DIETARY CONCERNS**

Currently, there are no banned foods.

Grace Lutheran School does, however, reserve the right to restrict students from bringing foods that might be harmful to classmates who have special conditions such as severe food allergies or life-threatening reactions (anaphylactic reactions) when exposed to said food(s). Such determinations are made on a case-by-case basis. .

***Parents must inform the school when these conditions exist***, and must be supported with a statement signed by a recognized medical authority that includes all of the following:

- An identification of the medical or other special dietary allergy which affects the student.
- The food or foods to be omitted from the student's diet that triggers allergies or life-threatening reactions.
- The extent to which the allergy can affect the student.

Once this information is provided, the student's teacher, school principal and parent will create an action plan for the student and his/her classroom. The principal will make the final decision.

## **ILLNESS**

If your student is not well enough to participate in the day's activities, or if they have contracted a contagious illness, ***keep them home from school***. Once you know your student will be absent, please contact the school secretary to help teachers make necessary preparations for homework.

Children should be free from vomiting and fever for a period of 24 hours before returning to school. For more serious communicable diseases, please follow your physician's guidelines and keep your student home until they are no longer contagious.

Parents should provide information about the nature of the illness so as to help other parents spot symptoms in their children and assist in preventing the spread of contagious illnesses. If a student becomes sick at school, parents will be notified and asked to bring said student home.

## **LICE**

If your child has contracted lice, *keep them home until they have been effectively treated.*

Before your child will be allowed to return to the classroom, the school personnel will check the student to make sure treatment was effective (i.e. no live lice).

Our complete “Lice Policy” is available through the school secretary.

## **ADMINISTERING IN-SCHOOL MEDICATION**

Medication includes both prescription and non-prescriptions and includes those taken by mouth (cough drops), inhaler, injection (i.e. Epi-Pen, etc.), applied as drops to eye or nose, or applied to the skin. Parental or guardian request/permission and physician’s instructions should be renewed annually, or more often, if necessary.

### **School Personnel Administration**

1. The student’s parent must provide the school with a permission form, (available in the school office), accompanied with the medication.
2. Medication will be administered by the school office secretary or staff personnel designated by the parent.
3. Medication should be brought to school by the parent unless other safe arrangements are made.
4. Medication will be stored in the central school office with limited access except at time of administration.
5. A log for each individual will be kept by the school personnel administering it.
6. If an error is made in administering medication, such error should be reported immediately to the principal and parent. A report of the error should be made and filed.
7. No dosage or time of administration changes should be instituted except by written instructions from the parent after the initial request.
8. If any adverse reaction to medication occurs, the parent should be notified and, if necessary, 911 should be called.
9. Any staff personnel designated to administer medication has been trained on all district policies and procedures related to this responsibility.
10. Medication left over at the end of the school year should be picked up by the parent. Otherwise, the school will appropriately dispose of the medication and record this disposal on the medication log.

### Student Self-Administration/Self-Possession

This means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self- determined administration.

1. The student's parent must provide the school with a permission form, (available in the school office) that allows the student to self-possess and self-administer medication.
2. The principal may discontinue the student self-administration privilege upon advance notification to the parent.
3. If any adverse reaction to medication occurs, the parent should be notified and, if necessary, 911 should be called.

### **CALENDAR AND SCHOOL NOTE**

A school calendar is available at the beginning of each school year and is located on [GraceStJoseph.org/k-8](http://GraceStJoseph.org/k-8). The school note (Titan Times) will be emailed once a week with current or detailed information, along with any necessary changes that need to be made since the calendar was printed. Please consult this note for school and classroom information.

### **SCHOOL PHONE**

Because the church and school phones are very busy, we ask the parents and children to abide by the following:

- When calling school between 7:30 am. and 3:30 p.m., give your message to the school secretary or to the person answering the phone.
- No student will be called from the classroom to answer the phone unless an emergency.
  - If you wish to talk to your student personally, it should be done before school or during the noon recess.
- Children wishing to make a call will first ask permission from their classroom teacher and then be allowed to use the phone only for important calls as deemed necessary.
  - Students using the phone must present a phone pass to the school secretary before using it. Only the phone located in the school office may be used.
- After office hours, phones will be off limits for students except in an emergency.
- Cell phones may be brought to school, but they must be turned off and turned in to the classroom teacher at the beginning of each day. Students will not have access to their phones during the day. If there is a need for communication between the child and the home, we will make use of our office phone. This also applies to After School Care. If the need arises for use, the student should seek permission from the teacher. No other use is

permitted without consent of a staff member from Grace Lutheran School.

- Confiscated cellular phones will be returned to the parent(s).

### **PARTNERS IN EDUCATION (PIE)**

All parents are urged to attend PIE meetings regularly as scheduled on the school calendar. This organization supports school projects throughout the year as well as providing an effective, open and appropriate group feedback opportunity to faculty, staff and Grace Board of Education.

Every parent is an automatic member of the group and invited to attend as many meetings as possible.

### **LIBRARY**

Our school library provides many good opportunities for both leisure and information. The library is accessible only when a librarian is present. Each student will only be allowed to have checked out *two* books at any one time. If books are misplaced or lost, parents will be responsible for the replacement of this book.

### **LOCKERS**

Hall lockers are assigned to students in Grades 5-8 at the beginning of the school year according to the following usage rules:

- ***Keep your locker neat and clean.***
- Do not keep valuables in your locker.
- Immediately report any damage or loss of property or complaint about your locker to your teacher.
- Do not trade lockers with another student.
- Do not draw or deface the locker inside or out or attach anything to them (without permission).
- Teachers may at any time inspect lockers without prior permission or announcement.
  - Personal property will not be inspected unless there is reasonable suspicion.

### **TECHNOLOGY**

Grace Lutheran School provides access to technology for the purpose of enhancing classroom teaching and learning. All use of technology must be consistent with this purpose and be in accordance with this policy and all policies established by Grace Lutheran School.

Technology as defined in this policy includes but is not limited to the use of computers and the

school network, the internet, video and audio equipment. All users must be aware that by traversing another network via the internet, additional guidelines and policies might be in effect. Further information can be found in Appendix 5.

### Guidelines for Acceptable Use

- ***Do not access any technology at Grace Lutheran School without a signed Technology Use Agreement on file in the school office.***
- Do not use offensive or inappropriate language.
  - Do not use language that would promote violence or hatred. Do not respond to such language.
- Do not reveal personal information: address, phone number, or credit card information.
- Do not abuse access time or use technology in such a way as to disrupt use by others.
- Do not harass anyone by sending uninvited communication.
- Do not misrepresent yourself or information about you (ex. your age).
- Do not access, download, upload or print from unauthorized or inappropriate areas on the network or Internet.
- Do not change or interfere with information found on the network or Internet.
  - Do not install software on Grace Lutheran School computers or change the configuration without authorization from the principal or classroom teacher.
  - Do not make unauthorized copies of software or information.
  - Students may not bring in their own programs to run on the computers.
- Students may not use computers to play audio selections unless specifically directed by the teacher..
- Students are not to send or receive electronic messages (email, blogs, instant messenger communication, chat rooms, electronic bulletin boards, etc.) without consent and supervision of the principal or teacher.
- Computer printers may be used for school assignments with the consent and supervision of the principal or teacher.
- Because of care, maintenance, and expense issues, all students are to exercise wise use of principles when using equipment.
  - No food or beverages are allowed near or around the computers.
- Computers may be used for school assignments before school (7:35 – 7:55 am), during study time (see class schedule) or after-school (3:40 – 5:30 pm), in addition to regularly scheduled time during the school day (see class schedule).
  - Supervision by an instructor is necessary for use of a computer.
  - Please make arrangements with an instructor to use the computer during non-classroom times.
- Parents/Students are responsible for any intentional damages done to iPads/Chromebooks

and will fully reimburse Grace Lutheran School for the actual replacement or repair costs.

Grace Lutheran School reserves the right to modify this Technology Use Agreement at any time. It is the responsibility of the user to keep current with the policy changes. The policy (and updates) will be made available to all users and will be published on the Grace Lutheran website. The principal and teachers will determine appropriate use guidelines.

### **EVACUATION PROCEDURE FOR NUCLEAR POWER PLANT ISSUE OF CONCERN**

In the event of an emergency situation at one of the region's nuclear power plants (i.e. DC Cook or Palisades), Grace Lutheran School will utilize the Berrien County Emergency Operations Plan.

During a nuclear site emergency alert which occurs during school hours, the principal or vice principal of Grace Lutheran School may be notified to dismiss the students. Contact information will be utilized to initiate an early dismissal from school.

The Berrien County School District will contact the school if the nuclear site emergency requires an evacuation from the school. Students will be transported to a predetermined evacuation site. Students WILL NOT be permitted to be picked up at school. The Grace Lutheran School principal will organize an evacuation process for the students of the school. Contact information will be utilized to notify parents (guardians) of the plan to evacuate. Students may be released to their parents only with a signed release form. No substitute or designated release person will be permitted to sign a student release form. The teachers will remain with their students until transportation arrives.

Berrien County Emergency Operations will provide bus service for school students to evacuate the school. Those students who have not been picked up by their parents will be taken to a Public Reception/Decontamination Center to register and from there to a Congregate Care Center to wait for pickup by parents. The locations of the reception and care centers will be determined by the Berrien County Emergency Operations.

# Appendices:

## APPENDIX 1

### **ATHLETE'S CODE OF CONDUCT**

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social, and spiritual development of its students.

It is within this context that the following Code of Conduct is presented.

*As an athlete, I understand that it is my responsibility to:*

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the decisions of the game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Follow the established rules of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Follow all school athletic rules and regulations as they apply to eligibility and sports participation.
10. Win with character and lose with dignity.
11. The athlete and fan are to display conduct which should indicate that they belong to Jesus Christ in all they say and do on and off the playing field.

## APPENDIX 2

### **ANNUAL ASBESTOS NOTIFICATION FOR PARENTS, TEACHERS, AND EMPLOYEES**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) required the inspection of all buildings in the school district for asbestos. Grace has complied with this act. A management plan documenting these inspections is on file for public review. Upon request you may view the plan, which is located in the office.

Grace Lutheran School annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, emails, flyers and/or using school newsletters.

The asbestos identified in our management plan will be checked regularly by our staff to scrutinize any changes in the material, which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as described by law.

### APPENDIX 3

#### **ANNUAL NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Grace Lutheran School receives a request for access.
2. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected
3. The right to request amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
  - a. Parents or eligible students who wish to ask Grace Lutheran School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on Grace Board of Education. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace

Lutheran School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

#### APPENDIX 4

#### **NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Grace Lutheran School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Grace Lutheran School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Grace Lutheran School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- An annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for basketball, showing the height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

If you do not want Grace Lutheran School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing when you register for school. Grace Lutheran School has designated the following information as directory information:

- Student's name
- Parents' names
- Address
- Telephone number(s)
- Electronic mail address
- Photograph
- Date and place of birth
- Date and place of baptism
- Participation in extracurricular activities
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors, and awards received
- The most recent educational agency or institution attended

## APPENDIX 5

### **ADDITIONAL TECHNOLOGY CONSIDERATIONS**

It is important for the users to recognize that the internet also contains sites that have questionable (i.e. objectionable, adult-oriented, inappropriate, etc. ) material.

All users, parents, and guardians are advised that communications on the Internet cannot be completely monitored by Grace Lutheran School. By participating in the use of the internet, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. While Grace Lutheran School will do everything in its power to insure that this does not happen, parents/guardians need to be aware of this risk when they allow their student to participate in the use of the Internet.

The user is responsible for his/her actions while accessing material on the Internet. Accessing, downloading, or printing material from inappropriate sites is prohibited.

In addition, the user is responsible for material associated with his/her account. Please be advised that the user should keep access to his/her account confidential and secured. Do not share your account access with anyone else.

Access to technology at Grace Lutheran School is a privilege, not a right, which requires that each user adhere to the responsibility of acceptable use. It is also understood that since Grace Lutheran School provides access to the internet that there shall be no access of commercial online services, chat rooms or email (during the school day) without the expressed authorization from the principal or classroom teacher.

Violations of these policies, abuse of equipment, and/or illegal conduct (ex. any form of vandalism to equipment or information, including uploading or creating computer viruses) will result in disciplinary action. This action may include revocation of access privileges, suspension, expulsion from school and/or appropriate legal action.

Transmission of material in violation of local, state, or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material; threatening, obscene or unlawful material, and material protected by trade secret.

Grace Lutheran School prohibits the use of its technology for commercial activities, product advertisement, political lobbying or any illegal activities.

## APPENDIX 6

### **SUBJECT PHILOSOPHIES**

**Art:** God created us in His image and, as His “image-bearers” we have been blessed with creativity. As artists we glorify God, share His truth and lead others to appreciate His creative masterpieces.

**Language Arts:** God reveals Himself through His holy Word. Through the study of language, we strengthen our relationship with God and are able to communicate His message to others. We further gain knowledge, explore ideas and communicate effectively through an integrated coursework of literature, reading, writing, spelling, listening and

speaking.

**Math:** God created the world with mathematical principles that man has discovered and symbolically expressed for quantity and space. In the design and order of God’s creation, we see that He is awesome, faithful and infinite.

**Music:** God created music for our enjoyment and as a way to praise and glorify Him. We also enhance our recognition of the relationship between music and the other educational disciplines.

**Science:** God is the Creator of all things living and nonliving. He continues to lovingly care for His creation. God’s glory and His character are revealed through exploration, observation and scientific study of His world. We seek to serve God as wise stewards of His resources and work to protect Creation’s original beauty.

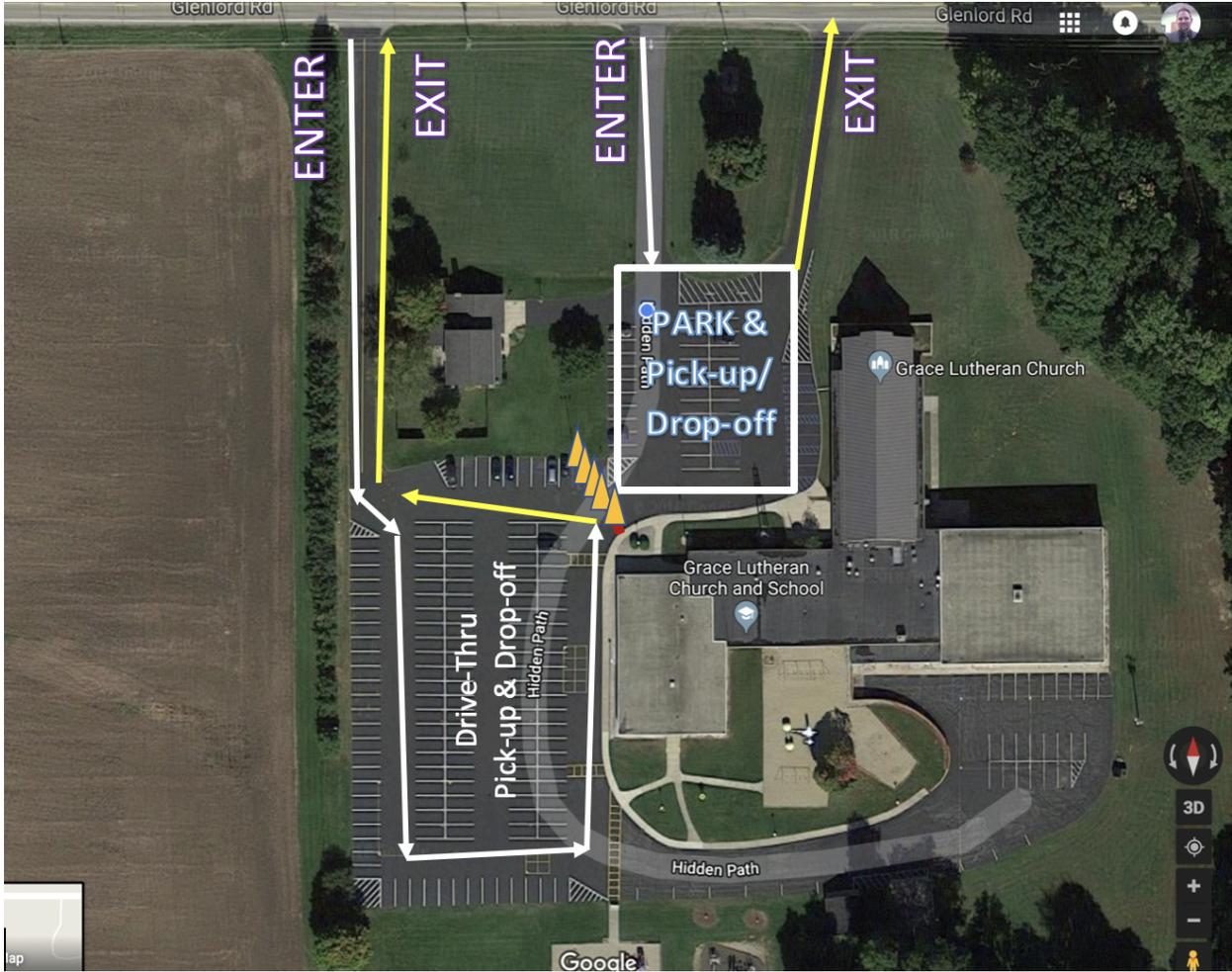
**Social Studies:** History is the record of man’s sin and God’s grace. Understanding history, geography, civics, etc. enables us as educated Christian citizens to “go into all the world and preach the Good News to all creation.”

**Physical Education:** God created man in His own image. As Christians, our bodies are regarded as temples of the Holy Spirit. Physical education equips us to use these bodies to glorify and serve God. Instilling positive attitudes towards exercise and teamwork increases our physical, social and emotional development.

**Technology:** As believers in Christ we are compelled by His words in Matthew 28:19-20: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Students learn to effectively communicate that message in the media of the world around them.

## APPENDIX

### **PARKING LOT MAP**



I have read this manual and understand and am in agreement with the material that is printed in it. If there are further questions, please feel free to contact the school office.

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(parent SIGNATURE)

(DATE)

