



*Family Handbook*

*2021 - 2022*

*1025 14<sup>th</sup> Ave. S*

*Fargo, ND 58103*

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# **Grace Lutheran School**

Grades Pre-K through 8<sup>th</sup> Grades

1025 14<sup>th</sup> Avenue South – Fargo, ND 58103

Phone (701) 232-7747 Fax (701) 237-0618

Principal – Susan Jahnke

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Website – www.gracelutheranschoolfargo.com

## **School Mission Statement**

Grace Lutheran School students will receive a Christ-centered education, nurturing them in the knowledge of Jesus Christ, strengthening their faith in Jesus as Savior through the Word, inspiring them to respond with lives of Christian faith and service, and preparing them for citizenship in church and community.

## **2021-2022 Theme**

Fearfully and Wonderfully Made

## **2021-2022 Verse**

Psalm 139:13-14

## **School Mascot**

“Lions”

## **School Colors**

Blue and White

Grace Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its athletic and other school-administered programs.

## **Brief History of Grace Lutheran School**

Grace Lutheran School was organized in 1908 under Pastor E. Zucker, who also served as the only teacher until 1911 when Mr. J. Tonjes was installed as the regular teacher. School sessions were held in a wing of the church until 1916 when the school had to close because of the lack of students.

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

The original building was erected in 1951 and dedicated on January 13, 1952, at which time only four rooms on the west side were finished for use as classrooms. The largest addition came in 1977 when a gymnasium, offices, kitchen, library, and classrooms were added.

In January of 2007, an early morning fire caused \$250,000 in damages, necessitating the remodeling of the music room, library, and gymnasium.

Grace Lutheran School is a part of the largest Protestant school system in the United States. A network of Lutheran schools operated by LCMS congregations provides a Christian education to early childhood through secondary students.

The Red River Lutheran School Association owns and operates Grace Lutheran School. Six LCMS congregations in the Fargo-Moorhead area formed the Association in January of 2004. The congregations are Grace

Lutheran Church, Immanuel Lutheran Church and Beautiful Savior Lutheran Church in Fargo, St. Andrew Lutheran Church in West Fargo, Our Redeemer Lutheran Church in Moorhead, and Trinity Lutheran Church in Sabin, MN.

We thank and praise God for the spiritual blessings He has bestowed on our school, and for sustaining it these many years. We pray that He will continue to bless our efforts as we spread God's Word to His children.

## **Philosophy of Christian Education**

Grace Lutheran School is committed to assisting parents in their Christian responsibility of bringing up their children "in the nurture and admonition of the Lord." Our Savior teaches both parents and the Church to make disciples of all nations, baptizing them in the name of the Triune God and teaching children to obey everything Jesus has commanded us. Grace Lutheran School strives to provide children with the best possible form of education, a distinctly Lutheran, strongly academic, Christ-centered education. Grace School is an educational ministry of the Fargo/Moorhead area Missouri Synod congregations known as the Red River Lutheran School Association. It is the intention of these churches to provide a quality Christian education for their children and children of the community. All children are entitled to this education, and the school does not discriminate on the basis of race, color, national or ethnic origin. Grace School believes in the education of the whole child – academic, social, physical, emotional, creative, and spiritual. The Holy Scriptures, current teaching methods and textbooks, a complete curriculum, and extra-curricular activities combine to provide this total education.

## **Our Purpose**

It is the purpose of Grace Lutheran School to provide a Christian education for children so they may through God's Word and Spirit:

- come to know Jesus Christ as their loving and forgiving Savior.
- respond to Christ's love with lives of Christian faith, worship, service and sharing the Good News of salvation through faith in Jesus Christ.
- develop their talents and abilities to the fullest potential and use them to the glory of God.
- learn to live as responsible citizens in their homes, school, church, and community.
- be instilled with a love for knowledge.

## **Our Objectives**

Grace Lutheran School will provide teaching/learning and other educational experiences to enable children:

- to know the love of Jesus Christ as their Savior and to learn to be faithful servants of God.
- GLS strives to cooperate with and assist parents in training their children for faithful Christian stewardship.
- to learn and master the basic skills of language arts, mathematics, science, and public speaking for each grade level.
- to develop each child's skills and talents.
- to train in kindness toward others and being responsible citizens.
- maintain the highest possible standards of education integrated with and related to the teaching of God's Word.
- utilize the special gifts of teachers and parents, and other resources to achieve these goals and purposes.

## **GENERAL INFORMATION**

### **School Hours**

Pre-Kindergarten through 3<sup>rd</sup> grade – 8:30 a.m. to 3:10 p.m.

Grades 4 through 8 – 8:30 a.m. to 3:20 p.m.

Doors open at 7:15 a.m. and all students must be picked up by 3:30 p.m. Students should not arrive at school before 7:15 a.m. For the safety of our students, faculty, and staff, the doors of our school will be locked from 8:30 until 2:45. During this time, parents and visitors are asked to use the west entrance and you will be buzzed in. All parents and visitors must sign in at the office.

## **Administration**

Policies for operating Grace Lutheran School shall be determined by the Board of Christian Education of the Red River Lutheran School Association. The Board of Christian Education shall hold monthly meetings and shall report to and be responsible to the Red River Lutheran School Association. The principal is responsible to the Board of Christian Education for supervision of the teachers and for the school's curriculum. It is his/her task to implement the policies of the Board so that the school will function in an orderly manner.

## **Admission Requirements**

A child may enter Pre-Kindergarten if 4 years old **on or before July 31**.

A child may enter Kindergarten if 5 years old **on or before July 31**.

A child may enter first grade if 6 years old **on or before July 31**. State law requires that all children enter first grade before they are 7 years of age unless they are in kindergarten.

Pre-kindergarten student records must contain an updated immunization form, statement of health and a certified copy of the student's birth certificate. Kindergarten through 8<sup>th</sup> grade student records must contain certified copies of the student's birth certificate and current immunization forms.

## **Admission Policy**

Grace Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its athletic and other school-administered programs. In order to enroll:

- contact the school office for a visit.
- complete the enrollment form and make an appointment with the principal.
- apply for needs based financial aid if applicable.
- provide copies of all previous academic records at the first meeting.
- upon approval, request records be transferred from most recent school.
- pay the registration fee due at the time of enrollment.

## **Early Entrance**

Early entrance means entering Kindergarten or first grade before the legal entrance age by means of testing. Parents interested in early entrance for students whose birthdays are on or before July 31 should contact the public school district they live in by February 1<sup>st</sup> to request early entrance testing.

## **Enrollment Acceptance**

New families interested in enrolling at GLS should first schedule a school tour and visit with the principal. Grace Lutheran School reserves the right to accept or decline enrollment determined by whether or not the school can meet the child's needs. Enrollment may require certain academic adjustments or even a probationary period. The school also reserves the right to determine final grade placement for any applicant or current student based on educational needs.

Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Grace Lutheran School. Grace is a school of the Lutheran Church-Missouri Synod (LCMS). All students will have daily religion classes using curriculum prepared for LCMS elementary schools. Beginning with first grade, students have memory assignments twice a week. Students will learn the six chief parts of Luther's Catechism, books of the Bible, and selected Bible verses.

## **Re-Enrollment**

Re-enrollment occurs automatically each year in early February. Each family is charged \$50 per student through their FACTS account, with a cap of \$100 per family. Families choosing not to re-enroll must notify the school office by the published date to avoid the charge.

### **Back to School Night**

Back-to-School Night takes place before the first day of school. The evening provides an opportunity for students to bring in their school supplies to place in their lockers. The gym will host family-oriented booths. The evening also includes scheduled times that parents can meet with their student's teachers to familiarize them with the upcoming school year and obtain required paperwork. Childcare is provided.

### **Honor Roll**

Each quarter the principal will calculate which students in Grades 6-8 have earned A and B honor roll recognition. Students on the "A" honor roll have an overall average of 93% or higher and have no D's or F's. Students on the "B" honor roll have an overall average of 84% or higher and have no D's or F's. Students on the A and B honor rolls will be recognized in the school newsletter.

### **Acceleration to Higher Grade**

At the request for acceleration to a higher grade originated by parent or legal guardian, a school team consisting of current teacher, teacher in grade level above, and the principal will evaluate and consider this possibility. Parents are responsible for securing a complete battery of tests from a professional, accredited and mutually agreed upon testing source from the State or Fargo Public Schools. Specific recommendations must be given about the proposed acceleration.

### **Retention Policy**

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

If the parent(s) of the child do not agree with the teacher's recommendation, they may bring their concerns to the Retention Review Committee for consideration. All decisions made by this committee are final.

The Retention Review Committee will consist of one Board of Christian Education member, the principal, and three teachers. These teachers will be the teacher in the grade level below the student, the teacher in the grade level above the student, and one other teacher.

When parents challenge the teacher's recommendation, their concerns are brought to the attention of the Retention Review Committee and

- Both parties will meet with the Committee simultaneously.
- Each party will have a chance to speak without interruption.
- The Committee will discuss the matter privately.
- The principal will inform all parties of the Committee's decision.
- Either party may bring a final appeal to the Board of Christian Education to ensure that the procedures set forth were followed.

### **Attendance and Absences (including leaving early unexcused)**

Good attendance is crucial to the success of every student. Parents should see to it their children are in school and on time. All absences and tardiness will be recorded.

A great deal of learning takes place in the classroom and many educational lessons build consecutively one upon another. Therefore, when days are missed, the educational progress is interrupted, and it may be difficult for a child to catch up or fully understand subject matter. Please keep this in mind if you are planning to take your child out of school for vacation or other reasons. All classroom teachers must be consulted about missed assignments and make-up work. Teachers are not required to provide homework ahead of time or individual instruction (either before or after a vacation) for students who miss school for vacations. **It is up to the student and parent(s) to make sure all missed work and tests are completed.**

When a student is absent, a parent or guardian is required to call the school office before 8:30 a.m. to report the absence. Before 7:30 a.m. an answering machine will record your message. You should provide the student's name, your name and relationship to the student, the reason the student is absent and a phone number where you can be reached if more information is needed. When a student does not show up for school, parents will be contacted when the school has not been informed of an absence.

Teachers should normally be in regular contact with parents – including at any time there is absenteeism or excessive tardiness. Unexcused students arriving after 10:30 a.m. or leaving before 1:15 p.m. will be considered ½ day absent. At the point of 5 full day unexcused absences or 10 one-half day unexcused absences, the school administrator should contact the parents to discuss the cause of the absences and a letter will be sent from the school. Other than if required by law (see ND century Code\*), excessive absences or tardiness (see below) are to be handled internally through a stepped level of contact and discussion by 1<sup>st</sup>: the teacher, 2<sup>nd</sup>: the principal, 3<sup>rd</sup>: the executive committee, and 4<sup>th</sup>: a formal Board of Education review.

If the child is absent (excused or unexcused) more than 18 days of the school year, his/her promotion to the next grade is in jeopardy and is dependent upon the recommendation of the teacher and the principal.

\*The ND Century Code requires that if a student is absent without excuse for: “a. Three consecutive school days during either the first half or the second half of a school or school district’s calendar; or c. Twenty-one class period”, that the school administrator shall initiate an investigation into the cause of the absence. If the administrator has reason to believe that the person having responsibility for the student has failed to ensure that the student is in attendance, the administrator shall refer the matter to the local law enforcement agency.”

### **Tardiness (including leaving early unexcused)**

Punctuality is a measure of responsibility both for students and parents. Tardy students also disrupt the teacher's schedule as well as the attention of other students in the classroom. Tardiness also causes the student to miss out on important class material. Therefore, students at Grace Lutheran School are expected to be on time for school and for special activities. Students will be counted as tardy if they are not seated at their desk by 8:30 a.m. Students arriving late for school must report to the office and receive an admission slip. Students are not to go to their classrooms or lockers before receiving an admission slip. Students will present the admission slip to the teacher when entering the classroom. Tardiness for medical appointments is excused when a written note from the medical professional is presented upon entering the school.

Teachers should be in regular contact with parents – including any time there is excessive tardiness. A student will be counted tardy for arriving unexcused between 8:30-9:30 am. A student will also be counted tardy if leaving unexcused before 2:15 pm. Excessive tardiness or absence may be deemed as negligence. As we are mandated reporters to the state, parents and/or Family Services will be notified when a child has excessive tardiness or absence.

Any student who is not in school by 12:30 p.m. should not plan to participate in after school sports, musicals, or concerts unless special arrangements for make-up have been approved by the school administrator.

### **Grading Scale**

100	A+	82-76	C
99-94	A	75	C-
93	A-	74	D+
92	B+	73-66	D
91-85	B	65	D-
84	B-	64-0	F
83	C+		

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

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

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

- E = Excellent work
- S+ = Level above satisfactory work
- S = Satisfactory work
- S- = Level below satisfactory work
- U = Work is below grade level expectations
- I = Improvement is being shown but not up to the next level at this time.

### **Incomplete Quarter Grades (Report Cards)**

Due to illness, a student may receive an incomplete grade for a given quarter. This means that a child's classroom assignments have not been completed or that they have not been given to the teacher. The classroom teacher notifies parents and students of this. A set time is given for the child to complete the prescribed class work so that the incomplete can be changed on the child's class records. Please check with your child's teacher. Students have the responsibility to complete the incomplete work as quickly as possible. Parents should check with the teacher as to the child's progress. Failure will be recorded if class work is not completed by the set date.

### **Homework**

Students will have homework when their assignments are not completed during school. Students are expected to have their homework completed and ready for class at the appropriate time the next day. Students who have been absent are required to complete make-up work. Students will be given two days for every day they are gone to complete make up work. Parents should pick up the student's work at the end of each day when a child is sick and misses school. Homework is ready after 3:20 p.m. Do not call the school office requesting that homework be ready earlier than 3:20.

### **Late Work Policy (Grades 3-8)**

Assignments are always due the next day unless otherwise directed. Assignments turned in late, unless as a result of illness or other excused absence, will be penalized. Late work turned in by 8:30 a.m. the following day will be deducted by ten percentage points (10%). If the work is **not** finished by then, it will be deducted by an additional ten percentage points (10%). In addition, the student may be required to stay after school that day from 3:30 to 4:15 p.m. for detention or the following morning from 7:30-8:15. He or she will notify a parent by phone so that transportation home can be arranged. (Please note that a student will still serve detention even if the late work is completed by the end of the day; he or she would then work on other assignments instead. Also, a student must serve the detention regardless of what extra-curricular activities he or she may be involved in that afternoon.)

The only exceptions are medical/dental appointments and music lessons. If this is the case, detention will be served the following school day.

### **Reporting to Parents**

Student progress reports describing the student's academic progress are sent home quarterly. Mid-quarter evaluations for grades 1-3 are given when a child's teacher sees the need. In grades 4-8 mid-quarter reports are sent home each quarter for every student. Parent/Teacher Conferences will be held after the first and during the third quarters. Conferences may also be scheduled any time, as needed.

### **Accelerated Reader Discernment Policy**

At Grace Lutheran School we consider it a responsibility to help children learn discernment. For this reason, AR quizzes are not being offered for all books. Students may choose any AR book in their reading range and interest

level from the school library to read and take a quiz on. If a student picks a book from home or another library, approval from the classroom teacher must be given before the student reads and is quizzed on that book. If a book is not approved, the student and parent may complete a form provided by the school identifying the content and themes of the book. If teacher approval is granted, the AR quiz may be taken. If approval is not given, parents have the option to bring their request to the principal or the Board of Christian Education for consideration.

### **Standardized Achievement Testing Program**

Standardized online tests will be administered to students in Grades 3-8 to determine their scholastic aptitude and their achievement level. Results will be mailed to parents with a copy filed in the student's cumulative file.

### **Academic Probation/Suspension**

A student may be placed on academic probation or be suspended for serious behavioral reasons. The principal and teacher(s) will meet with the student and parents. The principal and teacher(s) will set goals for the student and make a recommendation to the Board of Education if necessary. If the student meets the desired goal(s) within the time frame, he/she will be taken off probation or suspension. Parents have the right to meet with the Board and address any concerns.

### **Individual Screening of Students**

Students needing special instructional or related services may be referred to the principal by parents or teachers. Upon approval of a referral by the principal, teachers, or parent, a formal assessment is completed, and a parent conference is scheduled. Whenever a student is referred, certain procedural processes are necessary:

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

### **Access and Rights to Records**

Grace Lutheran School follows strict rules, many set by state and federal law, for the access and release of records. Parents with questions about Grace Lutheran School policies or other content of student records should call the principal. Only educational officials may use the records unless a parent gives written permission. Rules for access and release of records that apply to all students are

- Parents or guardians will be granted access to any and all information in their children's permanent records. In the absence of a court order to the contrary, Grace Lutheran School will provide, upon request, a non-custodial parent access to their student's academic records and other school-related information. It is the responsibility of the custodial parent to provide the school with a copy of any court order prohibiting the release of information to the non-custodial parent.
- School officials will be present when records are reviewed.
- Parents have the right to challenge any entry, except grades, in the school's student records on the basis of accuracy, relevance and/or propriety. A written request for a hearing must be submitted to the principal and must specify the entry or entries to be challenged and the basis of the challenge.

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

### **Athletics Eligibility Policy**

This policy expresses the school's concern for academic achievement. The number one priority for students must be their classroom studies and homework. This policy applies to grades 4-8 and reads as follows:

- Students must have a C- or better in all classes.
- A student cannot have incompletes (excluding recent absence).
- A student must have a positive attitude with acceptable behavior in all classes.
- Grades will be checked every two weeks during the season.



If the above requirements are not met, the student will not be allowed to participate in games or tournaments but may practice with the team. Ineligible student athletes will not be allowed to miss any part of the school day to attend a game, tournament, or meet. Their focus must be on attaining a C- or better. Once a student is deemed ineligible, his/her class average and behavior will be evaluated according to a set schedule. At that time, if all grades are at a 'C-' or better, the student can again participate in athletics. Students who expect to participate in games must attend practices.

### **Coaches Philosophy and Standards**

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

### **Code of Conduct for Athletes**

Our players and coaches represent our school and our Lord Jesus Christ both on and off the playing field. Therefore it is important that they project a positive image and conduct themselves in a God-pleasing manner. It is expected that coaches teach and model good sportsmanship. It is important that the game officials, players, and spectators from other schools are respected.

### **Concussion Policy**

The North Dakota legislature approved a law, NDCC 15.1 – 18.2 that require school districts to implement a concussion management program. The law requires all school districts to provide concussion information to student athletes and parents. The law further requires each school district must document that student athletes and parents have viewed the information before students will be allowed to participate.

In order to comply with the law all students, grades 4-8, participating in school sponsored or sanctioned athletic activities are required to read the concussion information and sign a form that states they have read the information. The signed form must be returned to the coach before the first practice session. No student will be allowed to participate in Grace Lutheran School sponsored/sanctioned athletics without the concussion information signed form. Each year a new form must be signed and returned. It is highly recommended that both student athletes and parents complete the free 20-minute video presentation "Concussion in Sports" found on the Center for Disease Control's website at [www.cdc.gov/concussion/sports/index.html](http://www.cdc.gov/concussion/sports/index.html).

All Grace Lutheran School coaches will be required to complete the free Online Training Course for Youth Sports available through the Center for Disease Control at ([www.cdc.gov/concussion/HeadsUp/youth.html](http://www.cdc.gov/concussion/HeadsUp/youth.html)).

### **Athletic Awards**

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

### **Electronic Equipment**

Students may not bring electronic games, iPods, MP3 players, or other electronic equipment to school. These items are subject to seizure by the school. If such a piece of equipment is required for a class, a student must obtain permission from the teacher or principal before it is brought to school. E-Readers will be allowed only when it is being used to read an AR book. Grace Lutheran School is not responsible for lost or stolen articles.

### **Student Phone Use**

If a student needs to call a parent, the student should get permission from his/her teacher. Students are to use the phones in their classrooms and are not to make calls from the office.

### **Student Cell Phone/Smart Watch Use**

Students are not allowed to use cell phones at school between the hours of 7:30 am and 3:20 pm unless required for a class project. Cell phones must remain in the student's locker. Teachers may remove any of these devices if they become a distraction. After 3:20, cell phones may only be used for parent communication. They may not be used during any after school activities. A first offense will result in the teacher confiscating the device, and the student may collect it at the end of the day. A second offense will result in the device being given to the principal, and a parent can collect it from the principal. Any further offenses will face disciplinary action.

Student cell phones may be allowed on field trips at the teacher's discretion when used as cameras or to contact parents. Any inappropriate use of a cell phone on a field trip will result in confiscation and disciplinary action.

### **Telephone Messages**

In the event a parent needs to get a message to a student, please call the school office and ask for the voice mailbox of the classroom teacher. In case of an emergency, the office staff will take a message and notify the teacher and student. If a parent or guardian must leave a message, the call should be made no later than 2:00 p.m. to guarantee that the message would be delivered to the student.

### **Toys**

Toys are to be left at home unless they are brought for Show & Share. Toys confiscated by teachers will be returned at the discretion of the teacher. Grace Lutheran School is not responsible for lost or stolen articles.

### **Closing Due to Weather**

Closings will be announced on local television (WDAY, KVLV and KVRR) and radio stations (KFNW, KFGO, KQWB, and KVOX). Announcements will also be posted on the school's website and Facebook site. Grace Lutheran School decides independently of other area schools concerning school closings and early dismissals; however, we will tend to follow what Fargo Public School does when cancelling school. In the event of an early dismissal for severe weather emergencies, children will be kept at the school until an adult picks them up.

### **Chapel Services**

Chapel services are held each week on Wednesday mornings at 8:40 am to 9:10 am. Generally, they are conducted by local Missouri Synod pastors and DCE's. An offering is taken during each service and sent to designated mission projects, both home and abroad.

### **Visitors/Visiting School**

For the safety of our students **all** visitors to the building between 8:30-2:45, including parents, **must** report to the office to sign in. Prospective students are welcome to visit GLS a half or whole day. Other friends, relatives, past students, and visitors may visit during lunch and recess. When visiting, please sign in at the office, and check with the kitchen cook if you are planning to stay for lunch. If lunch is available, please pay for your lunch in the office. Please make arrangements in advance with your child's teacher(s) if you plan to visit the classroom.

### **Room Parties**

Classroom parties may take place on holidays and special occasions.

### **Field Trip/ Volunteers**

Throughout the year field trips will be taken to broaden the child's knowledge. Notification will be sent home to parents of the upcoming trip. Parent chaperones are encouraged and welcome to accompany their child on field trips. The school van may be used to transport students. Additional parent drivers are sometimes needed. In the event of a parent driving to a field trip, a "Consent & Liability Form" indicating the driver is insured must be completed as well as a background check.

All volunteers must pass a background check prior to volunteering. Background checks expire after two years and must be renewed at the time of expiration in order to continue volunteer work.

### **Recess**

Recess will generally be taken outside. All students will be expected to go outside. Children should be properly dressed for the weather. This includes gloves or mittens, hats or hoods, coats and boots, when necessary. If the outside air temperature is –10 degrees Fahrenheit or lower, or the wind chill factor is –15 or lower, students will have recess and gym indoors.

### **Supervision**

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

### **Student Activities**

Students may have the opportunity to be involved in the following activities depending on the year:

- Basketball 4-8
- Volleyball 4-8
- Band 4-8
- Football 7-8 (co-op)
- Art Club
- Chess Club
- 4-H Club
- Wrestling 7-8 (co-op)
- Track 7-8 (co-op)
- Cross Country 7-8 (co-op)
- Baseball 7-8 (co-op)

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

### **Parent Teacher League**

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

### **PTL Mission Statement**

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

### **PTL Goals**

- Provide opportunities for fellowship with our children and other Grace families.
- Facilitate a partnership between school and home.
- Provide a forum to communicate needs and concerns.
- Encourage and coordinate parent volunteers for school activities.
- Offer financial support towards items that enhance our children's education and our school.
- Offer programming on family life issues.

## **FINANCIAL POLICIES**

### **Financial Obligation**

Tuition payments, meal accounts and after-care accounts are processed through FACTS Management Company. Families set up the payment plan that best suits their needs. If payments are to be late for any reason, it is the responsibility of the parent or guardian to contact the bookkeeper or principal and make arrangements for payment. Prompt payment is expected. Late fees and charges may be assessed through FACTS.

If an account becomes 30 days past due and the Red River Lutheran School Association has not approved acceptable arrangements, extended childcare services may be withheld until the account is made current. When an account

becomes 45 days past due, parents or guardians who fail to make prompt payment or acceptable arrangements with the Board of Christian Education will be expected to withdraw their child/children from the school until the account is satisfied. Failure to voluntarily withdraw students may result in expulsion of the student(s). Accounts delinquent by more than 60 days will be turned over to a collection agency or sent to Small Claims Court unless alternative payment arrangements are made.

Parents or guardians behind in tuition will be allowed to register their students for the upcoming school year as long as they are current with their account prior to Camp Grace, if applicable, or the start of the new school year.

### **Returned Check/Failed Payment Charge**

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

### **Student Scholarship/Financial Aid**

Student Scholarship/Financial Aid is available through FACTS, an external company. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS. Families receiving scholarship put in a minimum of 20 scholarship hours each year. Students receiving financial aid must maintain a 2.5 GPA and attend school regularly as stated under "Attendance."

### **Registration Fees**

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

### **Tuition and Fees upon Early Withdrawal of Student**

Tuition is set as an annual amount for the school term but may be paid by families in ten or twelve monthly installments. Tuition expenses accrue or are earned by the school over the nine-month school term. If a student withdraws prior to the end of a school term, tuition paid will be compared to tuition accrued to determine if there is any tuition due to the school or to be refunded to the student's family. A month's notice should be given prior to the withdrawal of a student from attendance. If the student's last day of attendance is prior to the 10<sup>th</sup> of the month, one half of that month's tuition will be accrued. If the student's last day of attendance is after the 10<sup>th</sup> of the month, that month's entire tuition will be accrued. All other expenses, such as aftercare, lunch, breakfast, school supplies, etc., are to be paid by the student's last day of attendance. Remaining funds in meal accounts will be refunded to the family if they exceed \$10.00. All other fees and expenses are non-refundable.

## **STUDENT INFORMATION**

### **STUDENT EXPECTATIONS FOR BEHAVIOR**

#### **Grace Lutheran School Standards**

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

#### **GRACE LUTHERAN SCHOOL STANDARDS OF BEHAVIOR**

High standards of personal conduct are expected of the students at Grace Lutheran School. Courteous consideration of others, kindness, fairness, honesty, and clean, wholesome speech are virtues we endeavor to cultivate in the discipline of each child. The training a child receives at school will be most effective when supported by the same value system at home.

Smoking, drinking alcoholic beverages, using illegal drugs, is not permitted at any time, on or off the school grounds. Any student known to be engaging in any of these activities could be subject to immediate expulsion.

Profane or obscene language will not be tolerated. Any student who does not conform to our standards of speech and conduct will be subject to suspension or expulsion after the incident.

A student may be suspended or expelled for any of the following reasons:

- Willful disobedience
- Defiance of authority
- Profanity or vulgarity
- Tobacco on school grounds
- Refusal to obey GLS rules
- Fireworks
- Illegal use of drugs
- Stealing
- Refusal to do assigned class work or homework
- Bringing weapons to school (guns, knives, etc.)
- Threatening/hitting a teacher, staff, or other student

### **Student Expectations**

- Students are allowed in the hallway with teacher permission, or with a pass.
- To provide a safe environment, no running, pushing, or shoving in the halls will be allowed.
- Toys and electronic devices from home are not permitted except with special permission from the classroom teacher.
- During bad weather, it may be necessary for grades 1-8 to eat their lunch in the classroom. This will enable all classes to use the gym when they cannot go outside. During recess or break time, students should not use the bathrooms, locker rooms, or hallways as a gathering place.
- Respect and care for school property is always expected. Repair or replacement charges will be made for any damage or destruction to school property. In the case of textbooks or library books, students will be assessed based on age of the book and the amount of damage the book has received.
- Stay on the “right” side of the hallway. Be considerate of others.
- Stay in your group.
- Keep hands and feet to yourself.
- Keep your school clean.

The faculty has determined general expectations for “common” areas of the school. Realizing that teachers have their classroom voice level guidelines, we have determined voice level guidelines for common areas around the school. These common areas are hallways, bathrooms, lunchroom, gymnasium, and playground. To be safe, respectful, and responsible, students will understand voice levels in certain areas by numerical values:

- 0 – voices off
- 1 – whisper
- 2 - conversation (inside voice)
- 3 – outside voice (at play)

### **Before School Expectations**

When entering the building before 8:15, students will deposit belongings in their locker and then stop to wash hands. If eating breakfast, this needs to occur before joining a designated area for games, reading, homework, or visiting. When the 8:15 dismissal bell rings, line up and wait to be dismissed. Go to your classroom quietly using the #1 or #2 voice level.

### **Aftercare Expectations**

Students attending aftercare will report to the designated area by 3:30 pm. Students who need to complete their homework will be given the chance to do so. Groups may change in numbers as parents pick up their children, but

appropriate supervision will be maintained. All school expectations and guidelines are to be followed during aftercare.

### **Lunchtime Procedures**

- Once seated, remain seated until dismissal.
- Students may visit quietly with classmates.
- No throwing or playing with food.
- Clean up spills and remove all items from the table.
- No pop is allowed.
- Move calmly and quietly in/out of the lunchroom.
- Keep your hands and your feet to yourself.
- Raise your hand if you need assistance.
- Students who choose to disregard procedures and expectations will eat lunch in isolation and/or face other appropriate consequences.

### **Playground and Gym Procedures**

- Play only in supervised areas.
- No pushing, tackling, or rough play will be permitted.
- No throwing rocks or snowballs.
- Students may play on the field or the playground but may not cross over behind the school building.
- Students are not allowed to climb on the top of the monkey bars or on the outside of the slides/tunnels.
- Kindness in words and action is expected.

### **Dress Code**

The purpose of a dress code is to remind students that their body is the temple of the Holy Spirit. Students are expected to dress and groom themselves appropriately to reflect good taste and Christian values. If a student's dress does not meet this code, the student will be asked to call for other clothing.

Some of the items we do not allow students to wear, or display are:

- Clothing promoting or advertising the use of alcohol, tobacco, other drugs, or violence or which has obscene language printed on it which interferes with the educational process and does not reflect Christian values. This clothing is therefore prohibited. A child will be asked to cover the t-shirt or turn it inside out while in the school setting.
- Tank tops and other clothing such as short shorts, spaghetti strap tops, or those which expose a bare midriff, bare back, undergarments, cleavage, and any other clothing deemed inappropriate by the administration will not be permitted. The student will be given clothing to change into if parents cannot bring a change of clothing.
- Head coverings (hats, hoods, bandannas, "Do" rags, headbands, etc.) will not be allowed in the school building. Medical or religious requests will be considered by the administration on an individual basis.
- Earrings, long necklaces, and dangling jewelry which may interfere with the participation in physical activities are not to be worn due to safety concerns for the child. The child will be asked to remove such items when they interfere with learning activities in the school.
- Coats and other outer garments are not to be worn during the school day in the classroom.
- Shorts may be worn if the weather is considerably warm during the months of August-September and April-May-June. Parents should use their good judgment in determining when shorts are worn. Shorts and skirts must be hemmed and mid-thigh length. Girls dress shorts and skirts worn with tights are acceptable.
- All students go outside for recess and aftercare. Therefore, all students need appropriate winter clothing such as boots, stocking caps, gloves, or mittens during the winter months. Snow pants and boots should be labeled to prevent loss.
- Athletic shoes must be worn for all physical education classes, recess, and aftercare.

- Shoes must be worn at all times during school and aftercare.
- Flip flops/sandals that do not have heel straps are not allowed for students in by Pre-K through 5<sup>th</sup> grade. 6<sup>th</sup> through 8<sup>th</sup> grade students may wear flip flops to school but may not wear them for recess, gym class, or aftercare.

Cases not covered by the stated dress code will be dealt with individually. Grace Lutheran School hopes that parents will supervise and monitor their child's appearance in dress. Our main concern is extremes in dress styles which are not compatible with moderation and good taste.

## **DISCIPLINARY POLICIES**

It is our mission to maintain and nurture a committed, caring community of Christians. Therefore, we expect you as a student at Grace Lutheran School to ...

- Respect God:  
 "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind."  
 Matthew 22:37
  - Show your love for God by imitating God's love to Him and others.
  - Only use God's name to praise or honor Him.
- Respect the principal, teachers, and other staff members:  
 "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God." Romans 13:1
  - Treat those in authority considerately and courteously.
  - Do what they tell you without complaining.
  - Pray for those that care for you at school.
- Respect school property:  
 "Now it is required that those who have been given a trust must prove faithful."  
 1 Corinthians 4:2
  - Show your love and care for what God has given us by not writing on desks, walls, lockers, etc.
  - Be good stewards of school equipment and supplies by not wasting them and by putting things back in their proper place.
- Respect the rights and property of others:  
 "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."  
 Ephesians 4:32
  - Do not take anything that is not yours.
  - Refrain from spreading rumors, gossiping, or telling secrets.
  - Show respect for others by not pushing, shoving, kicking, or inappropriately touching others.
- Respect yourself as a child of God:  
 "I praise you because I am fearfully and wonderfully made: your works are wonderful, I know that full well." Psalm 139:14
  - Since God created you, honor his workmanship by not talking negatively about yourself.
  - Present yourself in a way that honors God with regards to dress and personal hygiene.

## Consequences

As representatives placed in authority by God, teachers are expected to maintain a loving and positive learning environment for all children. In order to maintain this loving Christian community, teachers will determine **appropriate** consequences that **may include, but are not limited to**, the following:

- writing a letter of apology
- calling parents to explain misbehavior
- losing milk break or lunchroom privileges
- having time out
- parent/student/teacher meeting
- completing a supervised school service project
- removal from room to office – in-school suspension
- child sent home
- after-school detention, same day

Students required to serve detention are to be picked up by 4:15 unless other arrangements have been made. Other more serious behaviors and repetitive behaviors will be handled on an individual basis with the principal.

## **Bullying Policy**

Grace Lutheran School strives to create and maintain a safe and civil school environment for each of its students and staff to attain high academic standards, promote healthy human interaction, and foster its faith-based Christian values. Bullying is a disruptive behavior that interferes with the creation of such an environment, with the students' ability to learn, and the ability of the staff to perform their duties appropriately.

An act of bullying, as defined below, by any student or group of students is prohibited on Grace Lutheran School property, a transportation vehicle, or at any Grace Lutheran School sponsored activity or school-related function. This policy shall pertain to any student who directly engages in an act of bullying, and to those students who, by their indirect behavior, condone or support another student's act of bullying.

### **Definitions**

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. (National Center against Bullying)

**Protected Classes** – race, color, religion, sex, national origin, disability (physical or mental), and status regarding marriage or public assistance.

**School Property/On-Campus** – all property owned or leased by Grace Lutheran School, school buses and other vehicles, or any Grace Lutheran School sponsored or sanctioned activity.

**School Staff** – all employees of Grace Lutheran School, including volunteers and employees of a sanctioned activity.

**True Threat** – a statement or action that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

### **Bullying Behaviors**

The following are examples of bullying behaviors. This is a sample list and may **not** include all possible forms of bullying behaviors.

#### **Verbal Aggression**

Name calling

#### **Intimidation**

Publicly challenging others

#### **Emotional**

Excluding



Mocking, teasing	to do something against their will	Tormenting
Intimidating phone calls	Playing a dirty trick	Hiding things
Spreading rumors	Demanding money	Threatening gestures
Threats		Ridiculing
Making noises at someone	<u>Racial</u>	Staring
Playing a dirty trick	Derogatory comments or	
Taking things	name calling about physical, behavioral,	
Demanding money or things	or cultural differences.	

Physical Aggression

Pushing  
Kicking  
Punching  
Slapping  
Tripping  
Pinching  
Spitting

Written

Threatening or inappropriate notes or drawings

Electronic

Texting  
Instant messaging  
Social networking/media  
Phone calls

Sexual

Touching  
Dirty jokes  
Inappropriate language  
Unwanted flirting  
Name calling

Prohibitions

The apparent consent by a student who is the victim of bullying does not lessen the prohibitions contained in this policy:

- The retaliation or reprisal against a victim, good-faith reporter, or witness of bullying is prohibited.
- False accusations or reports of bullying made against another student are prohibited.
- Bullying by any school staff is prohibited. This policy pertains to administrators, teachers, volunteers, or other Grace Lutheran School employees.

Reporting Procedures

Any person who believes that he or she has been the victim of bullying, or any person who has knowledge or belief of conduct that may constitute bullying, shall report the alleged acts immediately to the principal, or any teacher within the Grace Lutheran School. A formal report will be completed by the principal, and parents will be notified. The investigation process will proceed immediately. A report may be filed in writing by using the Bullying & Report and Documentation Form, or through verbal communication with any Grace Lutheran School teacher or Principal.

Completed reports and all related investigation documentation shall remain on file with Grace Lutheran for six (6) years after a student turns 18.

Complaints that are filed anonymously severely limit the school's ability to investigate and respond to the alleged violation(s).

Anytime the Principal has reasonable suspicion that a bullying incident constituted a crime, law enforcement shall be notified of the incident.

Investigation Procedures

Upon completion/receipt of a report of an alleged policy violation, the principal shall first determine if the violation is based on a protected class. Reports involving a protected class shall be investigated in accordance with the Grace Lutheran School harassment/discrimination policy.

In all other cases, the following investigative procedures shall be followed:

- A. Identification and collection of necessary and obtainable physical evidence.
- B. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time shall the complainant/victim be required to meet with the alleged perpetrator.
- C. Interview any/all identified witnesses.
- D. Review any mitigating or extenuating circumstances.
- E. Final analysis and issuance of findings in writing to the victim and the bully and, if applicable, implementation of victim protection measures and disciplinary measures under this and other policies.
- F. Any party who feels an incident of bullying is unresolved is encouraged to bring it before the Principal and Board of Christian Education

Investigations shall be completed within 60 days unless the principal documents good cause for extending this deadline. This extension must be communicated to the victim and alleged perpetrator.

#### Disciplinary / Corrective Measures:

Students who have been found to be in violation of Grace Lutheran School's Bullying Policy shall be subject to any/all of the following disciplinary/corrective measures:

- A. After-school detention
- B. In-school suspension
- C. Out-of-school suspension
- D. A specific behavioral adjustment plan
- E. Schedule modification / Moving locker or seating assignment
- F. Revoke school privileges (attendance at extracurricular activities, school events)
- G. Board of Education review with student and parent
- H. Suspension from participation in school sponsored athletics/activities
- I. Expulsion from Grace Lutheran School
- J. Law enforcement notification

For instances of bullying which occurred off-campus (cyber-bullying) but disrupted the school operations and/or student relationships in-school, and posed a true threat, the student may be held accountable under this policy.

If the perpetrator is an employee of Grace Lutheran School, the school shall take appropriate disciplinary measures included, but not limited to, a written reprimand to be placed in the employee's file, modification of duties, suspension, or a recommendation for termination of duties.

#### Student Education and Staff Professional Development:

Grace Lutheran School, in an effort to deter actions, which constitute bullying, shall include bullying prevention programs within its curriculum for the classroom through regular integration within Religion, Health, and through specific instruction.

Staff shall receive professional development in the most recent topics of bullying prevention and detection.

Board approval June 12, 2012

#### **School Policy on Weapons**

Grace Lutheran School is committed to providing a safe and nurturing school environment. Therefore, we have an established a zero-tolerance policy for weapons and violence in our school.

A weapon is defined as any object that, by its design, use, intended use, or brandishing could cause bodily harm or property damage or could intimidate other persons. Weapons include, but are not limited to, firearms (whether loaded or unloaded, whether operational or not, and whether genuine or not), as well as knives and knife look-a-

likes, chains, martial arts equipment, dangerous chemicals, and explosives. Items not designed as weapons will be regarded as weapons under this policy if their use causes another person bodily harm or property damage, or if the items are used with the intent of causing bodily harm or property damage, or if they are used to intimidate others. Such items include, but are not limited to, belts, sprays, pens and pencils, scissors, and other sharp objects.

### THREE EXCEPTIONS TO THE POLICY

- A weapon under the control of a law enforcement officer acting in an official capacity.
- A weapon handled legally for the purpose of education approved by the school principal.
- A weapon used by an individual as part of a program in the school zone approved by the principal.

### Disciplinary/Corrective Measures

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

Consequences for **students** may include any or all of the following:

- Administering approved disciplinary practices and procedures.
- Notifying the principal and/or Board of Christian Education.
- Notifying parents, guardians, or legal custodians.
- Notifying law enforcement officials.
- Suspension from school.
- Recommendation for expulsion by the Board of Christian Education.

Consequences for **non-students** may include either or both of the following:

- Notification of law enforcement officials.
- For employees: disciplinary action in accordance with current employment agreements.

### Detention

Detention can be a consequence of a student's behavior. Detention is served for two different reasons:

- The student received detention for unacceptable behaviors – detention is served **THAT DAY**. The only exceptions are medical/dental appointments and music lessons. If this is the case, detention will be served the following school day.
- The student's homework was late two days in a row. (See "Late Work Policy")

Detention for misbehavior will be served after school from 3:30 to 4:15 PM. The student will be given cleaning jobs to do around the school. If there are no jobs needing to be done, the student will sit quietly in the assigned detention room. The student will not be permitted to read, do homework, sleep or eat.

### Christian Discipline – Policies to be Followed

Each teacher must develop and use his/her own God-given talents and methods for obtaining desired teaching conditions and classroom control. Teachers must maintain order and discipline to have the best results in teaching. Firmness and impartiality rooted in kindness and love should bring about the desired results. The example of our kind, gentle and loving Savior must always be our guide.

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

- The child, parents, teacher, and principal will discuss the problems that are related to the child's discipline in the school.
- A follow-up to this conference will be held shortly thereafter to discuss the results of action with parents, teacher & principal.
- If discipline action taken earlier has not been resolved, the Board of Christian Education will be informed, and further action will be brought to the attention of the student and parent (This may result in the child's removal from our school).
- The principal, in relationship to the situation, sets possible student expulsion.

- Include prayer for wisdom and guidance in all discipline procedures for our children, parents, and teachers.
- Harassment Policy - All individuals at Grace Lutheran School are to be treated with respect and dignity. Grace Lutheran must be an environment that is free from harassment and violence. It is a violation of Grace's standards for students to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be words and/or actions directed toward an individual or group of individuals, which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or groups based upon a person's age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups are also considered to be harassment. Consequences for harassing another person may range from an informal talk to suspension or expulsion from school and/or referral to a law enforcement agency.

### **Grievance Policy**

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

In conflict situations or where there is a grievance, the persons involved should take the steps to resolve the problem by following our Lord's direction as found in Matthew 18: 15-17.

*'If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.'*

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

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

### **Technology Acceptable Use Policy**

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

### **Social Media Policy**

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29*

*We should fear and love God that we may not deceitfully belie, betray, slander, or defame our neighbor, but defend him, [think and] speak well of him, and put the best construction on everything. (Luther's Small Catechism, "Explanation of the Eighth Commandment")*

Lutheran schools are dedicated to the mission and vision of the church and school. They are increasingly discovering how they can empower every member of the school community to grow as global students, disciples, and citizens. The web and social media provide important communications channels for students, parents, faculty, and alumni. Participation in these spaces is an important element in the school's witness, curriculum, and educational plan.

It is useful for the school to provide opportunities for faculty, parents, staff, and students to dialogue in online places. Students engage in a social world. The school desires to help the students become literate digital citizens and Christian disciples. The desire is to lead as innovative 21st century educators and communicators. The school wants the parents and families to be engaged and involved in their students' online behavior.

As an organization with a commitment to quality of education and the safety of the students, as well as to the preservation of the outstanding reputation as a school and its mission focus, standards for appropriate communication are necessarily high. The rights of students, employees, alumni, and other members of the community are respected as the variety of social media options available, are utilized.

The following guidelines will be met by the students, faculty, and staff at all times, as well as by alumni and all other users who participate in sponsored sites.

## **GENERAL GUIDELINES**

### **STUDENT USE OF SOCIAL MEDIA**

The use of social media by students is a valuable tool for collaboration with members of their community to build one another up. All communication on these electronic forums should reflect their identity in Christ and values of this community. We are called as followers of Christ to go into the world with the Gospel. We encourage the use of social media for this purpose and desire to train up literate, digital disciples that can effectively use these tools for that mission.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or claiming to speak officially on behalf of the school or its organizations without specific permission to do so. Content posted contrary to these guidelines will be dealt with according to the school's discipline policy.

#### **Interpersonal Communication**

As words spoken in person have the capacity to build-up or tear down people and relationships, so does the content shared online. With that in mind, students should abide by the following guidelines when posting:

- Remember that students do not represent only themselves, but also all those with whom they are associated, including their family, friends, school, and Lord. Therefore, comments made using social media should reflect the seriousness of those relationships, building up both those that are reading the message and anyone about whom the message speaks.
- Consider the feelings of those to whom and about whom you are sharing.
- Follow the school's code of conduct when writing online.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way.
- Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- True or not, it is never acceptable to post comments that damage your neighbor's reputation.

- Cyber bullying is considered an act of harassment.
- Students will be held accountable for text/posts.

#### Student Safety:

Information shared using social media can be dangerous to students. As the safety of students is a concern to the school, students should abide by the following guidelines when working online:

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.
- Do not share your password with anyone besides your teachers and parents.
- Abide by the policies of social networking sites that they use, including restrictions on age.
- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see (what you post, what you search is there forever).
- Do not post anything you would not want friends, enemies, parents, teachers, college admissions counselors, or a future employer to see.
- Only accept social media invitations from people that you know. Utilize privacy settings to control access to the content that you create.
- Post images and video of yourself and those that give explicit permission only, avoiding any digital images of large groups of students.
- Do not misrepresent yourself by using someone else's identity.

#### Academic Use:

Social media is a powerful tool with the potential to positively expand students' exposure, experience, understanding of different cultures and ways of thinking, as well as allow them to collaborate with other learners or experts in given fields of study. When using internet resources, including social networking sites, for online research or collaboration, students should abide by the following guidelines:

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs, or other clips.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Follow all appropriate school handbooks.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

#### **PARENT GUIDELINES**

Social media, when used wisely, provides many safe and positive ways to learn and stay in touch with friends and loved ones. Grace Lutheran School respectfully requests parents follow these guidelines:

- Refrain from posting anything including photographs that would compromise anyone's privacy or that are used to demean, humiliate, or otherwise embarrass anyone.
- Remember that any other postings that identify the school do not officially represent the school.

- Do not post material that the school determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Do not post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself.
- If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Refrain from tagging students in school pictures.
- Refrain from using social media sites for any illegal activity, including violation of data privacy laws.
- Parents with concerns about the school, other parents, students, or staff should not use social media to “vent” or share their concerns. Face-to-face conversation is the best course of action to follow when there is a concern. This follows Matthew 18, which is the Lord’s conflict resolution plan.
- Parents will be asked to remove postings that reflect poorly on the school, its faculty, staff, students, or other families.

Parents will have the opportunity to ‘opt out’ if they do not wish their student’s likeness to be used in school publicity materials.

Parents will consult the parent and student handbooks and be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.

Parents should expect communication from teachers prior to their child’s involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.

Parents will need to sign a release form for students when teachers set up social media activities for classroom use.

Parents are highly encouraged to read and/or participate in social media projects.

Social networking can help kids connect to each other and broaden their worlds. Here are some guidelines that that can serve rather than harm kids:

- Get your kids talking about their social media lives just so you know what they are doing.
- Check in with them daily about cell phone and computer use. Keep yourself in the loop.
- Keep your computer in a public area of your home so you can see what is going on.
- Discuss with your kids of every age what “good judgment” means and the consequences of poor judgment, ranging from minor punishment to possible legal action in cases of “sexting” or “bullying”.
- Consider formal monitoring systems to track your child’s email, chat, IM, and image content.
- Be sure you are where your kids are online. Have a procedure that you and your child “friend” each other.

## **FACULTY AND STAFF USE OF SOCIAL MEDIA**

### **Procure a positive environment online:**

School employees are personally responsible for the content they publish online. When posting:

- Be sure that you share factual information as you and your information posted will be representative of the school. Opinions in general can change quickly and communication that is “posted” will be there long after the opinion has possibly changed.

- For the safety of our students, there is to be no posting, commenting, or accessing social media sites during school field trips. All time and attention should be focused on the students. Posting of pictures or updates after the fact is appropriate if permission to publish photos has been granted by the parent(s) and/or guardian(s).
- Remember that blogs, wikis, podcasts, etc. are an extension of the school. What is inappropriate at school should be deemed inappropriate online.
- Do not post confidential information about the school, parents, or students.
- Remember: audiences who may read your posts could include current and prospective students, faculty, staff, donors, alumni, parents, school counselors, the media, or future employers. Post only information that you would want to share with them.
- Conduct yourself online according to the same standards of honesty, respect, unbiased, and morality that you would at church and or school.
- Make sure you have the school-designated photo/publicity release form signed by parents/guardians.
- Remember that others can view sites that you bookmark or items, such as photos, that you tag. Additionally, if you are tagged by friends, images may be posted that are outside of school guidelines.
- Prohibit the use of approved school/church branding logos and mission statements on your personal social networking sites unless approved by designated church and school officials.
- Know that any statements made in a social media network against the philosophy and/or beliefs of the church/school will be immediately addressed by the administration.
- Be aware that derogatory comments posted on social media will be addressed immediately with the proper administration and could result in disciplinary action.
- Participate in personal social media conversations on your own time.

#### Profiles and Identity:

- Remember the school in online social environments. If you identify yourself as a school employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students and consistent with the image, purpose, and mission of the school.
- Remember how you represent yourself online should be comparable to how you represent yourself in person.
- No identifying personal information, such as full names, addresses or phone numbers should appear on blogs or wikis or other social media.
- Be cautious how you setup your profile, bio, avatar, etc. The same guidelines apply to this information as well as the substantive content you post.
- When uploading digital pictures or avatars that represent yourself make sure you select a school-appropriate image.

#### Copyright and Fair Use:

- Hyper linking to outside sources is recommended.
- Be sure not to plagiarize and give credit where it is due.
- If you are re-posting photos, videos, poems, music, text, artwork, or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.
- When hyper linking to other sites and media, be sure that the content to which you are hyper linking is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission – even if they are photos of you and for which you paid. Most photographers will charge a little extra for “digital rights” to photos.

#### The school reserves the right to:



- Ban future posts from people who repeatedly violate this policy. The school may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means, as necessary.
- Remove or edit comments at any time when they violate this Policy.

### Using social media with students

#### Do

- Do make use of social media as often as fits your lessons and curriculum.
- Do make social media a part of your classroom culture.
- Do encourage students to use technology (smart phone, laptop, etc.) in your room, when appropriate.
- Do proofread and edit your posts. Verify sources. You want to look professional while online.
- Do consult with your superiors if you run into a potential problem, immediately, just like you would if you ran into a potential problem in the classroom.

#### Do not

- Do not allow open access to social media. Students need to learn there are appropriate times to use it. Set your privacy levels to the highest levels the medium allows.
- Do not post links to sites you have not viewed yourself.
- Do not do anything risky. Advocate politics, swear, anything that can get you in trouble.
- Do not post things students may find offensive (politics, off-color humor, etc.)
- Do not post about anything you would not share in the classroom.

## **HEALTH & SAFETY POLICIES**

### **Health Records**

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

Any medically related condition, which would exempt a student from participating in physical education classes, must be excused in written form by a physician. Such notification should be given to the main office and a copy will be given to the student’s physical education teacher.

### **Sports Physicals**

All students participating in 7<sup>th</sup> and 8<sup>th</sup> grade athletics must have a sports physical and turn in a “Clearance Form” before the first practice.

### **Health Services - Medication**

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

### **Sickness during School Hours**

In the event a child becomes ill during school hours, the child will not be sent home without first making parent contact.

### **Accidental Injury**

Accidental injuries to a child on the school grounds must be reported to the office. Emergency first-aid will be administered, and the teacher will contact the parents as soon as the injury has been handled. Each classroom has a first aid kit, and other first aid supplies are kept in the office.

All accidental injury and incidents must be documented at the time to provide a reliable record for our accident benefit plan. School accident forms are available in the office. The school covers any expenses not covered by a family's insurance.

### **Medical Emergencies**

In medical emergencies, parents will be notified. Prior to the beginning of the school year, parents will be given a form to fill out and sign concerning medical emergencies. If a student is injured in any class or school-sponsored activity, the student should report the injury to the supervising teacher so that an accident report can be completed. If the situation warrants, the student will be taken by a school staff member or by paramedics to the emergency room of the nearest hospital. The staff member will remain with the student until the parent or other responsible party has been contacted and arrives at the hospital. Hospital personnel will not treat the student unless they have parent permission, or the situation is life threatening.

### **Emergency Contact Form**

Parents will be asked to fill out an Emergency Contact Form for their children. These information sheets are photocopied and given to each teacher for their classroom use. The master file is kept in the office. In the event of an accident or sudden illness, telephone numbers can be obtained immediately, and desired procedures of the parent can be followed.

### **Fire, Tornado and Lockdown Drills**

Schools are required to hold fire, tornado, lockdown, and evacuation drills each year. These drills are unannounced. In the event of an actual disaster, your children will be kept in sheltered locations until a parent comes for the child or until the danger has passed. Tornado drills are practiced in accordance with the city of Fargo on the first Wednesdays of September, October, April, and May at 1:00.

### **Reporting Suspected Neglect and Abuse**

It shall be a policy of Grace Lutheran School that all employees shall cooperate in full with the Child Abuse and Neglect Reporting Act. Any teacher or employee of Grace School who has knowledge of or reason to suspect abuse or neglect shall report to an agency and the school principal. If this report is made orally, it will be followed by a written report to be submitted to the professional agency. The principal will be responsible for conferences, parent contact or any other action taken in an abuse or neglect case. Excessive tardies or absences may be deemed as negligence.

### **Head Lice**

It is the policy of the school that if a child has head lice, the parents need to be informed immediately. The teacher will contact the child's parent. The Public Health nurse will be contacted to have the whole class screened. The child shall not return to school until he/she has been properly treated and is completely free of nits. If desired, information of treatment procedures will be given to the parents. Other parents of students in the infected classroom will be informed so they can help protect against an outbreak in the school.

### **Communicable Disease Regulations**

<u>Name</u>	<u>Case</u>	<u>Contacts</u>
Chicken Pox	Exclude at least 7 days from rash or until all lesions crusted.	Consider immunization within a few days of exposure. Incubation 11-21 days.
Diarrhea	Exclude from school.	Incubation – can return after 24 hours of no symptoms.
Fever – 100 degrees or above	Exclude from school.	Incubation – 24 hours. Can return to school if no fever after 24 hours.

Fifth's Disease	No exclusion.	No restrictions.
Head Lice	Exclude from school until treated and determined to be non-communicable (no nits).	Close contacts should be checked frequently for 2 weeks.
Impetigo	Exclude until lesions are healed or under treatment for 24 hours and covered.	No restrictions. Frequent hand washing for staff in contact with case.
Mono	No exclusion.	Avoid activities that increase risk of saliva sharing (sharing cups, etc.) and use careful hand washing.
Pink Eye	Exclude until cleared or have been on medication for 24 hours.	Frequent hand washing for staff in contact with case.
Ring Worm	Exclude until 24 hours after treatment.	Close contacts should watch for skin irritation within 1 to 2 weeks.
Roseola	No exclusion.	No restrictions.
Shingles	Exclusion until physician evaluation.	Susceptible contacts should consider immunization.
Strep Throat	Isolate 24 hours after beginning treatment. May not return until 24 hours of treatment.	Daily observation in school. Follow instructions from private physician.
Vomiting	Exclusion from school.	Incubation – can return to school after 24 hours of no symptoms.

### **Approved Snacks**

Fruit (bananas, apples oranges, raisins, peaches, applesauce, grapes, strawberries, mixed fruit, etc.). Veggies (carrots, celery, broccoli, cauliflower, etc.) – great with low-fat dip or peanut butter. Crackers (Ritz, Wheat Thins, Triscuits, Saltines, Townhouse, Cheezits, Graham, etc.), pretzels, popcorn, cheese, yogurt, dried fruit and nuts, granola bars (not dipped in chocolate!), non-sugared cereal (Cheerios, Shredded Wheat, Rice Krispies, etc.), low-fat breads/muffins (pumpkin, zucchini, banana, brand, etc.). This list will be adjusted in a peanut/tree nut free classroom.

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

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

## **Wellness Policy**

### **I. Purpose**

- A. The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity, and to promote and encourage students to adopt lifelong healthy behaviors that can reduce the risk of chronic disease.

### **II. Nutrition Education & Promotion**

- A. Standards-Based Sequential Nutrition Education

1. Nutrition education shall be offered as part of an existing or school-developed standards-based, sequential, age-appropriate, comprehensive K-8 health education program offered each year and designed to provide students and their families with the knowledge and skills necessary to promote and protect their health. (II, IIA)
  2. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research and be consistent with the state's comprehensive school health education standards/guidelines/curriculum framework.
  3. Students shall be able to demonstrate competency through application of knowledge, skill development and practice.
- B. Connecting with Existing Curriculums
1. Nutrition education shall be integrated into comprehensive school health education, physical education, and other core classes such as math, science, language arts, social sciences, language arts, as appropriate. (IIG)
  2. All prekindergarten-8 instructional staff members shall be encouraged to incorporate nutritional themes into daily lessons, when appropriate, to reinforce and support health messages.
- C. Education Links with School
1. The nutrition education program links with school meal programs, other school foods, afterschool programs, and nutrition-related community services. (IIC)
  2. Nutrition education shall be offered in the school cafeteria and classroom, with coordination between school food service staff and teachers. (IIF)
  3. GLS shall link nutrition education with other coordinated school health initiatives. (IIC)
- D. Professional Development for Teachers
1. Training in nutrition will be provided for both teachers and food service staff. (IIH)
  2. Nutrition Education is taught by certified teachers at each grade level providing skills and knowledge that is needed by students to adopt healthy eating behaviors and attitudes. Training shall include instructional techniques and strategies designed to promote healthy eating behaviors. (IIB)
  3. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with the development of skills and adequate time to practice skills in program-specific activities.
  4. Staff members providing nutrition education shall not advocate dieting behaviors or any specific eating regimen to students, other staff members or students' families.
- E. Appropriateness of Nutrition Component of Comprehensive Health Education Curriculum
1. GLS shall assess all nutrition education lessons and materials for accuracy, completeness, balance and consistency with the state's/district's educational goals and curriculum standards.
  2. Materials developed by food marketing boards or food corporations shall be examined for appropriateness of commercial messages.
- F. Educational Reinforcement
1. Nutrition education is communicated in consistent nutrition and healthy eating messages throughout schools, classrooms, staff lounges, and cafeterias. (IID)
  2. School instructional staff members shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families.
- G. Health and Wellness Promotion
1. GLS shall conduct nutrition education activities and promotions that involve families, students and the community.
  2. GLS shall participate in programs that promote and reinforce student health, such as Team Nutrition and the Healthier US School Challenge.
  3. The school team responsible for planning nutrition activities shall ensure interdisciplinary collaboration by including school food service, school nurses, health and physical education teachers, family and consumer sciences teachers, and other appropriate school staff members.

### **III. Physical Education and Physical Activity**

- A. Standards-Based, Sequential Physical Education
  - 1. Physical education shall be standards-based, using national or state-developed standards, such as the National Association for Sport and Physical Education (NASPE) guidelines. (V A1)
  - 2. Physical education curriculum is written for every grade. It shall be sequential, and provides an opportunity for students to learn, practice, and be assessed on content, social skills, developmentally appropriate motor skill, responsible behavior, physical fitness, and benefits of physical activity. (V A4)
- B. Physical Education Full-day Kindergarten to Grade 8
  - 1. All students shall receive physical education a minimum of 90 minutes per week for elementary school students and a minimum of 80 minutes per week for middle school students for the entire school year or in compliance with IEPs. (V A2)
  - 2. Physical Education will ideally be offered daily. (V A2)
  - 3. Students shall spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity. (V A3)
  - 4. Student involvement in other activities involving physical activity (e.g., interscholastic or intermural sports) shall not be substituted for meeting the physical education requirement. The district follows the state law requiring instruction in Physical Education without exception. (V A1)
  - 5. GLS will conduct physical fitness in, and maintain a safe, adequate environment. (V)
  - 6. A certified physical education teacher shall teach all physical education. (V A5)
  - 7. GLS will provide training to certified physical education staff to educate, and other staff to promote enjoyable, lifelong physical activity among students. (V A5)
- C. Daily Recess
  - 1. GLS students shall have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools facilitate at least 10 minutes of moderate to vigorous physical activity verbally and through provision of space, and equipment. (V B1)
- D. Physical Activity Opportunities Before and After School
  - 1. GLS shall offer physical activity programs, such as physical activity clubs or intramural programs that meet needs of all students (V B3a)
  - 2. GLS shall offer interscholastic sports programs. (V B3a)
  - 3. GLS shall offer a range of activities that meet the needs, interests, and abilities of all students. (V B3a)
  - 4. After-school, child-care, and enrichment programs shall provide and encourage — verbally and through the provision of adequate and safe space, equipment and activities — daily periods of moderate to vigorous physical activity for all participants. (V B3b)
  - 5. School shall encourage bicycling and walking to and from school. (VB3d) When appropriate, the school shall work together with local public works, public safety and/or police departments to make it safer and easier for students to walk and bike to school.
- E. Physical Activity and Punishment
  - 1. GLS will not use physical activity as punishment. (VA7)
  - 2. Recess or other opportunities for physical activity shall not be withheld as a measure to enforce the completion of academic work. Appropriate alternate strategies shall be developed as consequences for negative or undesirable behaviors.
- F. Use of School Facilities Outside of School Hours
  - 1. GLS shall work with community organizations to coordinate and enhance opportunities available to students, staff, and community for physical activity before, during, and after the school day, on weekends, and during school vacations in accordance with the school's Rental Policy. These spaces and facilities shall also be available to community agencies and organizations offering physical activity and nutrition programs. (V B3c)
  - 2. School policies concerning safety shall apply at all times. (VB3c)
- G. Incorporating Physical Activity into the Classroom
  - 1. Students in all grades shall be provided with opportunities for physical activity in addition to physical education to enable each child to receive the recommended amount of 60 minutes of physical activity per day. (V B2)

2. Opportunities for physical activity shall be incorporated into other subject lessons (V B2b)
3. Physical Activity can be used as reinforcement, reward, and celebration for achievement, positive behavior, and completion of assignments.
4. Classroom teachers shall provide short physical activity breaks between lessons, classes, and/or standardized testing, as appropriate. (V B2c)

#### **IV. Nutrition Standards for School Foods and Beverages: Reimbursable School Breakfast and Lunch**

##### **A. Nutrition Guidelines**

1. GLS food service offers affordable, nutritious, and appealing meals, and snacks and beverages (through ala carte) in compliance with or exceeding the most updated USDA guidelines and the current Dietary Guidelines for Americans or the current Institute of Medicine (IOM) standards. (I F, III)
2. School meals shall offer a variety of colorful fruits and vegetables each week. (III A2) At least one orange and at least one dark green vegetable shall be served each week.
3. Schools shall serve only low-fat (1%) and fat-free milk, and nutritionally equivalent nondairy alternatives with physician orders. Flavored milk, if offered, is fat-free only.
4. School meals shall ensure that at least half of the grains served are whole grain.
5. School meals strive to replace higher fat with lower fat items and eliminate deep-fried foods.
6. GLS food service will share nutrition information of meals with students, families, and school staff through website and posting in cafeterias.
7. School meals shall use serving sizes that meet minimum requirements yet also do not exceed age-appropriate sizes or maximum USDA caloric requirements by age.

##### **B. Menu Planning**

1. Standards in meal planning focus on increasing nutrient-rich foods and beverages, (such as fruits, vegetables, whole grains, low-fat or nonfat dairy, lean meats, legumes, nuts, and seeds) decreasing solid fats, sodium, and added sugars, and moderating portion sizes.
2. Menus shall be planned to be appealing and attractive to children. School meals shall be planned to incorporate the basic menu planning principles of balance, variety, contrast, color and eye appeal.

##### **C. Breakfast**

1. GLS operates the school breakfast program.
2. GLS will notify families and students through newsletters, handouts, or website of the availability of the school breakfast program.

##### **D. Qualifications and Training of Food Service Staff Members**

1. Qualified nutrition professionals shall administer the school meal programs; and all food service personnel shall have adequate pre-service training in food service operations according to their levels of responsibility.
2. GLS will provide continuing professional development for food service director and employees. (III B 1) Staff development program shall include appropriate certification and /or training programs for food service directors, managers, and school cafeteria workers according to their levels of responsibility. Topics include strategies for promoting science-based, healthy eating behaviors and nutrition, requirements for Child Nutrition Programs, menu planning and preparation, food safety, and other appropriate topics.

##### **E. Special Dietary Needs**

1. With appropriate medical documentation, modified meals shall be prepared for students with food allergies or other special dietary needs with parent notification of which days the child will eat.

##### **F. Emergency Care Plans**

1. An Individual Emergency Care Plan shall be developed for each student identified with any food allergy with potentially serious health consequences. The parents/guardians will submit a Special Menu Requirement form signed by a physician to the school annually. These plans should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure. Depending on the nature and extent of the student's allergy, the measures listed below may be necessary in the student's protocol plan

but not limited to:

- Posting additional signs (e.g., in classroom entryways.
- Meeting with the school cook.
- Prohibiting the sale of particular food items in the school.
- Designating special tables in the cafeteria.
- Prohibiting particular food items from certain classrooms and/or the cafeteria.
- Completely prohibiting particular food items from the school or school grounds.
- Educating school personnel, students, and families about food allergies; and/or
- Implementing particular protocols around cleaning surfaces touched by food products, Washing of hands after eating, etc.

#### Posting of Signs

1. Signs may be posted in a conspicuous place in the classroom and cafeteria, advising that there Students with allergies.

#### Staff Training

1. Training shall be provided for personnel on the signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions and accessing the “911” emergency medical system. If trained school personnel are not available, any willing school person may administer the epinephrine auto-injector. Good Samaritan provisions apply.

#### Self-Management

1. Each student at risk for anaphylaxis shall be allowed to carry an epinephrine auto-injector with him/her at all times, if appropriate. If this not appropriate, the epinephrine auto-injector shall be kept in a conspicuous place in the classroom, cafeteria, physical education facility, health room and/or other areas where it is most likely to be used, with reasonable safeguards in place to ensure its safekeeping. A medically identified student may self-administer the epinephrine auto-injector, if appropriate.

### **V. Nutrition Standards for School Foods and Beverages: School-Based Activities to Promote Healthy Eating and Environment**

#### A. Surroundings and scheduling for eating

1. Meals are served in an enjoyable, clean, safe environment where students shall have an adequate space to eat.
2. Access to clean drinking water is provided during the school day (III B 2) and in cafeteria area during meals.
3. GLS will provide student access to hand washing or hand sanitizing before they eat meals and snacks.
4. GLS shall provide students with adequate time to eat meals (20 minutes for lunch and 10 minutes for breakfast after sitting down).
5. Schedule lunch for full-time students is midday between the hours of 11am-1pm.
6. Discourage tutoring, club, or organizational meetings, or activities during mealtimes unless students may eat lunch during such activities.
7. Discourage students from sharing food or beverages with one another during meal or snack times given concerns about allergies and other restrictions on some children’s diets.

#### B. Food Rewards and Punishment

1. Limit food as a reward unless this practice is allowed by student’s Individualized Education Plan.
2. Do not withhold food or beverages as a punishment.
3. Alternatives to food as rewards, shall be promoted.

### **VI. Competitive Foods Nutrition Standards**

1. No vending machines are allowed on school property.
2. Foods and beverages served or sold to students at school or at school-sponsored functions shall meet the current Institute of Medicine (IOM) standards per serving.
4. No school will hold food or beverage fundraising activities during the school day.
5. Schools shall encourage fundraising activities that promote physical activity as described in *Healthy Fundraising*.
6. The school district shall make available to students, families, teachers and school groups a list of ideas for acceptable fundraising activities, such as healthy foods and beverages or alternate nonfood fundraisers available in *Healthy Fundraising*.
7. Classroom snacks shall feature healthy choices that meet the requirements of the school's *Healthy Snack Ideas*.
8. Cold lunches brought from home are encouraged to meet *Guidelines for Nutritious Lunches* (Appendix 4). (III B 14) Districts shall encourage families to pack healthy lunches and snacks and to refrain from including beverages or foods that do not meet the school's *Healthy Snack* ideas (Appendix 8)
9. Any food brought into school lunch program from outside foodservices must comply with Wellness Policy ala carte standards. Families are encouraged to call ahead and eat school lunch with child.
10. Districts shall develop procedures to ensure that all food brought from home to be shared with other students is safe.
11. Nonfood celebrations shall be promoted. Ideas in *Healthy Celebrations*. (Appendix 9)
12. Foods and beverages served at school celebrations shall feature healthy choices that meet the requirements of the school's *CFNS*. (Appendix 5)
13. GLS shall disseminate a list of ideas to families and teachers, including alternative activities for classroom parties (e.g., increased recess time instead of a class party) and healthy food and beverage choices as listed in *Healthy Celebrations*. (Appendix 9)

## **VII. Communication & Promotion Goal**

### **A. Engaging Families**

1. GLS shall encourage family involvement to support and promote healthy eating and physical activity habits.
2. GLS will engage families ... in developing, implementing, monitoring, reviewing, and revising, as needed, the district-wide nutrition and physical activity wellness policies. (I A)
3. GLS will encourage families to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means. (III B4)
4. GLS shall obtain feedback from ... families about meals and new food options through activities such as taste testing, surveys, or health fairs. (III B 12)
5. GLS shall support families' efforts to provide a healthy diet and daily physical activity for their children through effective two-way communication strategies that allow sharing of information from school to home and from home to school.
6. GLS will provide nutrition education ...designed to provide students and their families with the knowledge and skills necessary to promote and protect their health. (II introduction)
7. GLS shall offer nutrition education for families, which can include providing healthy eating seminars, sending home nutrition information, postings on district website, providing nutrient analyses of school menus in language families can understand and any other appropriate methods for reaching families, including Wellness Policy Appendices.
8. GLS shall provide families with a list of foods that meet the district's nutrition standards for snacks and ideas for healthy celebrations, rewards, and fundraising activities in the Wellness Policy Appendices
9. GLS shall provide information about physical education and other school-based physical activity opportunities before, during and after the school day, and shall support families' efforts to provide their children with opportunities to be physically active outside of school.

### **B. Engaging Students**



1. GLS shall obtain feedback from students... about meals and new food options through activities such as taste testing, surveys, or health fairs. (III B 12)
2. GLS shall encourage all children to have a healthy breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn. (*Healthy Breakfasts* Appendix 2)
3. All students will have opportunities, support, and encouragement to be physically active to achieve daily recommended physical activity. (I E)
4. Nutrition education in all schools will be offered in the school cafeteria and the classrooms with coordination between school foodservice staff and teachers. (I F) Key health messages shall be promoted through coordinating classroom and cafeteria, and through planned promotions such as health fairs, nutrition initiatives, programs and contests.
5. GLS will engage students ... in developing, implementing, monitoring, reviewing, and revising as needed, the district-wide nutrition and physical activity wellness policies. (I A)

#### C. Engaging Staff

1. GLS highly values the health and well-being of every staff member and shall plan and implement activities and policies that support personal efforts by staff members to maintain a healthy lifestyle.
2. GLS will engage teachers, food service professional ... in developing, implementing, monitoring, reviewing, and revising as needed, the district-wide nutrition and physical activity wellness policies. (I A)
3. GLS will engage teachers, food service professional ... in developing, implementing, monitoring, reviewing, and revising as needed, the district-wide nutrition and physical activity wellness policies. (I A)
4. GLS shall build awareness among teachers, food service staff, coaches, nurses and other school staff members about the importance of nutrition, physical activity and body-size acceptance to academic success and lifelong wellness.
5. School staff members shall be encouraged to model healthy eating and physical activity behaviors. (I D)

#### D. Partnering/engaging with Community Organizations

1. GLS shall partner with community organizations (e.g., local businesses, faith-based organizations, libraries, local health departments, local colleges and their students, and local health care providers) to provide consistent health messages and support school-based activities that promote healthy eating and physical activity.

#### E. Food & Physical Activity Promotion/Marketing in Schools

1. Nutrition education and health promotion in all district schools shall be consistent in school-based marketing. (II E)
2. GLS shall promote healthy food choices and shall not allow advertising that promotes less nutritious food and beverage choices. (II E)
3. GLS shall be encouraged to promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.

#### F. Media

1. GLS shall work with a variety of media, such as local newspapers, radio and television stations, to spread the word to the community about healthy eating and physical activity behaviors, and a healthy school environment.

#### G. Monitoring

1. The principal shall execute administrative procedures that ensure implementation of and compliance with school nutrition and physical activity wellness policy. (VI A)
2. The school will develop and implement a communications plan which includes training to ensure understanding of the rationale for the wellness policy and the implementation plan.(VI C)

3. The principal or designee shall ensure compliance with those policies in that school and shall annually report on the school's compliance and evaluation of outcomes to the school district superintendent or designee. (VI A 3 b)
4. Monitoring will be repeated annually to help review policy compliance, assess progress, and determine areas in need of improvement and/or revision. Measurable outcomes will include School Health Index, Body Mass index, School Meal Participation, youth survey data, cardiovascular fitness, and /or other outcomes determined by the school wellness councils. (VI B)
5. School food service staff shall ensure compliance with the school's food and nutrition program and shall report to the principal. (VI D)

#### H. Policy Review, Revision, and Reporting

1. The food service director will provide an annual report to the principal setting forth the nutrition guidelines and procedures for selection of all foods made available on campus. (VI E)
2. The food service director will provide an annual report to the principal informing of the most recent USDA School Meal Initiative (SMI) review findings and any resulting changes. (VI E)
3. The principal will develop an annual summary report on compliance with the school's Wellness Policy. That report will be provided to the school board and also distributed to all school faculty and parent/teacher organizations. VI F)

## **Tobacco Policy**

### **Rationale for Regulating Possession and Use**

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the School Board of Grace Lutheran School establishes the following tobacco-free policy:

### **Definitions**

"District property" includes all property, both indoor and outdoor, that is owned or leased by the district including, but not limited to, all buildings, playgrounds, athletic fields, parking lots and vehicles.

For purposes of this policy, "tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA-approved nicotine replacement therapy. Tobacco product includes any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances that is intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means.

The term "Tobacco Product" includes E-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose. "E-cigarette" means any electronic oral device, such as one composed of a heating element, battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product name, or descriptor. "E-cigarette" also includes any component part of such a product whether or not sold separately. "E-cigarette" does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

“Tobacco Use” means the use of any Tobacco Product in any form. Tobacco Use includes, but it not limited to, smoking, heating, inhaling, chewing, absorbing, dissolving or ingesting any Tobacco Product. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or hookah, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette.

### **Use and Possession Prohibitions**

#### **Students:**

Possession and/or use of tobacco products by students on school property, in school vehicles, and at school-sponsored events (whether on or off school property) is prohibited at all times.

#### **Staff/Visitors:**

The use of tobacco products by all school employees and visitors on school property, in district vehicles and at school-sponsored events (whether on or off school property) is prohibited.

\* Grace Lutheran School employees and visitors will refrain from **visibly displaying** tobacco products on school property, in school vehicles and at school-sponsored events (whether on or off school property.)

This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

\* Grace Lutheran School will not allow advertising of tobacco products in its school buildings, on school property, at school functions on school property and in all school publications. This includes clothing that advertises tobacco products.

Grace Lutheran School will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

### **Communicating to Students, Staff and Public**

This policy will be printed in the Faculty, Staff, and Family handbooks. It should be posted in highly visible places in all areas of the school, such as, but not limited to all entrances of school buildings, school playgrounds, athletic fields and school-sponsored events (on school property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

\*This policy will be **verbally communicated** to students, staff, parents, and visitors, and reminders will be given at extra-curricular and other appropriate events.

### **Responsibility for Policy Violations**

All individuals on the school’s premises share in the responsibility for adhering to and enforcing this policy. The principal shall develop regulations for the enforcement and implementation of this policy. Board approved March 11, 2013.

### **Tobacco Cessation Services**

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. . This is a free cessation service provided to citizens of North Dakota.

**(Reference:** *Creating and Maintaining a Tobacco-Free School Policy*, Bureau of Health, Maine Department of Human Services; *Fit, Healthy, and Ready to Learn*, A School Health Policy Guide, National Association of State Boards of Education, North Dakota School Board Association)

## **SERVICES**

### **Camp Grace**

Grace Lutheran School offers a summer day camp program for school age children ages 4-12. The program offers quality, affordable care in a caring Christian environment. This summer program starts the week after the end of the current school year and runs through the third week in August. Activities offered include weekly themed programming, computers, library, theatre/drama, field trips, summer reading program, and much more. An affordable weekly fee is charged and is payable on or before Monday of each week. Lunch and snacks are included, or the child can bring his/her own lunch. The registration fee reserves the child's space and will be applied to the first week's fee. Registration for Camp Grace opens on a first come-first-serve basis on January 15<sup>th</sup> for previous Camp Grace participants, February 15<sup>th</sup> for current GLS students, and March 15<sup>th</sup> for open enrollment.

### **Aftercare Services**

Grace Lutheran School offers an aftercare program. Only students enrolled at GLS are permitted to utilize this service. The hours available are 3:10 to 6:15 p.m. Students not picked up by 3:30 are automatically enrolled into the program and charged the regular hourly fee. Contracts are available for the program for 40 students.

As always, students who need to complete their homework will be given the chance to do so right after school during their aftercare stay. Groups may change in size and grade level, yet they will still be supervised appropriately.

Toys and electronic devices from home are not allowed. Cell phones and smart watches are not to be used during aftercare. Students who wear sandals to school should have tennis shoes to play in at aftercare. During winter months, outdoor clothing and boots are required.

For safety precautions and licensure qualifications, parents will be asked to sign out their child by writing their name and the time that they picked up their child each day. If someone is sent to pick up the child other than the parent and they are not currently on the Emergency Contact Form as an authorized person, the parents must send a note or call the office and give the first and last name of the person picking up the child as well as a copy of their driver's license. The aftercare teachers have copies of all the students' forms. Parents should make sure that the forms are always updated.

GLS is committed to keeping our students safe and secure. These safeguards are implemented because of our concern for continued safety, and to limit our exposure to potentially dangerous situations.

### **Library**

No fines are charged for overdue materials, but the librarian in consultation with the principal may establish other procedures for material recovery. The school may charge for lost materials or materials damaged beyond repair. Books and other items overdue or not returned by the final week of the school year shall be considered lost. The parents will be billed a flat fee of \$20.00 for the replacement of a lost book. This fee covers the actual cost of the book as well as processing it.

### **Lockers**

Lockers are provided for students in grades K through 8. It is expected that lockers will be kept neat and clean. Arrangements should be made with the teacher for any items that do not fit in the locker. Nothing should be stored on top. Cold lunches and snack treats may be stored in lockers. Students in grades 4-8 will be given a gym locker and lock in the locker room. Locks not returned at the end of the school year will be billed directly to families.

### **Lost and Found**

Items found on the playground, in the gym, or in the public areas of the building will be placed there for a period of time. The Lost and Found container is located in the hallway across from the Pre-Kindergarten room.

### **Breakfast, Lunch and Milk**

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

- Breakfast charges are \$1.95 per meal
- Lunch charges are \$2.70 per meal
- Milk charges are 50 cents per milk for break time and additional milk

The meal accounts are billed through FACTS. Free and reduced meals are available according to federal criteria. Please contact the school office for free and reduced meal applications. These applications affect the amount of federal Title money that we receive.

The school will operate a lunch program for its students. Because the school receives federal commodities and offers free and reduced meals, the program comes under the direction of the Department of Nutrition in Bismarck. Fargo Cass Public Health regularly inspects the kitchen. There will be a head cook. Because we offer hot lunch, we will not be able to microwave any student's lunch brought from home.

### **Private Lessons/Tutoring**

To ensure proper liability and workman's compensation coverage, teachers giving private lessons and/or tutoring at the school will run billings and payments for private lessons through the school. Parents will be provided a copy of the contract that will be signed and returned to the office.

### **Payments**

Once you have registered, payments will be due monthly, for 10 months. Billing and payments will occur through the FACTS system.

### **Make-up lessons**

**There will be the option of making up lessons for excused absences.** An absence will be counted as excused when the teacher is notified at least one week prior to the missed lesson. If a student is ill, the teacher must be notified by phone a minimum of two hours prior to the lesson. If the teacher was not notified prior to the absence, the lesson will be counted as unexcused and will not be rescheduled.

### **Expectations**

Students are expected to:

1. keep a regular practice schedule as specified by their instructor
2. attend all lessons and/or recital in which they are enrolled
3. bring instrument, music and/or all lesson materials to each lesson

### **Cancellation of lessons/tutoring session**

Lesson/Session cancelled by the instructor will be made up at the earliest convenience of both parties. If a student decides to cancel due to bad weather, the instructor is not obligated to make up the absence.

Withdrawing from lessons/tutoring sessions requires two-week notification in writing to the school office. If written notification is not received, students will still be considered officially enrolled and charged accordingly for lessons and/or tutoring.

### **Late Arrival**

Students are expected to arrive on time and be ready for their lesson to begin at the specified time. Instructors will wait 10 minutes before assuming the student will be absent for the lesson. Instructors are not required to make up lost time. However, if an instructor is late, they will arrange to make up the lost time.

### **Newsletter**

A weekly newsletter is posted on the GLS website and emailed to families every Friday. The deadline for accepting articles is noon on Wednesday of each week.

### **Vacation Homework**

Parents (not students) are asked to contact all classroom teachers to inform them of planned vacations. It is up to the discretion of the teachers to determine how much work can be given ahead of time. Any other assignments will be given to the student when they return to school. Students will be given 2 school days for every day they are gone.

to complete the homework. Any homework not turned in after the due date is recorded in the grade book as a zero. It is the sole responsibility of the student to ask the teacher for the homework and get it in on time.

### **Curriculum**

Grace Lutheran School offers the best academic education available. Approved methods, current textbooks, and teaching aids are employed in all subjects. A schedule is in place for reviewing and updating all curriculum areas. Based on our National Lutheran School Accreditation review every five years the course of study meets or exceeds all the educational requirements of the State of North Dakota. The sex education curriculum used and how the class is taught will be communicated to the parents.

In keeping with the philosophy of the school, all subjects are taught in the light of God's Word. Every child takes part in daily devotions, religion class, memory assignments, chapel services, evangelism, and other religious projects. It has been the aim of the faculty and the Board of Christian Education to strive to maintain high standards in the entire program of the school as well as being a Christian witness to the community.

### **Home School Connection**

Grace Lutheran School is an accredited school offering Christ-centered living. Our enrichment program is for homeschooled children in grades K-8. Athletic, musical, and curriculum opportunities are available for homeschooled children.

### **Daily Worship**

Daily worship activities include morning or afternoon devotions, songs of praise, and prayers at lunch and other times. The Christian faith is woven throughout the day and all subjects at GLS. It is reflected in our interactions and discipline at every opportunity.

### **Transportation**

Transportation will be provided for field trips when applicable. The school van will be used to transport students. Additional parent drivers are sometimes needed. In the event of a parent driving for a field trip, a "Consent & Liability Form" indicating the driver is insured must be completed as well as a background check.

### **Bicycles**

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

### **School Security**

Grace Lutheran School is equipped with a security system to aid in keeping students and personnel safe. The north, west, and south doors are locked throughout the day. When the portable classrooms are in use, students use an access code to enter the portable classrooms and north door during the day.

The west door is locked between 8:30-2:45, and a buzzer system is used to enable access to the building. **All** visitors to the building between 8:30-2:45, including parents, **must** report to the office to check in.

### **Fund Raising Policy of Red River Lutheran School Association**

The organization will use its resources in a responsible, effective, and efficient manner to achieve results in furtherance of its mission. The organization will regularly review fund raising efforts and expenses and take measures to assure that expenses are reasonable in relation to the results of the organization and reasonable over time. Board meeting approval 11-8-16

