



Grace Lutheran School

Parent Handbook



Grace Lutheran School
2825 Alameda de las Pulgas
San Mateo, CA 94403
(650) 345-9082
www.gracelutheransanmateo.com

Rev. Charles E. Froh, Pastor
Mr. Robert P. Meier, Principal

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PHILOSOPHY

We at Grace Lutheran Church and School are committed to Jesus Christ, His teaching, and the guidance of Holy Scripture for Christian living. The purpose of Grace Lutheran School is to provide a Christian education that nurtures children of Grace Lutheran Congregation and the community. The faculty of Grace Lutheran School is committed to caring for the whole family of each child.

Grace Lutheran School sees itself in partnership with parents. We want this partnership to empower students to find identity, purpose, and power for their lives in Christ. Through faith in Christ, students will live in grace and grow in the knowledge of Jesus Christ as the Son of God and only Savior of the world.

This Christian educational program will provide experiences for each child to grow aesthetically, emotionally, intellectually, physically, socially and spiritually. Grace Lutheran School strives to educate the whole child and promote in each child a self-image of successful and responsible Christian living.

PHILOSOPHY IN ACTION

Indicators of this Christian education in action are:

1. Students, parents and teachers working in partnership to meet the needs of each child.
2. Students, parents and teachers praising God as Creator, Redeemer, and Sanctifier through regular worship, and confessing Jesus Christ as Lord and Savior.
3. Students, parents and teachers building in each other a self-image of success.
4. Students, parents and teachers developing God-given talents to the individual's fullest potential.
5. Students, parents and teachers encouraging and enhancing growth in each other through genuine concern and love.
6. Students increasing in self-discipline, taking active ownership for their education.
7. Students developing a solid, lasting foundation of knowledge and how to think about the world around them.
8. Students and teachers working in a positive, active and responsible manner.
9. Students, parents and teachers promoting respect, worth, and value in others and themselves.
10. Students, parents and teachers working in an atmosphere of mutual respect and cooperation, acting and reacting to each other in God's grace.

11. Students, parents and teachers giving glory to God through and for their accomplishments.
12. Students, parents and teachers sharing classroom responsibilities and enjoying privileges resulting from responsible behavior.
13. Students, parents and teachers learning to handle stress in positive ways.
14. Students, parents and teachers expanding their problem-solving skills.
15. Students, parents and teachers working confidently in groups or alone.
16. Students, parents and teachers utilizing resources to creatively express thoughts, ideas, and opinions.
17. Students, parents and teachers resolving conflicts in a cooperative manner.
18. Students, parents and teachers respecting the rights of others to work, play, think, and create.

A STATEMENT OF FAITH

We believe and teach the following truths:

1. The one true God is three persons in one: Father, Son and Holy Spirit. God is eternal, without beginning or end.
2. The Bible is the inspired, infallible, authoritative Word of God.
3. The teaching content of both Old and New Testaments in the Bible is comprised of two doctrines, Law and Gospel. They must be distinguished and applied rightly for a correct understanding of God's Word.
4. God is perfect and expects perfection of His creatures. By his sinful life, man continually fails to be perfect. Sin separates man from God and places him under God's judgment (Law).
5. God in His great love (grace) has provided man with full salvation. Jesus Christ died on the cross for the sins of all men and rose again the third day. (Gospel)
6. Jesus Christ is the only Savior of the world.
7. Regeneration, rebirth, by the Holy Spirit is essential for the salvation of lost and sinful man.
8. Holy Baptism, instructed by Christ for all infants and adults, washes away sin.
9. The real body and blood of Jesus Christ are offered in the Sacrament and are a seal of the pledge of forgiveness.
10. All will rise from the dead at the Day of Judgment, the believers to spend eternity in heaven, the unbelievers in hell.
11. There is a spiritual unity of all believers in our Lord. The local church is the primary God-established base of operations for spiritual outreach in the world.
12. Christian stewardship is the yielding of the whole self by the power of the Holy Spirit to the Lordship of Christ in all areas of life: money matters, devotional life, time, recreation, family and church life.
13. Every true believer is commissioned and empowered by Christ to "preach the Gospel to every creature" and "make disciples of all nations."

WHAT IS UNIQUE IN LUTHERAN EDUCATION

"Train up a child in the way he should go and when he is old he will not depart from it." (Proverbs 22:6) God is addressing this passage of Scripture to parents, not to the church or to Christian schools. It is the aim of Grace Lutheran School to assist parents in this task, through the proper application of Law and Gospel. These are the two ways God reveals Himself to His people. Both are important; both are God's Word; both must be taught. It is the Gospel which is the pre-eminent teaching of the Christian church for it is the power of God.

The Law of God as found in the Ten Commandments provides the framework for a structured, disciplined and moral perspective necessary for community living and growth in the educational task.

The Gospel is the "good news" of forgiveness of sins and reconciliation based on the redeeming work of Jesus Christ, God's Son. As people who have received the Gospel and forgiveness from God, we live empowered by Him to forgive each other.

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

ACADEMIC PROBLEMS

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

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

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

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

ACTIVITY FEE

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

ADMISSION POLICY

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

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

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

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

AFTER-SCHOOL SPORTS

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

ATTENDANCE POLICY

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

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

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

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

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

1. Parents must notify the school in writing no less than one week in advance.
2. Assignments and tests can be made up at the discretion of the teacher. Some assignments may be issued on the last day before the absence and will be due the day the child returns to class.

Additional homework may be given when the child returns. Tutoring may be recommended.

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

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

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

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

CHAPEL

Parents are invited and encouraged to attend chapel on Tuesday at 8:35 a.m. Chapel is led by the Pastor. An offering is gathered each week to support specific mission projects. They are designed to help students share their faith. An all-school opening devotion is held each Monday and a closing service with corporate confession is held each Friday.

CHOIR

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

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

CHURCH ATTENDANCE

Worship is important in the life of the Christian. Church and Sunday School attendance are taken weekly and recorded on the report card as a reminder of this important part of the Christian life. Attendance may be at Grace or your home congregation.

CONFERENCES

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

DISCIPLINE POLICY

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

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

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

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

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

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

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

DROP OFF & PICK UP

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

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

EARTHQUAKE GUIDELINES & PROCEDURES

During Non-school Hours or on the Weekend:

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

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

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

EXTENDED CARE

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

Extended care is a self-supporting service. Fees are announced at the beginning of the school year. A \$50.00 down-payment is required by all who use this service. It is necessary that bills be paid promptly.

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

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

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

FIELD TRIPS

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

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

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

FIRE AND DISASTER DRILLS

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

FUND RAISING POLICY

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

GIFT DONATIONS

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

GRADING SYSTEM

Kindergarten is marked:

- + Acceptable Skills
- a Needs some improvement
- Unacceptable Skills

The lower grades (1-2) are marked:

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

The upper grades (3-8) are marked:

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

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

HOMEWORK POLICY

(See also Attendance Policy)

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

HYGIENE AND GROOMING

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

IMMUNIZATION REQUIREMENTS

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

INFORMATION CLASS

We encourage all parents to attend Pastor's Information Class. This class will acquaint you with the basic teachings of the Lutheran Church. Date and time will be announced.

LIBRARY

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

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

MEDICAL GUIDELINES

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

MONEY

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

NON-DISCRIMINATORY STATEMENT

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

OUTSIDE SCHOOL SOCIAL EVENTS

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

PARENT CONCERNS

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

PARENT GRIEVANCE PROCEDURE

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

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

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

PARENT INFORMATION NOTE (P.I.N.)

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

PARENT TEACHER LEAGUE

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

PTL meets monthly for an educational topic or a social event. Specific dates are included on the School Calendar. Parents are eligible to serve as PTL board members but the President must be a Lutheran since Grace's PTL is a member of the National Lutheran Parent Teacher League.

P.T.L. MANDATORY WORK HOURS

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

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

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

PARTIES

Class parties are held throughout the year (All Hallow's Eve, Christmas, Valentine's Day, etc.). PTL Room Mothers may ask for your help.

PHONE CALLS & STUDENT CELL PHONES

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

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

RE-ENROLLMENT POLICY

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

- I. Academic Growth
 - A. Student demonstrates a willingness to learn.
 - B. Student regularly completes assigned tasks.

- II. Spiritual Well-being
 - A. Student demonstrates a positive personal relationship with Jesus Christ, peers, and adults.
 - B. Student participates in school and church worship activities.

- III. Social and Emotional Well-being
 - A. Student demonstrates a cooperative attitude in his/her relationships with peers and adults.
 - B. Student's behavior indicates a willing desire to make a positive contribution to the Grace School community.

- IV. Attendance
 - A. Student attends school on a regular basis.
 - B. Absences are explained by a written note.

- V. Financial
 - A. All current tuition fees are paid in full.
 - B. All extended care fees are paid in full.

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

REGISTRATION

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

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

REPORT CARDS & PROGRESS REPORTS

The main purpose of report cards and progress reports is to keep parents informed about the performance and needs of their child. Grace School issues report cards at the end of every quarter. Mid-quarter progress reports are sent in grades 1-8. Individual teachers may also send additional reports.

SCHOOL HOURS

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

STANDARDS/RULES

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

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

To this end Grace Lutheran School has only five standards:

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

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

SUSPENSION & CANCELLATION OF ENROLLMENT

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

The confrontation will generally follow these steps: *

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

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

TESTING PROGRAM

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

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

TUITION

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

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

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

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

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

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

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

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

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

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

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

RETURNED CHECKS:

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

PARENTS' AGREEMENT:

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

TUITION ASSISTANCE PROGRAM

Tuition assistance is available in emergency situations and limited to verified need and available funds. This fund is administered by Grace Lutheran Church. Forms are available through the school office. Assistance is awarded for one school year at a time.

UNIFORMS

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

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

Shoes – oxford, loafer-style, closed-toe, or tennis shoes
colors-only black, navy, brown, gray, or white
(No light-up shoes, boots, or sandals).

Navy blue sweatshirt with GLS emblem

Navy blue hooded sweatshirt with Eagle emblem

Optional – plain navy blue cap for recesses and outside activities

No earrings

Navy blue fleece jacket (outside use)

Navy blue hooded nylon jacket (outside use)

Uniforms must be purchased from Dennis Uniform Company located at **1282 Oddstad Drive, Redwood City** or by mail at **155 12th Street, San Francisco**.

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

P.E. uniforms are required for students in grades 3-8.

Uniform consists of the following:

White T-shirt with GLS logo

Navy blue shorts with GLS logo

Navy blue sweatpants with GLS logo

Tennis shoes

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

Uniform information and ordering is available online:
www.dennisuniform.com and use school code: MITGRA.

VISITATIONS

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

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

WORSHIP

Worship is vital to spiritual growth. We encourage one another through meeting together for worship, joint attendance and Sunday School, Bible classes, and prayer. All of these are important steps in "bringing up the child in the nurture and admonition of the Lord."

If you do not have a home church, you are welcome to worship at Grace Lutheran Church.

Worship Service:	9:00 a.m.
Coffee Hour:	10:00 a.m.
Sunday School:	10:15 a.m.
Adult Bible Class:	10:30 a.m.

GRACE LUTHERAN SCHOOL

2010-2011

TEACHING STAFF

Miss Jolene Crawford

Miss Jennifer Schultze

Mrs. Elisabeth Meier

Mr. Robert P. Meier

Miss Sarah Ehlers

Mr. Robert P. Meier, Principal

Rev. Charles Froh, Pastor

Rev. Frank Balgeman, Assistant Pastor

ENRICHMENT STAFF

Mrs. Susan Bethke

Dr. Al Landes

Mrs. Jill Landes

Mrs. Maria Schaefer

Mr. Will Lamica