

Grace Lutheran School

Parent Handbook



“Seeking academic excellence in a Christ-centered setting”

Updated August 2018

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School Philosophy and Statement of Purpose

God tells us in Mark 10:14, “*Let the little children come to Me, and do not hinder them, for the Kingdom of God belongs to such as these.*” This God-ordained work involves the application of God’s inspired and inerrant Word.

Children need to be trained in the way they should go, namely, in the Lord’s way. Therefore, children need the correction, guidance, discipline, security, and comfort which only God’s Word can give. The purpose of Grace Lutheran School is to assist parents in providing this Christian education to their children.

At Grace, it is our goal that the children entrusted to our care grow in the knowledge and love of their Savior from sin and develop their abilities for this life. In order to serve the Lord with their abilities and talents, the students at Grace are taught that they have good reason to learn of God’s orderly creation (mathematical, biological, and physical sciences) and of God’s continual working in the affairs of the world around us (social sciences). What better reason for learning to communicate well (language arts) than to share God’s Word of peace and promise with others?

Grace Lutheran School is not merely a private school. We consider Christian education to be the most complete education available, dealing with all aspects of the individual – soul, mind, and body. We encourage parents to reinforce what is taught by bringing their children to our Sunday School and Worship Services regularly.

“Train up a child in the way he should go, And when he is old he will not depart from it.”
Proverbs 22:6

Classroom Rules

- Show Christian love and respect to your teachers and classmates.
- You may do anything that does not cause a problem for you or someone else. If you create a problem, you will be asked to solve it. If you cannot solve it, Mr. Ohlmann will do something about it.
- If you feel something is unfair, find a time to speak quietly about it with Mr. Ohlmann.

“Be devoted to one another in love. Honor one another above yourselves.”
Romans 12:10

Home Work

All homework is due at 8:00am the day it is due.

1. If an assignment is not turned in by 8:00am the day it was due:
 - a. The assignment’s final grade will be dropped one full letter grade.
 - b. The student will receive a note home to be signed by the parents.
2. If an assignment is not turned in by the second day:
 - a. The assignment will be dropped to 50%.
 - i. This is not a passing grade.
 - b. The student will receive a second note home to be signed by the parents.
3. If the assignment is not turned in by the third day:
 - a. The assignment will receive 0%
 - b. The student will receive a third note home to be signed by the parents.

- If a student receives three notes home due to missing assignments, the student will serve a one hour detention.
 - This is per quarter. three notes home =one detention.
 - Notes home will be kept track of over the quarter.
 - Each quarter the note total will be reset to zero.
- In the case of an excused absence, a student has one day per absence to complete their homework. For example, if Monday is missed, the student’s homework that is due on Tuesday will be due on Wednesday. This is in addition to the homework assigned on Tuesday.
- All assignments will be posted each day on an assignment board. Students are responsible for copying down their own assignments.
- Weekly assignment sheets can be emailed to parents upon request.
- Grade updates will be made available throughout the year upon request.

Attendance and Punctuality

Daily attendance and punctuality is imperative in developing a strong foundation for future successes in life.

Fifteen absences or four unexcused absences during the school year are considered excessive. This will be reflected in the students’ grades. Loss of credit and unenrollment may result. If a student incurs ten excused or two unexcused absences, the family must meet with the faculty to work out an attendance contract.

Excused Absences

The following are the only reasons for excused absences:

- Illness of the student, bereavement, dental, or medical appointments.
- Other family emergencies

Prearranged absences approved by the teacher and Church Council can be made with arrangements made for doing work before or during the absence.

Unexcused Absences

There may be times that families choose to take their children out of school and incur an unexcused absence. The following are examples of unexcused absences:

- Vacations, personal family business, hunting, visiting relatives, babysitting
- Any other reason not listed as an excused absence.

When a student is absent for any reason, the school must receive a call from a parent or guardian the morning of the absence. A written reason for the absence must be received before the child can be readmitted to class.

According to Minnesota statute, children between the ages of six and sixteen must attend school. School attendance is ultimately the responsibility of the student and his/her family.

*“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established.”
Romans 13:1*

Tardiness

Children are expected to arrive at school on time. School doors are opened at 7:45am and school begins at 8:00am. If a child is late they will receive a tardy. If a child is excessively tardy (two or more times per week) the teacher will follow the procedure below to resolve the issue.

1. The teacher will contact the parents of the tardy child directly and try to resolve the issue. If the situation does not improve then,
2. The teacher will contact the principal and he will contact the parents to discuss the situation and try to resolve the issue.
3. If the situation does not improve, the principal will take the case to the Church Council who will discuss and implement actions needed to resolve the issue.

Late Pickup

All children must be picked up between 3:00pm and 3:15pm each day.

- Children may be picked up after 3:15pm if arrangements are made and approved by the principal/teacher. Except in emergency situations, prior arrangements must be made at least 24 hours in advance.
 - A \$5 per 15-minute fee will be charged for late pickups, starting at 3:16pm.*
- Parents and legal guardians are responsible for picking up their child(ren).
 - If someone one else will be picking up your child(ren) you must notify the principal/teacher in a timely manner.

** The Church Council will add any late pickup fees to the student's tuition bill. Late pickup fees are not covered by any tuition assistance given by the church.*

Inclement Weather

In the event of inclement weather, the principal will make a determination based on road and weather conditions as to whether or not Grace will have a late start, early dismissal, or cancel school. The principal and/or teachers at Grace will notify all parents in a timely manner of unanticipated schedule changes.

Funerals

In the event of a funeral at Grace Lutheran Church that falls on a scheduled school day during school hours there will be no school. The principal will notify all parents in a timely manner should this occur.

School Calendar

Grace Lutheran School's official school calendar is available in printed format or online. Please look at the calendar for scheduled late starts, early dismissals, and no school days.

Child Protection Policy

Mission Statement

Children, "fearfully and wonderfully made" by our Father in heaven, are our sacred trust from our loving God. Grace Lutheran School seeks to provide a Christian, nurturing, and safe learning environment for our students. We do not tolerate bullying or abuse in any form. Using the Bible as our source for truth and direction, along

with Christ's example for loving and caring for others, this policy outlines our strategy for providing a safe learning environment and our steps for identifying and addressing instances of bullying or abuse.

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."
Matthew 19:14*

Student's Bill of Rights

Each student at Grace Lutheran School has a right to:

- Learn in a safe and friendly place.
- Be treated with respect.
- Receive the help of caring adults.

Addressing Bullying from a Christian Perspective

Through Christ's work of redemption, God has forgiven us for our many sins against Him. In the same way, God wants us to demonstrate forgiveness to those who have hurt us. Our Savior gives us the perfect example of forgiveness, and one which we are to live out in our Christian lives.

At Grace, we start with the Word of our Lord and Savior when dealing with matters of unkind actions our students may show towards each other. Our starting point for all matters of discipline is to talk with our students directly and show them how God expects us to behave and what He has done for us on the cross. It can be difficult to distinguish between a personal conflict and bullying. But at Grace, we have the blessing of handling each by looking at God's Word to guide our course of discipline.

If bullying happens in our school, we will work to resolve the situation in a spirit of forgiveness and using the example of Christ.

- With the child who bullied, we will work to lead them to repentance including an understanding of how their actions have hurt someone else, and to know that Christ has forgiven them.
- With the child who was bullied, we will encourage them to forgive the one who bullied them just as Christ has forgiven us. We will also do everything in our power to protect and counsel them following the incident.

*And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.
Ephesians 4:32*

Definition of Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying

There are three types of bullying.

- **Verbal** bullying is saying or writing mean things. Verbal bullying includes:
 - a. Teasing
 - b. Name-calling
 - c. Inappropriate sexual comments
 - d. Taunting
 - e. Threatening to cause harm
- **Social** bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - a. Leaving someone out on purpose
 - b. Telling other children not to be friends with someone
 - c. Spreading rumors about someone
 - d. Embarrassing someone in public
- **Physical** bullying involves hurting a person's body or possessions. Physical bullying includes:
 - a. Hitting/kicking/pinching
 - b. Spitting
 - c. Tripping/pushing
 - d. Taking or breaking someone's things
 - e. Making mean or rude hand gestures

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves.”
Philippians 2:3

Where and When Bullying Happens

Bullying can occur during or after school hours. While most reported bullying happens in the school building, a significant percentage also happens during recess. Bullying can also occur on the internet.

Disciplinary Actions for Bullying at School

If bullying occurs at Grace, the principal will use the following actions to administer the proper consequence. These actions are created out of Christian love to ensure the safety of our students.

- Verbal, Social, and Physical Bullying
 - If a pattern of verbal, social, or physical bullying is established, the following actions will happen in succession until the bullying ceases.
 1. **Note Home:** A note will be sent home outlining what happened. The principal will also contact the parents directly.
 2. **Meeting with Parents and Principal:** If the same student continues his or her pattern of verbal, social, or physical bullying, the principal will set up a meeting with that child's parents to discuss the situation and identify further disciplinary actions.
 3. **Suspension:** If the same student continues his or her pattern of verbal, social, or physical bullying after actions 1 and 2 have been taken, that child will be suspended. The length of the suspension will be at the discretion of the Church Council.
- Extreme Situations
 - In an extreme case the principal reserves the right to enforce an immediate suspension for the welfare of other students. The length of the suspension will be at the discretion of the Church Council.

Responding to Bullying/Abuse

If a student at Grace witnesses bullying or abuse towards another student, they can use the following tools to help.

- **Don't give an audience.** Walk away. Find an adult and tell them what is going on.
- **Set a good example.** Don't laugh or join in. Show others that you know bullying is wrong by the way you act.
- **Be their friend.** Children can help someone who's been bullied by simply being nice to them at another time. Being friendly can go a long way toward letting them know that they're not alone.
- **Tell a trusted adult.** No child ever needs to feel that they will "be in trouble" if they report what they believe is bullying. The staff at Grace will protect them.

If a parent suspects that their child is being abused at school, they should immediately contact the principal, pastor, or a member of the Church Council.

*Jesus said "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."
John 13:34-35*

Tuition/Fees

Member of Grace	Member of CLC	Non-CLC member
\$350/student annually	\$1000/student annually	\$2100/student annually

- Tuition is billed in 10 monthly installments from August to May.
- Payment plans may also be set up on a case by case basis by making your desire made know to the school board (church council).
- Families new to Grace, who enroll a student in any grade from K-8, may wish to pursue the introductory offer available. Families are asked to complete a series of five informative sessions (approximately 60 minutes per session) about Grace, the CLC, and the religious instruction at Grace Lutheran School. Upon completion of these sessions, the pastor will notify the council and billing will be switched from non-member status to member of Grace status. This is only the billing status, membership at Grace is not granted unless requested by the applicant AND the complete course of instruction for membership is completed.
- The congregation of Grace Lutheran Church, Sleepy Eye, will pay, upon request, the price of tuition and books for all young members of this congregation who enroll as students in Grace Lutheran School (K-8th grade), or any other CLC grade school.

Contact Information

Principal Joshua Ohlmann
314-874-9184
joshohlmann@swbell.net
GraceLutheranSchoolSE.com

Pastor Nathanael Mayhew
404-729-4602
ndmayhew@gmail.com
SleepyEyeLutheran.com

Teacher Debra Mayhew
678-900-5574
debra@debramayhew.com
LambsofGracePreschool.com

Wade Schlie, President of Grace Ev.
Lutheran Church
507-276-1075
wschlie@sleepyeyetel.net



Grace Lutheran Church and School is a member of the Church of the Lutheran Confession (CLC). For more information about the CLC visit clclutheran.org.