

Divine Grace
Lutheran Elementary School
Parent & Student
Handbook



2018 – 2019 School Year

*“Love the Lord your God with **all** your heart and with **all** your soul and with **all** your mind.” Matthew 22:37*

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☆ Denotes changes to this year's handbook.

TO ALL FAMILIES

Upon enrolling your child in Divine Grace Lutheran School, you indicate that you subscribe to the policies stated in this handbook and all other policies of the school as adopted by the Lutheran Elementary School Board. If there are any questions regarding any of the school's policies as stated or not stated here, you are encouraged to bring your questions to the principal.

FOUNDATION OF OUR SCHOOL

The foundation on which our school stands is the inspired, inerrant Word of God as revealed in the Holy Bible. Some of the foundation stones are these everlasting truths:

1. The Lord through inspired writers gave us His Word in the form of the Holy Scriptures. (2 Timothy 3: 16)
2. The Bible is the only source of spiritual truth. (John 17:17)
3. All people are sinful. (Romans 3: 23, Psalm 51:5)
4. The only salvation for sinful man is through Jesus Christ, the God-appointed Savior. (1 John 2:2)
5. A person can come to faith in Jesus only through the Holy Spirit working through God's powerful Word. (Romans 5:1)
6. Christians are to live a life of obedience to our Lord. (2 Corinthians 5:14,15)
7. God's Word, the Bible, is the guide for the Christian's life. (Psalm 119:105)
8. Parents have the primary role in providing Christian training for their children. (Ephesians 6:4)
9. The Lord commands Christians to teach his truths to others. (Matthew 28:20)

MISSION

Divine Grace Lutheran School exists to provide a high-quality, Christ-centered education which is based on the inerrant Word of God, for the families of the congregation and community.

VISION

The school, staff and families strive to show the love of Jesus by providing a welcoming, safe, and loving environment where students are spiritually, academically, physically, and socially prepared to live their lives to the glory of God now and in eternity.

OBJECTIVES

1. Provide a Christ-centered curriculum that is focused on the student's spiritual, academic, physical, and social needs to live a life as a child of God.
2. Prepare children to be life-long students of the Word of God and live productive lives in their home, church, and community.
3. Assist families in the Christian training and instruction of children.
4. Develop and carry out a plan for continuous improvement of our school.
5. Encourage students to enter the public ministry.
6. Maintain curriculum and teaching methodology that produces students who meet/exceed national standards.
7. Position the school to serve as an outreach arm to share the Gospel with the unchurched within the community.
8. Demonstrate a welcoming, safe and loving learning environment.

MANAGEMENT and SUPERVISION

"God is not the author of confusion, but of peace, as in all the churches of the saints . . . Let all things be done decently and in order" (1 Corinthians 14:33,40).

Divine Grace Evangelical Lutheran Church is responsible for the management and maintenance of its school through its Lutheran Elementary School Board. This board acts by the authority of the congregation in accordance with its constitution. The supervision of the school and the setting of school policy are accomplished for the congregation under the auspices of the congregation by this board.

ENTRANCE REQUIREMENTS FOR KINDERGARTEN AND YOUNG FIVES

A child may enroll in Kindergarten if the child is at least 5 years of age on September 1 of the school year of enrollment.

- ☆ A child may enroll in Young Fives starting in August if the child is at least 5 years of age by December 1 of the school year of enrollment. Young Fives morning sessions are only available to students who have completed one year of 4 year-old preschool.
 - ☆ A child may enroll in Young Fives starting in January (afternoon session) if the child is at least 5 years of age by March 1 of the school year of enrollment and is enrolled in 4 year-old preschool.
- Young Fives, Kindergarten and all new enter students must turn in to the office: a health appraisal, immunization records, and a copy of the student's birth certificate before the child starts classes. ALL Young Fives and Kindergarten students need to submit a vision screening test result before the first day of school. For children in grades 1-8, records from previous schools are also required.

NONDISCRIMINATION POLICY

"God, our Savior, wants all men to be saved and to come to a knowledge of the truth" (1 Timothy 2:4). Therefore, Divine Grace Lutheran School admits students of any race, color, national, and ethnic origin. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, athletic, and other school administered programs.

ENROLLMENT POLICY AND PROCEDURE

- ☆ Enrollment of students at Divine Grace Lutheran School involves a two-part procedure:

1. APPLY

All students requesting enrollment at Divine Grace Lutheran School must apply by filling out an Application Form (both sides). Member students need only to apply once; non-members need to apply every year. Applications are reviewed by the Lutheran Elementary School Board at their regular monthly meeting. (For more detail, see the NON-MEMBER/MEMBER APPLICATION AND RESPONSIBILITIES sections below.)

- ☆ **2. REGISTER**

Early Registration is done the 2nd week in May. Students who have had their application approved by the Lutheran Elementary School Board may register during that time. All students must register every year. A Registration Packet is made available on the 2nd Sunday in July. This packet contains the necessary paperwork to complete the registration process.

Our Lord Jesus Christ commands his believers, "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you" (Matthew 28:19). Based on this command, the Divine Grace Lutheran School (DGLS), through its Lutheran Elementary School Board, has adopted the following enrollment policy:

PREFERENCE

1. That preference is given to the children of Divine Grace Lutheran Church.
2. That preference is given, secondly, to children of sister WELS or ELS congregations.
3. That preference is given, thirdly, to children whose families are without a church home.
4. That preference is given, fourthly, to children of those not in fellowship with the WELS.

TESTING REQUIREMENTS

The school reserves the right to test all applicants for enrollment and to view all previous school records before enrollment is granted and to aid in the proper grade placement of the enrollee.

CATECHISM CLASS REQUIREMENT

Every 7th and 8th grade student needs to regularly attend our Catechism Instruction Class taught by our pastor. Exceptions may be granted by our pastor for those who are members of a sister WELS or ELS congregation.

(continued)

ENROLLMENT POLICY (continued)**NON-MEMBER APPLICATION AND RESPONSIBILITIES****APPLICATION**

1. All applicants for enrollment of non-member children are subject to the successful completion of a DGLS application and the subsequent approval by the Lutheran Elementary School Board. Applicants will be considered subject to the following factors:
 - a. Previous enrollment of children in DGLS, including factors that look at religious beliefs and attitudes, behaviors, academics, parental support, school compatibility, parental attendance in the Bible Information Class, and participation in school cleaning as required.
 - b. The availability of classroom space,
 - c. The parents being interviewed by the principal and teacher, and possibly the pastor and the Lutheran Elementary School Board,
 - d. The enrolling child being in good health, not a discipline problem, and having sufficient learning capabilities,
 - e. A willingness and ability on the part of the parents to pay tuition and registration fees.
 - f. An understanding of, and a willingness to support, Divine Grace Lutheran School in its mission of providing a Christ-Centered education aligned with the inerrant Word of God.
2. All non-member children need to reapply for admission each year, and are subject to the re-approval of enrollment by the Lutheran Elementary School Board.

RESPONSIBILITIES

1. All non-member families are required to pay non-member tuition and registration fees.
2. All non-member families agree to follow the policies of DGLS as described in handbooks, newsletters, etc. Non-member families do not have a voice in the decisions made by the boards of Divine Grace Lutheran Church and School. (Refer to "Parental Cooperation.")
3. The non-member parents/guardians of children enrolled in grades K-8 are required to attend an "Introduction to Lutheran Christianity" class, unless they are members of a different WELS or ELS church body. The class will acquaint each family with the fundamental teachings of our church and school which are being taught each child in the classrooms. The pastor of Divine Grace shall announce the dates and times of this class.
4. Non-member students are encouraged to attend all school and church functions.

MEMBER APPLICATION AND RESPONSIBILITIES**APPLICATION**

Enrollment of member children will be granted upon approval by the Lutheran Elementary School Board and the Principal.

RESPONSIBILITIES

1. All member families are required to pay member tuition and registration fees.
2. While minimal tuition is asked of members, it is expected that they will support the work of this Christian education agency through their weekly church offerings.
3. All member families agree to follow the policies of DGLS as described in handbooks, newsletters, etc.

DENIAL OF ADMISSION

Failure to meet any of the standards listed above, at any time, may result in the denial of a pending application for admission. In the event of a denial of admission, the parents/guardians will be informed in writing that their application has been denied. The reason for denial may or may not be included in the written notice. In the event of a denial, a new application may not be submitted for at least 3 calendar months from the recorded date of the denial letter.

FINANCIAL RESPONSIBILITIES

REGISTRATION FEES

- ☆ The registration fee, as designated by the Lutheran Elementary School Board, covers the costs of fieldtrips, playground maintenance, yearbook, and technology improvements. Refunds for any reason are decided by the Lutheran Elementary School Board.

TUITION - MEMBER

The member tuition, as designated by the Lutheran Elementary School Board, helps offset the costs of education (i.e. textbooks, salaries, etc.). Refunds for any reason are decided by the Lutheran Elementary School Board.

PAYMENT CONDITIONS FOR MEMBER TUITION PAYMENT PLANS

If a payment plan is required for the member tuition, the Lutheran Elementary School Board Treasurer must be contacted to set-up the terms of the plan prior to getting it approved by the Board. If the member tuition payment isn't received by terms of the agreed upon payment plan, a 5% late fee will be assessed to the account after a 10 day grace period.

TUITION - NONMEMBER

The non-member tuition, as designated by the Lutheran Elementary School Board, helps offset the costs of education (i.e. textbooks, salaries, etc.). Additional Non-member tuition information can be found in the Tuition Schedule.

PAYMENT CONDITIONS FOR NON-MEMBER TUITION STUDENTS

Payments are due the first of each month, September through June. A 5% late fee will be charged if not paid by the tenth of each month. If the due date falls during a school break, payments are due on the first day classes resume. Failure to pay promptly may mean the dismissal of the child from the school.

END-OF-THE-YEAR POLICY

All payments are to be completed by June 1 of the current school year. Tuition or Registration Fees not paid in full by June 1 will be charged with interest at the rate of 5% per month on the balance due. Next year's registration will not be accepted until payment is made in full. Report cards will be sent home when all payments have been made in full.

CREDIT CARD PAYMENTS

Families using a credit card to make payments will be charged an additional 2.75% fee at the time of the payment, covering the transaction fee that is applied to all credit card usages. This fee will be applied each time a credit card is used.

FINANCIAL ASSISTANCE FUND

We have a scholarship fund available for member families who may be in need of financial assistance to help cover the registration fees or member tuition for their child(ren). The funds are available on a needs basis based on guidelines defined by the School Board. If you would like more information please speak with any of the School Board members, the Principal or the Pastor.

PRIVACY RIGHTS of PARENTS and STUDENTS

(Federal Legislation Public Law 93-380)

This law was designed to protect the privacy of individuals. A copy of the law is available in the principal's office. It covers the following areas:

1. Educational records of students
2. Parent access to educational records
3. Parents rights to challenge educational records
4. Communication rights to parents and students
5. Transfer of records
6. Directory information
7. Filing complaints regarding violations

STUDENT'S RIGHTS FROM UNREASONABLE SEARCHES and SEIZURES

1. Search of lockers, desks, and other assigned spaces

Property assigned to a student by Divine Grace remains the property of Divine Grace. Lockers, desks, and other spaces assigned to or used by a student are subject to search if the school administration has reasonable suspicion that the locker, desk, or other space contains materials which are illegal or violates school rules.

Searches of such spaces shall be conducted with at least two (2) school staff members present. Divine Grace retains the right to search regardless of whether the student has given consent or is present for the search.

Divine Grace retains the right to search in emergency situations such as a bomb threat or a reasonable suspicion that a weapon or dangerous materials are on the premises. In the event of such an emergency, the principal or designee has the right to enter school property assigned to or used by the student. After the search has been completed, the student should be notified of such action as soon as possible.

2. Personal searches of student and their property

The principal or designee may conduct personal searches of students and searches of student property brought onto school grounds whenever there is a reasonable suspicion to believe that the student is in possession of an article which is illegal or prohibited under the school rules.

Items seized, which are not illegal but violate school rules, should be returned to the student's parents within ten (10) school days. Searches can include asking students to present illegal or prohibited articles, requesting a student to empty his/her pockets, and search of clothing or personal property.

Where there is reasonable suspicion that a student is in possession of dangerous items that can do bodily harm and the student refuses to permit a search, the student should be detained by administration and be reported to the legal authorities.

CURRICULUM

A school curriculum consists of all the learning experiences that come to the child through the school.

Therefore, our curriculum strives to provide for the total needs of every child -- spiritual, physical, academic, and social. So it is expressed in Luke 2:52: "Jesus grew in wisdom (academic), and stature (physical), and in favor with God (spiritual) and men (social)."

A full academic program is offered which complies with all of the requirements of the State of Michigan. This curriculum includes the language arts, social studies, sciences, mathematics, the fine arts, and physical education.

Our curriculum is also Christ-centered. It includes daily devotions, weekly chapel services, Bible history, memory work from the Bible, catechism study, and hymn study. Scriptural truths are also integrated into all secular subjects as it is deemed appropriate by the teacher. The entire course of religion instruction is designed to lead to confirmation. Confirmation instruction for grades seven and eight is included in our school curriculum.

FACULTY

Our faculty consists of WELS certified teachers who have been trained for teaching in our Lutheran schools. They have a thorough training to teach both God's Word and the other academic subjects taught in our curriculum. Brief descriptions of our current faculty are available on the church's Web site.

PARENT TEACHER ORGANIZATION (PTO)

The PTO consists of all school parents, teachers, and other congregational members whose purpose is to glorify God by encouraging an active participation in the school through the sharing of ideas relative to the work of the school, and the implementation of and assistance in special projects and needs. All parents should participate.

TESTING

Divine Grace Lutheran School will administer a standardized test for grades 3-8 during the school year for the purpose of student and school evaluation.

ILLNESSES

Parents should keep a child home when sick. A child should be fever-free without medicine for 24 hours before returning to school. Contagious illnesses spread quickly among other students and the teachers.

Parents need to call or e-mail the school office when their child is sick. It is especially important to inform the office if the student has a fever; diarrhea and/or vomiting; or a rash with fever, since these incidents need to be reported weekly to the Oakland County Health Department.

If a child is to be kept in during recess or is not to participate in a physical education class, a written excuse is needed from the parent. Long-term non-participation requires a doctor's explanation.

ATTENDANCE

Regular attendance in school is very important to a student's spiritual and academic growth. It also promotes good work habits as a child matures in an adult life.

Children are expected to attend school regularly according to the Compulsory School Attendance Law (MCL 380.1561). A half-day absence will be marked for one-half to three hours of absence in a day for grades K-8. A full day absence will be marked for any day missed over three hours for grades K-8. If school for grades K-8 is in session for only half a day, a full day absence will be marked for one-half to two hours absence.

A parent is to notify the school verbally or in writing if a child is to be absent. This process will ensure the student's safety, especially if the student is riding the bus. Failure to contact the school before the absence will result in an unexcused absence on the child's record. Two unexcused absences will be reported to the principal and the Lutheran Elementary School Board, and the student will receive an ISS. Repeated offenses may also result in family counseling with the principal, pastor, and Lutheran Elementary School Board, and an out-of- facility suspension. Expulsion may result if the problem continues.

We encourage parents to schedule vacations around school breaks. Parents whose children will accompany them on vacation during school days are to excuse in writing at least two weeks in advance of the vacation. Arrangements have to be made with the teacher for making up work.

Parents should try to schedule appointments with doctors, dentists, etc. for after school hours or on school breaks. If this is not possible, a written or verbal excuse needs to be given to the teacher before the appointment.

Divine Grace Lutheran School cooperates together with the Oakland County Truancy Program in the enforcement of regular school attendance. In doing so the Board of Education has adopted the following guidelines according to Oakland Schools Protocol.

Truancy Guidelines:

- (1) After 7 days absent the teacher will notify the family regarding the number of days absent from school and will also provide an update to the principal.
- (2) After 10 days absent the principal will document and contact the family regarding the number of absences.
- (3) After 15 days absent the principal will document and meet with the family to develop an action plan. Absences beyond the 15 days may result in the repetition of the grade or mandatory summer schooling.
- (4) After 20 days absent the principal will report to the school board and the family will be required to meet with the chairman of the school board and principal to review the action plan.
- (5) After 25 days absent the student and family will be reported to the Oakland County Truancy Officer, and they will take over.

TARDIES

Using one’s time wisely is an act of good Christian Stewardship. The promptness of our students on a daily basis promotes the wise use of one’s time. Tardiness is also harmful to the child in that bad habits are fostered. The late child is very disruptive to the classroom by usually missing the opening devotion or chapel and by causing a break in the classroom routine.

A tardy will be marked for a student arriving up to 30 minutes after the beginning of a school day. This does not include late bus arrivals, extremely poor weather, or unexpected traffic delays. A tardy will be marked for poor planning by the parents. A written or verbal excuse is required from the parent in the case of a late arrival.

The following procedure will be used in the case of excessive tardiness:

1. After the third (3) unexcused tardy during a quarter, a notice will be given to the student and parent/guardian by the classroom teacher.
2. After the fifth (5) unexcused tardy during a quarter, a parent/guardian conference may be held and the student will be given an In-School Suspension.
3. After the seventh (7) unexcused tardy during a quarter, a parent/guardian conference may be held and the student will be given a detention.
4. After the ninth (9) unexcused tardy in a quarter, a parent/guardian conference will be held and may result in suspension from school.

If there seems to be a problem with tardiness and proper counseling has been done by the teacher and the principal, an out-of-facility suspension will be given by the principal. The parents will have to arrange a meeting with the principal, Lutheran Elementary School Board chairman, and pastor to discuss the problem before the student will be readmitted to classes.

The continuing disregard for this policy and the advice of the teacher, principal, Lutheran Elementary School Board, and pastor, may result in additional suspensions or expulsion from the school.

REPORT CARDS and GRADING

The teachers of grades K-8 will inform the parents of the academic progress of their child with a report card issued quarterly. A mid-quarter summary will be sent home after 4-5 weeks of each quarter summarizing the student’s progress. Additional reports may be sent home on an individualized basis.

Parent - Teacher Conferences are scheduled after the first quarter report card. Parents are expected to attend. Additional conferences may be arranged at any time throughout the school year depending on the needs of a student.

The following report card grading system is used in grades 1-8:

A+ 100%	B- 85-86%	D 72-73%Below Average, Improvement Needed
A 97-99% Excellent	C+ 82-84%	D- 70-71%
A- 93-96%	C 78-81% Average	F 0-69%Failure
B+ 91-92%	C- 76-77%	
B 87-90% Good	D+ 74-75%	

E=Exceptional S=Satisfactory N=Needs Improvement U=Unsatisfactory I=Incomplete, No credit given

The Lord has blessed all children in individual ways. Though all are not expected to be “A” students, all are expected to be faithful to the abilities God has given them. Parents should evaluate the report card carefully and discuss it with the child for the purpose of encouraging the child to an even greater faithfulness in the schoolwork.

End-of-the-year report cards will be withheld for students who have unpaid balances for tuition, registration, childcare, and/or preschool tuition (for siblings), or who have unreturned textbooks or library books. Records will not be transferred to another district until all payments have been made in full. (See FINANCIAL RESPONSIBILITIES section.)

SCHOOLWORK and HOMEWORK

The Christian child will want to do his work to the best of his ability and to the glory of God. Most work assigned to the child can be completed during the school day. Some assignments need to be done or completed at home. The assigned work, whether done in school or at home is to be completed by the time designated by the teacher.

An excessive amount of homework should not be necessary unless the student has been absent, has willfully neglected his work while at school, or has not been working up to the grade level for other reasons.

Homework is best completed when the parents set a designated time and place for a child to complete his work. The area should be quiet and well lit.

Parents have the responsibility to regularly check to see if homework and schoolwork is being properly completed. This can be accomplished by requiring your child to keep an assignment book, by daily checking over and reviewing graded papers, by checking with the teacher, and by showing a genuine interest in the work the child is doing at all levels.

All assignments (homework or class work) must be:

1. neatly done
2. completed thoroughly
3. accurately performed

Each teacher will determine how to handle missing/incomplete assignments within their own classroom.

Mr. Nofftz Classroom Homework Policy

All homework assignments are to be turned in prior to the beginning of the class period they are due. (i.e. A History assignment given Tuesday afternoon is due at the beginning of History the following day.) In the event that a student has lost or not completed their assignment, the following policy shall be enforced:

1st Offense – A written notice of the missing/late assignment is sent home with the student and it must be returned with a parent signature. An automatic grade deduction will occur.

2nd Offense – A written notice of the missing/late assignment is sent home with the student and it must be returned with a parent signature. An automatic deduction of one letter grade will be taken from the assignment for each day it isn't completed.

3rd Offense – A written notice of the missing/late assignment will be sent home with the student. The parent must select a date within the following two weeks for their student to serve an after/or before school detention. An automatic deduction of one letter grade will be taken from the assignment for each day it isn't completed.

4th Offense – See “3rd Offense”

5th Offense – A meeting will be scheduled between the student, parents, teacher, and principal to discuss the importance of homework and responsibility. A reasonable course of action will be determined at that time.

* A record of each offense will be kept by the teacher and will be cleared at the beginning of each quarter.

MAKE-UP WORK

When a child has been absent from school for any reason, it is the responsibility of the child to complete the missed work in a timely manner under the supervision of the parents. The time permitted by the school is two days for each day missed, up to 10 days total. After this time, though the work will probably need to be completed, a lower grade or a failure may be given.

BOOKS and SUPPLIES

All textbooks are supplied for the school year and are considered on loan from the school. The cost of the textbooks and consumables is in part covered by the tuition paid by both members and non-members. Children are held responsible for the books they use and are to take good care of them. Book covers are to be used on school owned hard covered texts. No writing should be done in textbooks unless instructed by the teacher. Cost replacement of a lost text is full replacement value, for a damaged text is 25% of replacement value. This is the responsibility of the child and parents involved, and must be taken care of before the final report card is issued.

Certain religious books need to be purchased each year based on curricular needs. They are available for purchase during the school year from the principal or office manager.

Children are to have all the necessary supplies for the school year as designated on the School Supply List or as requested by the teacher.

PARENTAL COOPERATION

The Lord has bound the home and school together as one unit with the same aim. Together the Christian home and the Lutheran school form an effective team in the training of children.

Parents do not give up this God-given responsibility when they send their children to school. They must maintain a close relationship with the teacher at all times, so that they may mutually assist each other in understanding and helping the child.

Problems should be dealt with in a loving and Christian manner. First, the parent should discuss the problem with the teacher to arrive at a mutual solution. If an agreement cannot be reached, the problem is to be brought to the principal to mediate the discussion leading to a solution. Next, if no solution is reached, the pastor and Lutheran Elementary School Board will be brought into the discussion in order to reach a solution. Parents and teachers should at all times remember the words of the eighth commandment in problem situations by always speaking well of the parties involved and taking each others words and actions in the kindest possible way. Since God's Word teaches us that it is sinful to gossip, any issues discussed must remain only between the parties involved in resolving them.

Teachers meet with the parents of children each year in many different ways. Objectives and expectations of the parents, school, and the teacher are discussed, so that a common understanding may exist between the home and the school. Special concerns and needs should be brought to the immediate attention of the teacher so that attempts may be initiated to deal with them.

CHURCH and SUNDAY SCHOOL ATTENDANCE

Faithful church and Sunday school attendance is considered to be a vital part of our Christian education. Parents are to set a Christian example for their children by regularly attending worship on Sundays and at special services, and by regularly attending the Bible Class held between the two worship services on Sunday while their children attend Sunday school classes. We uphold the ideal of family worship as expressed by Joshua: "As for me and my house, we will serve the Lord."

SPECIAL NEEDS

Though Divine Grace Lutheran School is not equipped nor staffed to meet all the special needs of students, we are able to help most of the special needs the children may have. The school uses the testing of the Lake Orion School District and Oakland Schools in order to help assess those needs. A parent's permission is needed for us to request such testing. When the results of the testing are known and discussed, Divine Grace will comply with any reasonable request for help. The school will also use the appropriate help from the public school district to help meet those needs within our school.

CLEANING

Divine Grace does not have a paid custodial staff. The school families of students in grades 1-8 are expected to clean the school on the days assigned, when school is in session. Two-family teams will be assigned to clean the restrooms, hallways, offices, and classrooms. A calendar will be published at the beginning of the year with the cleaning dates for each family. Families will clean about eight times per year, depending on the number of school families. Attempts will be made to fit a family's schedule. A list of duties for each day is listed in the custodial closet. With two families, cleaning takes about two hours. If you would like to hire someone to do the cleaning for you, a list of "Clean for Hire" members will be listed in the Panther Paws. Only members of Divine Grace or school families qualify for "Clean for Hire".

Divine Grace Childcare offers a service of watching your child while you are cleaning school, if space is available. This service is free as long as the adult is on the premises. This service may not be available every day due to staffing levels and prior reservations. Therefore, parents need to check in advance for availability of space.

A "Work Completed" Checklist is kept on a clipboard by the school office window. Cleaners are to check off the items as they finish the work, then date and sign it. This will provide a record of completed work and lets the cleaning partner know what is left to complete, in cases where they are not working at the same time.

To help ensure the cleanliness of our school, a \$30 fee will be charged to families if the school is not cleaned according to the assigned schedule. For week-day cleaners, if the school has not been cleaned by the following morning, the fee will be assessed and someone will be brought in to clean the school the following evening. For weekend cleaners, if the school is not cleaned by Saturday evening, the fee will be assessed and someone will be brought in on Sunday to clean. If you are scheduled for a Friday cleaning, and plan to clean on Saturday, please inform the school office by the close of the day on Friday so you will not be assessed the fee. The "Work Completed" checklist will be used to determine if the cleaning was completed.

Questions about cleaning should be directed to the Property Committee chairman of Divine Grace, the Lutheran Elementary School Board chairman, or the designated individuals organizing the schedule.

Work Days are scheduled at various times in the year. Volunteers are needed for cleaning the carpets twice each year, maintaining the gym floor, and a before school cleaning.

SINGING and PLAYING INSTRUMENTS IN CHURCH SERVICES

The school K-8, the various classrooms, and the Junior Choir sing in worship services as scheduled throughout the school year. The handchime choir and band may also play in worship services. All children of Divine Grace are to be present when their group sings or plays for worship. Non-member children will participate in the classroom preparation and are expected to sing or play with their group. Failure to show up to sing or play or the failure to inform us well ahead of time can greatly disrupt our plans for the worship service.

CHAPEL SERVICE and THANK OFFERINGS

All children and teachers assemble for a regular weekly chapel service on Wednesday mornings. This worship is conducted at the level of the children and is not intended to take the place of the Sunday morning worship service. All parents and friends are invited to worship with us also.

To impress upon the children their God-given responsibility according to the great commission in Matthew 28, and to help children learn God-pleasing stewardship, a thank offering is collected at this service. Chapel offering envelopes are given to each child at the beginning of the school year for this purpose. The offerings are designated for various home and foreign mission fields, various organizations that provide help and relief to those in need, and for uses of worship in our own church and school.

NUISANCE ITEMS

Toys, comic books, TVs, CD players, computer games, cell phones, personal games, card collections, magazines, MP3 players, tablets, etc. are not to be brought to school unless requested by the parents or the teachers for a specific reason. Such items are considered detrimental to the normal classroom situation and usually cause distractions and problems. Such items will be confiscated by the teacher and returned only to the parent at the parent's request.

FIELD TRIPS and IN-SCHOOL PROGRAMS

Various class trips are taken by classrooms and the school during the year. Programs also may be brought into the school for the children to enjoy. Children are permitted to participate only with written parental and verbal teacher consent. Field trips are a privilege. Students may not be allowed to participate due to poor behavior or attendance, or missing work. Fees for such trips are collected at school registration. Permission forms will be sent home for each trip and need to be returned for the student to participate. All chaperones are to conduct themselves in a Christian manner, and should not smoke, drink alcohol, drive erratically, use foul language, or play inappropriate music while transporting and chaperoning the children.

INTERNET POLICY

Student internet use should be limited to research for a specific school project. The student will use a search engine located in the "bookmark" of internet explorer.

- It will not be used for e-mails
- It will not be used for playing internet games without teacher supervision
- It will not be used for chat rooms

The student may only log onto the internet and download items with teachers permission and supervision.

ATHLETICS

All students are expected to participate in regular school physical education classes unless there is a persisting medical condition documented with a doctor's written explanation.

Extracurricular athletics provide an opportunity for students to develop athletic skills, to promote a concept of teamwork, and to learn loyalty, dedication, and Christian sportsmanship. These sports are arranged and supervised by the school's athletic director and teachers as time, funds, coaching help, and conditions allow. Past participation has included soccer, cross country, girls and boys A and B team basketball, cheerleading, track, and softball.

In order to promote the proper emphasis between interscholastic athletics and cheerleading, and academic achievement, the student must maintain a minimum of a "C" average or be working to his/her level of ability, must complete their work diligently and punctually, must exhibit a Christian attitude, and must be in good health. In special circumstances, the principal will make the final decision. If a player has any physical limitations, the parents should inform the coach so that he/she is aware and proper precautions can be taken. A current sports physical and a signed concussion awareness form must be on file before the student may participate in any athletic practice or game.

In order for sport teams to perform at their best, we need to have all players present for practices and games. All players are required to attend every practice and game. If a player cannot make a practice or game, he/she must excuse himself/herself to the coach.

The school currently is a member of the Southeastern Michigan Lutheran Athletic League (SMLAL), which consists of WELS schools in Southeastern Michigan and Northern Ohio.

All coaches are required to undergo a background check (through ICHAT), receive certification on Concussion Awareness (<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>), and sign a Coach's Pledge before coaching an athletic team. The Athletic director will provide the forms for each perspective coach to sign and will keep them on file, along with the Concussion certification, in the school office.

DRESS and APPEARANCE

As Christians, we expect our children to adhere to the principle that their bodies are the temples of the Holy Spirit and, as such, should be kept clean and healthy. Children are to dress in clean, comfortable clothes in accordance with good Christian principles and practices. Dress or personal appearance that is distracting to other children and/or the teacher is not permitted. If a child's dress or personal appearance is judged inconsistent with Christian propriety, the child will be counseled to change the clothing or appearance, and if needed, the parents will be informed.

In order to guide the child and parents, please use the following dress and appearance guidelines, knowing that they are not all inclusive as times continue to change:

Clothing Guidelines:

- Shirts:
 - Tails are to be tucked in. Excessive length shirts are to be tucked in.
 - Shirts must not allow any skin to show at the midriff when arms are raised up in the air.
 - Do not wear tank tops or sleeveless T-shirts or jerseys unless worn over a normal T-shirt – this applies to both boys and girls.
- Dresses/Blouses:
 - Girls may wear sleeveless dresses/blouses. Blouses, dresses and shirts will cover the back and undergarments, and should extend to the shoulders.
- Dresses/Skirts:
 - Must be mid-thigh or longer.
- Shorts:
 - Students may wear shorts until October 31st, and beginning again on March 15th in the spring when the weather is appropriate.
 - Shorts are to be loose fitting and of an appropriate length. They must not be shorter than the tips of the fingers with arms extended down.
- Footwear:
 - Sandals or dress shoes (with backs or ankle straps) may be worn, but the student must have sneakers along at school to wear at recess.
 - Flip-flops are not allowed.
 - All students are required to have a separate pair of shoes that are to be used only for gym activities. Please make sure gym shoes do not mark up the gym floor.
- Hair and Make-up:
 - Hair should be neatly styled and groomed.
 - Make-up is only allowed for the upper grade girls and must be tasteful and not over-done.

Additional General Guidelines:

- Clothing may not be torn, ripped, frayed or have holes in the slacks, excessive patching, etc.
- Do not wear shirts and other clothing with alcohol, tobacco, or indecent slogans, rock groups, etc.
- Do not wear see-through shirts/blouses, cut off clothing, skin-tight apparel (ex. lycra & spandex, etc... this includes leggings). Leggings can be worn under a skirt or dress that is mid-thigh or longer. They cannot be worn as pants.
- Do not wear grubby looking sweats or other clothing, body piercing other than the ears, excessive ear piercing, dangling earrings, sagging pants or shorts.

Consequences:

Students inappropriately dressed will be given a T-shirt or sweat pants to wear until appropriate clothing is brought in, and a note may be sent home to the parents. Inappropriate shoes will mean that students are not allowed to play certain things at recess (i.e. – no closed-toe, closed-heeled shoes would mean no kick ball, capture the flag, etc. at recess. No gym shoes on a rainy day, would mean sitting at the wall during recess.)

Studies have shown that neat dress leads to better school study habits, better discipline, a better atmosphere in the school, and better grades and achievement. For us, it also helps promote our Christian school to visitors and guests, and gives glory to God.

The teachers will make final judgments in school dress and appearance.

LUNCH

Children are required to bring to school each day, their lunches and drink (no soda pop!), as well as any nutritional snack for the morning break. Because of the lack of space and the limitation of our lunch hour time, the use of the kitchen refrigerator is discouraged. Lunch containers are to fit into the child's locker. Many nylon lunch containers today also contain an area for an ice pack to keep things cool. As coordinated by the PTO, parent volunteers may be offering order-out meals (such as pizza or subs) to those interested, at various times throughout the school year. These meals will be announced in the school newsletter.

TRANSPORTATION

Bus transportation for those in the Lake Orion School District is provided on the days in which the district has school. At all other times and for those parents outside the Lake Orion District, the parents must arrange transportation.

Those needing bus transportation should note it on the registration form, or contact the principal of Divine Grace. A list of those requesting transportation is sent to the Lake Orion Transportation Department in June, and needs to be updated as new students enroll or addresses change.

TELEPHONE USAGE

Parents should use discretion when making calls to the school. Only important calls should be made during school hours. Children may use the phone in cases of extreme importance with the permission of their teacher or the principal. After obtaining permission students should use the office desk phone only, and report to the office manager if there will be a call-back.

DISCIPLINARY PROCEDURES

Each student is expected to behave in a manner that exemplifies a Christ centered life. This type of attitude should lead students to act in God-pleasing ways, showing honesty, consideration, and respect to the teacher and fellow students. Students will be held responsible and accountable for their behavior both during and after the regular school day. In this way, a student's faith is reinforced and nurtured in the classroom daily through the use of God's Word and proper discipline. Each individual teacher, along with the principal, will determine disciplinary procedures within in their classroom.

BULLYING POLICY

"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

Bullying can be defined as harmful repeated behavior initiated by one or more students and directed toward another student. As Christians we know that bullying has no place in the sanctified life and is not tolerated at Divine Grace Lutheran School. Not all conflicts constitute bullying. However, if a student feels that he or she is a victim of bullying that person should:

1. Tell the student to STOP the behavior.
2. If the student does not stop, THINK about what would be best for all involved. Any student(s) who witness the situation should stand-up and support the victim with Christian love and speak against the actions.
3. If the behavior does not stop, and the student needs help, REPORT the behavior to a staff member. The staff member will then contact the principal if any other action is needed.

GENERAL ORDER

Every attempt is made to maintain Christian discipline at all times in accordance with God's Word.

Proper discipline in any situation is that which uses the Law and Gospel properly. The law needs to be used when an individual fails to see and realize that his behavior is in violation of God's Holy will. It must be understood by students and parents alike that the students owe respect and obedience to their teachers under the Fourth Commandment. When a student realizes his wrong doing, he must be comforted by the Gospel and reassured that his sins are forgiven by God and also by those individuals involved. This Gospel message will then serve as the right motivation for an individual to refrain from what is wrong and to do what is God-pleasing. If students feel that they have been treated unfairly, they are encouraged to discuss the matter privately with the teacher.

Discipline Objectives:

In order that God-pleasing discipline may be achieved, the following objectives will serve as guidelines:

1. To provide an environment where students hear, learn, and grow in God's Word and have the opportunity to live their faith.
2. To provide an environment where Christian love and concern are shown to the students entrusted in our care.
3. To provide an environment where both teaching and learning can take place.
4. To provide an environment where students feel safe, free from physical or emotional threats.
5. To provide an environment where positive behavior is encouraged, praised, and rewarded; and where negative behavior is pointed out, admonished, corrected, and when necessary, punished with Christian love and concern.
6. To provide assistance to the parents in "bringing up their children in the nurture and admonition of the Lord".

Everything administered by human hands has its faults, and Divine Grace is not an exception.

Situations may arise where parents and teachers will need to discuss in a Christian and loving manner the solutions to certain problem behaviors. These discussions will be done after school hours and in the following manner:

- 1. Solutions to problems should first try to be found with the teacher.**
- 2. If no solution is reached, the principal will serve as a mediator.**
- 3. If the solution is not satisfactory, the pastor and Lutheran Elementary School Board will be brought in to discuss solutions. The solutions of the Lutheran Elementary School Board after consultation with the parties involved are final.**

If a behavioral problem continues with a student and the proper counseling has been done by the teacher, principal, pastor, and Lutheran Elementary School Board, an out-of-facility suspension will be given by the principal for up to 10 school days, depending upon the severity of the offense. The parents may appeal the suspension to the Lutheran Elementary School Board if they deem it inappropriate. If the suspension is appropriate, the suspension will stay on the student's record. If the Lutheran Elementary School Board rules it inappropriate, the student's record will be adjusted accordingly. The parents will have to meet with the principal, pastor, and Lutheran Elementary School Board chairman before the child is readmitted to classes in all cases.

If after an appropriate suspension the inappropriate behavior continues, additional suspensions or expulsion may result, based on the severity of the offense, and as determined by the principal, pastor, and Lutheran Elementary School Board.

Certain behaviors demand the immediate removal from school. In such cases, the principal will suspend immediately for 5-10 days depending on the severity of the offense. The above procedures for appeals will apply to these cases also.

Disrespect toward teachers and staff, persistent disobedience, fighting, sexual misconduct or assault, inappropriate touching or hugging, possession of a weapon, alcohol use, tobacco use, illegal drug use, striking or harming a teacher in any way, use of pornography, malicious vandalism, malicious theft, and other such offenses are considered serious violations of school rules and are grounds for detention, suspension, or immediate expulsion.

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Detention: A detention is a designated stay after or before school for a minimum of 30 minutes, during which time a student will be unable to perform any work. This detention is meant as a time for students to silently reflect upon their actions, the consequences of said action(s), and what can be done to resolve any further issues. Three detentions in the same quarter will result in a one-day out-of-facility suspension, and will then follow the suspension hierarchy for subsequent detentions. A written confirmation of a detention will be sent home to the parents, and the student will serve detention on a date within the following two weeks, as determined by the parents and teacher.

Suspension: A suspension is defined by the student being sent home from school for the day or for a number of days in keeping with the nature and seriousness of the offense, and according to the policy guidelines. The teacher will provide the necessary assignments, which are to be completed during the suspension period. These assignments are to be done in a satisfactory manner and will be graded. The parents will be informed before a suspension is given. A written confirmation of the suspension will be sent home to the parents.

First Suspension - 1 1/2 days

Second Suspension - 3 days

Third Suspension - 5 days

Fourth Suspension - Disciplinary action by the Board of Education

Abusive Behavior

Abusive behavior, physical, sexual, or verbal, will not be tolerated by Divine Grace Lutheran School. In any cases where such behavior is suspected or witnessed, the incident will be carefully investigated and documented. Parents will be informed immediately. A detention, suspension, and possibly expulsion may be used as a response to the abusive behavior. All cases of abusive behavior will be taken seriously; the proper authorities and the Board of Education will be involved in the case of a serious offense.

The local police will be notified in cases that may involve a misdemeanor or felony, or any other situation required of us to report by law. The Lutheran Elementary School Board may deem it necessary to expel a student for such offenses. In such a case, the student may not reapply for enrollment until the following academic year. The student and parents must meet with the principal, pastor, and Lutheran Elementary School Board, showing that he is repentant for his sin and willing to make the appropriate changes.

Students are held responsible for the loss of, as well as the willful or careless damage of school books, school and church property, etc. The parents will be assessed the cost of repair or replacement for the damaged items.

Overview

The procedures and guidelines listed in this handbook are meant to provide good order and discipline so that a safe, respectful, Christian environment conducive for learning can be achieved. Failure to meet or comply with these standards of conduct, whether on or off campus, will subject the student to potential disciplinary action, up to and including expulsion, as determined by the Lutheran Elementary School Board and Principal.

EMERGENCY SCHOOL CLOSINGS

☆ In case of closing due to bad weather or building issues, the notice of cancellation will be immediately posted on our website (www.divinegrace.net) under the "upcoming events" section listed by date on the homepage. Announcements will also be made by 6:45 a.m. on local radio and television stations as listed in the school newsletter. Please do not assume that if Lake Orion public elementary schools close we also will be closed. Listen for "Divine Grace School". If our school is closed, Preschool and Childcare also close. Group text messaging is available also upon request.

BUILDING ACCESS POLICY

- All church & school doors will be locked during school hours
- Rear school doors will be unlocked between 8:15 and 9:00 AM for student arrivals. Rear school doors will also be unlocked at the time school dismisses, between 3:15 and 3:45.
- Key fobs are available for all parents who would like access to the main school doors. Please see the office manager for more information.
- When the door lock system is not operational, the door lock policy will still remain in effect.

IN-SCHOOL SUSPENSION (ISS)

Students will earn In-School Suspension (ISS) for the following reasons:

- Vandalizing school property (*taking something, defacing, etc.*)
- Using inappropriate language
- Disrespecting a Divine Grace teacher or staff member
- Any other action deemed by the teacher/principal to reach the level of an ISS

The purpose for ISS allows students to re-examine their behavior and to see in what way it was opposite of how a child of God should act. ISS is a consequence that reinforces the values of making good, Christ-like decisions. ISS means that a student must work in isolation in the classroom. Rather than sitting with the group, the student will be seated apart from the other students. They are separated because we want each student to remember that everything we have here is given as a privilege and blessing from God, including the benefits of working side-by-side with fellow classmates. It also shows the student that inappropriate behavior not only is a detriment to their Christian education, but also to the students in the entire class.

Even though they will be separated and not allowed to work/socialize with other students, they will receive the same instruction as the others and will be expected to complete the same class work and homework.

The length of time spent in ISS depends on the conduct and actions of the student, as well as the discretion of the teacher. A student can be cleared from ISS by demonstrating a willingness to improve upon mistakes and change the bad habits that caused the original punishment.

When a student is given an ISS, a letter will be sent home explaining the reasons for the action and the rules for the ISS. The letter must be returned with a parent or guardian's signature before the student will be released from ISS. For each student assigned an ISS, the principal will be notified and may choose to contact the parents as well.

Students serving ISS:

1. Are in isolation, apart from the class.
2. Write a letter of apology to the class, which will be presented after completion
3. Jeopardize the opportunity to go on any field trips
4. May not participate in athletics, including practices or games

There are many obstacles facing our students as they grow in their spiritual and academic knowledge. Ultimately, their goal is to graduate and move on to high school and even college. This goal can be achieved with the help of God and an effective learning environment. None of the children at Divine Grace deserve to lose out on educational opportunities due to students in the classroom who are negatively contributing to the overall dynamics of the classroom and school.

BAND/ PIANO/ HANDCHIMES/ JUNIOR CHOIR

Band may be offered at the beginning of the school year, depending on the availability of a band teacher. New students are always welcome. Band meets twice each week and is available to students in grades 5-8. The monthly fees for the band instruction, the cost of instrument rental or purchase, and the cost of music books and stands, are the responsibility of the parents and students. The band performs at least twice each year, and may participate in worship services. The band students are also eligible for the solo ensemble contest at HVL each year.

Piano lessons are offered to students at the beginning of the school year. New students are always welcome. Piano lessons are administered during or after school. The cost of lessons and books are the responsibility of the parents and students.

Handchimes (or Junior Handbells) is for grades 3-8 and practices once each week. The Handchimes (or Junior Handbells) play in various worship services and at school programs.

Junior Choir, if offered, is for grades 5-8 with practices during school. It provides our students the opportunity to better train their voices for service to their Lord. The Junior Choir works on more difficult music and arrangements, part singing, and does other activities related to the music. The Junior Choir sings for various worship services and other school programs.

SCHOOL HOURS

School hours are from 8:40 AM until 3:30 PM for grades K-8, Monday through Friday. Students arriving before 8:30 AM and leaving after 3:45 PM are to use our childcare service and need to register. For half days of school, generally 15 minutes are allowed before childcare services need to be arranged.

For safety and proper order, certain guidelines are expected to be followed when children arrive early, are picked up late, are after school for cleaning, piano, basketball, etc.

- A. All children arriving before 8:30 AM and leaving after 3:45 PM will be placed in childcare and billed by the childcare program.
- B. School children and siblings not assisting their parents when the family is scheduled to clean the school, may be placed in childcare when space is available. Please check with Childcare staff in advance. This service is free for cleaning families when staffing is available, and will prevent children from playing in unsupervised areas.
- C. Students waiting for piano lessons will be placed in childcare unless other arrangements have been made to stay with the instructor in the classroom or another teacher.
- D. Children waiting for practices to start will be in childcare unless arrangements have been made with the child's teacher to remain in the classroom.
- E. Children will not be permitted to roam at their free will or play on the playground, or in the gym unsupervised. Supervised means that the parent or guardian is *with* (in the same room), and responsible for the child. Children not supervised in this way will be placed into the childcare and billed by the childcare program.

DISMISSAL PROCEDURE

There will be a member of the staff positioned at the main school doors and at the rear doors to supervise the students as they wait for their rides home and to ensure their safety as they walk from the school to their bus or car. A staff member will be at the front door until the bus has picked up the students and at the rear door for 15 minutes after the school day ends. Any students remaining after this time will be taken to childcare.

HEALTH SERVICES and INFORMATION

Yearly hearing and vision screening is done through Oakland County for the required grade levels at our school. If a problem seems to exist, a referral is made to an appropriate physician.

All immunization records are expected to be in the child's file and up-to-date. We are required to report Immunization records for all Kindergarten, seventh grade, and new-enter students to the State Health Department. For those opposed to immunizations, a certified waiver must be on file.

A child who becomes ill or receives a minor injury while at school receives first aid. If additional medical services seem necessary, the parents or guardians are notified and are expected to determine if their child needs appropriate care. The parents will complete an EMERGENCY CONTACT CARD at the beginning of the school year providing us with names and phone numbers of those to contact, and giving the school and doctors permission via a signature to act in an emergency when a parent or guardian cannot be reached.

For any major injury, an injury report is completed by the teacher and kept on file.

A student who has had lice needs to be certified nit free by a health professional or a school approved trained adult before being readmitted to school. Materials to assist families in the control of lice are available in the school office or from the Oakland County Public Health facility.

SCHOOL PICTURES and YEARBOOKS

Individual pictures are taken by a selected photography company during the first few months of the school year. Parents may decide to purchase pictures at the prices set by the company.

Yearbook fees are collected with the registration fees at the beginning of each school year. Each child enrolled in a given year will receive a yearbook at the end of the school year. Although a staff member is given the responsibility to publish the yearbook, parent helpers are needed to take pictures throughout the year and assist in putting the book together.

GUIDELINES FOR DIVINE GRACE PROPERTY and FACILITIES

God wants us to take care of the property and facilities that he has so graciously provided to us. Out of love for him, we need to develop proper behaviors and attitudes in our children towards these gifts. In the same way, we as adults need also to demonstrate these same attitudes and behaviors, and take an active role with our children in supporting them when we are present at Divine Grace and at home.

The following guidelines were developed by the faculty and the former Parish Education Committee as things to do and not do around Divine Grace. These are not just school rules, but are intended for Sunday School, church activities, Pioneers, Childcare, after school activities, etc. - any time in which your family may be present on the property or in the facility. Please assist your families in knowing them and carrying them out when you are present. We can then be assured of a safe and properly cared for church home.

1. Outside - Playground

- a. Do not throw objects at the building
- b. No playing with sticks
- c. No tackle sports
- d. Do not lean on or shake outdoor poles, signs, etc.
- e. Stay off the fences
- f. No throwing sand, bark, rocks, snow, etc.
- g. Do not play in or around the shed
- h. Do not play in the ditch in the south-west corner
- i. Do not play with the drainage ditch rocks and stones
- j. Do not go onto any neighboring property
- k. Stay inside the railings on the playground equipment
- l. No climbing trees
- m. Play only on the playground area in the back of the facility

2. Gym

- a. No kicking rubber balls
- b. No unsupervised children in the storage room
- c. Use proper gym shoes for all gym activities
- d. No dunking basketballs or hanging on baskets or supports
- e. No kicking or throwing balls intentionally at the ceilings
- f. All equipment should be used only for its intended use
- g. No gum in the gym
- h. No food or pop in the gym unless used for designated activity
- i. Return all equipment to its proper location when finished
- j. Check with the school athletic director for school athletic equipment use
- k. Those who use the gym are to clean the gym. Pick up all paper and sweep the floor when done with your activities.

3. Classroom/Hallways

- a. No running in the hallways, classrooms, fellowship, etc.
- b. No ball play in the hallways, classrooms, fellowship, etc.
- c. Do not disturb or remove items from the classrooms or halls that are on the walls or hanging from the ceilings
- d. Please do not chew gum in the school or eat in the hallways.
- e. No jumping on chairs, pews, or off the walls
- f. Children should not be in the offices after school hours unless invited in; the office area is for staff and office personnel and not for children to play
- g. All student items should be stored in the lockers at night, and not on the hallway floors
- h. Stay out of the teachers' desks and cabinets
- i. Students should respect the property of their peers and stay out of desks and lockers which are not their own.

(continued)

4. Lockers

- a. Students may not use tape or stickers on the lockers.
- b. Lockers will be cleaned out monthly.

5. Church Proper

- a. It is God's House. Treat it accordingly

6. Kitchen Area

- a. Children should not be in the kitchen area unless supervised by an adult, or without an adult's permission.
 - b. Clean up your own mess and put things away.
- Any damage done will be paid for by the guilty party
 - If you make a mess, it will not go away by itself. Clean it up.

CHILDCARE SERVICES

Childcare services are provided by our childcare program before and after school. Speak to the Preschool/Childcare director for hours, prices, and to register.

MANDATED REPORTING of SUSPECTED CHILD ABUSE and/or NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The staff members of Divine Grace are considered mandated reporters under this law. Staff members are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor should they investigate the cause of any suspicious marks, behaviors, or conditions before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The staff of Divine Grace will adhere to this requirement and will act accordingly should such a situation arise. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

PARENTS CAN HELP THEIR CHILD

1. By attending church and Bible Class/Sunday School regularly with them.
2. By regularly discussing the weekly sermon and Bible lessons with them.
3. By having regular family devotions and prayers.
4. By seeing that the child is regular and prompt in school attendance.
5. By encouraging the child to eat well-balanced meals.
6. By encouraging sufficient hours of rest and sleep.
7. By encouraging the child to practice personal hygiene.
8. By encouraging the child to develop regular study habits.
9. By exposing the child to many wholesome and Christian experiences.
10. By encouraging the child to play games suitable for his age and skill.
11. By limiting and screening the child's television, movie, and internet viewing.
12. By encouraging the child to be considerate and courteous.
13. By refraining from being critical of school procedures in the presence of the child.
14. By discouraging the child from bringing any distracting things to school.
15. By letting the Word of God be the only guide in all phases of daily living and conduct.

IN CLOSING

The primary objective of Divine Grace Lutheran School is to help each child grow in the knowledge of Jesus Christ as his personal Savior. The faculty, with the help of our gracious Lord, will do their best to see that this objective is carried out.

It is our prayer that God will continue to give our school His bountiful blessings. May the Christian training that our children receive in their home, church, and school prove to be a lasting blessing to them on earth. May the Lord continue to increase the faith of our children so that, at life's end, they may enter their eternal home in heaven

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(revised May 2018)