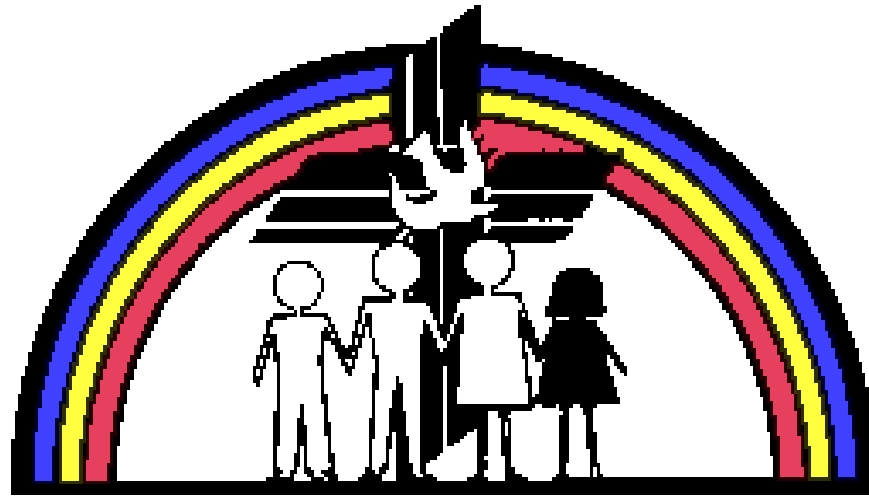


Gloria Dei Lutheran School & Childcare Center



Student Handbook

2011/2012

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270-769-5910

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HISTORY OF GLORIA DEI LUTHERAN CHURCH

Founded on February 11, 1969, by four families. The name “Gloria Dei” means, “Glory to God.” The church grew quickly from its humble beginnings when families worshiped at Nolin R.E.C.C. The first church was dedicated in 1974. A much larger building was erected in 1988. The Child Care Center was added in 1991 with Kindergarten following in 1993. Gloria Dei Lutheran School was opened in August of 2000. The new Fellowship/Education building was dedicated in August of 2003. Gloria Dei gives all thanks to God, our help in ages past and our hope in years to come.

Gloria Dei is affiliated with the Lutheran Church—Missouri Synod (LCMS), and traces its roots to Martin Luther and the 16th century Reformation. The LCMS conduct missions and support partner churches in 40 countries representing every continent with almost 400 missionaries around the world. The LCMS is known worldwide for our radio program, “The Lutheran Hour”. The LCMS operates the largest system of protestant parochial schools in the United States as well as 12 colleges and seminaries.

MISSION STATEMENTS

CHURCH

“In faith and thankfulness to Christ, through word and sacrament, we proclaim, witness, nurture, and teach God’s eternal truth to all people.”

SCHOOL

“In faith and thankfulness to Christ, this school will provide excellent academic instruction while teaching God’s eternal truth and nurturing God’s children in our church and in our community.”

CHILD CARE CENTER

The purpose of the Lutheran Child Care Center is to provide the best quality care and to educate each child in Christ-centered surroundings.

We nurture and encourage each child in development of spiritual and moral values, as well as social and cognitive skills. Our sharing and caring, in Christian love, creates an environment in which each child can grow and feel safe and accepted for his or her own individuality.

EQUALITY OF EDUCATION STATEMENT

Gloria Dei Lutheran School and Child Care Center admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and childcare center. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic and other school and childcare center-administered programs.

The school and childcare center are responsible to the congregation of Gloria Dei Lutheran Church through the Lutheran School Board. The school and childcare center exists as a service to its members and as an outreach into the community providing a Christian education and quality childcare.

WHAT WE BELIEVE

The Lutheran Church today is a fellowship of over 70 million people in the world who believe the following Biblical truths:

- ❖ The Bible is the inspired Word of God, the only source and authority for faith and life.
- ❖ All people are sinful and in need of God’s forgiveness.
- ❖ God loves the world and sent His sinless Son to die for our sins and to rise again to be our Savior.
- ❖ God forgives all who repent and believe in Jesus Christ, God’s Son, as Savior and Lord.
- ❖ We are, therefore, saved by Grace through faith, as God’s gift to us, not by our own achievements. Love and service for God and people are inevitable fruits of that faith.
- ❖ Through baptism of all ages, God gives new life and adopts us into His family, the Church.
- ❖ Through Holy Communion, we receive Christ’s true body and blood together with the bread and wine for forgiveness, strength, and peace

OUR WORSHIP SCHEDULE

Students and their families who do not have a church home are welcome and graciously invited to worship with the family of Gloria Dei Lutheran Church.

Worship Service 9:00 a.m.
 Sunday School/Bible Class 10:15 a.m.
 Monty Gleitz, Pastor
 Church office 766-1503

CHAPEL

Each Wednesday at 9:15 a.m. the students and teachers gather for Chapel time. It is a special worship for both students and staff. Parents are also invited and encouraged to join our Chapel worship. Monthly chapel offerings are designated for special mission projects. We also incorporate prayer into our classrooms through devotions and at meal times.

FOOD/MEALS/SNACKS

Food/Meal Prayers

Snack: Thank you God for drink and food,
 to me you are so very good.
 Help me to show your love and care
 to all your children everywhere. Amen.

Lunch: Come Lord Jesus, be our guest,
 let Thy gifts to us be blessed. Amen.

SPECIAL CHURCH SERVICES

“National Lutheran Schools Week” will be celebrated in March. Staff Recognition Sunday will be held on the Sunday following National Lutheran Schools Week. This is a special occasion on which the congregation recognizes the work and dedication of the teachers and staff in this ministry of Gloria Dei Lutheran Church. All staff members will sing special prepared songs. Families are encouraged to participate in the morning worship service. Everyone is welcome to stay for refreshments and fellowship after the service. This service gives students, parents, and church members the opportunity to meet and to enjoy fellowship together.

About twice a year, your child will be asked to attend a Sunday morning service along with their teachers and classmates to assist in church worship with songs. This gives our congregation the ability to see the fruits of our labor.

ADULT INFORMATION CLASS

If you would like to know more about what we teach and believe as members of Gloria Dei Lutheran Church and The Lutheran Church—Missouri Synod, we invite you to attend our congregation's Adult Information Class. Our Pastor will be happy to tell you when the next class is scheduled. You can reach our church office at (270) 766-1503. The class consists of twelve sessions. It's an opportunity to ask questions and cover a variety of topics. The course book we use is appropriately titled *What Does The Bible Say?*

As Pastor makes each session's presentation you are welcome to ask questions. There is no cost involved. The materials are a gift to you from the congregation. There is no homework. No one is asked to read aloud. The sessions are designed so that participants are welcome to ask questions and find an enjoyable avenue for learning more about what we believe from God's Word, the Holy Scriptures

STAFF

Our early childhood teachers have a degree or years of experience working with young children, both in and out of the classroom. Our elementary and middle school teachers are certified by State of Kentucky. They have at least a Bachelor's degree in education and experience working with children.

All of the teaching staff stays current with new and innovative teaching methodology through training and continued education. They are dedicated to providing an enriching environment that satisfies the needs of all students in the program. The support staff will be properly trained and will work under the direction of the certified staff.

PTL

Every parent of a child enrolled in our program is a member of our Parent Teacher League (PTL). There will be an annual fee assessed to each family that will be used to fund some of our extracurricular events, and to help supplement classroom supplies. A Room Parent will be assigned to each classroom. Each family will be asked to participate in at least one of our annual events, such as: Math Night, Auction, Carnival, Winterfest, German Fest, Science/Social Studies/Art Fairs, Musical, and Parent & Grandparent Luncheon's. The room parent will also help coordinate class parties.

PROGRAMS OFFERED

- Full-time childcare – Available for children from the ages of 6 weeks-5 yrs. from 6:30 a.m. to 6:00 p.m. Monday through Friday. All three and four year old children enrolled in full-time care are automatically enrolled in preschool. There is no extra charge for preschool as the cost is included in the weekly fee.
- Preschool – Available to children the age of 3-5 from August through May. The schedule goes as follows:
 - 3-year-old Preschool – meets between 8:30 a.m. – 11:00 a.m. Children who are enrolled full-time attend class three days a week on M,T, W. Children who are not enrolled for full-time care attend class two days a week on Th, F.
 - 4-year-old Preschool – meets between 9:00 a.m. – 11:30 a.m. Tuesday through Friday.
- Before/After School Care, and School Break Care – provided for students that are currently enrolled in Kindergarten through 8th grade. Busing is available for children from G.C. Burkhead and Heartland when school is in session. We are unable to provide drop-in or hourly care due to staff/student ratios. Care required due to an emergency must be arranged with the Director.
- School – for children from Kindergarten through 8th grade.

GUIDANCE SERVICES AVAILABLE

In case of family emergencies or tragedies that affect the well-being of our student body’s emotional state, Pastor will be available for a group discussion as well as for individual needs.

Gloria Dei will meet the emotional, social, and psychological needs of our students by:

- Working one on one with each child, learning the needs of our students
- Diagnosing student’s difficulties and seeking solutions, constantly searching for multiple options to activate student learning.
- Working collaboratively with the classroom teacher and parents to develop lesson plans for one on one instruction.
- Maintaining a comprehensive knowledge of each student’s progress by assessing the learning of the students on a regular basis, keeping regular and accurate records, and working closely with parents to improve student’s emotional, social, and psychological health.

CLASS SIZE

Preschool follows state guidelines, but we strive to maintain lower adult/student ratios. According to state guidelines:

- The infant group is limited to 5 babies per adult caregiver.
- The 2-year-old group is limited to 10 students per adult caregiver.
- The 3-year-old group is limited to 12 students per adult caregiver.
- The 4-year-old group is limited to 14 students per adult caregiver.
- We have set a limit of 20 students for our K-8 classrooms. Exceptions to this policy may be necessary if special circumstances arise. When the room capacity is almost reached and we have more applications than space left, we will distinguish between applications based on the following priorities:

1. Members of Gloria Dei
2. Returning students
3. Siblings of returning students
4. Other Lutherans
5. Other Christians
6. All Others
7. The date of application may also play a role in the decision

HOURS OF OPERATION

Holidays

No care is available for the following holidays: Labor Day, Thanksgiving and the following Friday, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, and the Fourth of July.

Normal hours of operation

The building is open from **6:30 a.m. to 6:00 p.m.** Please refer to the following information regarding drop off and pick up times for your child:

- **Early Childhood full time care** – 6:30 a.m. to 6:00 p.m. The Center closes promptly at 6:00 p.m. A late charge of \$1.00 per minute will be assessed after that time.
- **Early Childhood preschool only** – Preschool students should arrive no more than 5 minutes before class, and should be picked up promptly at dismissal time.
- **Before/After school care** –
 - Before School Care hours are 6:30 a.m. to 7:30 a.m. Breakfast is served at 7:15 a.m. Gloria Dei children will be taken to their classes at 7:30.
 - After School Care hours are from 3:00 p.m. to 6:00 p.m. The Center closes promptly at 6:00 p.m. A late charge of \$1.00 per minute will be assessed after that time
- **Elementary and middle school students** – 7:45 a.m. through 3:00 p.m.

INCLEMENT WEATHER

In the event of inclement weather, the easiest way to find our closing/delay information is to visit our website at **gdlschool.org** and click on the Inclement Weather link. You may also listen to radio station WQXE (98.3) or tune into WHAS (Channel 11 News) for these listings. School will not be dismissed early for inclement weather. In the event of a one-hour school delay, preschool operates on a normal schedule. If there is a two-hour delay, preschool will be cancelled.

HOW TO CONTACT US

Our first priority is the safety of the children in our care, therefore we have a no cell phone use policy for our employees. If you need to speak with an employee please call the office.

EARLY CHILDHOOD SAMPLE ROUTINE

Our Full Day Program includes planned activities that foster and encourage the growth of each child. Blocks of time are scheduled within a daily routine for sharing meals, creative play, arts and crafts, Jesus Time, naps, outside play, periods of structured learning, music and literature. The program is designed to include, or exceed, all standards for an Early Childhood Center. Please be familiar with your child's daily schedule. When given the ability to predict 'what comes next,' children will thrive and feel safe. Please take certain planned activities (*) into consideration when bringing your child in, or picking him /her up.

6:30-8:00 a.m	Arrival time, organized free play
*7:45-8:20 a.m	Breakfast
8:20-8:30 a.m	3-year-olds prepare for Preschool
8:20-9:00 a.m	2-year-olds potty time, diaper checks, stories/music
8:20-9:00 a.m	4-year-olds Gross Motor activities, prepare for Preschool
*8:30-11:00 a.m	3-year-olds Preschool
*9:00-11:30 a.m	4-year-olds Preschool
*9:00-11:00 a.m	2-year-olds have Jesus Time, outside play, planned lesson
*11:00-12:00 p.m	2 & 3 year-olds share lunch, potty time, prepare for nap
*11:30-12:00 p.m	4-year-olds share lunch
*12:00-2:00 p.m	Rest time for all
2:00-2:30 p.m	Waking up, potty time, diaper check, put away mats and blankets
2:30-3:00 p.m	Snack time, stories
3:00-4:00 p.m	Outside/gym for 2 – 4 year-olds
3:00-5:00 p.m	activities vary from centers within the gym or outside on school grounds

ARRIVAL AND DEPARTURE PROCEDURES

The traffic pattern to enter, exit and park in the parking lot is marked by signs and pavement markings.

Early Childhood full time, Before & After School, and School Break Care

All children must be signed in and signed out each day. Your child's safety is of the utmost importance to us. No child will be released to anyone other than those designated on the enrollment form. When anyone other than the parent is to pick up the child, they may be asked to provide current and proper identification. You may add or remove someone from your pick up list by visiting the school office and making a change in your child's permanent record.

Preschool only parents

You will follow the early childhood full time care departure procedures listed above with the following exception: **We ask that you do not park by the canopy or in front of the gymnasium door when dropping off or picking up your child.** Due to busing and other circumstances, full access to this area must be open at all times during the school day.

Thank you.

Elementary and middle school students

- Parents may drop their children off at the canopy from 7:30 a.m. to 7:45 a.m. (Children should be dropped off no earlier than 7:30 unless they are registered in the Before School Program). After 7:45 a.m., your child is tardy and must be escorted into the school office by the parent to be signed in for the day. ***We ask that there be no parking by the canopy if the parent will also be entering the building during the early morning hours. This area is for quick drop-offs only.*** If you need to come inside, please use the parking spaces provided.
- Dismissal is at 3:00 p.m. Children enrolled in the after school program will be directed to the After School room. Parents that come to pick up their child promptly at dismissal may either park in the parking spaces provided and enter the building through the school office – or - go through the car pick-up line. **Please note that cars may not park at the curb by the canopy until after our 3:00 dismissal.** This area must remain clear to allow access to the school buses that drop off students for our After School care. After our 3:00 dismissal, this area will need to remain passable for other traffic so we maintain that there be **No more than two cars parked in the canopy area at a time.** The third car must begin a line at the rear of the parking lot. As soon as the first two cars have pulled away from the canopy area, the next two cars in line may progress. If you have any questions regarding this procedure, please do not hesitate to contact the school office.

ATTENDANCE

Early childhood full time care

If your child is going to be absent, please call our center before 9:00 a.m.

Elementary and middle school students

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement. If your child will be absent, **please call the school by 8:30 a.m.** (Please do not call the school before the office staff arrives at 7:30 a.m.) If you do not call, a staff member will call you.

Please obtain an excuse when medical, vision, and dental appointments interrupt the school day. The parent or doctor must notate non-participation in physical education or recess. Parents are asked to exercise care not to remove children from the classroom during the time of achievement testing.

- Excused and Non-excused Absences –
 - Excused absences are those that are unavoidable, as in the case of illness or death in the family. Immediately upon a student's return, it is his/her responsibility to request all make-up work.
 - Pre-arranged absences are those arranged in advance. In order to be considered excused, it must meet the following criteria: Approval by the administrator and all assignments are made up in advance (Subject to teacher's discretion)
- Unexcused absences are those which are avoidable and those for which -
 - The school is given no explanation
 - The explanation is not a valid excuse
 - The absence was not pre-excused
 - The student neglected to bring a written explanation within five days of returning to school

TARDIES

A pupil is tardy if he or she is not in the classroom by 7:45 a.m. and must be accompanied into the building by an adult and signed in. Three unexcused tardies is equal to one unexcused absence and will be calculated on your child's permanent record as such.

Kentucky law (KRS 159.150) - states that students between the ages of (6) and (21) who are absent or tardy from school without a valid excuse for (6) days are considered habitual truant and therefore subject to court action. This allows for only (3) absences or tardies per semester without a valid doctor's excuse. Law (704 KAR 5:060) also states that five (5) year olds are subject to this law if they remain enrolled after the first two months of school. The process we must adhere to after (5) days of absences or tardies have occurred will be as follows:

- 1) Parents will be notified by letter
- 2) A phone call will be made to the parents
- 3) A conference will be requested
- 4) School must report the absences or tardies. Students must submit a signed note from their parent/guardian to excuse an absence due to illness. Students may have up to six (6) days excused in this manner for the entire school year. These notes must be submitted within five (5) days of returning to school. For example, if a student misses two (2) days of school for illness and returns with a signed note from a parent/guardian, they will have used (2) of the (6) allotted days for the year. Any absence beyond the six (6) days due to illness must be verified by a doctor's statement in order to be considered excused.
- 5) Excessive extended absences, whether excused or not, will jeopardize the student's instruction and promotion to the next grade level, and will be reviewed by the teachers, parents, and administrator on a case-by-case basis.

VACATIONS

Early Childhood full time care

Every full-time child is allotted a two-week vacation free of charge during the school year that may be taken between August 1st through July 31st. The ten days could be used in either of the two following ways:

1. Absences due to illness amounting to 5 consecutive days missed
2. Absences due to family vacation amounting to 5 consecutive days

Elementary and middle school

Vacation trips when school is in session are strongly discouraged. Such absences adversely affect the quality of a student's education. If a trip must be taken, classroom teachers must be notified.

CURRICULUM

We are an Accredited school and childcare center; therefore we follow all of the Kentucky State Standards, and more.

We provide a developmentally appropriate program that is designed to focus on the individual needs of each child. In this Christian environment, we provide stimulating and interesting activities, and we attempt to motivate the students to act and do their best. We do this through our love for them, our conversation, our interaction, and the example we set.

Areas of focus in our 2yr old and 3 year old programs are: spiritual development, social skills, cognitive skills, emotional development, large and small motor skills, and aesthetics. In our 4 year old program and for 5 year olds not entering Kindergarten, these children require a longer attention

span with an ability to participate in group activities. Alphabet skills are emphasized through visual observation, sounds, and writing. Math skills are developed through number recognition and beginning understanding of math functions. Science, social studies, literature, music, arts and crafts and physical education activities are also part of our curriculum. Topics for learning will be theme oriented and seasonal. A calendar is provided each month to inform parents of daily topics and activities.

At our elementary and middle school departments, we further develop their spiritual, emotional, social, and cognitive skills. At the end of each academic year the students are tested to evaluate their progress. This information is used to help each child improve his/her academic experience.

TUITION AND FEES

We commit ourselves to holding a space for your child when we accept the registration fee, and we expect a commitment in return from you to actually send your child. That is one reason the registration fee is non-refundable.

Tuition rates are discounted if there are siblings enrolled at either the school or childcare center or if you are a member of Gloria Dei Lutheran Church. Please refer to the following chart for more information on our rates.

Lutheran Child Care Center	Standard Fee	Church Member	Sibling	Church Member & Sibling
Annual Registration Fee	\$60*	\$60*	\$60*	\$60*
Full Time Childcare infants and toddlers	\$135	\$121.50	\$121.50	\$109.35
Full-time Childcare (per week)	\$115	\$103.50	\$103.50	\$93.15
Before School Care (per week)	\$10	\$9	\$9	\$8.10
Before/After School (GDLS students)	\$10 week	\$10 week	\$10 week	\$10 week
Before/After School (all other students)	\$35week	\$31.50 week	\$31.50 wk	\$28.35 week
School Break Care (per day)	\$23	\$20.70	\$20.70	\$18.63
Preschool Only	Standard Fee	Church Member	Sibling	Church Member & Sibling
Annual Registration Fee	\$60*	\$60*	\$60*	\$60*
3 Yr. Old Monthly Tuition (Aug- May)	\$75	\$67.50	\$67.50	\$60.75
4 Yr. Old Monthly Tuition (Aug- May)	\$150	\$135	\$135	\$121.50
3 Yr. Old Annual Tuition	\$750	\$675	\$675	\$607.50
4 Yr. Old Annual Tuition	\$1,500	\$1,350	\$1,350	\$1,215
Gloria Dei Lutheran School	Standard Fee	Church Member	Sibling	Church Member & Sibling
Annual Registration Fee	\$225	\$225	\$225	\$225
Annual Tuition	\$2820	\$2538	\$1410	\$1410
Monthly Tuition (12 month plan) (Payments: June – May)	\$235	\$211.50	\$117.50	\$117.50
Monthly Tuition (10 month plan) (Payments: Aug. – May)	\$282	\$253.80	\$141	\$141

* Registration fees will be prorated at \$5.00 per month after August 1st.

Discounts

Family discounts are in place to assist families who may have more than one child from a household enrolled in any of the Gloria Dei Lutheran education programs. The children receiving those discounts will live in the same household.

The tuition of the first child enrolled will be paid in full. The tuition of the following siblings living in the same household will be reduced by 10%. This 10% discount will apply to all children of members of Gloria Dei Lutheran Church. Tuition assistance may be available for families with special circumstances. Please contact the school office to receive a Financial Aid Packet. Due to the confidentiality of these forms, only the Administrator and School Board will view these documents.

Research Fee

A Research fee of \$12.50 per hour will be applied for those who require research and documentation of records for court purposes.

PAYMENT POLICY

Elementary and middle school payments may be paid in a lump sum or broken down into 12 monthly payments. There will be a \$100.00 discount credited to each child's total annual tuition when paid in full prior to June 1st of the coming school year. Payments begin on June 1st of the year school starts. School tuition fees are due by the first day of the month, and are past due by the 10th day of the month. There will be a \$10.00 late charge for payments received on the 10th of the month or later. If an account is behind for two months or more, the School Board will be notified and services may be denied. Reports and transcripts will be held until all fees are paid in full.

Early childhood's full-time care payments are due each Monday. A \$10.00 late fee will be applied on Wednesdays and a reminder will go home that payment was not received. A letter will be sent on the second Tuesday if payment has not been received on Monday. It will state that childcare will be denied after Friday of this second week, if payment in full (Including late fees) has still not been received. If payment has not been received by Friday of the second week, childcare may be denied on the following Monday.

Early childhood's preschool only payments may be paid yearly or broken into 10 monthly payments. Payments will begin in August for the coming school year. The first payment will be due on August 1st, and the final payment will be due on May 1st. Absences, inclement weather and school year breaks do not affect monthly tuition. If no tuition payment has been received for two months, the School Board will decide whether the student will remain enrolled in the Lutheran Child Care Center.

Before & After school care fees are applied only when school is in session and are due each week on Monday. When school is closed due to holidays, inclement weather, or breaks, and your child does not attend, after school fees are waived. However, if your child is in attendance on non-school days, a \$23.00 fee per day is applied. Reservations are necessary as staff is scheduled in advance according to the number of students who will be in attendance.

Non-Sufficient Funds Policy

A returned check fee of \$25.00 will be applied to all returned checks. After the second occurrence, a "cash only" policy will go into effect.

LOST BOOK FEES

Library books - In order to replace books that are lost when they have been checked out of our Library, you may choose one of the following options:

- Replace the book with a new quality book of the same value
- Pay a replacement fee of \$5.00

Literature Circle books – There is a \$5.00 re-order fee for the replacement of a lost Literature Circle book.

If a library or literature circle book is lost and not replaced or paid for, report cards and transcripts will be held until paid in full.

ENROLLMENT POLICIES

- Children admitted in our early childhood program must be at least 6 weeks of age.
- A kindergartener must be five-years-old by **October 1st** of the year school starts. *This is a state guideline.* You will have to provide a birth certificate with your application to verify age.
- Pre-registration will be conducted during the spring semester.
- Priority order: Members of Gloria Dei Lutheran Church, and returning students (including 4-year-old Preschool students of LCCC) are given first priority to enroll their children. Open enrollment to children of our community goes on a first come, first serve basis.

Required Paperwork

According to state guidelines, all children that enroll are required to have certain forms on file prior to the first day of attendance.

Elementary and Middle School:

1. Current Year Enrollment Form
2. Current Kentucky Immunization Certificate (Original only)
3. Birth Certificate (We will make a copy)
4. School Physical Form
5. Eye Examination Form (Kindergarten only)
6. Emergency Medical Release Form
7. Family Information Form
8. Payment Contract
9. Federal Food Program Forms
10. Past Report Cards*
11. Standardized Test Scores*

Children may not start school until a current Kentucky Immunization Certificate and a Physical Health Certificate has been obtained.

*Parents will need to fill out a Transfer Request Form in the school office upon enrolling so that these records may be obtained from the previous school.

Early Childhood:

1. Current Year Enrollment Form
2. Kentucky Immunization Certificate (Original only)
3. Birth Certificate (We will make a copy)
4. Notarized Emergency Medical Release Form
5. Family Information Form
6. Signed Payment Contract
7. Federal Food Program Forms (full-time care only)

Before & After School/Break Care:

1. Enrollment Form
2. Kentucky Immunization Certificate (Original only)
3. Birth Certificate (We will make a copy)
4. Notarized Emergency Medical Release Form
5. Signed Payment Contract
6. Federal Food Program Forms

DRESS CODES**Elementary and Middle School Uniform Policy:**

Our school has been established for special purposes, and endeavors to maintain the highest all-around standards. This philosophy carries through in the appearance of the students.

Shirts (shirts must be tucked in at all times):

- Polo Shirt - Long or short sleeved in solid red white, light blue, or navy.
- Dress Shirt– Long or short sleeved in solid red, white, light blue, or navy oxford cloth with button-down collar.
- Blouse – Long or short sleeved with a round collar in solid red, white, light blue, or navy.
- Sweater – Solid navy, red, white, or light blue pullover. Sweaters must be worn in the same colors, but must be worn over a turtleneck or polo shirt. No hooded sweaters.
- Turtleneck – Solid red, white, light blue, or navy.
- Sweatshirts – Solid red, white, light blue, or navy sweatshirts may be worn over a polo shirt. No hooded sweatshirts.

Slacks, Skirts, and Shorts:

- Slacks – Navy or khaki in color. No cargo pants.
- Shorts– Navy or khaki *walking* shorts (no shorter than 1” above the knee). No cargo shorts.
- Skirts/Skorts – Navy or khaki in color. Skirts should be no shorter than 1” above the knee.
- Jumpers – Jumpers may be worn over a polo shirt or turtleneck, and should be navy blue or khaki in color.

Other clothing items:

- Belts – Belts must be worn with all pants that have belt loops.
- Shoes – Tennis shoes of any kind can be worn, but must have non-marking soles. Flat (no heels) black, brown, red, or navy leather with closed heels and toes are also acceptable.
- Socks/Tights – Solid red, white, or navy blue in color.

***** Throughout the year students may be allowed non-uniform days for special occasions or events. On these days, students are to maintain the standards of our school by ensuring that their clothing is free of holes, rips, or tears. T-shirts are also acceptable, but may not contain pictures, slogans, or inappropriate logos.

Students may be reminded of the uniform dress policy “rules”, however, discrepancies must be addressed to the parent.

- On the *first offense*, parents will receive a written reminder that their child is not dressed to code.
- On the *second offense*, parents will receive a phone call to bring the correct clothing.

- On the *third offense*, the child will not remain in class.

Early Childhood Dress Code:

- Safety is always our first concern. Sandals, high heels, and **flip-flops are not permitted**. For safety reasons, **bring your child in simple tennis shoes, so he/she may participate in all activities**.
- Clothes should be clean, comfortable and weather appropriate. *We will continue to go outdoors year-round*, even if it is just for a few minutes, to allow the children some fresh air. Any exceptional situations will require a doctor's excuse.
- Children should not have to worry about getting their clothes dirty. Please make sure that they wear suitable "play clothes".
- Please keep in mind that we are a Christian school when dressing your child in shirts with 'logos'. We discourage promoting super heroes.
- Independent use of the bathroom is a big accomplishment for preschoolers. Please help him/her by avoiding clothes with complicated buttons, belts, straps, etc.
- Please send a complete change of clothes (Underwear, socks, shoes, shirts and pants) in a large Ziploc plastic bag. These items will be kept at the center and should be replaced when used.

Early childhood belongings

- Please label all of your child's belongings, such as coats, backpack, school box, and folder and extra tennis shoes.
- **All bedding needs to be laundered weekly.**
- Children should not bring any toys from home unless arranged with the teacher prior to the class sessions.
- Electronic items or gaming systems of any kind are not permitted.
- The following items are also needed: fitted crib sheet, blanket, and **small** pillow.

DISCIPLINE POLICY

Our primary purpose in discipline is to help the children learn self-control. We want them to learn to treat themselves, their classmates, their teachers, and property with respect.

Early childhood

Part of the Child Care experience is learning appropriate behavior. Disagreements will occur between students. We encourage them to work out these disagreements themselves. Of course this does not happen automatically or even right away, but we work and work at it. We celebrate our victories and pray for forgiveness for our failures. Our staff is trained to anticipate problem areas and to avoid them. They are also trained to use different techniques to help their students learn appropriate ways to handle conflict. They will redirect the child away from a conflict situation, give the child choices of appropriate behaviors, or in extreme cases remove the child from the situation. Corporal punishment of any type, verbal frightening, humiliating or otherwise harmful tactics is **NOT** used at any time for any situation.

Each teacher sends activity reports home daily. The reports are intended, as a means, to communicate with parents their child/ren's activities and behavior for each day. This will also inform parents of any behavior their child has exhibited that needs their attention both negative and positive.

Elementary and middle school

Classroom rules are written and agreed upon by the students with their teacher on the first day of school. Failure to comply with these rules will result in conferences with the teacher, parent and/or the Administrator.

Through much ongoing communication, parents will remain informed about any behavior their child has exhibited that needs their attention, both negative and positive. Some of our rules for good conduct are:

- Always walk in the school building
- Take care of all school property and materials
- Respect the rights and property of others
- Children are to follow all rules of play as determined by the teacher for his/her class at playtime
- Children are to show respect for those in authority

Conflict Resolution

Our School – A Peaceful Place

Appropriate resolution of conflict is essential if Gloria Dei Lutheran Church and School are to be a peaceful place, an effective reflection of God’s Law and Gospel. Conflicts will be resolved in a Christian manner, following the example found in Matthew Chapter 18 in which Jesus directs us to first to go to the person with whom we are in conflict and then involve others with the goal of restoring relationships.

All members of our church and school community must employ Jesus’ plan for conflict resolution. Great things can happen when students, parents, teachers, administrator, pastor, school board members and all members of our congregation handle problems appropriately with love in our hearts and with the desire to simply do what is right.

So all can be accomplished in good order, the school’s “Chain of Command” is as follows:

- Teachers
- Administrator/Director
- School Board of Education
- Church Council
- Gloria Dei Lutheran Church Voters Assembly

Due Process (Regarding classroom conflict)

1. Conference with the teacher and parents/guardians
2. Conference with the administrator
3. Conference with Discipline Committee

The Discipline Committee

The Discipline Committee shall be composed of the following:

1. Administrator (Chairperson)
2. Two (2) faculty members with at least two (2) years teaching experience
3. Pastor
4. One (1) Board of Education member

Responsibility Of The Discipline Committee:

1. Will review disciplinary policies and programs and seek ways of improving their effectiveness.
2. Considers persistent disciplinary cases as the need arises.
3. Considers disciplinary infractions for which suspension and/or expulsion are possible courses of actions, in the following manner:
 - A. Interview the student and parents/guardians Call in for consultation persons who might give additional insight into the student's character or situation involved or who the student may wish to appear in his/her behalf
 - B. Recommend to the Administrator action to be taken
 - C. Considers all discipline appeals for situations brought before the Committee (i.e., teacher-student discipline conflicts, review of consequences given as stated in the School Handbook, etc.)

Suspension/Expulsion

A student who is suspended and/or expelled from Gloria Dei Lutheran School will have the right to a due process hearing before the Discipline Committee with his/her parents/guardians. The due process procedure will include, but not be limited to, the following:

1. A thorough investigation of the student's misconduct
2. Notice in writing or by telephone to the student and the parents/guardians listing the charges and possible penalty (i.e./expulsion)
3. An offering of the opportunity of a hearing on the charges within a reasonable time
4. A hearing process that allows for:
 - a. a detailed recitation of the charges and evidence
 - b. an opportunity for the student and parents/guardians to tell their side of the story, present new evidence and to ask questions
 - c. an opportunity for assessment of the student's total academic, social, disciplinary progress at school
 - d. a complete record of the statements made at the hearing
 - e. a determination of fact and decision on the intended action after the hearing
 - f. written notification to the student and parents/guardians detailing the findings of the hearing and the final determination

Parents/guardians may appeal the recommendation of the Discipline Committee to the members of the Board of Education if, and only if, the proper steps in due process were violated.

GRADING AND PROGRESS REPORTS

Teachers of students in grades K-8 will issue report cards four times a year, indicating a grade for all academic areas. Teachers will also send home mid-quarter reports to parents or guardians detailing social behavior progress.

Grading System for K:

O = Outstanding
S = Satisfactory
N = Needs Improvement

Grading System for Grades 1-8:

A = Excellent	92 - 100
B = Good	83 - 91
C = Average	74 - 82
D = Below Average	66-73
P = Below Average but working to ability	
F = Failure	65 and below

Parent/Teacher conferences will be held at the end of the first marking period and on President's Day for all students. However, parents are welcome to request a conference any time during the school year to discuss their child/ren's progress. Teachers may also schedule a conference when a special need arises. The purpose of the conferences is to affect a closer home/school relationship in the interest of the Christian education and training of our children.

STUDENT PHOTOGRAPHS USED IN PUBLIC RELATIONS

Both candid and formal photos are used in the classroom as well as in the local media and for marketing brochures. If any parents/guardians do not want their child/ren to be photographed or do not want the photos used in the classroom or outside the school, they should inform the Administrator/Director in writing.

ILLNESS POLICY

In order to protect the health of all the students, **it is essential that parents do not send their children to the school and Child Care when they are sick.** Please refer to the following guidelines.

- When the child has symptoms, such as fever at 101 degrees or higher, pocks, rash, diarrhea, vomiting, sore throat, headache, swollen glands, etc., the child must be cared for at home until the symptoms cease. Parents will be contacted if their child displays any of these symptoms and the child must be picked up from school or childcare as soon as possible. The child may return after 24 hours if he/she is no longer contagious, is no longer running a fever and is able to participate within the normal routine.
- Contagious illnesses should be reported to the school or childcare immediately to protect other children. Notification of exposure to contagious diseases at the school or childcare center will be posted on the main entry door.
- **Outside activities are part of our curriculum and integrated into lesson plans.** All children are expected to participate. If a child is not well enough to be outside, he/she is also not well enough to be at school or childcare center. In severe cases, such as chronic asthma, an exception may be considered. **A doctor's note to excuse outside activities is necessary to make special arrangements.**
- Sunscreen may be applied with a permission slip on file. Sunscreen is to be supplied by the parent /guardian.

MEDICATION PERMISSION

This policy applies to both prescription and non-prescription medicines, including oral and topical medications, injections (e.g., for allergies to stings), and nebulizers. Written permission must be obtained from a parent or guardian (Daily permission for the childcare center). Medication will not be given without written permission. For complete privacy, An individual sign-in sheet is provided.

- Medication must be in the original container; labeled with the name of the medication, expiration date, child's name and dosage strength; and stored according to instructions.
- Staff is prohibited from using force to administer medication. If the child refuses to take the medication, it will be documented on the login sheet.
- The physician or parent will administer the first dosage of any medication.
- Staff will administer medications at the following times of the day:
10:00 am, 12:00 noon, 2:00 pm, and 4:00 pm
- No medication will be administered "as needed", except ointments.
- All medication will be stored out of reach of children in a centrally located and monitored cabinet. Medication requiring refrigeration will be isolated within the refrigerator in a separate container.
- To avoid confusion and distraction, when possible, staff will remove the child from the classroom when administering medication.
- Dosages must be administered using a medicine cup or appropriate syringe for measuring.

- Over-the-counter medications can only be administered according to labeled directions for age and dosage unless noted by a physician.

Accidents and Emergency situations

All activities in which the children will be involved will be age appropriate; safety will always be observed. Accidents, however, unfortunately occur. If your child has been injured in any way – bitten, bruised, fallen, cut, etc., you will be informed by the teacher and/or by an accident report which your child’s care giver will fill out for you to sign. A copy of this form is for you to keep.

If a child becomes ill or is involved in a serious injury while at Gloria Dei, First Aid and C.P.R. will be administered as needed. Every effort will be made to contact you or someone you have indicated to call in case of emergency. Medical help will be called as needed through 911. A staff person will remain with your child until a parent arrives.

FIRE AND EMERGENCY EVACUATION PLAN

In case of a fire or other emergency requiring the building to be evacuated, the children will be escorted across our parking lot. Parents will be notified by telephone as soon as possible.

CHILD ABUSE AND NEGLECT

While we hope to never to be faced with these situations, it is important that our policy be clearly stated. We are required by law to report to Child Protective Services any suspicious circumstances having to do with a child’s physical, psychological, emotional health or well being.

FOOD/MEALS

Elementary and middle school

Gloria Dei is under the Federal Food Program. Breakfast is available for those students enrolled in the Before School Program and is served at 7:15. Hot lunches are provided at a cost of \$2.50 per meal. This includes 1% milk (which can also be purchased separately for .50 cents). Please note that the cost of lunch may be adjusted according to economic conditions. Free/reduced lunches are available for those who qualify. This determination will be made after the Federal Food Program application is filled out. Selection of hot

lunches needs to be turned in a week in advance. Lunches can be purchased week-by-week, every two weeks or monthly. You may also elect to send your child a cold lunch from home. If a child does not have a cold lunch, a hot lunch will be provided at regular cost. Please do not bring in fast food for your child. Other children will want some too. We will go by the following meal times:

Lunch

Kindergarten	12:05
1 st -2 nd	12:00
3 rd -4 th	11:55
5 th -8 th	11:50

Childcare

Students will be served foods prepared only by the childcare center unless the director gives prior approval or a special diet is required by a doctor in writing. **No food or drink may be brought into the childcare center.** If your child needs to eat breakfast at the center, please indicate yes or no when you sign your child in of the morning on the sign-in sheet. Breakfast and lunch times are listed below:

Breakfast	8:00
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Lunch

Infants are fed on demand

One and Two-year-olds 10:45

Three-year-olds 11:00

Four-year-olds 11:35

BIRTHDAYS & OTHER CLASSROOM CELEBRATIONS**Early Childhood**

Children may bring refreshments for their birthdays if they follow the Federal Wellness Guidelines. Please notify the teacher the day before you plan to send refreshments. ANY REFRESHMENT BROUGHT TO SCHOOL FOR EARLY CHILDHOOD CHILDREN MUST BE PREPACKAGED AT A STORE OR BAKERY. This is a Health Department ruling with which we must comply.

Elementary and middle school

Children may bring refreshments for their birthdays if they follow the Federal Wellness Guidelines. These guidelines will allow only one “junk food” per day, so if you choose to bring a beverage for your class along with a sugary snack, it must be 100% juice, milk, or water. Please notify the teacher the day before you plan to send refreshments.

Local School Wellness Policy

Lutheran Schools of Indiana District Lutheran Church Missouri Synod *IDOE #9230*

The Gospel Motivates

As leaders of Lutheran schools, we believe that God created us and gives us all things, including our health. Therefore, we thank God for the gift of life and health He has given us-imperfect as it may be with problems of illness and diseases as a result of sin. But knowing what God has done for us through Jesus Christ-the forgiveness of sins life and salvation-our response is to care for the body that is on loan to us as a way of thanking and praising God. If we view our bodies as His temple, we can begin to see the importance of daily maintenance in order to keep it usable for His service. By keeping our bodies well-maintained and filled with the right kinds of fuel (foods) needed to sustain us we will be ready at a moment’s notice for the demands and tasks He is calling us to do.

(Adapted from “Fill’er Up-With Good Food,” by Steve Grunewald, writer/editor of Better Health, a quarterly wellness letter published by Concordia Plan Services of the Lutheran Church-Missouri Synod and published in Shaping the Future, a publication of the Lutheran Education Association, Winter, 2005.)

Part 1.0 A School Wellness Policy

Thus, Gloria Dei Lutheran School and Child Care Center is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Indiana School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in the grades we accommodate will have opportunities to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, including after-school snacks, Summer Breakfast Program, National School Lunch Program, including after school snacks, Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program, including suppers.

1.1 Nutrition Education

Nutrition education, a component of comprehensive health education, shall be offered every year to all students. Nutrition education topics shall be integrated into the entire curriculum when appropriate. A quality nutrition education program addresses the following:

Curriculum:

- Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior.
- Has a curriculum that promotes Christian standards and values as written in Holy Scripture.
- Is aligned with state standards.

Instruction:

- Aligns curriculum, instruction, and assessment.
- Addresses the state guidelines for recommended instruction.
- Builds students' confidence and competence in making healthy nutrition choices.
- Engages students in learning that prepares them to choose a healthy diet.
- Is taught by highly qualified teachers, health professionals and qualified volunteers.

Opportunity to Learn:

- Includes students of all ages and abilities.
- Provides adequate instructional time to build students' confidence and competence in health-enhancing skills.

Nutrition education shall also be made available to parents and the community. Nutrition education may be provided in various forms, including school newsletters, parent and teacher handbooks, additional handouts, posters, banners, website postings, community and student oriented presentations or other communications focused on promoting proper nutrition and healthy lifestyles.

1.2 Nutrition Standards

Lutheran Schools of Indiana that offer school meal programs shall design menus that meet the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). Schools shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the school's policy of promoting a healthy school environment shall be discouraged.

Lutheran School of Indiana will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans for food and beverages.

Lutheran School of Indiana will draw upon qualified child nutrition professionals and provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

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Lutheran Schools of Indiana will provide clean, safe, and pleasant settings and adequate time for students to eat.

Lutheran Schools of Indiana that participate in meal programs are encouraged to follow USDA guidelines.

Lutheran Schools of Indiana will provide nutrition education that fosters lifelong habits of healthy eating and physical activity, will establish linkages between health education and school meal programs, and will utilize related community services.

1.3 Physical Education and Physical Activities

Developmentally appropriate physical education shall be offered to all students. In addition, physical education topics may be integrated into the entire curriculum when appropriate. Lutheran School of Indiana shall implement a quality physical education program that addressed the following:

Curriculum:

- Equip students with the knowledge, skills, and attitudes necessary for lifelong physical activity.
- Has a curriculum that promotes Christian standards and values as written in Holy Scripture.
- Influences personal and social skills development.
- Is aligned with state standards.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Builds students' confidence and competence in physical abilities.
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
- Includes students of all abilities.
- Is taught by highly qualified teachers.
- Keeps all students involved in purposeful activity for a majority of the class period.

Opportunity to Learn:

- Builds students' confidence and competence in physical abilities.
- Has an age-appropriate student-to-teacher ratio.
- Has enough functional equipment for each student to actively participate.
- Includes students of all abilities.
- Addressed the state guideline for recommended instruction.
- Provides facilities to implement the curriculum for the number of students served.

Lutheran Schools of Indiana may offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all students Pre-K through grade eight. Recess should be in addition to physical education class time and not a substitute for physical education. Proper equipment and a safe area designated for supervised recess is necessary. Teachers are discouraged from withholding participation in recess from students or cancel recess to make up for missed instructional time.

Lutheran Schools of Indiana are encouraged to provide extra-curricular opportunities for physical activity, including an athletic program for boys and girls.

Lutheran Schools of Indiana are encouraged to use physical activity as a reward, such as teacher or principal walking or playing with students at recess.

Lutheran Schools of Indiana are discouraged from using physical activity as a punishment.

Parents, teachers, administrators, students, and community members are encouraged to serve as role models in practicing healthy eating and being physically active.

Non-Discrimination Policy:

All School and Community Nutrition programs and activities are operated in accordance with U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, disability, or national origin. Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to:

Secretary of Agriculture
Washington D.C., 20205

Federal regulations (226.6(f)(1) require all child care and family day care home sponsors to display the “And Justice for All” and “Building For The Future” posters in a prominent place.

The State Agency requires all Childcare, Adult Day Care, Homeless, and At-Risk Sponsors to post the Civil Rights Grievance Procedures. The Grievance Procedures must be posted at the sponsor office as well as each site the sponsor operates.

1.4 Implementation and Monitoring

The school principal will ensure compliance with this nutrition and physical activity wellness policy.

- School service staff will ensure compliance with nutritional policies within school food service areas and will report to the school principal.
- Physical education and health curriculum are aligned with state standards and the Local Wellness Policy.
- Local schools will comply with all applicable federal and state requirements.
- This policy is subject to ongoing review and modification as necessary to assure compliance with the purpose and intent of the Lutheran Schools of Indiana.

Students, staff, and the school community will be informed about the local wellness policy. Records of annual inspections and reports will be available at the local school.

Any Lutheran School of Indiana stakeholder wishing to express a viewpoint, opinion, or complaint regarding these rules should contact: Superintendent, The Lutheran School of Indiana

Indiana District – Lutheran Church Missouri Synod
1145 South Barr Street
Fort Wayne, In. 46802
800-837-1145 ext. 21

Federal Wellness Program Approved Snacks

- Fruit – Fresh, frozen, dried, or canned. Canned fruit can not be in syrup
- Baked chips & salsa
- Fresh Vegetables
- Nuts
- Hummus or Bean dip
- * Graham crackers
- * Corn muffins
- * 100% fruit or vegetable juice (no Capri Sun, Sunny Delight, or Koolaid)
- * Crackers

- Cottage cheese
- Lean ham or turkey, beef bologna, or tuna in water
- Eggs – hard boiled
- Beef or turkey jerkey

- Light or 2% cheese
- Fat free, sugar free pudding
- Yogurts – example: Danimals drinkable, Gogurt by Yoplait, Dannon Light & Fit
- 1% or skim milk, 1% chocolate milk – Yoohoo not acceptable
- Fig Newtons
- Chex Mix traditional
- Pretzels
- Whole wheat breads (first ingredient)
- Corn tortillas & wheat, not white

Gloria Dei Lutheran School & Childcare Center 2011/2012 Supply List

2-year-olds	3-year-olds	4-year-olds	Kindergarten
1 box (8) count crayons	1 box 8 ct. crayons primary colors	1 box 8 ct. crayons primary colors	1 box (24) count crayons
	School box	School box	School box
	Scissors(fiskars round metal tips with plastic handles)	Scissors (Fiskars rounded metal tips w/plastic handles)	Scissors (Fiskars rounded metal tips w/plastic handles)
1 pack assorted color construction paper	1 pkg. Heavy weight construction paper	1 pkg. of Rose Art construction paper	1 pkg assorted color construction paper
1 pkg. Glue sticks 1 bottle white glue	1 pkg. Glue sticks	1 pkg glue sticks	4 Glue Sticks
1 pkg. playdoh	1 pkg. playdoh	Washable Markers traditional colors – boys only	Washable Markers in traditional colors
		Colored Pencils-girls only	2 pkg. Index cards
2 containers of baby wipes	Baby wipes	Baby wipes	4 dry erase markers
1 folder with side pockets	1 folder w/side pockets	1 folder w/side pockets	2 folders w/side pockets
Crayola Watercolors	Crayola Watercolors	Crayola Watercolors	2 large erasers
2 rolls paper towels	2 rolls of paper towels	2 rolls paper towels	2 rolls of paper towels
2 boxes tissues	2 boxes tissues	2 boxes tissues	2 boxes of tissues
		Boys- Ziploc Gallon Freezer bags Girls-Ziploc quart Freezer Bags	1 box of Ziploc freezer bags gallon size
Backpack(bedding and folder must fit inside)	Backpack no wheels(folder must be able to fit inside)	Backpack no wheels (folder must be able to fit inside)	Backpack no wheels (folder must be able to fit inside)

1st –3rd grade	4th-8th grade
1 box (24) count crayons	1 box (24) count crayons
8 pencils - #2 lead	8 pencils - #2 lead
1 - white school glue 2 - glue sticks	1 white school glue 2 glue sticks
Ruler (Standard w/metric)	Ruler (standard w/metric)
2 Folders w/prongs & side pockets	2 folders w/side pockets for the 3 ring binder
2 rolls paper towels	2 rolls paper towels
Colored Pencils	Colored pencils
Spiral Notebook – single subject	Spiral Notebook-single subject
1 large eraser	1 large eraser
School box	School box
1 box of Ziploc freezer bags quart size	2 wide lined loose leaf paper
2 boxes tissues	2 boxes tissues
Pencil sharpener	3 ring binder
Washable markers – traditional	Washable markers-traditional
Calculator	Calculator
Backpack (folder must be able to fit inside) No wheels!	Backpack
Watercolor paints and paint shirt	Water color paints & paint shirt
Scissors	Scissors
Gym shoes	Gym Attire: gym shoes, t-shirt, and shorts (solid white, blue or red)
4 Dry Erase Markers	Yellow highlighter
2 pkg index cards	Graph Paper ¼”