

# Grace Christian Schools

## Parent/Student Handbook



*“I have no greater joy than to hear that  
My children walk in truth.” 3 John 4*



**A Ministry of Grace Community Church of Saddleback Valley**

Revised 8/2017



# Grace Community Church

26052 Trabuco Road  
Lake Forest, CA 92630  
(949) 581-4248

Dear School Parents,

Welcome to Grace Christian Schools! It's a profound blessing having your children join us in our school for the 2017/2018 school year.

I imagine your decision to enroll your children here is the great reputation of our school and the biblical emphasis we provide in our classrooms. More than ever our society needs those who understand and live by a biblical worldview!

While enrolling your children at a Grace Christian Schools is a part of the spiritual training for your children, it's only a *part* of what your children need. That's because *parents* are designed by God to be the primary spiritual trainers of their children. God said to the parents of Israel, "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:6-7).

At Grace Community Church, we want to help equip *you* as parents to raise your children with a biblical worldview. If you currently have a church home, please continue investing there: praying for and supporting your leaders, serving with your gifts and growing in Christ. If you do not have a church home, we would love to have you join us at Grace. Our passion is loving God and loving people through truth, discipleship and service. We have many different ministries that can impact your family spiritually:

- Worship services on Sundays at 10:30 a.m.
- Grace Kids Sunday School Sundays at 9:00 a.m. and 10:30 a.m.
- Junior High and High School Ministry Sundays at 9:00 a.m. and Wednesday nights at 6:30 p.m.
- Small groups that meet midweek
- Bible Studies for men and women that meet midweek
- Men's Ministry called "The Guard" that meets the first Saturday of the month 7:30 a.m.

If you would like any information regarding these or anything else about Grace Community Church, please visit our website at [gracesv.org](http://gracesv.org) or call us at (949) 581-4248, or ask in our church office when you're on campus. We're praying for an amazing year!

In Christ,  
Michael Goacher, Lead Pastor

**Preschool**



**TK - Junior High**

**A Foundation For Christian Education**

***"I have no greater joy than to hear my children walk in truth." 3 John 4***

---

Dear Parents,

August 2017

As our mission statement states; "Grace Christian Elementary School endeavors to help children develop and mature in a positive Christ-centered environment that integrates faith and learning by emphasizing Biblical training and academic excellence." Our staff understands their mission, and we take it very seriously. We will convey this to you throughout the school year in all the domains of study combined with extracurricular activities that will provide each student with a well-rounded education.

Values In Action is our successful seven year character education program. The program's success is attributed to emphasizing with the students their role of teaching and leading their peers to be Christian role models involved in Missions, service projects, displaying behaviors that focus on others rather than self. The motivation is to put others first, showing respect, responsibility cooperation, compassion and working together for the best possible outcome for everyone.

**COMPASSION** is our character trait for the year. This year we are going to build a "Bridge of Compassion." While there are many different kinds of bridges, they all have one purpose—to connect two bodies of land together. Just as a suspension bridge has four major columns, we will be building a "Bridge of Compassion," from ourselves to others by observing and growing in four areas:

1. Increasing our awareness of others needs.
2. Understanding and accepting others strengths and weaknesses.
3. Demonstrating kindness and empathy.
4. Finding new ways to express forgiveness.

Compassion is a choice, and God will give us strength to make the tough decision to be kind. "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience." Colossians 3:12. It is a great responsibility and privilege for all of us at Grace Christian Schools to help establish Christ's example of compassion in the hearts of our students. I am looking forward to this school year as we encourage the wonderful students of GCS to strive to make decisions that show compassion in all situations both big and small.

Lord Bless,

Mrs. Boldt

GCS Administrator/Principal

**26052 Trabuco Rd., Lake Forest, CA 92630 • 949-951-8683 • e-fax: 480-247-4737**  
**[www.gracechristianschools.org](http://www.gracechristianschools.org) • [office@gracechristianschools.org](mailto:office@gracechristianschools.org)**

***A ministry of Grace Community Church of Saddleback Valley***

# GRACE CHRISTIAN SCHOOLS

## A Foundation for Christian Education

### PARENT/STUDENT HANDBOOK

## **INTRODUCTION**

### **HISTORY OF THE SCHOOL**

Grace Christian Preschool opened its doors in 1979. After several years of successful early childhood education, and sharing a desire to continue our students' Christian education, the Elders of Grace Community Church approved the establishment of Grace Community Elementary School, to provide a Christ-centered education for the families of the Saddleback Valley. Grace Community Elementary School opened September 2004, with an enrollment of 20 Kindergarten students. In 2005, Grace Community Elementary School came under the leadership of Grace Christian Preschool to become Grace Christian Elementary School. In 2017, Grace Christian Jr. High School opened with 23 students. Today, all schools combine as one: **Grace Christian Schools** (GCS) with grades Preschool through Jr. High. GCS is founded on the principle that education is to prepare the student in body, mind, and spirit for a life that will be lived according to the dictates and character of the Bible, leading to a life of service for God.

### **SCHOOL BOARD**

Martin Jackson – Board Chairman  
 Sarah Aceto  
 Lynn Anderson  
 Ana Douglas  
 Martin Jackson  
 Steve McMackin  
 Ken Welch

### **ADMINISTRATION**

Danielle Boldt, Principal/School Administrator  
 Julie Spielman, Preschool Director

### **OFFICE STAFF**

Chris DeSena  
 Kim Winingger  
 Roxy Zhuravchak

### **TEACHERS & TEACHER AIDES**

Judy Ramsey / Sarah Rickard / Allie Stephenson	Transitional Kindergarten Teachers
Jennifer David / Jeanette Miller	Transitional Kindergarten Aides
Monika Alvarez / Tonja Yancey	Kindergarten Teachers
Darla Buckels	Kindergarten Aide
Wendy Altman / Julie Vasquez	First Grade Teachers
Barbara Frey	Second Grade Teacher
Corine Hand	Third Grade Teacher
Johanna Hendries	Fourth Grade Teacher Jr. High Writing & Literature Teacher
Elaine VanEvery	Fifth Grade Teacher
Dottie George	Jr. High Teacher
Kristi Puck	Teacher Aide

## **ENRICHMENT STAFF**

Lisa Baker	Music / Jr. High Culinary Arts / Jr. High Drama
Julie Bettwy	Art
Jill Cram	S.T.E.M.
Trent Covey	Athletics / P.E. / Jr. High Worship Team
Pastor Robert Jacobsen	Jr. High Bible
Debra Motz	Library
Bobbi Nyce	Computer / Jr. High Agriscience / Yearbook
Allison Yancey	Extended Care
TBA	Spanish

## **AFFILIATION**

Grace Christian Schools is a ministry and extension of Grace Community Church of Saddleback Valley. The School Board and the Administrator/Principal, under the guidance of the Church Elder Board, oversee the staff and school.

## **PHILOSOPHY**

### **MISSION STATEMENT**

Grace Christian Schools endeavors to help children develop and mature in a positive, Christ-centered environment that integrates faith and learning by emphasizing Biblical training and academic excellence.

### **VISION STATEMENT**

Grace Christian Schools is committed to providing a Christ-centered education integrating spiritual, academic, social, physical, and emotional training, leading to a life of commitment and service to God.

### **CORE VALUES**

Grace Christian Schools staff subscribe to the following statements of philosophy:

- Partner with families to introduce God's plan and teach Jesus' love for the Student encouraging His values and character in their lives (Jeremiah 29:11 & John 13:34).
- Partner with families by providing opportunities and resources to increase their knowledge of student's development and parenting skills (Genesis 18:19).
- Provide children with a safe, loving, and nurturing environment where students can experience success and failure (Isaiah 54:13).
- Provide opportunities for each student to build self-worth and confidence (Joshua 1:9).
- Provide opportunities for students to interact with peers and adults outside the family unit Hebrews 10:24-25).
- Provide students with age-appropriate curriculum and emergent activities, which encompass all areas of the student's development (Psalm 78:1-4).

### **WORLD VIEW**

Grace Christian Schools, out of a love for the Lord Jesus Christ, has a desire and commitment to the following:

- Teach students biblical truths that they can integrate into all knowledge.
- Teach students the ability to coherently articulate those Godly truths.
- Teach students to measure all knowledge based on those biblical truths (John 17:17-19).
- Present a well-developed educational program, provided by a dedicated administration and staff that is committed to meeting the particular needs within the community.

## **GRACE COMMUNITY CHURCH OF SADDLEBACK VALLEY**

### **Statement of Faith with Scripture References**

**1. The Scripture:** The Bible, containing the scriptures of the Old and New Testaments, comprising sixty-six books, is the written word of God. It is supernaturally inspired by the Spirit of God, inerrant in the original manuscripts, and infallible in its teaching. It is the divine authority for every person in every age (Mark 12:26, 36, 13:11, Luke 24:27, 44, John 5:39, Acts 17:2-3, 18:28, 26:22-23, 28:23, Rom. 15:4, 1 Cor. 2:13, 10:11, 2 Tim. 3:16, 2 Pet. 1:21, 3:16).

**2. God and the Holy Trinity:** There is one God, who is sovereign Spirit, eternally existent in three persons: Father, Son, and Holy Spirit. These three persons are one in substance and equal in power and glory (Matt. 28:18-19, Mark 12:29, John 1:14, Acts 5:3-4, 2 Cor. 13:14, Heb. 1:1-3, Rev. 1:4-6).

**3. The Lord Jesus Christ:** God the Father, out of love for man, sent Jesus Christ into the world for man's salvation. Jesus Christ in the flesh was both God and man. He was conceived by the Holy Spirit and born of the virgin Mary. He lived a sinless life, worked miracles and taught the perfect truth of God. He died as a sacrifice upon the cross, atoning for man's sin through His shed blood. He was raised from the dead bodily on the third day, ascended to the right hand of the Father, where He is head of the church and intercedes for believers, and is returning again bodily in power and glory (Luke 1:30-35, John 1:18, 29, 3:16, 14:1-3, Acts 2:22-24, Rom. 3:25-26, 1 Cor. 15:51-52, 2 Cor. 5:14, Heb. 4:15, 10:5-14, 1 Thess. 4:13-18, Titus 2:11-14, 1 Pet. 3:18).

**4. The Holy Spirit:** The Holy Spirit convicts men of sin and calls them to faith. He baptizes and seals all believers at the moment of their salvation, and sanctifies them as they grow in grace. He equips the saints with His gifts, bears His fruit in their lives, comforts, and leads them into all truth (John 16:7-11, 13, Rom. 8:9, 1 Cor. 12:7, 13, Eph. 1:13-14, 4:30, 5:18, 1 John 2:20-27).

**5. Mankind:** All men are created in the image of God, but all have sinned and fallen short of the glory of God. Man is alienated from God by his sin, and stands in need of redemption in Jesus Christ (Gen. 1:26, 2:17, 6:5, Ps. 14:1-3, 51:5, Jer. 17:9, Rom. 3:23, 8:6-7, Eph. 2:1-2, 1 John 3:8).

**6. Salvation:** Man's redemption, and reconciliation with God, occur as an act of God's grace, and are entirely apart from the good works of any human being. Salvation comes through personal faith in the Lord Jesus Christ as Savior, and results in man's justification before God. God's people are chosen from the foundation of the world, and they are eternally secure.

In his salvation man receives forgiveness of sins, the impartation of a new nature, and the assured hope of eternal life (John 3:7-18, 6:44, 65, 10:28-30, 14:6, Rom. 1:16-17, 3:19, 28, 5:6-9, 2 Cor. 5:17, 21, Gal 2:16, 5:4, 6, Eph. 1:4-7, 2:8-9, Titus 3:5).

**7. The Church:** The universal church is made up of all true believers in Jesus Christ, those in every time and place who have been regenerated by the Spirit of God. In its parts, the church consists of individuals and groupings of Christians who have fellowship as the body of Christ. The purpose of the church is to glorify God. This is accomplished primarily through the preaching of the gospel of Jesus Christ to the end that men might be saved through repentance and faith, and through preaching and teaching to edify the saints. It is accomplished secondarily through good works which represent the love and mercy of God (Matt. 16:16-18, Acts 2:42-47, Rom. 10:17, 12:5, 1 Cor. 12:12-14, 27, Eph. 1:20-23, 2:10, 3:10-11, 20-21, 4:11-12, Col. 3:14-15).

## **FAMILY LIFESTYLE STATEMENT**

Grace Christian School's Biblical role is to work in conjunction with the home to mold students to be "Christ-like." On occasion, the atmosphere or conduct within a particular home may be in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **FAMILY LIFE VALUES STATEMENT**

Grace Christian Schools is a ministry of Grace Community Church of Saddleback Valley and exists to help children grow spiritually, emotionally, socially, physically, and intellectually in Christian surroundings as a supplement to the home environment. Because we are a Christian ministry and believe in the inerrant truth of the Bible:

Each of our staff members has a personal relationship with Jesus Christ as Lord.

***"For God loved the world so much that He gave His one and only Son, so that everyone who believes in Him will not perish but have eternal life." John 3:16***

Our curriculum is taught from a Christian perspective and based upon Biblical principles:

We value the parenting roles and responsibilities as stated in Scripture.

***"...For this reason, a man will leave his father and mother and be united with his wife, and the two will become one flesh. So they are no longer two, but one. Therefore, what God has joined together, let man not separate." Matthew 19:5, 6***

We teach that all people are created in God's image. Each is created with equal value and that God loves each.

***"...When God created man, he made him in the likeness of God. He created them male and female and blessed them. And when they were created, he called them man." Gen. 5:1, 2***

God has ordained the family. When a man and woman marry, they create a singular, separate family unit.

***"Wives, submit to your husbands as to the Lord. For the husband is the head of the wife as Christ is the head of the church...Husbands, love your wives just as Christ loved the church and gave Himself up for her....Children, obey your parents in the Lord, for this is right." Ephesians 5:22, 23, 25; 6:1***

God has established the family unit as the institution for raising children. All members of the family have Biblical responsibilities. God's direction provides for good order and growth among the family members. Our aim is to support and facilitate the family unit.

***"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6, 7***

The primary teachers of children are their parents. Parents are responsible for instruction to the children on an ongoing basis. It is the goal of Grace Christian Schools to help parents by teaching Biblical principles that can, and should be, reinforced in the home environment. We stand behind the parents and offer to them the opportunities to fulfill this command.

***"For I know the plans that I have for you," declares the Lord, "plans for welfare and not for calamity to give you what a future and a hope." Jeremiah 29:11***

We believe that when children receive a taste for godliness and scriptural training, God will insure that it will stay with them as they age. Godly training is a gift that will last a lifetime and we want to give that gift to all children.

***"Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6***

## **EDUCATIONAL PHILOSOPHY**

Grace Christian Schools operates as a ministry of Grace Community Church encompassing the beliefs of the Church as found in the "Statement of Faith." It is based upon the existence of a living God, Who created all things and has revealed Himself to us. The revelation has come through the Living Word, Jesus Christ, the written word, the Bible, and through creation.

We recognize that the family is ordained by God. It is the responsibility of the parents to teach and train their child. Grace Christian Schools is an extension of the educational process of the home. Our goal is to support the parents' responsibility in the education and nurturing of their child and to provide opportunities for family involvement.

It is our goal that as the student understands and experiences a Christian world view, he/she can develop the ability to look at all aspects of education: literature, math, science, art, music, and drama, through the prism of scripture and the direction of the Holy Spirit, appropriate to the student's level of understanding. By uplifting the Lord Jesus Christ, prayer, and teaching the Bible as God's word, we help the student develop an awareness of Jesus Christ as his/her friend and Savior.

***"I have no greater joy than to hear my children walk in truth."***

**3 John 4**

## **ADMISSION POLICY & PROCEDURES**

Grace Christian Schools (GCS) has a non-discriminatory policy. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate, on, the basis of race, color, national, or ethnic origin in the administration of our educational and scholarship/loan policies, athletics, and any other school-administered programs.

By enrolling in Grace Christian Schools, parents acknowledge that any of the policies, programs, and rules of conduct, contained in the school handbooks, may be changed or eliminated at any time. When enrolling, parents also agree to abide by all policies and rules, set forth by Grace Christian Schools.

Grace Christian Schools requires that a child must be five years of age before March 1 to be eligible for Transitional Kindergarten (TK). A child must be 5 years of age on or before September 1 to be eligible for Kindergarten and subsequently a year older by September 1 for the following grades, i.e. six years old for First Grade, seven years old for Second Grade, etc.

### **ADMISSION PROCESS**

- Parents of prospective students must submit the Online Application for Admission by going to the school website, [gracechristianschools.org](http://gracechristianschools.org).
- An assessment is required, for new students, K-Jr. High, by their prospective Teacher.
- Kindergarten-only entry requires a "Kindergarten Readiness Test" through Chancy & Bruce Educational Resources.
- Subsequent grades require the most recent report card.
- Parents of new students interview with the Principal. Final acceptance of admission will be at the discretion of the Principal.

### **BIRTH CERTIFICATES**

A copy of the student's birth certificate is required with the completed Application for Admission and kept on file in the School Office.

### **IMMUNIZATIONS**

All new students must submit an immunization record, of each required vaccine dose, DPT, Polio, MMR, Varicella, and the Hepatitis B series, showing dates given and verified by Physician's Office, to the School Office no later than August 1. All immunizations must be current in order for the student to be-admitted to class.



## **HEALTH EXAMINATION REPORT**

All new students must present written proof and results of a physical exam, by a Physician, done within the last 12 months of the first day of school.

## **ORAL HEALTH ASSESSMENT FORM**

All new students must present written proof and results of a dental exam by a Dentist, done within one year of the first day of school. Oral Health Assessment Forms are due by May 30, of the student's Kindergarten school year.

## **CUSTODY POLICIES**

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Grace Christian Schools is on the safety and well-being of your student and our instituted policies are to further those goals.

**Custody Documentation-**At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Grace Christian Schools. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Grace Christian Schools within seven days of change or at a time of re-enrollment if the school has dismissed for summer break. This documentation is required for enrollment or re-enrollment.

**School Records-**A non-custodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

**Dismissal and Early Releases-**No student shall be released to any individual other than a custodial parent unless express written permission given to Grace Christian Schools by a custodial parent or a valid legally binding instrument granting release is on file with Grace Christian Schools. All early dismissal requests go through the Principal's Office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative, without a legally binding instrument.

**Parent-Teacher Meetings-**Grace Christian Schools will provide separate parent-teacher meetings, as the need arises, or if there is a court order. Inform the school of the need for separate meetings within a reasonable time.

**School Communications-**In a joint custody arrangement, Grace Christian Schools will provide both parents with school communications, i.e. newsletters, as long as a court order does not prohibit it.

## **SCHOOL FEES & CREDITS**

### **REGISTRATION FEE**

**Registration Fee:** The annual Registration Fee is \$375.00. Each additional child receives 50% off their Registration Fee. The maximum Registration Fee is \$650.00 for a family. Upon approval, the Registration Fee can be pro-rated into your monthly payment schedule (increase applies). The Registration Fee is refundable only if Grace Christian Schools does not accept the student(s).

Parents of prospective students must submit the Online Application and Registration Fee for Admission by going to the school website, [gracechristianschools.org](http://gracechristianschools.org).

For returning students, online reenrollment begins January to secure placement for the next consecutive school year.

**Materials/Book Fee:** For Kindergarten through Jr. High, a non-refundable book fee of \$185.00 is due May 1, or upon enrollment after May 1.

**Technology Fee:** All Junior High students (6<sup>th</sup>-7<sup>th</sup> grades) receive their own Chromebook. A non-refundable technology fee of \$200.00 is due March 1, or upon enrollment after March 1.

## **TK-JR. HIGH REFERRAL CREDITS**

GCS TK-Jr. High families receive a \$225.00 Referral Credit, for each GCS Preschool family referred and enrolled into TK-Jr. High grade classes. In addition, TK-Jr. High families can earn a \$1,000.00 Referral Credit, for each non-GCS family referred and enrolled into a TK-Jr. High grade class. Referral Credits are applied to your Family Billing Account, once the new student(s) is accepted, enrolled, the Registration Fee is paid in full, and the new student attends and pays for the first 3 months of school.

## **TUITION & ADDITIONAL FEES**

**Tuition:** As a non-profit school, we rely entirely upon tuition to meet salaries and expenses. Annual tuition is divided in up to 12 equal-monthly payments as follows: June, July, August, September, October, November, December, January, February, March, April, and May. Tuition is paid through ACH Debit Transaction with a checking account. Bank charges apply for a returned ACH Debit.

**Refund Policy:** GCS secures a student's classroom placement (enrollment) based on an annual enrollment fee and paid tuition. GCS contracts with teachers and incurs annual expenses based on student enrollment commitments. If it becomes necessary to withdraw your child before the end of the school year, a written notification must be received in the School Office 30 days prior to your child's last day. It is your responsibility to continue paying tuition during this 30 day period. If your child will not attend these last 30 days, you choose to forfeit their attendance. You will be notified by the School Office whether a balance due remains on your account or a refund is due. Refund checks will be issued during the child's last week of school. If notice of withdrawal is received on or after March 1, of any given school year, no refund of tuition paid will be refunded.

If a student withdraws after July 1, and before September 1, one month's tuition, based on a 10-month instruction schedule is required and any remaining balance is REFUNDABLE. Registration fees, materials fees, technology fee, tuition late fees, bank fees, and credit card processing fees are all non-refundable.

**Late Charges:** Tuition payments not cleared in the School Office within 5 days of your due date will be subject to a \$25.00 late fee. In order for our school to operate efficiently, it is necessary that all accounts are current. Failure to do so may result in dismissal.

**Extended Care Program:** Families using the Extended Care Program, after school, are charged an hourly fee, based on the time used (see Extended Care Section for rates). A \$5.00 flat fee will be charged to students using the Breakfast Club Program before school.

**Text Books:** All textbooks are the property of Grace Christian Schools and returned to the school at the conclusion of your child's school year. For textbooks damaged or not returned, the parents are responsible for the cost of replacing the books.

**Supplies:** Grace Christian Schools will provide all academic materials and major art-and-craft supplies for classes. Students provide some personal desk supplies. A supply list is available, on our school website, [www.gracechristianschools.org](http://www.gracechristianschools.org), by July. All supplies can be brought prior to the start of school, at the "Meet the Teacher" event, but no later than the first day of school.

**Class Trips:** Although the expense of regular field trips is included in your tuition, the cost of retreats and class trips will be the responsibility of the parents. If a student, who previously signed-up for the trip, is unable to attend, the parent is responsible for the school's out-of-pocket expenses related to the trip.

## **ABSENCES & HOLIDAYS**

Tuition is based on an annual tuition amount; therefore, a full month's tuition is payable for partial months, i.e. *school beginning in late August, Thanksgiving holidays, Christmas vacation, Easter vacation, and school ending mid-June, etc.* **No credit will be given for illness, holidays, or vacations.**

## **WITHDRAWAL FROM SCHOOL**

GCS secures a student's classroom placement (enrollment) based on an annual enrollment fee and paid tuition. GCS contracts with teachers and incurs annual expenses based on student enrollment commitments. If it becomes necessary to withdraw your child before the end of the school year, a 30-day written notice is required. If the School Office does not receive 30-days written-notice, 30 days will be added to the date of withdrawal as tuition earned by the school. No refund of tuition paid, will be given, if withdrawing on or after March 1, of any given school year. With or without notice of withdrawal, all paid fees, are forfeited (excluding prepaid tuition). If a student withdraws after July 1, and before September 1, one month's tuition, based on a 10-month instruction schedule is required and any remaining balance is REFUNDABLE. Registration fees, materials fees, technology fee, tuition late fees, bank fees, and credit card processing fees are all non-refundable.

## **SCHOOL HOURS & PROCEDURES**

### **MONDAY - FRIDAY**

**School Office: 7:30 a.m. – 4:00 p.m.**

**TK: 8:00 a.m. – 1:30 p.m.**

**TK Extended Care: 1:30 – 2:30 p.m. (\$6.50 charge)**

**K-Jr. High: 8:00 a.m. – 3:00 p.m.**

**Patriot T.I.M.E.: 2:30 – 3:00 p.m. (No Charge)**

**Breakfast Club: 7:00 – 7:45 a.m. – (\$5.00 charge)**

**TK-Jr. High Extended Care: 3:00 – 6:00 p.m. – (\$6.50 per hour)**

**Before School Drop-Off: 7:45 – 8:00 a.m. – (Free of charge)**

School begins promptly at 8:00 a.m. It is important that students be on time. This sets an example to your child, impressing the importance of punctuality and insures that he/she will not miss critical first instructions and activities. Teachers take attendance when students line-up for Prayer and Pledges at 8:00 a.m.

### **STUDENT EXPRESS DROP-OFF**

To encourage students to be on time, Student Express Drop-Off will be available, for TK-Jr. High students only, from 7:30 to 7:55 a.m., with supervision.

### **PROCEDURES FOR EXPRESS DROP-OFF**

- Cars enter parking lot and turn right at the stop sign.
- Proceed straight ahead to coned area, staying to the right-hand side.
- At 7:30 a.m., cones moved to allow cars to enter drop-off lane. NOTE: Drop-Off lane is one-way only.
- From 7:30 to 7:55 a.m., cars, in a single line, will pull up to parent volunteer, standing at gate, and stop.
- A parent volunteer will help student(s) exit car immediately and enter blacktop area through the chain link gate only. NOTE: *Students should be ready with all gear and supplies to get out of car immediately exiting curbside only.*
- When parent volunteers indicates all students are safely away from the car, the driver will drive through the back of the express lane, to park or exit parking lot NOTE: *Drivers do NOT get out of the car in the Express Drop-Off lane. If the driver needs to get out of the car, for any reason, he/she must park first.*
- Families with both TK-Jr. High and preschool students, can use the Express Drop-Off for TK-Jr. High students *ONLY*, then park to walk their preschool student(s) into his/her classroom.
- Elementary Express Drop-Off ends at 7:55 a.m. promptly.

Parents who choose not to use Express Drop Off must park and accompany their student(s) though the double glass door, or chain link gate, to enter the campus. The chain link gate is locked at 8:00 a.m. promptly. If arriving after 8:00 a.m., student(s) are considered tardy and parent must enter through the double-glass door entrance and check-in at the School Office.

## **WORSHIP WEDNESDAYS**

Worship Wednesdays is devotion and worship time for students and their family. Students, parents, and staff, meet in the Worship Center every Wednesday morning, beginning at 7:45 a.m. GCS Staff will walk students that arrive before 7:45 a.m. to the Worship Center. Students arriving on campus after 8:00 a.m. are tardy and must be signed in at the School Office by the parent. Every Wednesday during the school year, Prayer and Pledges will be held in the Worship Center following morning Worship Wednesdays.

## **PARKING LOT SAFETY REMINDERS**

- ABSOLUTELY NO CELL PHONES WHILE DRIVING IN AND/OR OUT OF PARKING LOT!
- Be aware of the Stop Sign intersection, upon entering the parking lot.
- Vehicles are to follow the direction flow as indicated on signage. Proceed to drive one-way down lanes to increase safe traffic flow and move through lot in a counter-clock wise fashion. If you are exiting the lot and plan on turning right on Trabuco towards Los Alisos, please use upper parking lot exit.
- For everyone's safety, DRIVE SLOWLY at all times whenever on the school property. Be extra cautious at the crosswalk areas and always yield to pedestrians.
- Avoid walking through parking spaces to cut across the lot. Use crosswalks. This is for your safety and helps traffic flow. Hold your preschoolers hands or have them hold onto your stroller until you are all safely inside building area.
- When backing out of parking spaces, DO NOT rely on electronic car sensors to see what is behind you. Physically look over your shoulders and check for blind spots. Check your mirrors, back up slowly and cautiously, while always remaining alert.
- Express Drop-Off is only available for TK-Jr. High students. Families with both TK-Jr. High and Preschool students can use the Express Drop-Off for elementary student(s), then park to walk their preschool student(s) to his/her classroom.
- Express Drop-Off ends at 7:55 a.m. If you arrive at school before 7:55 a.m., it is our suggestion that you remain in your car, with your preschooler(s) and any young siblings, until the Express Drop-Off is finished. At that time, the cones are put back into place, and the lane closest to the educational building will be closed to traffic, for your safety.
- Preschool students and parents enter the building through the double-glass door entrance and proceed to classroom. DO NOT ENTER THROUGH THE CHAIN LINK GATE. Room 113B enters classroom from door on parking lot side of educational building.

## **PICK-UP POLICIES & PROCEDURES**

School ends at 3:00 p.m. for all grades. Teachers bring students (not pre-authorized for Extended Care) to the outside gate or double-glass doors, for dismissal. Any student not picked up by the parent or authorized person, within 5-minutes after the end of the school day, will be brought to the Extended Care Program.

School ends at 1:30 p.m. for all TK students. TK students will be walked out to the outside gate and/or Courtyard by their teacher and dismissed. Students that are staying for TK Extended Care, and Patriot T.I.M.E, will be walked out to the same location at 3:00 p.m. Grade 1 students will be dismissed by their teacher outside the gate either at 2:30 or 3:00 p.m. depending on if the student is staying for Patriot T.I.M.E. Students, Grades 2-7, not staying from 2:30-3:00 p.m. for Patriots T.I.M.E, will be picked up by the parent upstairs in Extended Care – Room 213.

**Students will not be released without authorization by the parent or guardian.** Authorized pick-up contact names are added through ParentsWeb Online Access. Changes can take up to 24-hours to take effect, so if a last minute change is necessary, you will need to contact the School Office. It is usually a good idea to include spouses, of authorized pick-up contacts, for convenience. It is our policy that **no one under the age of 18 be allowed to pick up a student from school, unless special circumstances and/or prior authorization is received.**

A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative, without a legally binding instrument.

### **MINIMUM DAYS**

At various times throughout the year, minimum days are scheduled because of various events. On minimum days, students are released at 12:00 p.m. and regular pick-up procedures apply.

### **LATE ADMIT/EARLY RELEASE/RE-ADMIT**

In order to minimize disruptions to the classroom and ensure that students receive the full-days' worth of instruction and directions, the following policy will be enforced:

- For late admit, re-admit, or early release of a student, the parent must sign in/out their student in the School Office. No student will be released or re-admitted, to the classroom, without being signed in/out.
- For early release, students will be dismissed directly through the School Office, not the classroom. To avoid interrupting classes, parents are not allowed to pick up a student from the classroom.
- A note presented from the doctor's or dentist's office will receive an "excused tardy or absence."

Please make every effort to **schedule medical and dental appointments for after-school hours**. Because the classes scheduled for your student are the same each day, an excessive number of absences from any class will affect the student's academic performance.

### **EXTENDED CARE PROGRAM**

The Breakfast Club is available 7:00-7:45 a.m., and Extended Care is available 3:00-6:00 p.m. on all regular school days. Extended Care is also available on scheduled minimum days from 12:00-6:00 p.m. Extended Care is not available on scheduled school holidays. Parents do NOT need to call the school to authorize their student to go to Extended Care following school. Students not picked up at 3:00 p.m. will be walked to Extended Care. Regular pick-up procedures apply.

Extended Care is billed only in full-hour increments, following a 5-minute grace period, as follows:

#### **FEEES FOR BREAKFAST CLUB**

Each student \$ 5.00 flat-fee

#### **FEEES FOR AFTER-SCHOOL EXTENDED CARE**

One child \$ 6.50 per hour

Two children in same family \$ 9.00 per hour

Three or more children in same family \$11.00 per hour

If you are later than 6:00 p.m., there will be a late fee of \$1.00 per minute after 6:00 p.m. For the safety and security of all students, each student, entered into after school Extended Care, must be signed out on a daily basis by the parent or person named on your Student Pick-Up Authorization.

### **SIGN-OUT POLICIES & PROCEDURES**

**A student walking into the Extended Care Classroom without a parent, between the hours of 3:00 and 6:00 p.m., will be considered "checked-in" and only released when signed out by his/her parent or someone on the Authorized Pickup list. Appropriate charges will apply.**

**Students will not be released without authorization by the parent or guardian.** Authorized pick-up contact names are added through ParentsWeb Online Access. Changes can take up to 24-hours to take effect, so if a last minute change is necessary, you will need to contact the School Office. It is usually a good idea to include spouses, of authorized pick-up contacts, for convenience.

It is our policy that **no one under the age of 18 is allowed to pick up a student from school, unless special circumstances and/or prior authorization is received.**

A parent cannot ask the school to withhold release of his or her student to the other parent or parent’s representative, without a legally binding instrument.

As required by law, students dropped off at Breakfast Club and picked up from after school Extended Care must be signed in or out on a ledger provided by the school.

**AFTER SCHOOL POLICY FOR NON-EXTENDED CARE STUDENTS**

Unless a student is in our Extended Care for that day, he/she is restricted from the education building and the black top area. A student can use the bathroom or get a drink of water, in the education building, but must go alone or with an adult. Have your child tell you ahead that they need to enter the education building for either of these reasons. Students are not to go in groups to use the facilities, as unsupervised, could lead to “horse-play.” Preschool classes may still be in session, and it is disruptive, to our classrooms, to have students and/or siblings running through the hallways. Students and/or siblings are welcome to play on the grass area or the courtyard, where are to be supervised by parents at all times. If a student violates this policy, he/she will be escorted to the parent and receive a detention.

**GRADING SYSTEM**

**Kindergarten grades are determined by the following grading scale:**

Academics	
N	Not Introduced
1	Below Grade-level
2	Grade-level
3	Above Grade-level

Development	
O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

**First Grade grades are determined by the following grading scale:**

Academics	
O	90-100%
G	80-89.9%
S	70-79.9%
NI	0-69.9%

Citizenship/Work Habits	
O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

**Second through Seventh Grade grades are determined by the following grading scale:**

Grade	Percentage Earned	GPA
A+	97.50-100.00%	4.3
A	92.50-97.49%	4.0
A-	89.50-92.49%	3.7
B+	87.50-89.49%	3.3
B	82.50-87.49%	3.0
B-	79.50-82.49%	2.7
C+	77.50-79.49%	2.3
C	72.50-77.49%	2.0
C-	69.50-72.49%	1.7

Citizenship/Work Habits	
O	Outstanding
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

D+	67.50-69.49%	1.3
D	62.50-67.49%	1.0
D-	59.50-62.49%	0.7
F	0-59.49%	0.0

Report cards are provided by trimesters in Fall, Spring, and end of the school year. Parent/Teacher conferences are scheduled in the first and second trimester. Additional conferences can be scheduled at the parent or teacher's request anytime throughout the school year. Grace Christian Schools will provide separate parent-teacher meetings, as the need arises or if there is a court order. The school is to be informed within a reasonable time. The end of the year Report Card will be posted shortly after the last day of school. Parents can view/print report cards on ParentsWeb. Any questions or changes must be made no later than June 30, as they are removed from ParentsWeb and archived on July 1.

### **AWARDS**

At the end-of-the-year Awards Assembly, students who meet the following criteria will be awarded based on their academic performance. There are two types of awards based on the grade level of the student.

Grades First through Second can earn an **Exemplary Work Habits Award**. During these years, students still rely on parents to help them with their homework. Parents should be encouraging their child to take pride in their homework while laying a good foundation for work habits/study skills and continue working towards independence. The following standards must be met for all 3 trimesters:

- Turns in all homework on time.
- Reading log completed each week.
- Make-up work turned in within time limits, etc.
- Completes classwork in a timely manner/uses time wisely.
- Is a conscientious worker that puts forth best effort in all academics.
- Students must work cooperatively with their parents.
- Work product must be neat.

The **Academic Achievement Award** is given to students in grades Third through Sixth. To qualify, a student must earn a 3.70, and above, Grade Point Average (refer to Grading System Chart above) during and throughout all 3 trimesters. The 3.70 GPA is computed only from Language Arts, Math, Bible, Science, and/or Social Studies.

## **CURRICULUM**

The curriculum content concerns itself with the development of the whole student. It is individualized in order to address the innate and God-given abilities of each student centered on a strong traditional education of core studies of Bible, Reading and Language, Math, Writing, Social Studies, and Science. Students are instructed in Spanish, Fine Arts, Library, Technology, Music, and Physical Education, rounding out the instructional program.

### **HOMEWORK**

Each week, Teachers assign homework with completion deadlines.

- Grades K-1, homework will include nightly reading, spelling, and Bible Verse memorization. Optional resources are available on ParentsWeb for growth in various areas.
- Grades 2-7, purposeful homework will be assigned nightly as noted in students' planners or on ParentsWeb. The amount of homework will be appropriate to grade level and increase as students progress through grade levels. In addition, educational projects will be assigned.

## **PARENTSWEB**

Grace Christian Schools uses Renweb, school management software. Online access to student information through Renweb is called ParentsWeb.

ParentsWeb is a private and secure parents' portal that allows our parents, to see academic information specific to their child(ren), while protecting their information from others. Parents can see their child's grades, attendance, homework, and conduct, as well as other useful school information. Parents can also communicate with teachers and other school staff online whenever necessary. Each parent may have their own ParentsWeb account.

## **SCHOOL RECORDS**

As per the laws of the State of California, parents have the right to access their student's records. If a parent wishes to view his/her child's records, please feel free to stop by the School Office and see the Principal.

A non-custodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

# **ATTENDANCE, ABSENCES, & TARDIES**

## **ATTENDANCE POLICY**

California law requires students to be in regular attendance at school. It is the position of Grace Christian Schools' elementary students that no student can be absent from his/her studies without running the risk of impeding academic progress. We understand absences for reasons of illness or family emergencies are unavoidable, but even when absences are excused they can still take a toll on a student's progress. The following procedures apply:

### **General Attendance Policies:**

- Parents/Guardians are to notify the School Office no later than 9:00 a.m. if their student will be absent. This may be done through the website or by calling the School Office at 949-951-8683, ext. 4.
- A student should NEVER be sent to school if he or she has a cold or a fever of 100 degrees or above. Student should be fever free for 24 hours, without the aid of a fever reducing medicine before returning to school.
- Students arriving to school after 10:30 a.m., without an Excused Tardy\*, will receive an absence.
- Students leaving school before 12:00 p.m., without an Excused Tardy\*, will receive an absence.
- **To avoid receiving an absence, a student must be in school at least four (4) hours of the school day.**
- Students, with more than 15 absences per year, risk future attendance at GCS. A meeting between Principal and parents will be scheduled, in attempt to correct the situation.
- Perfect Attendance Awards are given out at the end of the school year to those students who have zero absences for the entire year.

## **ABSENCE POLICY**

**Excused/Unexcused Absences:** A school absence is defined as: "Any time a student is not present in the classroom for a minimum of 4 hours of any scheduled school day." To report your child as absent, you may use the school website, [www.gracechristianschools.org](http://www.gracechristianschools.org)-(On homepage, under Quick Links, click "Absence Reporting") or call the School Office at 949-951-8683, Ext. 4, no later than 9:00 a.m. Follow prompts to leave a message with the student's name and reason for the absence. Excused absences are for student illness, family emergency (subject to Principal's discretion), and/or by special permission from the Principal only. Although excused, these absences are included on your student's overall attendance records and affect their yearly status. There is no penalty in class work for excused absences, however, all missed assignments must be made up as



required by the Teacher. It is important to report an absence to prevent being recorded as unexcused-*See make-up assignments*. Absences for other reasons including vacation, personal days, etc. are marked as unexcused.

**Family Vacation/Personal Days:** Each student is given up to 15 days of unexcused absences per school year, without penalty. This has been set aside to support families who plan vacations outside of normal holiday breaks and/or for family visits from out of town guests. We understand that family time is very important however, absences can still take a toll on your student's progress. If your student is going to be absent for more than five consecutive days, please fill out a Homework Request Form, in the School Office, two weeks before your planned vacation.

**Excessive Absences:** It is the school's basic responsibility to provide a quality, "traditional" education, accomplished only when the student is at school. More than fifteen (15) unexcused absences, during the course of the school year, are considered excessive. Absences, exceeding this limit, may jeopardize the student's future attendance in the GCS program. A parent conference will be held with the Administration in attempt to correct the situation.

### **TARDY POLICY**

Our tardy policy is a tool for parents to use in teaching their student how important it is to be on time. No doubt, we all know the benefit and requirement for a successful work ethic, is to be punctual. Arriving at school on time is a valued characteristic trait, and it is out of respect for the teacher and classmates that the student strives to be punctual. All teachers and staff are required to be on time, and so are all students. **A tardy student: Disrupts the class, misses valuable academic time, and develops poor habits.**

Students can be dropped off from 7:45-8:00 a.m., at no charge. Your student is considered tardy if arriving after 8:00 a.m. (see Express Drop Off Procedures). Students who arrive after 10:30 a.m., or are picked up from school prior to 12:00 p.m., will be considered absent. **To avoid receiving an absence, a student must be in school at least four (4) hours of the school day.**

After 8:00 a.m., parents **MUST** walk their student into the School Office for a late check-in. The student will be given a "Class Admit" (required to get into class), which must be given to his/her Teacher when entering the classroom. When the parent signs the student in, an unexcused or excused tardy will be documented.

- Students arriving late will not be admitted to class without a "Class Admit" slip.

**\*Excused/Unexcused Tardy:** It is the parent's responsibility to plan accordingly and make every effort to have their student at school on time. The California Education Code defines an excused tardy ONLY in cases where the School Office has been notified in advance of an early morning doctor/dentist appointment, a memorial/funeral service, or extenuating circumstances as pre-approved by the Administration. Tardies resulting from oversleeping, etc. are unexcused.

**Excessive Tardies:** Each student will be allowed six tardies per trimester (eighteen per year) for unforeseen reasons. More than four tardies in a trimester are considered excessive. Corrective measures generally include:

- 5<sup>th</sup> tardy – Parents are notified in writing, and student will meet with the Principal.
- 7<sup>th</sup> tardy – Students receive a 30 minute lunch detention.
- Each additional 2 tardies will result in another lunch detention.
- Parents may opt to serve the detention, in lieu of their student, if deemed appropriate.

NOTE: More than 3 detentions will jeopardize a student's continued enrollment at GCS.

**Early Pick-Up:** All students are expected to remain in school until dismissal time. Students should only be signed out early, by a parent/guardian, in the event the student has a scheduled doctor and/or dentist appointment. These appointments will be considered excused, and not count against the student's attendance record, when written confirmation is provided to the School Office. Early pick-up, for other personal reasons, will be considered unexcused, are strongly discouraged, and

should be very limited throughout the year. Students miss valuable teaching time as well as important announcements. To avoid receiving an absence, a student must be in school at least four (4) hours of the school day.

Before opting to pick your student up early, please consider the following:

- Is it essential to take my child out early?
- What subject(s) will my child be missing?
- Will my child miss valuable teaching time or a scheduled test?

If you must pick-up your student before the day's end, we encourage you to call the School Office before coming. We will make every effort to have your student packed-up, in the School Office, and ready to go for you when you arrive. A parent or legal guardian must sign the student out in the School Office. Other adults, whose names are on the Authorized Pick-Up List, may only pick-up early if we have received written or verbal confirmation from the parent/guardian to do so. Otherwise, your student will need to remain at school until dismissal.

## **MAKE-UP ASSIGNMENTS**

**Making Up Lost or Missing School Assignments:** Missing school assignments can be made up but the grade will not reflect full credit. The missing assignment must be made up within 1 week after the assignment's posted date on RenWeb. Work will not be accepted after the posted due date. If an assignment is lost, parents may:

- Contact a fellow parent for the assignment.
- Arrange a time with the teacher to get the master copy of the assignment in order for the parent to make another copy of the missing school work.

**Trimester Grading Cutoff:** Missing schoolwork that occurs just before the end of trimester grading may not have a full week to get the work made up. The cut off dates for missing work are:

**Trimester 1:** November 9, 2017 • **Trimester 2:** March 5, 2017 • **Trimester 3:** June 6, 2017

**Make-Up School Work Missed Due Absence:** Making up school assignments based on unexcused absences, illness, sports or vacation are as follows:

- Students absent for less than 5 days, will be given 2 days to make up work, tests or quizzes for every 1 day of school missed. Work will be available for makeup upon the student's return.
- Makeup work cannot be requested **until** the student returns to school. The sooner the assignments and tests are completed, the better the student can focus on the work in the classroom.

**Make-Up School Work For Extended Period of Time:**

- If a student is gone 5 days or more of unexcused absences, or vacation, parents can put in a request for work, 2 weeks ahead of time, by filling out a **Extended Absence Request Form** on ParentsWeb and turned in to the office.
- Assignments provided before the absence will be a "best guess" of what will be covered in the student's absence. They are **not** a guarantee that the student will be exactly where the class is when he/she returns.
- If a parent does not request work ahead of time, work will be provided by the teacher and due one week from the date of return.
- If a student has missed more than 5 days of school due to illness, parents can fill out the **Extended Absence Request Form** on ParentsWeb to request the past weeks work to give the student an opportunity to keep up with the class as best as possible. Teacher and Parents can work together to provide the student with ongoing school work during extended illness.
- All missing work must be completed and returned to the teacher on the first day the student returns to school, based on prior-requested work.

- Missed school work requested before the absence is due upon return or will receive less than full credit. Upon return to school, all missed tests will be taken.
- Missed school assignments turned in after the allotted time limit will not receive full credit.
- The school is not responsible for study hall or tutoring sessions when the absence unexcused, vacation or sporting events.

**Excessive Absences:**

- Students that exceed the 15 day unexcused absence limit, thereafter, will receive “zeros” for all work missed during the unexcused absence days thereafter. Tests and quizzes cannot be made up or taken in advanced. Continued absences may result in the student being asked to withdraw from the school.
- If the teacher recommends a tutor for your student, because of excessive absences, the school office has references for outside the school tutors.

**ILLNESS**

Keeping children healthy is important! **Your child will be sent home if he/she appears to be ill. We will make every effort to contact the parent or guardian. It is important that you make all pertinent phone numbers available to the office.** If we are unable to contact either parent, we will call the emergency contact(s) in the order given on your Emergency Form.

**Please do not send your child to school if he/she is ill or has any abnormal symptoms.** As your child arrives at school, a brief “health check” may be given at the door if your Teacher has concerns of your child’s health.

If your child has been exposed to a communicable disease, it is very important to **notify the School Office.** If there is any possibility that a child was contagious while at school, we will send an email to notify parents of the date of the exposure and the condition, along with a list of general symptoms to look for in their children. The California State Law requires that “the principal or other person in charge of public, private or Sunday School exclude, therefore, any student or person affected with a disease presumably communicable, until the expiration of the prescribed period of isolation for the particular communicable disease.”

**Before returning to school after an absence due to illness, a child needs to be free of symptoms and/or fever for at least 24 hours. Some illnesses and/or lingering symptoms may require a physician’s release note.**

<b>YOUR CHILD WILL NOT BE ADMITTED TO CLASS IF ANY OF THE FOLLOWING SYMPTOMS OF ILLNESS ARE PRESENT</b>	
Cold/Flu	Fever/Sore Throat
Runny Nose With Thick and/or Colored Secretions	Watery/Inflamed Eyes
Conjunctivitis (Pink Eye)	Ear Ache
Constant Cough	Diarrhea/Nausea
Marked Drowsiness/Dizziness	Draining Sores/Burns/Abscess
Rash (Physician Note Determines Not Contagious)	Head Lice (See Below)

The following is a breakdown of many of the common communicable diseases children may come in contact with, and general guidelines regarding these diseases:

<b>DISEASE</b>	<b>INCUBATION PERIOD</b>	<b>CONTAGIOUS PERIOD</b>	<b>EXCLUSION FROM SCHOOL</b>	<b>SYMPTOMS</b>
<b>Chickenpox</b>	2-3 Weeks/ Commonly 13-17 days.	As long as 5 days, usually 1-2 days prior to eruption of first vesicles & not	5-7 days after first vesicles appear & until vesicles become dry & scabbed over.	Slight fever, crops of red, raised type eruptions that change to vesicles &

		more than 5 days after eruption of first vesicles.		then form scabs.
<b>Measles (Rubeola)</b>	10-14 Days	About 1 week before & 4 days after onset of rash.	4 days after onset of rash.	3-4 days of cough, varying degrees of fever, red-raised rash that becomes blotchy, Conjunctivitis & sensitivity to light
<b>Measles (Rubella/German)</b>	14-23 Days	During the acute stage of illness. Virus may remain in stool for 2-3 weeks.	7 days after onset of rash.	Fine pink rash, enlarged glands behind ears & back of neck, & slight fever.
<b>Hand/Foot/Mouth Disease (Coxsackie Virus)</b>	3-5 Days	Greatest before onset of rash & probably not communicable after onset of rash.	During the acute stage of illness. If child has lesions not accompanied with symptoms of acute illness, there are no restrictions.	Fever, malaise, sore mouth or throat, not eating well. Lesions in mouth, on palms, fingers, and/or soles of feet.
<b>Fifth Disease</b>	4-20 Days	4-48 hrs. after appropriate treatment starts.	During Acute Illness	Redness of cheeks (as in slapped face), lacy-like rash on trunk & extremities, which fades but may recur with exposure to sun/heat.
<b>Impetigo</b>	1-3 Days with Streptococcal, 4-10 Days with Staphylococcal	48 Hours after treatment starts.	48 Hours after treatment starts.	Begins with blister-like eruptions- Becomes pustular in appearance Y spreads. Most commonly on face.
<b>Ringworm</b>	Scalp 10-14 Days/ Body 4-10 Days	During course of active infection.	After treatment starts. Active lesions s/b covered with clothing, if possible.	Lesions tend to be circular with central healing. On scalp, there tends to be hair loss.
<b>Strep Throat/Scarlet Fever</b>	1-3 Days	From onset of illness until 24-48 hours after treatment begins.	48 hours after antibiotic treatment started & until fever gone.	Fever, sore throat, and/or swollen/sore neck glands. Sandpaper-type rash with Scarlet Fever.

**HEAD LICE:** Adult Head Lice are grey or brown, wingless insects approximately 1/8 inch in length. Adult females lay eggs (Nits) by gluing them to the hairs near the base. Lice do not fly or jump and can be detected by parting the hair and examining near the scalp; most commonly found near the ears and back of the neck. Children ages 3 to 11-years old are at the highest risk for Head Lice infestation.

When a child is found with Head Lice, parents will be notified immediately, and the child will need to be picked up from the School Office. At that time, a specific letter will go home with the child regarding procedures for treatment. In addition, a confidential notification will be sent out to

classmates explaining the possibility of exposure to Head Lice and some precautionary procedures. Treatment for Head Lice is necessary for children diagnosed with an active infestation. All household members and other close contacts should be checked; those persons with evidence of an active infestation should be treated as well.

Grace Christian Schools has a “No-Nit” policy regarding Head Lice. Children determined to have Head Lice, either by the school or diagnosed at home by the parent, will not be allowed to return to school until a minimum of 24 hours after their first treatment. Upon return to school, the child is required to come to the School Office to be checked by School Personnel before being allowed to return to class.

**ALLERGIES:** Please make sure the School Office is notified of any type of allergies that your child is susceptible to, **especially any type of food allergy**. We do our very best to monitor food allergies and make a conscientious effort to make sure that your child is not exposed to anything that would cause an allergic reaction.

Any medication(s) your child might need to have administered while at school, i.e. inhaler, EPI Pen, Benadryl, cough drops, EVEN sunscreen, etc. is to be secured through the School Office prior to the date given as there is necessary paperwork to be completed. **No medication is to be given to the Teacher or sent in a backpack/lunch box with your child to school.**

## **STANDARDS**

### **BEHAVIOR**

Good manners, respect for authority, and a mutual respect for each other are fundamental in developing a healthy, well-adjusted adult. Therefore, good manners and etiquette are a part of the student character-building emphasis at Grace Christian Schools.

Each student has the responsibility to act in accordance with Grace Christian Schools’ rules, policies, and procedures. Students are expected to put into practice Biblical principles that have been taught in the classroom about Christian character and behavior. Instruction, discipline, and rewards are parts of the Grace Christian Schools’ Discipline Policy. **“Remind them to be subject to rulers, to authorities, to be obedient, to be ready for every good deed, to malign no one, to be contentious, gentle, showing every consideration for all men.” Titus 3:1-2**

Students should be responsible for their behavior; therefore, Grace Christian Schools strives to make the campus and classrooms a wholesome atmosphere where students can have a learning environment that is safe, clean, and without disruption. Students are to conduct themselves as ladies and gentlemen. Parents will be notified of all major breaches of conduct.

Students are to: Love their neighbor, always tell the truth, not steal, not gossip, follow classroom and school rules, show respect for others and their property, use appropriate language, remain on campus during school hours, keep out of off-limit areas, do not distract others from learning, do not chew gum in school, do not hold hands, pair off, or demonstrate inappropriate behavior. **“Love your neighbor as yourself.” Matthew 22:39**

Do not assume that all phone calls or notes from school are cause for concern. The call or note may be to let you know that your child “was caught being a good citizen!”

### **ETHICS & MORAL ISSUES**

**Plagiarism:** The dictionary defines plagiarism as, “Taking ideas or writings from another person and offering them as your own.” The student, who leads readers or teachers to believe that what they are reading is the student’s original work, when it is not, is guilty of plagiarism and will receive the appropriate discipline for dishonest work.

**Bearing False Witness:** A student found to have falsely accused another student of wrongdoing will himself or herself be disciplined. **“You shall not bear false witness against your neighbor.”**

## **Exodus 20:16**

**Gossip:** Each staff member, student, and his/her family members should feel safe from slander, defamation, rumor or malicious talk. Anyone found gossiping will be confronted and disciplinary action will be taken; this may include meeting with the School Board, Grace Community Church Pastor or Elders.

## **GOOD REPORT POLICY**

***“You shall not bear false witness against your neighbor.” Exodus 20:16***

What does this mean? We are to fear and love God so that we do not betray, slander, or lie about our neighbor, but defend and speak well of him and explain his actions in the kindest way.

As we are committed to Jesus Christ and His servants in the ministry here at Grace Christian Schools, we practice the “Good Report Policy” below:

- *Jesus said, “If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” Matthew 18:15-16*
- *“A gossip betrays confidence, but a trustworthy man keeps a secret.” Proverbs 11:13*
- *“A perverse man stirs up dissension, and a gossip separates close friends.” Proverbs 16:2*
- *“Let your speech always be with grace, seasoned with salt, that you may know how to answer every man.” Colossians 4:6*
- *“The words of a gossip are like choice morsels; they go down to a man’s inmost parts.” Proverbs 18:8*
- *“If anyone considers himself religious and yet does not keep tight rein on his tongue, he deceives himself and his religion is worthless.” James 1:26*
- *“Therefore encourage one another and build each other up, just as in fact you are doing.” I Thessalonians 5:11*

In every school, there is a multitude of interpersonal relationships. If Satan can cut off or taint any line of communication, he will score a victory. In such instances, people will then often end up offending others, and being offended themselves, because of the gossip and slander that prevails. In such an atmosphere, it is impossible to enjoy our Lord’s peace and presence.

Our goal is to build unity so we can enjoy an atmosphere of the presence of Christ and to impress upon our students and their families His love and power. Our goal is to exalt Jesus Christ and to uplift His body of believers.

If differences between staff members or parents arise, it is important to remember that there are Biblical principles and steps to follow in resolving differences. In order to encourage Biblical principles and steps, we practice a “Good Report Policy” at Grace Christian Schools.

**If a person comes to you to express dissatisfaction, gossip, or slander about a fellow staff member, parent, or student, it is your responsibility, as quickly as possible, to interrupt and say, “I appreciate your concern, but I have committed myself to listen to only good reports about others. I must ask you before you go any further, have you spoken to \_\_\_\_\_ about this problem?”**

**If they have not, please respond with, “Would you talk with \_\_\_\_\_ and try to reach an understanding? If you are not satisfied, please go to the Principal or Pastor and he/she will go with you as a witness to discuss the matter further.”**

This policy has, as its chief goal, the exalting of Jesus Christ and the edifying and building up of believers by following Biblical principles. Let us strive to tame the tongue as Scripture invites in James 1 and 3, rather than dismissing or ignoring any problem, or denying that such problems exist.

If differences or conflicts happen, the “Matthew 18 Principle” will apply:

- If you feel someone has offended you, pick a time when you can be alone and go to that person in love and honesty to talk with them. Your goal should be to restore and resolve, not accuse.
- If you are not satisfied that the matter has been resolved, then go to the Principal or Pastor. Do not unilaterally attempt to give only your side of the matter. Instead, invite the Pastor or Principal to go with you as a *witness* to the person with whom you have an issue.

Like anything else in the Christian life, this commitment requires continual vigilance. Remember, a mark of a mature walk with Jesus Christ is not whether we are able to expose a brother or sister in sin, but whether we are able to restore and reconcile relationships in Christ. Only in this way is Christ exalted. The following acronym expresses this:

**G-R-E-A-T - Good Reports Edify And Testify**

**G-R-A-T-E - Gossip & Rumors Always Tear & Erode**

## **DISCIPLINE**

***“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11***

It is critical that a Bible-oriented, Christ-centered atmosphere permeate the campus. Student and parent behavior is an important aspect of that atmosphere and students are expected to contribute to it. It is the goal of the school to promote a secure, positive, and healthy environment. The teachers demonstrate kind and loving reinforcement techniques. This is a desire to correct attitudes and stimulate good behavior and self-esteem, not to punish the student. The discipline system contains negative consequences for poor choices that students make. The goal is to emphasize good choices and lead to positive consequences, and vice-versa.

Our school teaches respect for authority, property, and the rights and privileges of others. Discipline is the responsibility of the Teacher; all initial efforts will be oriented toward restoration of the student. The Principal, who will investigate and determine possible remedies and corrective measures, will handle serious discipline problems. The student(s) will be called in to the office to discuss with the Principal unacceptable behavior in comparison with the school’s behavior policy. Disobedience and disrespect are dealt with promptly and firmly. The consequences of unacceptable behavior can be manifested in a behavior contract, loss of privileges, or detention.

## **SUSPENSION**

In rare cases, behavior problems can lead to suspension from school. Suspension is a temporary removal from school. A student can be legally suspended from class by the Principal for one day “for good cause” or when other means of correction fail to bring about proper conduct. The Principal may also enforce suspension for up to five days at a time if he/she finds “good cause.” If the student is suspended, parents or a guardian will be notified and a conference will be mandatory. At the meeting, the Principal will discuss why the student was suspended, what school rules were broken, and how long the suspension will last. Students may be suspended for up to five days at a time, with a maximum twenty days in a school year.

If suspended, the student receives a “zero” on all homework and quizzes during the suspension period. On a make-up test, the student may only receive a grade no higher than a “C.” All homework must be made up and turned in upon return from the suspension to assure the teacher that the student is keeping up with class assignments. Suspension is permanently recorded in a student’s Cumulative Records File, which follows the student through his/her senior year of high school.

Suspensions MAY be given for the following reasons, but are not limited to these offenses:

- Repeated disrespect for authority (Teachers, Teacher's Aide)
- Repeated failure to turn in homework/assignments
- Repeated failure to come to class prepared
- Physical aggression, violence, or threat of violence
- Gambling
- Lying to a staff member
- Cheating
- Bringing any type of weapon or explosive to school
- Sexual harassment
- Inappropriate touching or signs of affection
- Drugs or alcohol
- Excessive Tardies and/or Absences

### **DETENTION**

Earned detentions will be served on Tuesdays. Student will report to the designated detention table during lunch recess. Students will not be allowed to do homework or any other activity while serving his/her detention time.

### **EXPULSION**

Expulsion is defined as meaning: removal of a student from school for "good cause." The School Board must approve any expulsion. Education code 48915

**What Is A "GOOD CAUSE?"** - As per Education Code 48900 and 49915, the law states that a student cannot be suspended or recommended for expulsion unless the Principal determines he/she did one or more of the following:

- Damaged or stole school property.
- Damaged or stole private property.
- Caused, attempted, or threatened physical injury to another.
- Possessed, sold, or provided a firearm, knife, explosive or other dangerous object.
- Possessed, used, sold, provided or was under the influence of a dangerous drug, alcohol, or other intoxicant.
- Possessed or used tobacco.
- Committed an obscene act or regularly used profanity or vulgarity.
- Disrupted school activities or otherwise defied authority.

To ensure the welfare of other students and maintain the Christian standards established by the school, a student may be expelled from school for the following reasons:

- Upon the third suspension.
- For any serious offense where the presence of the student presents a clear danger to others.
- Bringing any type of weapon or explosive to school whether there is intention to use it or not.
- Violence or excessive physical aggression upon another student or staff member.
- Sexual harassment.
- Intimidation/bullying other students.
- Accumulated discipline issues over a period of time.

If, in the opinion of the administration, a student's continued presence is undermining the mission, purpose, or philosophy of the school, the parents may be asked to withdraw the student in lieu of expulsion. Expulsion and Withdrawal are permanently recorded on student's Cumulative Records File, which follow the student through his/her senior year of high school.



## **DAMAGED PROPERTY**

We are proud of our school buildings, their contents, and the surrounding grounds and strive to maintain them with excellent care. Should a student damage or destroy furniture, fixtures, or any school property, above and beyond normal wear and tear, his/her parents will be financially responsible for repairing or replacing the damaged item.

## **UNIFORM DRESS CODE**

Grace Christian Schools bases its uniform dress code on two criteria: Standards of modesty and the desire for neat, clean, and attractive appearance. **All K-Jr.High students are required to wear only the Grace Christian Schools' elementary uniform items with logo.** A school uniform is to be worn each day unless designated as a special-event day. Brand new uniforms are purchased through Parker School Uniforms. Students with five uniform violations or more will receive detention. After the first five uniform violations, the student will serve detention for each of the consecutive uniform violations thereafter. (See Detention)

**Transitional Kindergarten (TK) Uniforms:** Although TK students are allowed to wear our K-Jr. High uniforms, the only required piece is the Jr. Patriot's T-Shirt which are available in the School Office. Students in the 5-day program receive three free Jr. Patriot's t-shirts, and those in the 3-day program receive two t-shirts. If parents wish to purchase more Jr. Patriot t-shirts, they can be ordered through the School Office. Student can wear any bottoms of their choosing, as long as they adhere to modesty requirements. If you would like to purchase uniform pants, shorts, or skorts, shop at local stores that carry uniforms, i.e., Kohls, Target, and J.C. Penney. Parker School Uniforms pieces can be ordered online.

Uniforms are available at [www.truegrits.com](http://www.truegrits.com), under the Grace Christian Schools' wardrobe account. Only the approved Parker School uniform items by grade are allowed. This wardrobe gives children a wide variety of choices and will avoid the "cookie-cutter" look, while at the same time, provide consistency in style. Things to keep in mind when purchasing the uniform items for your student:

- Pants, shorts, and skorts can be purchased through any store that carries school uniforms. All other uniforms pieces must be purchased through Parker School Uniform
- Students can wear regular lace-up, buckle, Velcro rubber-soled, low to mid high-top (tennis) shoes, or Mary-Jane's for girls. No high-top tennis shoes or slip-on shoes can be worn. Sandals, roller shoes, flip-flops, or slides are not allowed.
- Sweat pants and recreational clothing not permitted.
- Every Friday is T-Shirt and **blue**-jeans Friday. The approved Grace Christian Schools' T-shirt, with logo, Spirit Day T-shirt, can be worn with blue denim bottoms (shorts, skorts or pants). Normal uniform is worn if students don't wish to wear t-shirt and blue-jeans.
- The Grace Christian Schools' pullover, zipper-front sweatshirts, and navy cardigan are available through Parker School Uniforms (no other sweatshirts are permitted).
- Special-dress days are scheduled on the calendar. Students are encouraged to wear clothes fitting the theme (e.g. Pajama Day, Red & Green Day).

## **GIRLS UNIFORM & APPEARANCE GUIDELINES**

- Parker School Uniforms Grace Christian Schools' logo short-sleeve, jersey-knit, polo shirt in red, navy, white, or gray. Black for Jr. High only.
- Parker School Uniforms Grace Christian Schools' logo pullover sweatshirt, zipper-front sweatshirt, zipper-front nylon windbreaker jacket, zipper-front fleece jacket.
- Parker School Uniforms Grace Christian Schools' logo navy cardigan.

- Parker School Uniforms, or any store that sells uniform pieces, twill shorts, skorts, or long pants in navy or khaki.
- Parker School Uniforms plaid jumper (Style #M1016P)-Grades TK-2.
- Parker School Uniforms white blouse with round collar, navy piping (#G307) worn with jumper only.
- Parker School Uniforms plaid, pleated skirt (Style #M1203P)-Grades 3-6.
- Parker School Uniforms red, navy, or gray jersey-knit polo shirts worn with skirt. Black for Jr. High only.
- Bike or play shorts (navy or black) **MUST** be worn under jumper and/or skirt for modesty during outside play and sitting on the carpet.
- Socks must be worn at all times. Socks higher than the ankle, and tights, must be a solid colors in navy, red, gray, black or white. No socks allowed with designs.
- No extreme hairstyles, color, feathered hair extensions, or shaving of the head.
- Jumpers, shorts, and/or skorts should be no shorter than 3-inches above the knee while kneeling.
- On free dress days, shorts and/or skorts should be no shorter than 3-inches above the knee.
- Parker School Uniforms jumper worn with Parker School Uniforms blouse only.
- All long-sleeved shirts must be Parker School Uniforms uniform shirts.
- No makeup of any kind allowed.
- Non-black nail polish is allowed.
- No excessive jewelry. Earrings, one per ear, must lay flat on the ear and no hoop earrings of any kind permitted. Jewelry should not interfere with P.E. participation. Safety is the first concern.
- Hair accessories must be in the school's colors: red, white, or navy blue.
- No tattoos or body piercing allowed.

### **BOYS UNIFORM & APPEARANCE GUIDELINES**

- Parker School Uniforms with Grace Christian Schools' logo, long or short-sleeve, jersey-knit, polo shirt in red, navy, or gray. Black for Jr. High only.
- Parker School Uniforms with Grace Christian Schools' logo, pullover sweatshirt or zipper-front sweatshirt, zipper-front nylon windbreaker jacket, zipper-front fleece jacket.
- Parker School Uniforms, or any store that sells uniform pieces, twill shorts or long pants in navy or khaki.
- Pants must be worn at waist level.
- Socks must be worn at all times. Socks higher than the ankle, and tights, must be a solid colors in navy, red, gray, black or white. No socks allowed with designs.
- No tattoos, body piercing, or earrings allowed.
- There should be no extremes, either, in hair length, style, or color (no ponytails, lines, designs, spikes, or shaving of the hair). Coloring hair is not permitted (all or part of the hair). Any hair color applied in summer must be completely gone by the first day of school, or the student will not be allowed to attend class. The hair must be cut, so that it is off the collar, out of the eyes, and no longer than mid-ear.

### **PERSONAL ITEMS**

- Toys and similar items should not be brought to school unless specified by the Teacher for share time. When brought for share time, they must be left in the classroom.

- Students are not allowed to have the following on campus:
  - ✓ Weapon-type toys (guns, knives, etc.) or inappropriate theme items that are against Christian ethics.
  - ✓ Silly bands, Pokémon Cards, etc. - Must be kept in backpacks for off-campus after school use, as these can result in hurt feelings and/or a temptation for others.
  - ✓ Skateboards, rollerblades, roller-shoes, CD or tape players, Game Boys, iPods, or any other portable electronic equipment.
  - ✓ Cell phones must be turned off during school hours.
- All clothing and school items (e.g. lunch boxes, backpacks) should be labeled in permanent marker or have clothing labels.
- The school does not assume responsibility for lost, stolen, or damaged items.

## **MEDICATIONS**

If your child is currently taking any medication, it may be given at school only under the following conditions:

- Parent must complete a “Medical Authorization” from the School Office.
- Medication must be in its original container.
- No medication of any kind (including aspirin or cough drops) may be dispensed by the student.

Medication must be turned into the School Office, no later than by August 1.

## **LUNCH & SNACK**

We want to provide your children with the best possible learning environment. One way that you can assist us is by sending healthy snacks and lunches to school with your child. Chips, treats, and sweets taste wonderful, but after the initial sugar/carbohydrate rush, children become groggy and lose focus. Please limit cookies, chips, sugary drinks, etc. By keeping the body’s blood sugar levels even, during the school day, the brain is ready to learn and perform at optimum capacity. For some children, sugar can have an adverse effect on behavior as well, and can create disruptive conduct in the classroom. When we notice unhealthy foods in a child’s lunch, we will ask them to save it for after school (Orange form to parents). When excessive amounts of unhealthy food are noticed, parents will be notified to discuss concerns.

Our campus is “nut free.” We have students who have life-threatening allergies to peanuts and/or tree nuts. Sunflower butter and soy butter are acceptable alternatives for peanut butter. Please also check for nuts as an ingredient in items, such as granola bars. Food with packaging mentioning “trace” exposure to peanuts, in the factory, is acceptable to bring. This does not mean the food item has peanuts in it, but that it was made in a factory that also processes peanut products. This exception is only allowed in TK-Jr. High (not preschool).

We do not allow students to share/swap food with anyone. Even if your child does not have food allergies, as a parent, you need to know what child is or is not eating. If a child does not like an item, we will ask them to take it home, so that you will know they did not eat it.

On certain days, we leave the lunch table area to play on the grass. We have some very clever crows that have figured out how to raid unprotected lunches. They are smart enough to rip open brown bags and even large plastic bags. With this in mind, please pack your child’s lunch in a sturdy lunch box.

Thermoses are great for keeping food items warm, as the Lunch Aides cannot leave the students to warm up food. **For your convenience, a “Hot Box” is provided for hot foods sent from home.** Lunches are to come with the students, and placed in the grade level containers located at the

lunch table, when arriving to school in the morning. Parents are asked not to bring their child's lunch, later in the morning. There have been too many times parents have forgotten to bring the lunch or didn't arrive until lunch was over, causing anxiety for the child who must sit and wait while others are eating. In addition, lunchtime may be moved inside due to weather (rain or extreme heat). If a child forgets a lunch, we have pre-packaged tuna or chicken salad meals that include condiments and crackers, or macaroni and cheese. The School Office will be invoiced \$5 through ParentsWeb.

Parents that wish to come have lunch with their student may do so, but must first check in through the School Office and get a visitor's badge to wear while on campus.

### **HEALTHY LUNCH BOX IDEAS & SUGGESTIONS FOR "KID-FRIENDLY" FOODS**

Warm items kept in a thermos, such as grilled chicken, mac & cheese, etc.	Mini Burgers
Sandwich wraps in tortillas	Hot Dogs
Lettuce wraps instead of sandwich	Quesadillas
Pita Pocket Sandwich	Tacos or mini tacos
Cereal & milk	Taquitos
Corn dogs	Pastas
Chicken nuggets or piece of chicken	Soups
Salads	Grilled-Cheese Sandwich (best wrapped in foil & inside a plastic container)
Corn on the Cob	Cheese (sticks, cubes, shapes)
Cream cheese on tortillas, rice cakes, sliced meat, veggie sticks	Trail Mix, Pretzels, Popcorn, Chex Mix
High fiber granola bars (peanut-free)	Edamame
Veggies (cucumbers, squash, carrots, celery, jicama, turnips, radishes) with dip or cream cheese	Fresh fruit
Fruit cups	Dehydrated fruit, such as peaches apricots, raisins, mangoes
Fruit leather	Olives
Pickles	Applesauce
Pudding	Yogurt, Gogurt, Danimals
Fig Newton's	Vanilla Wafers
100% Fruit Juice	Bagels
BAKED chips, Sun Chips, Wheat Thins, Pita Chips, Pretzel Chips, Veggie Straws, Pop Chips	

## **RECESS & PLAYGROUND**

Play has a purpose. Recess is an important time for children not only for exercise, but it is an important opportunity for social-emotional development.

Our goal is to allow our children to thrive in a safe environment that encourages growth in Christ-like character. We are a family in Christ, so children are encouraged to include everyone in play and accommodate the skill levels of all players.

## **PLAYGROUND BEHAVIOR**

**Restore:** We want to restore relationships, using Christ as our example, through the biblical principles of Matthew 18:15 *"If your brother wrongs you go and show him his fault, between you and him privately. If he listens to you, you have won back your brother."* We will help children resolve their conflicts by bring them together and assisting them in communicating with each other.

**Reflect:** We use a "Give me 5" as a tool for a child to take a short time-out to reflect on his/her behavior before returning to an activity.

**Redirect:** If a child is not cooperating, or is still having a particularly hard time at an activity, we will redirect him/her to another activity for that day.

**Refer:** If the above steps have not been successful, we will send the child to the principal for counseling.

## **COMMUNICATION**

Once a week, staff meets to discuss social/behavior interactions. This is done in strict confidence and with prayer.

If you have a concern, please call the School Office directly and immediately. This will alleviate misunderstandings between home and school as to what is happening during lunchtime and better clarify what your child is being told by the staff.

## **SPECIAL EVENTS**

Grace Christian Schools has special events scheduled throughout the school year. Parents are encouraged to attend and show an active interest in their child's overall performance. These events are scheduled in the school calendar and on the school website.

## **FIELD TRIPS**

Education can take place outside of the classroom walls. Each year the students will have different experiences visiting exciting locations that offer hand on learning. The teacher will select trips that are specific to the grade level she/he is teaching and will select at least one performing arts event, a science related trip and a social studies related trip. In the past, students have experienced the Tressman Planetarium, ride the Metrolink train to Olvera Street, Heritage Park in Lake Forest, O.C. Performing Arts Center, The Shipley Nature Center, Los Angeles Museum of Science and Technology, Discovery Science Center, Bowers Museum, South Coast Repertory, and/or the Long Beach Aquarium of the Pacific just to name a few.

In order to maintain an equitable field-trip program, the following guidelines apply to all grades:

- It is never appropriate for those parents attending the field trip to bring along siblings.
- The number of parents, allowed to go on the field trip, will be specified by the venue or the Teacher. We will always take as many parents as is necessary for the safety of the children.
- All parents driving must have a completed Chaperone Driver Application Form, with proof of insurance and a copy of driver's license, on file in the School Office.
- In the case of an unplanned absence, on a field trip day, parents may be responsible to reimburse the school's out-of-pocket expenses related to the trip.
- Current parent contact information (including phone numbers/address), as well as emergency contacts, health insurance information, and authorized pick-up reports will be carried by the teacher on each field trip.
- Grace Christian Schools requires parent participation and cooperation in regards to transporting student to and from field trip locations. In the event parents are unable to attend field trips and/or there is limited parent participation available, I understand that Grace Christian Schools will do their utmost to provide another parent to chaperone students on the field trip (preferably a classmate's parent). Each chaperone must be approved by the School Office and meet the specific requirements.

- If a student uses a safety restraint system when traveling in a car, it is the responsibility of the parent to install the car/booster seat in the chaperone's vehicle.
- If a parent chooses to NOT give permission to have a GCS Approved Chaperone Driver transport my child, it is the parent's responsibility to get their student to and from a scheduled field trip.
- In the event a student does not attend the field trip, there may be no alternative to school instruction, in which a student may need to be kept home. This is at the discretion of the teacher. A student's grade may be affected by non-participation in scheduled field trips.

## **FALL / SPRING TRIPS**

Special grade appropriate field trips are planned, that involve additional cost and may include overnight accommodations. The following are examples of such trips and are subject to change:

**3rd Grade:** Students will get an after-hours adventure, "Roar and Snore," to view the wild life animals at San Diego Zoo Safari Park.

**4th Grade:** Students will go on an exciting tour bus trip to the **California State Capital**.

**5th Grade:** Students will step aboard the world's oldest active sailing ship, the **Star of India**.

**Jr. High:** The students will attend Palomar Christian Conference Center for 5 days. The Palomar Science Camp program has been designed with three main goals: 1) To open the eyes of young scientists to the wonderful design that God, the Creator, has put into nature. 2) To let students observe and examine this design in a life, unique, and natural outdoor classroom setting. 3) To create a program that exceeds state education requirements.

Parent Meetings are scheduled, and parents will be notified, prior to each field trip.

## **PRIVACY POLICIES**

### **INFORMATION RELEASE**

It is vital that the School Office has current and accurate records of parents' phone numbers. This includes place(s) of employment, office/cell phone numbers, pagers, current home phone number(s), email addresses, relatives' numbers and any other emergency numbers. Changes to student/family information are made through ParentsWeb.

The school does not release phone numbers or other personal information for solicitation purposes. Student/family information shared is solely for the purposes of carpools or birthday parties unless a parent requests that this information not be published.

### **VIDEO RECORDING**

While Grace Christian Schools does not enforce a policy for video recording during student productions (Christmas Concert, Musical, Chapels, etc.), we ask that as a courtesy to those seated around you that all video recording take place around the perimeter of the Worship Center, or venue announced, in order to be sensitive to those viewing the event.

## **PARENTAL INVOLVEMENT**

We strongly encourage parents to be in the classroom on a regular basis, weekly and/or periodically. Parents' meetings are held periodically. Formal conferences are held in November and March (see calendar for dates). Contact your Teacher(s) by email to schedule an appointment convenient for you and your Teacher. We also want to provide an enjoyable family atmosphere and have planned various family events throughout the year.

## **VISITING PROCEDURES**

Parents may have access to their student at any time. For security reasons, all parents must check in at the School Office and pick up a visitor's badge before entering the campus.

## **PARENT TEACHER FELLOWSHIP – PTF**

Grace Christian Schools' Parent Teacher Fellowship (PTF) partners with school staff and families, hosting meetings, special events, and fundraisers throughout the school year. The special events planned will develop relationships between the school families, and the funds earned through fundraisers are used toward classroom technology, staff appreciation gifts, playground equipment, PTF activities, mission projects and family support. PTF meeting location and dates are posted on the website and ParentsWeb Calendar.

## **VOLUNTEER PARENT SERVICE**

Service promotes and fosters a Christ-centered, caring for others, environment as encouraged in scripture. The primary goal is to inspire parental participation in support of the school. Engaging a commitment between the school and families to serve together in tangible acts of service will benefit everyone, especially our students. In fact, research shows that parent involvement in children's learning, strongly impacts student achievement levels.

**“Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does.” Ephesians 6:7**

GCS provides a wide variety of service opportunities throughout the school year from which families choose to be involved.

Volunteers are needed in many areas throughout the school year. The following is a list of some of those areas: New Mom's Brunch, Express Drop-Off, First Day of School/Parent Kleenex and Coffee, ACSI-Spelling/Speech/Art Meets, Christmas Boutique, Classroom Coordinator, Grace Fest, Family Bingo Nights, Fundraising, Morning Playground Supervisor, Preschool Liaison Team, Presidential Physical Fitness Testing, PTF Officer, Book Fair, Spring Musical, Staff Appreciation Luncheon, PTF Childcare, Valentine Social (PK-2nd Grades), BBQ, Yearbook, Field Day, and End of the Year Campout, just to name a few.

When volunteering on campus, check in through the School Office first, to sign in and get a Volunteer Badge.

## **GENERAL INFORMATION**

### **SCHOOL PLEDGES**

Each morning the students will recite the Pledge of Allegiance to the American Flag, the Pledge to the Christian Flag, and the Pledge to the Bible during opening Prayer and Pledges. The Christian flag is the only free flag in the world. It is different from every other flag, religious or secular, ancient or modern. It is uncontrolled, independent, and universal. Unlike all national flags and all denominational flags of various churches, it has no earthly bonds or allegiances. Christ and Christ alone is its Master. Without limitation, it exists for all the world's people regardless of sex, race, national boundary, economic condition, affluence, or poverty, politics, slavery or freedom. It cannot be restricted by any nation or denomination. This unique, universal quality makes it like the air we breathe, belonging to all and yet owned by none. For those who want it, wherever and whenever, it is freely theirs. The Christian flag is one of the oldest unchanged flags in the world. It was conceived at Brighton Chapel, Coney Island, New York, Sunday, September 26, 1897, and was presented in its present form the following Sunday by its originator. Call it chance, providence, serendipity, or the plan of God. On that day, the Christian flag was born. The white on the flag represents purity and peace. The blue stands for faithfulness, truth, and sincerity. Red, of course, is the color of sacrifice, in this case calling to mind the blood shed by Christ on Calvary, represented by the cross.

Below are the words to all three pledges students say each morning:

### **The Pledge of Allegiance**

I pledge allegiance to the Flag, of the United States of America,  
And to the Republic for which it stands,  
One Nation under God,  
Indivisible, with liberty and justice for all.

### **The Pledge of Allegiance to the Christian Flag**

I pledge allegiance To the Christian Flag  
And to the Savior, for whose Kingdom it stands.  
One Savior, crucified, risen, and coming again,  
With life and liberty for all who believe.

### **The Pledge of Allegiance to the Bible**

I pledge allegiance to the Bible, God's Holy word,  
I will make it a lamp unto my feet,  
And a light unto my path.  
I will hide It's words in my heart  
That I might not sin against God.

### **CHAPEL**

All students will attend Chapel, appropriately designed for his/her grade level, on a weekly basis.

### **LIBRARY**

Students are allowed and encouraged to check out books from the School Library for their use at home. Students may have one (1) book checked out at a time and can keep the book for one week. Books may be renewed up to two (2) times. There are no overdue fees for late books; however, students may not borrow any new Library materials until overdue items are returned. Students are encouraged to return books to the red bin in their classroom as soon as they are finished with them. Lost or damaged library materials must be paid for before students can check out additional materials. Replacement fees will be based on the purchase price of the lost or damaged book.

### **“HEART FOR JESUS” AWARDS**

Each student will receive a “Heart For Jesus” Award throughout the year. A certificate will be given to each student, with a Godly character trait noted, which his/her Teacher has specifically observed in the student throughout the year. The character trait’s definition will be tailored exclusively to the student. Parents will be notified in advance of their child receiving the award and are always invited to Chapel where “Heart for Jesus” Awards are presented.

### **BIRTHDAY PARTIES**

If you wish to pass out party invitations at school, **you must include all students** in your child’s class. If you choose to have an all-girl or all-boy or selective party, you must mail out the invitations. Please instruct your child not to announce he/she is having a selective party. To the child not being invited, exclusion from the party can be a very hurtful and painful experience.

### **LOST & FOUND**

There is a Lost and Found Box located in front of the School Office. Please check periodically for lost items. After a reasonable period of time has passed, and no one has claimed the items, they will be donated to a charitable organization. Lost valuable items will be kept in the School Office.