

# 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. 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. 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 truth of the Bible, leading to a life of service for God.

### SCHOOL BOARD

Galvin Chia – Board Chairman  
 Ken Welch  
 Paul McGuire  
 Anna Douglas  
 Naomi Martin  
 Sandi Prince  
 Lynn Tabler

### ADMINISTRATION

Johanna Hendries, Elementary/Jr. High Principal  
 Julie Spielman, Preschool Director  
 Yevette Engle, Assistant Preschool Director  
 Ming Chang, Elementary/Jr. High Administrative Coordinator  
 Kim Wininger, Elementary/Jr. High Office Manager

### OFFICE STAFF

Sharon Frost, Communication  
 Julia Paulsen, Student Accounts  
 Lori Shinkle, Accounting

### FACULTY & STAFF

Transitional Kindergarten (TK)	Judy Ramsey / Selena Lehmann
Transitional Kindergarten (TK)	Sarah Rickard/Aleasha King/Lindsey Frost
Kindergarten	Monika Alverez / Jeanette Miller
Kindergarten	Tonja Yancey / Jennifer David
Grade 1	Briana Longoria
Grade 1	Emily Thompson
Grade 2	Caitlyn Bozigian/Alexis Sadeghi
Grade 3	Heather Gort
Grade 4/5	Jenna Budrovic
Enrichment – Art	Julie Bettwy
Enrichment – Computer/Spanish (Elem./Jr.High)	Clarissa Vivanco

Enrichment – Library	Debra Motz
Enrichment – Music/Jr.High Culinary & Elective Rotation	Lisa Baker
Enrichment – P.E. / Jr.High-Worship Team	Trent Covey
Enrichment – S.T.E.M.	Sharon Gregory
Jr. High – Bible	Pastor Morgan
Jr. High – English/History/Math/Science/Tutorial	Jamie Beaudry

### **AFFILIATION**

Grace Christian Elementary and Jr. High are a ministry and extension of Grace Community Church. The School Board and the Principal are under the guidance of the Church Elder Board.

## **PHILOSOPHY**

### **MISSION STATEMENT**

Grace Christian Schools endeavors to help students 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 to the students while 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 students’ development and parenting skills (Genesis 18:19).
- Provide students with a safe, loving, and nurturing environment (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 enriching activities, which encompass all areas of students’ development (Psalm 78:1-4).

### **WORLD VIEW**

Grace Christian Schools, out of a love for the Lord Jesus Christ, have 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 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 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 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. 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 ensure 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 home. Our goal is to support the parents’ responsibilities 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, practicing 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 based on race, color, or national 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 handbook, 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 student must be five years of age before March 1, 2021, to be eligible for Transitional Kindergarten (TK). A student must be 5 years of age on or before September 1 to be eligible for Kindergarten and subsequently a year older by September 1, 2020, 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 and current I.E.P. if applicable.
- Parents of new students may 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 vaccines: DPT, Polio, MMR, Varicella, and the Hepatitis B series, showing dates given and verified by the physician's office, to the school office no later than August 1. All immunizations must be current 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 completed within the last 12 months of the student's first day at GCS. Currently, temperatures of students are taken throughout the day, and students are observed for symptoms of COVID-19. For a child to attend school daily, parents must sign a COVID-19 "symptom-free home" declaration.

## **ORAL HEALTH ASSESSMENT FORM**

All new students must present written proof and results of a dental exam by a dentist completed within the last 12 months of the student's first day at GCS. Oral Health Assessment Forms are due by May 30 of the student's Kindergarten school year.

## **CUSTODY POLICIES**

The focus of Grace Christian Schools is on the safety and well-being of your student and our instituted policies:

**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, without written permission by a custodial parent or a valid legally binding instrument granting release. Early dismissal requests happen through the school office. A parent cannot ask the school to withhold release of his or her student to the other custodial parent without a legally binding instrument.

**Parent-Teacher Meetings-**Grace Christian Schools will provide separate parent-teacher meetings with reasonable notice ahead of time.

**School Communications-**Grace Christian Schools will provide both parents with school communication unless a court order prohibiting it is on file with GCS.

## **SCHOOL FEES & CREDITS**

### **REGISTRATION FEE**

**Registration Fee:** The TK/Kindergarten annual Registration Fee is \$350.00. Each additional child is \$175.00. The 1<sup>st</sup> through 8<sup>th</sup> grade annual Registration Fee is \$500.00. Each additional child is \$250.00. The maximum Registration Fee is \$750.00 for a family. 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 in January to secure placement for the next consecutive school year.

**Materials/Book Fee:** For TK through Jr. High, a non-refundable fee of \$400.00 is due May 1 or upon enrollment after May 1. Material/Book Fee includes curriculum textbooks, workbooks, multiple technology licenses and devices, classroom craft materials, art, music, drama, P.E. materials, and grade level field trips (excluding overnight trips in grades 3-8).

### **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 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 class. Referral Credits are applied to the referring family once the Registration Fee is paid in full and the new family has attended and paid for three months of the traditional school year.

### **TUITION & ADDITIONAL FEES**

**Tuition:** As a non-profit school, we rely entirely upon tuition to meet salaries and expenses. GCS uses FACTS to simplify payment tracking and management for the school. It is a flexible tuition and billing tool to improve communication with families, enhance fiscal forecasting, and provide a single system to capture tuition and fees. Annual tuition is divided into 12 monthly payments as follows: June, July, August, September, October, November, December, January, February, March, April, and May. Tuition is paid through FACTS with a checking account or a credit/debit card with a 2.85% service fee.

**Returned Fees:** FACTS will notify a family with instructions on how the missed or returned payment will be handled. A \$30.00 assessment fee may apply on a returned-payment fee for each attempt that is returned for insufficient funds. This fee is assessed to offset the fees FACTS incurs by the financial institution when a payment is missed or returned.

**FACTS Fees:** When setting up a FACTS payment plan agreement for the school year, a family may choose one of the following plans: (1) Pay in Full Plan OR (2) Pay Monthly Plan. The Pay in Full Plan is \$20 for the school year. The Pay Monthly Plan is \$50 for the school year. These payment plan agreement fees are collected by FACTS for their services. GCS does not receive any portion of these fees.

**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 student's last day. It is your responsibility to continue paying tuition during this 30-day period regardless if your student attends or not. If you choose to remove your student before the 30-day period, you are choosing 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. 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 through FACTS within 5 days of the due date will be subject to a \$25.00 late fee. For GCS to operate efficiently, it is necessary that all accounts are current. Failure to do so will jeopardize a student's continued enrollment at GCS.

**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 \$7.50 flat fee will be charged to students using the Before School Care Program.

**Textbooks:** 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. Presently, students should keep their classroom supplies separated in the classroom, and any shared supplies in art or STEM are cleaned thoroughly between uses of different classroom groups.

**Class Trips:** Although the expense of regular field trips is included in your tuition, the cost of overnight, extended class trips in grades 3 through 8 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: 8:15 a.m. – 4:00 p.m.**

**TK: 8:05 a.m. – 1:30 p.m.**

**TK Extended Care: 1:30 – 3:00 p.m. (\$7.50 charge)**

**K-Jr. High: 8:05 a.m. – 3:00 p.m.**

**Before School Care Program: 7:00 – 8:00 a.m. – (\$7.50 charge) \*drop-off until 7:30 a.m. ONLY**

**TK-Jr. High Extended Care: 3:00 – 6:00 p.m. – (\$7.50 per hour)**

**Minimum Day Schedule: 8:05 a.m. – 12:15 p.m.**

School begins promptly at 8:05 a.m. It is important that students be on time. This sets an example to your child, impressing the importance of punctuality and ensures that he/she will not miss important morning instruction and activities. Attendance, Pledges, and Prayer will take place in the classroom this school year while COVID-19 Reopening Guidelines are in place.

## **MORNING DROP-OFF AND RAINY-DAY DROP-OFF PROCEDURES**

- Cars enter parking lot at the upper parking lot entrance.
- Proceed straight and weave through the upper parking to avoid congestion on Trabuco Road.
- Proceed into the TK/K lane on the left side or 1<sup>st</sup>-6<sup>th</sup> grade lane on the right side in single-file.
- Morning Drive Through Drop-off is open from 7:45-8:00 a.m. School starts at 8:05 a.m. in the classrooms.
- Students are considered tardy if they are not in the classroom by 8:05 a.m.

## **WORSHIP WEDNESDAY**

Worship Wednesday is devotion and worship time for students and their families. This year, Worship Wednesday, Prayer, Pledges, and Chapel will be held in the classroom. As the year progresses and restrictions in our Reopening Plan are altered, we will resume our normal Worship Wednesday procedures. At that time, communication will be sent from the school with updates.

## **PARKING LOT SAFETY REMINDERS**

- ABSOLUTELY NO CELL PHONE USE WHILE DRIVING IN THE PARKING LOT!
- BY CALIFORNIA LAW, DO NOT LEAVE A CHILD UNDER SIX YEARS OLD UNATTENDED IN A CAR. NOTIFY THE OFFICE IMMEDIATELY IF YOU OBSERVE THIS HAPPENING.
- Upon entering the parking lot, please follow the parking lot signage/supervisors' directions.
- For everyone's safety, please always DRIVE SLOWLY whenever on the school property.
- Please be extra cautious at the crosswalk areas and yield to pedestrians/preschool parents.

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

School ends at 1:30 p.m. for all TK students. TK students may be picked up at drive-through pick-up at 1:30 or 3:00 p.m. if the student is staying for the TK Extended Care. Please make sure to sign up your student for an Extended Care Cohort as needed. Extended Care is by reservation only this school year. As the year progresses and restrictions in our Reopening Plan are altered, we will communicate changes and updates.

School ends at 3:00 p.m. for grades Kindergarten – Jr. High. Please pick up your student using the drive-through pick-up lines. Any student not picked up by the parent or authorized person will be sent to the School Office unless the student is registered for Extended Care. Please make sure to sign up your student for an Extended Care Cohort as needed. Extended Care is by reservation only this school year. As the year progresses and restrictions in our Reopening Plan are altered, we will communicate changes and updates.

**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, family members, and other classroom parents, as 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 12:15 p.m. and the parking lot, pick-up procedures apply.

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

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

- For late admit during the morning drive-through drop-off, students arrive after 8:05 a.m. should wait outside the glass double doors and call the School Office to be signed-in, complete a temperature check, and receive an admit card to be accepted into the classroom.
- For re-admit, or early release of a student, parents should arrive at the glass double doors and call the School Office for assistance. No student will be released or re-admitted, to the classroom, without being signed in/out through the School Office.
- 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 nor contact the teacher to make arrangements.
- 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**. If appointments need to be scheduled during school hours, please reference your student's class schedule to avoid missing math lessons and weekly enrichment programs. Overall, an excessive number of absences from any class will affect the student's academic performance.

## **EXTENDED CARE PROGRAM**

The Before School Care Program is available 7:00-8:00 a.m. **with drop off only until 7:30 a.m.** due to morning drop-off parking lot procedures. 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 12:15-6:00 p.m. During parent conferences in the fall and spring, consecutive minimum days require reserved spots for an Extended Care Cohort from 12:15-3:00 p.m., 3:00-5:00 p.m., or a 3:00-6:00 p.m. Due to COVID-19 cohort requirements, utilizing Extended Care as a drop-in during conferences is not an option this year. Extended Care is not available on scheduled school holidays.

Extended Care is billed only in full-hour increments, following a 10-minute grace period, as follows:

### **FEES FOR BEFORE SCHOOL CARE PROGRAM**

Each student \$ 7.50 flat-fee

### **FEES FOR AFTER-SCHOOL EXTENDED CARE PROGRAM**

One child \$ 7.50 per hour

Two children in same family \$ 9.50 per hour

Three or more children in same family \$11.50 per hour

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

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

**Students will not be released without authorization by the parent or guardian during the school day or Extended Care.** 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, family members, and other classroom parents, as 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.

As required by law, students dropped off at the Before School Care Program and/or picked up from the After-School Extended Care Program must be signed in or out by a parent or a person authorized by the parent or guardian.

### **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 may use the bathroom or get a drink of water in the education building but must be accompanied by an adult. Students are not to go in groups to use the restrooms. If this policy is not followed, the parent and student will be asked to leave campus.

## **GRADING SYSTEM**

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

<b>Academics</b>	
N	Not Introduced
1	Below Grade-level
2	Grade-level
3	Above Grade-level

<b>Development</b>	
O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

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

<b>Academics</b>	
O	90-100%
G	80-89.9%
S	70-79.9%
NI	0-69.9%

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

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

<b>Grade</b>	<b>Percentage Earned</b>	<b>GPA</b>
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
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

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

Report cards are made available for viewing and printing each trimester on ParentsWeb. Parent/Teacher conferences are scheduled in the first and second trimester to monitor academic progress and goals. Additional conferences can be scheduled at the parent or teacher's request anytime throughout the school year. The end of the year Report Card will be posted shortly after the last day of school. Any questions or changes made to the final report card 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 may receive awards in the following areas:

TK/K can earn an **Outstanding TK Award** or **Outstanding K Award**. Grades First through Second can earn an **Exemplary Work Habits Award**. During these years, students still rely on teachers and parents to help them with their classwork/homework while continuing to work towards independence. The following standards must be met for all 3 trimesters:

- Turns in all homework on time.
- 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 as in Colossians 3:23.
- Works cooperatively with their peers.
- Consistently shows respect to teachers/peers.

Grades Third through Eighth can earn an **Academic Achievement Award**. This is given to students who qualify with a 3.70, and above, Grade Point Average (refer to Grading System Chart above) of all 3 trimesters. The 3.70 GPA is computed in the subjects of reading/language arts, math, Bible, science, and social studies/history.

Grades Third through Eighth may be awarded a **Colossians 3:23 Award**. In Grades Third through Five, classroom teachers will choose one student that reflects the Colossians 3:23 Bible verse. In Jr. High, teachers of each subject will choose one student per subject to recognize with a **Colossians 3:23 Award**.

Grades Six through Eighth can earn a **Principal's Honor Roll** for a 4.0 and above Grade Point Average.

## **CURRICULUM**

The biblically integrated curriculum at Grace supports the God-given abilities of each student. It is centered on a strong traditional education of core studies of Bible, reading and language, math, writing, social studies/history, and science. Students are instructed in enrichment classes, such as Spanish, art, library, computer, music, instrumental music, and physical education, and S.T.E.M. to round out the instructional program. In addition to these programs, Jr. High electives include worship team, tutorial, culinary arts, physical education, Spanish I, and the elective rotation, which includes theater arts, media arts, and technical arts. As part of the Jr. High science program, S.T.E.M. is taught once a week and includes the VEX Robotics program.

### **HOMEWORK**

Throughout the week, teachers assign homework with completion deadlines:

- Grades K-1, homework may include reading, spelling, Bible Verse memory, and printing.
- Grades 2-8, purposeful homework will be assigned nightly as noted on ParentsWeb. The amount of homework will be appropriate to grade level and increase as students progress through grade levels. In addition, reading will be assigned nightly in a subject area.

## **PARENTSWEB**

Grace Christian Schools uses FACTS school management software. Online access to student information through FACTS is called ParentsWeb. ParentsWeb is a private and secure parents' portal that allows our parents to see academic information specific to their child, while protecting their information from others.

Parents are expected to access ParentsWeb weekly to monitor their child's grades. Attendance, homework, report card, school calendar, billing, announcements, as well as other useful school information can be found on ParentsWeb. Parents can also communicate via email with teachers and other school staff on ParentsWeb.

## **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 student's records, please feel free to stop by the back-School Office.

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

## **ATTENDANCE, ABSENCES, & TARDIES**

### **ATTENDANCE POLICY**

California law requires students to be in regular attendance at school. The following policies and procedures apply to attendance, absences, and tardies:

#### **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 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.
- To avoid receiving an absence, a student must be in school at least four (4) hours of the school day.
- Students leaving school before 11:05 a.m. or arriving at school after 11:05 a.m. will receive an absence in their record.
- Students, with more than 18 total 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 Absences:** The California Education Code Section 48205 (A) Defined excused absences as (1) due to illness, (2) attendance at a medical doctor's appointment, (3) attendance at a funeral of an immediate family member, (4) quarantine by the county or city health officials, (5) justifiable reasons, such as religious holidays or court appearances, etc.

**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) 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 illnesses or family emergencies (subject to principal’s discretion). Although excused, these absences are included on your student’s overall attendance records. There is no penalty in class work for excused absences; however, all missed assignments must be made up as required by the teacher unless the absences are COVID-19 related. Under COVID-19 circumstances, arrangements may be made with the teacher to discuss which assignments or tests should be completed for evaluation purposes. It is important to report an absence to prevent being recorded as unexcused. **Absences for other reasons including vacation, personal days, etc. are marked as unexcused.**

**Unexcused Absences:** All other reasons for absence are deemed unexcused. A student must be in attendance at least half of the school day in order not to be marked absent.

**Excessive Absences:** Students must be in attendance for a minimum of 90% of the school year. This means that a student’s absences are considered excessive when he/she misses up to (9) total days per trimester or (18) total days per year, no matter the reason for the absences. Students will be considered eligible for retention or citizenship grade reductions based upon a review by the administration. Special consideration will be given for prolonged illness or death in the immediate family. All absences, regardless of the reason, will be reported on school transcripts. To avoid a pattern leading to excessive absences, the following steps will be taken:

Per Trimester:

- 4th Absence – parents are notified in writing
- 6th Absence – a conference with the Principal will take place
- 7th Absence – an attendance contract will be required
- 9th Absence – a formal review for further consequences will take place

## **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 ParentsWeb. 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 for the parent to make another copy of the missing schoolwork.

**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 27, 2020    **Trimester 2:** March 5, 2021    **Trimester 3:** June 15, 2021

**Make-Up School Work Missed Due to 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 return of the student.
- Makeup work not listed on ParentsWeb will be given to the student upon returning to school.

### **Make-Up School Work for Absences or Extended Period of Time:**

- If a student is absent for 2-5 days, the parent may request missed schoolwork to retrieve from the School Office by 3:30 p.m. on the second day of absence.
- 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 an **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** 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 schoolwork 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 for unexcused absences.
- Missed schoolwork requested before the absence is due upon return or will receive less than full credit. Upon return to school, all missed tests will be scheduled.
- 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 due to absences, unexcused or excused vacation, or sporting events.

### **Excessive Absences:**

- Students that exceed the 18 total day absence limit, thereafter, will receive “zeros” for all schoolwork 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 a student, because of excessive absences, the school office has references for outside the school tutors.

### **TARDY POLICY**

Arriving to school on time is essential for successful schoolwork and learning responsibility. A tardy student disrupts the class and misses valuable academic time. To minimize disruptions to the classroom, the following policies will be enforced:

Students are dropped off using drive-through drop-off from 7:45- 8:00 a.m. Your student is considered tardy if not in the classroom by 8:05 a.m. Students who arrive after 11:05 a.m. or are picked up from school prior to 11:05 a.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 8:05 a.m., parents **MUST** walk their student to the glass double doors, call the School Office to be signed-in, complete a temperature check, and receive an admit card to be accepted into the classroom. This will be documented as an excused or unexcused tardy. The office will then provide the student with an admit slip to give to his/her teacher.

**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 as: an early morning doctor/dentist appointment, a memorial/funeral service, or extenuating circumstances. Tardies resulting from oversleeping, etc. are unexcused.

**Excessive Tardies (K-Jr. High):** More than four tardies in a trimester are considered excessive. Corrective measures include:

- 5<sup>th</sup> tardy – Parents receive written notification to the problem and possible consequences.
- 7<sup>th</sup> tardy – Students receive a lunch detention.
- After the 7<sup>th</sup> tardy, each additional two tardies will result in a lunch detention.

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 be signed out by a parent/guardian if the student has a scheduled doctor/dentist appointment. If an adult, whose names are on the Authorized Pick-Up List, will be picking up the student for the appointment, the School Office needs written or verbal confirmation from the parent/guardian. These appointments will be considered excused and not counted against the student's attendance record if written confirmation is provided from the doctor/dentist's office and submitted to the School Office. Parents should wait outside the double glass doors and call the School Office. The School Office will walk the student to the parent. Early pick-up for other personal reasons will result in an absence. To avoid 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:

- Will my student miss a weekly enrichment class?
- Will my student miss valuable teaching time, a scheduled test, or field trip?
- Will my student fall behind in make-up work and need a tutor?

## **ILLNESS**

Keeping a healthy classroom is important! Please do not send your student to school if he/she is ill. If a student appears to be ill, the parent or guardian will be contacted by the School 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 make sure the emergency contact(s) numbers are updated through ParentsWeb.

**If your student has been exposed to a communicable disease, it is especially important to notify the School Office.** If there is any possibility that a student 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 student. 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."

**Due to COVID-19, a student needs to be fever free for 3 days before returning to school as the fever is the most contagious time period. Some illnesses and/or lingering symptoms may require a physician's release note and a longer period of time away from school. Please see the EXCLUSION FROM SCHOOL columns in the chart on page 17 for specific disease guidelines.**

**School COVID-19 Procedures:**

- Daily visual wellness monitoring of COVID-19 symptoms will occur.
- Temperatures will be taken daily with no-touch classroom thermometers before entering the classrooms. Each classroom will have its own thermometer.
- Students or staff with a temperature of 100.4 degrees or higher, a persistent cough, or other COVID-19 symptoms will be sent home with testing recommended. The classroom and school will stay open unless there is a positive test result. A negative test result, after having symptoms, may return to school 3 days after symptoms resolve.

- **The Following are COVID-19 Symptoms:**
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
  
- A positive COVID-19 test result or case infection will close the classroom for distant learning for 14 days from the date the infected person was at school with testing of contacts recommended. A contact person is a person who is 6 feet from a case for more than 15 minutes. Negative test results of the class will not shorten the 14-day quarantine period. Disinfection and cleaning of the classroom and space (s) where the infected case spent time will occur, and the room will remain closed for two days. The Orange County Health Agency and the school population will be notified within one business day, and the school will remain open.
  
- Students or staff, who are sick or who have recently had close contact with a person with COVID-19, will be instructed to stay home with a recommended testing and quarantine for 14 days. The Orange County Health Agency and the school population will be notified within one business day. Classroom and school will remain open, and school notification of a known contact will be sent by Kim Wininger.
  
- Missed schoolwork due to COVID-19 exposure, symptoms, or illness will be excused, and make-up work will be an optional, parental choice to encourage safe, healthy precautions.
- 

**GCS COVID-19 Protocols:**

The following GCS protocols for COVID-19 will be followed:

- The school will check state and local orders and health department notices and adjust school operations as needed to ensure safe practices. COVID-19 testing of staff is recommended but not required if the Orange County Health Agency reports increasing community transmission.
- After school reopens, if Orange County is placed back on a Monitoring List due to 14-day case rates of over 200 cases per every 100,000 people, the school will not be required to close but will begin referring staff for testing on a rotational basis of 50% of the staff every month.
- If the governor issues a mandatory stay at home executive order, the school will move to distant learning utilizing live, interactive, digital classroom meetings, and educational technology, such as Google Classroom and the SeeSaw App.
- If a student or staff member tests positive for COVID-19 and has exposed others at the school, the following step will be taken:
  - In collaboration with the local public health department, school administration will decide whether a classroom or school closure is warranted as determined by the public health officer.
  - If close contact has taken place, the positive individual's classroom will need to close temporarily as students and staff of that classroom isolate for 14 days.

- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for two days for proper cleaning and disinfection.
  - The identity of the positive individual will be kept confidential as required by state and federal laws.
  - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as possible.
  - A supervised isolation area will be designated to separate a student, who exhibits COVID-19 symptoms, until the parent can pick up the student from school. The isolation area will be cleaned in accordance with COVID-19 guidelines after the isolation room is utilized.
  - Sick staff members or students cannot return to school until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, and improved symptoms for 14 days since first appeared.
- School closure will occur if there are multiple cases in multiple cohort groups or 5% of the total number of teachers, students, and staff cases occur within a 14-day period.
  - The school will reopen after 14 days after cleaning, disinfection, an inspection, and consultation with the Orange County Health Agency.

**COVID-19 Testing Resources:**

- COVID-19 Testing Locations Map: <https://occovid19.ochealthinfo.com/covid-19-testing-locations-map>
- COVID-19 testing for people with insurance: <https://occovid19.ochealthinfo.com/testing-resources-orange-county>
- COVID-19 testing for people without insurance:
  - Symptomatic or Close Contact- COVID-19 Super Site for Orange County residents at no-cost for people who meet Public Health priorities for testing and cannot get a test through their medical provider (doctor): <https://occovid19.ochealthinfo.com/supersite>
  - Symptomatic Only- Orange County COVID-19 Testing Network from community health centers: <https://occovid19.ochealthinfo.com/oc-covid-19-testing-network-those-symptoms>
  -

<b>YOUR STUDENT 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)	Earache
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 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 more than 5 days after eruption of first vesicles.	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 & 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 gray or brown, wingless insects approximately 1/8 inch in length. Adult females lay eggs (Nits) by gluing them to the hairs near the base of the scalp. Lice do not fly or jump and can be detected by parting the hair and examining near the scalp; nits are 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 student is found with Head Lice, parents will be notified immediately, and the student will need to be picked up from the School Office. At that time, a specific letter will go home with the student regarding procedures for treatment. In addition, a confidential notification will be sent out to families explaining the possibility of exposure to Head Lice and some precautionary procedures. Treatment for head lice is necessary for students 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. Students determined to have head lice and/or Nits are not be allowed to return to school until a minimum of 24 hours after their first treatment. Upon return to school, the student 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 student has, especially a food allergy. Monitoring food allergies and creating a safe school environment is a top priority. Any medication(s) your student might need while at school, i.e. inhaler, EpiPen, Benadryl, cough drops, EVEN sunscreen, etc. is to be administered through the School Office with necessary paperwork to be completed. **No medication is to be given to the teacher or sent in a backpack/lunch box with your student to school.**

## STANDARDS

**Schoolwide Behavior:** Our schoolwide Positive Behavior Intervention Support, or PBIS, is represented by the letters in our school name, G-R-A-C-E. The G stands for Grit, to carry us through challenging times, the R stands for Respect, for others, the A stands for Attitude, to strengthened us, the C stands for Cooperation, to build a strong team of believers, and the E stands for Excellence, to inspire us to strive to do our best to glorify God as noted in Colossians 3:23. This PBIS is integrated throughout our chapels and lessons at school to encourage positive behavior.

Good manners, respect for authority, and a mutual respect for others is valued at GCS. Therefore, good manners and etiquette are a part of the student character-building emphasis at GCS. Each student has the responsibility to act in accordance with GCS 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 GCS 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***

## **ETHICS & MORAL ISSUES**

**Plagiarism:** The dictionary defines plagiarism as, “Taking ideas or writings from another person and offering them as your own.” If a student plagiarizes work, the student will incur consequences for cheating.

**Bearing False Witness:** A student found to have falsely accused another student of wrongdoing will 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:

- *“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. To encourage Biblical principles and steps, we practice a “Good Report Policy” as noted above at Grace Christian Schools.

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 following 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 that we can restore and reconcile relationships with each other through the forgiveness of Christ.

## **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*

At GCS, we aspire to maintain a biblical, Christ-centered atmosphere, which is reflected in our staff, students, and parents. It is the goal of GCS to promote a safe, positive environment that glorifies the Lord. The teachers demonstrate kind and loving reinforcement techniques. This is a desire to correct attitudes and encourage good behavior and self-esteem. The goal is to emphasize good choices that lead to positive consequences.

Our school teaches respect for authority, property, and the rights and privileges of others. Discipline is the responsibility of the staff; 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. 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. Homework will be available the following day.

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

- *Repeated* disrespect for authority (teachers, teacher’s aide)
- 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
- Drugs or alcohol
- Excessive Tardies and/or Unexcused Absences

## **DETENTION**

Earned detentions will be served at lunch in the principal's office on an assigned date.

## **EXPULSION**

Expulsion is defined as removal of a student from school for "good cause" as per Education Code 48915. The school board must approve any expulsion.

**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 or 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:

- After multiple suspensions
- 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
- Violence or excessive physical aggression upon another student or staff member
- Sexual harassment.
- A pattern of bullying another student
- Accumulated discipline issues

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.

## **DAMAGED PROPERTY**

We value our school buildings and the surrounding grounds, and we strive to maintain them. Should a student damage or destroy furniture, fixtures, or any school property, his/her parents will be financially responsible for repairing or replacing the damaged item.

## **UNIFORM DRESS CODE**

Grace Christian Elementary and Jr. High base their uniform dress code on two criteria: standards of modesty and the desire for neat, clean, and attractive appearance. **All TK - Jr. High students are required to purchase and wear only Uniforms4U Grace Christian Schools' uniform pieces. Polo shirts and jackets have the Grace logo.** A school uniform is to be worn each day unless designated as a special-event day. Bike or play shorts (navy or black) **MUST** be worn under jumpers for modesty during outside play and sitting on the carpet. Students with five uniform violations or more will receive a lunch detention. After that, the student will serve detention for *each* of the consecutive uniform violations thereafter.

The uniform wardrobe gives students a wide variety of choices and will avoid the "cookie-cutter" look while at the same time, provide consistency in style. Please keep these items in mind when purchasing uniform items for your student:

- Logo polo shirts, jackets, jumpers, and skirts must be purchased through Uniforms 4U.
- Students can wear regular lace-up, buckle, Velcro rubber-soled, low to mid high-top, slip on tennis shoes, or Mary-Jane's for girls. No above the ankle high-top tennis shoes or boots can be worn except rain boots on rainy days. Sandals, roller shoes, flip-flops, or Tom slides are not allowed.
- Sweatpants and recreational clothing not permitted.
- Every Friday is Spirit Day T-Shirt and blue denim Friday. The approved Grace Christian Schools' Spirit Day T-Shirt, with logo, can be worn with blue denim bottoms (shorts, skorts or pants). Spirit T-Shirts can be ordered through Uniforms 4U. Normal uniform is worn if students do not wish to wear spirit t-shirt and blue jeans.
- The Grace Christian Schools' logo pullover sweatshirt, or zipper-front sweatshirts, are available to purchase through Uniforms 4U. (**no other sweatshirt or jackets are allowed unless the outside temperature drops below 50 degrees. In below -degree weather, a heavy winter jacket of your choice may be worn**).
- Special-dress days are scheduled on the calendar. Students are encouraged to wear clothes fitting the theme (e.g. Pajama Day, Red & Green Day). If students choose not to participate in the special-dress day, uniform is required.

### **GIRLS UNIFORM & APPEARANCE GUIDELINES**

- Grace Christian Schools' logo polo shirts for elementary are red, navy, white, or gray. Polo shirts for Jr. High are red, black, white, or gray.
- Grace Christian Schools' logo pullover sweatshirt, zipper-front sweatshirt, or crewneck.
- Socks must always be worn. Only school colored knee-high socks or leggings, red, white, gray, navy blue, or black (Jr. High) are allowed under jumpers and skirts.
- Bike or play shorts (navy or black) **MUST** be worn under jumper and/or skirt for modesty.
- 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.
- If hemming is needed, it must stay within the 3-inches above the knee policy.
- On free dress days, and spirit days, shorts and/or skorts should be no shorter than 3-inches above the knee.
- Jumpers worn with Peter Pan collared blouse only. Jumpers are worn for Grades TK-2.
- Pleated skirts are worn for Grades 3-8.
- All long-sleeved polo shirts must be Grace Christian Schools' logo uniform polo shirts.
- Non-black nail polish is allowed. Colors other than black nail polish are permitted.
- 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 not distract from the educational process.
- No tattoos or other body piercing allowed.
- 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.

## **BOYS UNIFORM & APPEARANCE GUIDELINES**

- Grace Christian Schools' logo polo shirts for elementary are red, navy, white, or gray. Polo shirts for Jr. High are red, black, white or gray
- Grace Christian Schools' logo, pullover sweatshirt, zipper-front sweatshirt, or crewneck
- Uniforms pants and shorts from any store for 2019-2020 school year that sells uniform pieces in navy or khaki
- Pants must be worn at waist level.
- Socks must always be worn. School colored socks are allowed in red, white, gray, navy blue, or black (Jr. High).
- No tattoos, body piercing, or earrings allowed.
- There should be no extreme hair styles, either in hair length, style, or color (no ponytails, lines, designs, spikes, or mohawk-style 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 in length.

## **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
  - ✓ Silly bands, Pokémon Cards, etc. - must be kept in backpacks for off-campus use
  - ✓ Skateboards, rollerblades, roller-shoes, or any other portable electronic devices
  - ✓ Cell phones must be turned off and kept in backpacks during school hours.
- All clothing and school items (e.g. lunch boxes, hot box containers, water bottles, and backpack.) must 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. Cough drops should be labeled and given to the School Office.

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

## **LUNCH & SNACK**

We want to provide students with the best possible learning environment. A way parents can assist us is by sending healthy snacks and lunches to school with their student. Chips, treats, and sweets taste wonderful, but after the initial sugar/carbohydrate rush, students 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

students, sugar can have an adverse effect on behavior as well and can create disruptive conduct in the classroom.

Our campus is “nut sensitive.” 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. If a student does not like an item, we will ask them to take it home, so that you will know they did not eat it.

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.** When arriving to school in the morning, students should place the Hot Box item(s) in the container located in the classroom. Parents should not bring their student’s lunch later to school. If a student forgets a lunch, we have pre-packaged macaroni and cheese, fruit, and juice. The School Office will invoice the family \$5 through ParentsWeb.

### **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 students, not only for exercise, but it is an important opportunity for social-emotional development.

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

### **PLAYGROUND BEHAVIOR**

**Restore:** We want to restore relationships using Jesus as our example and biblical principles. We will help children resolve their conflicts by bringing them together and assisting them in communicating with each other.

**Reflect:** We use a short time-out as a tool for a student to reflect on his/her behavior before returning to an activity.

**Redirect:** If a student 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 student to the principal for counseling.

### **COMMUNICATION**

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 student is being told by the staff.

## **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, 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. Families may make their information available to other parents on ParentsWeb.

### **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.

# **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. 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 Its 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 check-out book(s) weekly and return the book (s) the following week to check-out a new book(s). 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. The fee will be invoiced to your FACTS account.

## **“HEART FOR JESUS” AWARDS**

Each student will receive a “Heart for Jesus” Award on a given Wednesday throughout the school year. A certificate will be given to each student with a Christian character trait noted, which his/her teacher has specifically observed in the student. The Christian 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 encouraged to attend the “Heart for Jesus” Awards. Parents are welcome to attend Worship Wednesday before and stay for Chapel immediately following the “Heart for Jesus” presentation.

## **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 party, **you must mail out the invitations.** Under those circumstances, please instruct your child not to announce the party, as exclusion from the party can be a very hurtful and painful experience to a student.

## **LOST & FOUND**

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

## **DOGS ON SCHOOL CAMPUS**

Dogs are NOT allowed on the school campus for safety reasons. This includes the front courtyard and all interior and exterior surrounding areas. On a hot day, if a dog is observed in a car with closed windows, authorities will be contacted for the safety of the dog.

### **Grace Christians Schools**

**26052 Trabuco Road, Lake Forest, CA 92630**

**Phone: 949-951-8683 e-Fax: 480-247-4737**

**[www.gracechristianschools.org](http://www.gracechristianschools.org)**

### **Elementary—Jr. High Hours of Operation**

**School Office Hours: 8:00 a.m. - 4:00 p.m.**

#### **School Hours:**

**Transitional Kindergarten—8:05 a.m. - 1:30 p.m.**

**Kindergarten through Jr. High — 8:05 a.m. - 3:00 p.m.**

#### **AM Extended Care Hours:**

**7:00 - 8:00 a.m.**

#### **TK Extended Care Hours:**

**1:30 - 3:00 p.m.**

#### **PM Extended Care Hours:**

**3:00 - 6:00 p.m.**

**and on Minimum Days: 12:15 p.m. - 6:00 p.m.**