



Family Handbook

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This handbook is designed to convey those policies and procedures that have been put in place to provide a safe, orderly environment in which all students can learn. At times, it may be necessary for the school to change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.

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MISSION STATEMENT

Grace Christian School educates students to become faithful, literate, and productive Christian citizens who will serve God and others with love.

GOALS

Spiritual

- Our school exists to provide opportunities for students and families to discover and strengthen their relationship with Jesus as their Lord, Savior, Teacher, and Friend, and then to reach out to others with the same Good News.

Academic

- We are proud to offer high quality educational programs that educate students to become literate and productive Christian citizens while they discover and develop their own God-given talents and grow in their understanding of God's world.

Social

- We provide opportunities for students to interact with one another as well as others in the Visalia community and the world, to share God's Good News through Christ-like acceptance and respect for others.

Physical

- We pledge to educate the whole child. Physical activities for play and recreation as well as encouragement for positive physical fitness in the future will be part of each student's experience at Grace Christian School.

Emotional

- This is a place for Christian fellowship and forgiveness centered on the Word of God. Individual student strengths and abilities will be recognized, and a community of support will be developed to encourage one another as each student grows in discipleship.

EXPECTED SCHOOLWIDE LEARNING RESULTS

As a Christian school, Grace Christian School will prepare life-long learners. Students are:

Responsible citizens who:

- Make decisions based on God's Law and Gospel
- Are collaborative workers who recognize and develop individual strengths and abilities
- Are positive contributors to society
- Are aware of, and respect diversity
- Demonstrate competent, responsible use of technology

Effective communicators who:

- Communicate and reflect God’s love and forgiveness
- Demonstrate literacy
- Demonstrate listening skills
- Articulate ideas constructively, clearly, and creatively

Intrinsically motivated students who:

- Maintain a personal relationship with Christ
- Maintain a balanced, healthy lifestyle
- Demonstrate a positive vision in setting goals
- Appreciate culture and the arts

Problem solvers and critical thinkers who:

- Apply God’s Word in their daily lives
- Develop and implement strategies to solve various problems
- Analyze and apply new information
- Demonstrate research and study skills

POSITIVE SCHOOL BEHAVIOR

Respect the teachers and all others in authority.

- Students are to follow all directions, procedures, and guidelines given by those in authority.

Respect the rights of others.

- Students are to listen when a teacher, another adult or fellow student is speaking.
- Fighting, name calling, teasing, or pestering are not permitted.
- Talking back to a teacher, arguing with a teacher, striking a teacher, or showing other disrespectful behavior towards a teacher is not permitted and may warrant suspension or dismissal.

Respect the property of others.

- Students are not to deface, misuse, break, or destroy school property or the property of others.

Respect the learning and teaching process.

- Behavior that continuously stops a teacher from teaching or another student from learning will be considered unacceptable.

THE LUTHERAN SCHOOL SYSTEM

Grace Christian School is one of a system of more than 1,000 schools operated with the support of the congregations of the Lutheran Church-Missouri Synod (LCMS) in the United States and Canada. These schools are staffed with over 17,000 teachers, with a total enrollment of more than 275,000 students. Our school is governed by the Voters’ Assembly of Grace Lutheran Church. To assist that body, the Christian Education Board meets to plan and guide the budget and operation of our school.

SCHOOL HOURS

Full Day Kindergarten through Eighth Grade	8:25 AM - 3:00 PM
Lunch and Lunch Recess	11:35 AM - 12:20 PM
Early Release Days	Noon Dismissal

(no lunch period on early release days)

ENROLLMENT PROCEDURE

Grace Christian School is open to serve the whole community and admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally made available to students. Grace Christian School also has a nondiscriminatory policy regarding its administration of educational policies, admission policies, financial aid program, athletic and other school administered programs.

Classroom space is limited; consequently, an enrollment policy is followed. Students at Grace Christian School and Growing in Grace Preschool who are enrolled in the current school year, and their siblings, have priority in registration for the next year. Please note, students must meet pre-registration requirements and deadlines.

Grace Christian School is not equipped or staffed at this time to provide for a student if he/she requires special education resources. It is not our policy to discriminate, rather to provide the least restrictive learning environment for all our students. Students performing at more than one grade level below reading language arts may require services that we cannot provide.

While Grace Christian School does not diagnose learning differences, observations by teachers may suggest further assessment by the student's physician or by professionals in the school district. When this is encouraged, it is important that the family work toward completing this process in a timely manner. Failure to do so may jeopardize the student's continued enrollment.

All applicants must be self-sufficient regarding communicating, toileting, feeding, and dressing or have special arrangements to accommodate unique needs.

A variety of factors will be applied to determine the academic fitness of a student applying for Grace Christian School:

New Kindergarten Students

- Following State of California standards, the student should be 5 by September 1st.
- Application and application fee must be received.
- Students will be tested for kindergarten readiness.
 - Testing is scheduled in the spring by Grace Christian School.
- The result of the testing must be reviewed with the kindergarten teacher and principal.
- Acceptance or Denial letter is sent within two weeks of testing.
- Kindergarten students that arrive mid-year will follow the transferring student policy.

Transferring Students for First through Eighth Grade

- Parents/legal guardian will schedule a meeting with the principal.
- Families will take a tour of the school campus.
- Application and application fee must be received.
 - With the Application Form we ask that the parents/guardian provide a copy of the student's current report card and a copy of any progress reports.
 - The principal may request additional copies such as an IEP report or behavior reports from the parent.
- The classroom teacher and principal will review report cards, absence information, behavior reports, standardized aptitude/achievement testing and IEP report if the student has one on file.
- School Administrative Assistant will contact the student's current/previous school to request an official cumulative file.
 - They can be faxed, mailed, or dropped off at the Grace Christian School office.
 - The file should include the following:
 - report cards
 - absence information
 - behavior reports
 - standardized aptitude/achievement testing
 - shot records
 - birth certificate
 - a copy of an IEP report if the student has one on file.
- The family will be contacted within two business days of receipt of student's cumulative file of enrollment status.

ENROLLMENT PROBATION

There is a 30-day probation period for all new incoming students. It is important to determine if Grace Christian School and the new family will fit together well. If problems arise, matters will be handled regarding discipline and finances.

HEALTH REQUIREMENTS

Kindergarten through Eighth grade students must meet State of California health requirements.

- New Kindergarten entries must have a physical examination before kindergarten enrollment is completed. The physical examination must take place before the first day of school.
- According to California State Immunization Laws SB924 and AB805, no student will be admitted to school unless immunized against Poliomyelitis, DPT, Red Measles, Rubella and Mumps.
- Verification of immunizations must be up to date, or a waiver must be included in the student's cumulative record file in the school office.
- Students entering from outside Tulare County must have a TB test.

AGE REQUIREMENTS

- Children entering Kindergarten MUST be five (5) years old before September 1st of the application year to apply for enrollment.
- Proof of date of birth must be established at the time of registration.
- Children entering first grade should be six (6) years old before September 1st of the application year to apply.

RECORDS AND STUDENT PRIVACY

Student records are private and may not be released except by written permission of a parent or legal guardian. Federal law states that schools may send a student's educational record to officials of other schools or school districts in which the student intends to enroll, upon the condition that students' parents/guardians are notified of the transfer request.

Student Cumulative Files

A cumulative file is kept for each student. The file contains, but is not limited to:

- Report Cards
- Kindergarten Readiness Assessment
- Iowa Basic Achievement Results
- Immunization Records
- Level 2 & 3 Discipline Infraction write up
- Annual Attendance Record
- Transfer of Cumulative file request for/ file sent to

Items we require that are not shared outside our organization:

- Birth Certificate
- Application/Enrollment Form
- Kindergarten Acceptance Letter
- Parent Live Scan Clearances
- Annual School Photo
- Charms Signed Agreement Form
- Field Trip Signed Agreement Form and required documentation
- Chromebook Signed Agreement Form

TARDY/EARLY DISMISSAL POLICY

Tardy Policy

In addition to the disruption caused by late arrivals, it is important that students are on time for school and remain for the duration of the day. Besides promoting responsibility, students who are on time for classes are adequately prepared for the day and not rushed. They also do not miss out on important learning activities.

School begins promptly at 8:25 AM. Students arriving after 8:30 AM must receive a tardy slip from the school office. Students will be marked tardy if they are not in their classrooms and prepared to work by 8:30 AM.

Excused Tardy

- Students who are tardy or absent due to a doctor's appointment are excused ONLY if they produce a note from the doctor to the office.
- In the event of severe fog, please use your best judgment and bring students to school when it is safe. Grace Christian School will begin at the normal time; students who are late due to fog will not be marked tardy.

Late Arrivals and Early Dismissals

Late arrivals or early dismissals will be recorded as follows:

Late Arrivals

- 8:30- 9:30 AM-Tardy*
- 8:30-11:30 AM-Half Day absence
- After 11:30 AM-Full day absence

Early Dismissals

- Before 11:00 AM for the remainder of the day -Full day absence
- After 11:30 AM -Half Day absence

2 days tardy* will be calculated as a half day absence.

4 days tardy* will be calculated as a full day absence.

ABSENCE POLICY

A student's attendance will be reviewed by the school principal. This includes full and partial day absences, excused or unexcused.

- **5 absences:**
 - Parent/guardian will be notified in writing and will be reminded of the need for regular attendance.
 - A copy of the notification will be held in the student's cumulative file.
- **8 absences:**
 - Parent/guardian will be notified in writing.
 - A meeting will be scheduled with the student's classroom teacher.
 - A copy of the notification and notes from the meeting will be held in the student's cumulative file.
- **10 absences:**
 - Parent/guardian will be notified in writing.
 - A meeting will be scheduled with the principal and the student's classroom teacher.
 - All letters and notes from the meeting will be held in the student's cumulative file.

- Retention of the student will be considered.
- **15 absences:**
 - Parent/guardian will be notified in writing.
 - A meeting will be scheduled with the Christian Education Board, principal, and the student's classroom teacher.
 - A copy of the notification and notes from the meeting will be held in the student's cumulative file.
 - Retention and/or expulsion of the student will be considered.

Excused Absences

- Personal illness
- Extended illness or chronic health issues documented by a physician's note
- Death in immediate family
- School disciplinary actions (suspension)
- Other conditions beyond a parental control
- Outside extracurricular educational events where the parent/teacher arrange make-up work in advance of the event (e.g., 4-H, community theater performance, etc.)

Unexcused Absences

Unexcused absences include but are not limited to:

- Family vacation
- Family illness
- Parent/Guardian scheduling issues or mix-ups

Reporting Absences

It is the parent's/guardian's responsibility to report each absence. Please call the school before 8:30 AM and provide the student's name and grade, and whether the absence is a full day or partial day. If it is a partial day, communicate the time the student will be arriving at school.

Contact Options

- Call the school 734-7694 Ext. 1001 and leave a message on the School Administrative Assistant's phone.
- Leave an email message using the School Administrative email at info@gracechristianvisalia.org

Make-Up Work

The student will be given the same number of days to make up the work as the number of days absent. Make-up work is the responsibility of the student. When possible, please plan to pick up make-up work the day your child is absent. Please make your request for makeup work by 9:30 AM. The make-up work will be available between the hours of 3:00-4:00 PM in the school office.

STUDENT ILLNESS

If a student complains of not feeling well and/or has vomited under a teacher's supervision, he/she will be sent to the office.

Temperature will be taken. If there is a fever or other symptoms are noted, a parent or other persons designed by you on the *Emergency Information Form* will be called to pick up the student.

If temperature is below 99.6 degrees:

- Students will be given a drink of water and will rest for 15 minutes.
- Temperature will be retaken. If no other symptoms, and student feels capable, he/she may return to class.
- An *Ouch and Injury Awareness Form* will be completed by the office staff for the student to take home.

Communicable Illness

As required by law, parents must keep a student home if he/she has a communicable illness. We encourage you to consult with a physician regarding the duration that your child might be contagious. If your child has a communicable illness, please notify the school immediately. A child must be kept home, or will be sent home, if any of the following symptoms are evident, until a health care provider determines the child is well enough and is not contagious:

- Fever, defined as having a temperature of 100 degrees Fahrenheit or higher.
 - The student must be free of fever (without the aid of fever reducing medication) for 24 hours before returning to school.
- Vomiting two or more times in a 24-hour period
- Rash with fever or behavioral change
- Infectious Conjunctivitis (Pink eye) with discharge of white or yellow, possibly accompanied by crusts in the corner of the eye
 - The student may not return until 24 hours after beginning treatment.
- Scabies, head lice, or other infestation
 - The student may not return until 24 hours after treatment and student is free from nits.
- Impetigo
 - The student may not return until 24 hours after beginning treatment.
- Other communicable illnesses as determined by the physician and/or department of public health.
 - In the event of a major outbreak of disease the policy of Grace Christian School is to remain open unless there are multiple faculty and student absences that interfere with the school's ability to function, or we are mandated by the governing authorities.

Students who miss the school day due to illness will not be allowed to participate in after-school activities on the day of the absence. Students must be present for an academic half-day following lunch to be eligible for extracurricular activities— practice or play—on that day. An excuse issued by a medical professional will waive this requirement.

INJURY

Common playground injuries, such as scrapes, and abrasions, will be treated appropriately. An *Ouch and Injury Awareness Form* will be sent home with the student.

In the instance of a possible head injury, broken bones, sprains and strains, emergency first aid will be administered, parents will be contacted, and if necessary, emergency services will be summoned. Grace Christian School does carry an accidental insurance policy.

MEDICATIONS AT SCHOOL

If a medication (whether prescribed or over the counter) must be taken during the school day, CA Education Code Section 49423 requires that a written authorization statement be on file. The authorization must be made annually and/or whenever a change occurs. The authorization must be signed by the parent/guardian and the physician indicating a desire that designated school personnel assist the student with medication administration. Medication must be provided in the original container labeled with the student's name, medication name, dose/strength, and specific administration directions. This form is available in the school office.

FINANCIAL POLICY

The full annual tuition fee for each student is not covered by tuition payments. The remaining balance of education cost is defrayed by the following:

- Grace Lutheran Church congregational support
- School-wide fundraising
- Booster Club's support
- Donations during the school year

Tuition and fees are reviewed annually by the Christian Education Board. Tuition and other fees for the school are not deductible for tax purposes. (IRS Revenue Ruling 83-104)

Tuition Payments

See the annual *Tuition Payment Agreement*. The agreement can be acquired through the business manager in the school office. If you have any questions, please contact the business manager.

Financial gifts to the school

We encourage families to consider blessing others from the blessing they have received by contributing at any time. You may request that your gift be designated for a specific purpose after consultation with the school principal. Undesignated gifts will be used at the discretion of the principal and Christian Education Board.

Delinquent Payments

See the annual *Tuition Payment Agreement*.

An account will be considered delinquent if payment is not received in the office by the 15th of the month following the due date. A \$20 late fee may be assessed. Past due accounts will be brought to the attention of the principal. The principal will bring the delinquent payment to the Christian Education Board in a timely manner.

No report cards, test results, or school record will be released to families who are not current in all accounts.

A student may not be able to participate in school extra-curricular activities.

A student may not be able to participate in school field trips.

If, after attempts to resolve the matter by the business manager, principal and Christian Education Board are insufficient, the matter may be turned over to a collection agency and the student may be suspended until the account is brought current.

Refund of Tuition

Tuition may be refunded upon approval of the Christian Education Board for families who have pre-paid and leave Grace prior to the completion of the school year. A written request must be submitted to the principal. Approved refunds will be issued within 30 days of the approval. Refunds will not be issued for partial months.

Chapel Offerings

On Wednesday mornings, all students (K-8) assemble for the weekly chapel service at 8:40 AM. An offering is taken to train students in Christian giving for mission work, and other charitable purposes. The service is not intended to replace a child's family weekly worship time, but rather become a supplement to the child's Christian training. Parents/guardians and friends are always welcome to attend these services. Chapel lasts approximately 30 minutes.

LOST and DAMAGED GOODS

Responsible students treat property with care and respect. Students are held responsible for any intentional or accidental damage to school property. A student who defaces, damages, or destroys school property will be liable for payment of the same.

Textbooks and other materials become the student's responsibility when issued. While normal wear is expected, students will be charged replacement costs when unnecessary damage (or loss) occurs.

Teachers and staff of Grace Christian School are not responsible for replacing students' lost, damaged or stolen items. Students are responsible for their own personal belongings. The staff encourages students not to bring personal items (toys, books, electronic devices, money, etc.) to school.

LOST AND FOUND

Lost and found items are collected and stored in the school office. Any items not claimed by the final day of school will be given to a charitable organization. Please note, Grace Christian School is not responsible for lost or stolen items left unattended on the property. Please label all your student's personal property and clothing.

SOCIAL AND DIGITAL MEDIA POLICY

Technology resources at Grace Christian School are valuable learning tools for all students. All students are expected to use digital tools responsibly, including personal devices.

Technology includes, but is not limited to computers, printers, video equipment, tablets, Chromebooks, software, cell phones, SMART Boards and the internet. These resources are to be used for educational

purposes and in accordance with the Christian mission and vision of Grace Christian School. Students will be held responsible for any damage due to careless use or neglect.

All online and social media activity should be legal, appropriate, responsible, and kind. If a student posts inappropriate information online about a staff member, another student, or Grace Christian School, the school will alert the parents and work to have the material removed from the internet. Parents should also model appropriate use of social media and be engaged in monitoring their student's online activity.

Personal Electronic Devices

Personal electronic devices such as cameras, cell phones, tablets, electronic games, laser pointers, and MP3 players are not allowed to be used on Grace Christian School campus before, during, or after school hours. Should students bring any personal electronic device to school, it must remain in their backpacks. Electronic devices in use will be confiscated and given to the principal. They can be picked up in the office at the end of the school day.

Personal electronic devices may be used on field trips if approved by the teacher. Cell phones that are approved by the classroom teacher to be used on field trips as cameras must remain in Airplane Mode.

STANDARDIZED TESTING

In addition to regular subject material testing, the Iowa Test of Basic Skills (ITBS) is given to students in Grades 1-8 in the spring. Individual and class results of these tests are utilized for the guidance of the individual student and for evaluation and curriculum planning. The results of these tests are sent to parents with the student's final report card. A copy of the student's results is placed in their cumulative file.

HOMEWORK

Purpose of Homework

Homework is meaningful and quality work assigned to students to increase student learning and success while fostering the development of such character traits as:

- Responsibility
- Self-motivation
- Self-discipline
- Independence
- Good study habits
- Time management skills

Homework may occur as one of four types:

- Practice- review or reinforcement of skills or concepts previously taught, learned or introduced, including unfinished class work.
- Preparation- for upcoming lessons, discussions, or tests
- Extension- applying knowledge to real-life situations; making connections between concepts, information, and skills learned over a period.
- Creation/integration- applying creative ideas or critical thinking skills to an assignment.

Homework Expectations

The amount of time given to students to work on assignments in class will vary. Parents should show their interest and concern in the child's work by frequently checking and discussing homework with their child. Students are expected to prepare their work neatly and accurately and submit their assignments on time. As Grace Christian School increases its use of technology, students will need access to digital tools at home to complete work and projects.

Generally, parents can expect students to spend the following amount of time on homework (in addition to any nightly reading required by the teacher):

- Grades K-2: 30 minutes
- Grades 3-5: 40-60 minutes
- Grades 6-8: 60-90 minutes

The amount of homework will depend upon the specific units being covered and an individual student's ability and work habits. Teachers do not typically assign homework to be completed over the weekend. Homework may include reading, spelling, and memory verse memorization, along with other areas of practice. In cases where a child seems to bring home an excessive amount of homework, parents should arrange to discuss their concern with the teacher.

HONOR ROLL

Students in grades 4-8 can achieve the honor roll by having a GPA of 3.00 and above. The awards are given out at the completion of a Trimester and Parent/Teacher Conferences. They are awarded during Chapel the following week. The academic subjects used in computing the honor roll are math, reading, written language, spelling, social studies, and science.

- Academic Achievement Award: 3.00- 3.32
- Honor Roll Award: 3.33- 3.66
- Principal Honor Roll Award: 3.67 - 4.00+

CAMPUS/CLASSROOM VISITATION POLICY

Anyone visiting Grace Christian School must first check in through the school office before accessing the campus for any reason.

Classroom Volunteer

If visit will include volunteering in a classroom, office staff will:

- Verify identity by asking for driver's license or ID card
- Check for record of live scan and finger printing
- Require sign-in
- Provide a VISITOR sticker for wear while on campus

Campus Event

If visit is for a campus wide event such as Chapel, assembly, or performance please remain in designated area. Should you need to go to another area after event, sign in and receive VISITOR sticker from the office.

Supervised Classroom Observations

Parents/guardians may visit classrooms to observe their children in their learning environment. If interested, you must:

- Call the school office to plan with the teacher, who will set up an appointment for an appropriate time for visitation.
- Check-in with office staff before entering campus. You must sign in and wear the provided VISITOR sticker throughout your visit.
- The principal will accompany you throughout your observation.
- When visiting a class, parents should only sit and observe. If you wish to consult the teacher about your child's progress, an appointment must be made at a time other than during school hours to avoid disrupting effective learning in the classroom.

DISCIPLINE

Purpose

The purpose of discipline is to DISCIPLE children in God's way. While punishment looks back, discipline addresses the future. Discipline molds, shapes, corrects, and inspires appropriate behavior. Discipline provides the opportunity to redirect the child. The goal of discipline is to produce self-disciplined children and Biblical patterns of living. Grace Christian School uses these Biblical principles to guide our discipline:

- We honor God, others, and ourselves with our thoughts, words, and actions. (Matthew 22:37, Luke 6:31)
- We accept responsibility, displaying self-control for ourselves without creating a problem for others. (Colossians 3:17)
- "Fair" is often not identical treatment but, rather is giving what is needed for each student at that time and in that situation. (1 Thessalonians 5:15)

Schoolwide Core Beliefs about Discipline

The following list of core beliefs outlines the professional actions and attitude of all the staff members at Grace Christian School:

- Every attempt will be made to maintain the dignity and self-respect of students, parents, and teachers.
- Students will be guided and expected to take responsibility for and solve their own problems.
- Students will be given opportunities to make decisions and live with the consequences.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world, not a personal attack.
- Misbehavior will be handled with natural or logical consequences whenever possible.
- Students are encouraged to request a private meeting with the teacher whenever consequences appear to be unfair.
- School problems will be handled by school personnel; however, criminal activity will be referred to the proper authorities.

Teachers and staff encourage parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs. We fully understand that discipline is a continuous growth process. We practice a generous display of love and forgiveness. Effective teaching and discipline also require consistent application of clearly defined rules and appropriate consequences.

CONSEQUENCES

Level 1 Infraction

- Harassment/Bullying
- Language or behavior which is seriously immoral, profane, vulgar, or obscene
- Disobedience, insubordination, or disrespect for the authority and the school
- Inappropriate behavior that is detrimental to the classroom and inhibits the learning of others.
- Dishonesty/Lying

The first time a student engages in a Level 1 infraction:

- The staff member who witnessed the behavior will give the student a verbal reprimand.
- A write up will be sent to the student's parent/guardian documenting the verbal warning.

The second time a student engages in a Level 1 infraction:

- the staff member who witnessed the behavior will contact the student's teacher (if the staff member was not the student's teacher) who will give the student a written warning that will need to be signed by a parent/guardian and returned to the office.

The third time a student engages in a Level 1 infraction:

- The staff member who witnessed the behavior will contact the student's teacher (if the staff member was not the student's teacher), who will then contact the parent/guardian for a conference regarding the continued conduct.
- The student's teacher will inform the parent/guardian that if a fourth offence occurs that student may receive a one-day suspension.
- A write up will be put in the student's cumulative folder.
- If there are not future incidents for the rest of the calendar school year, then the write-up will be removed from the student's cumulative folder.

The fourth time a student engages in a Level 1 infraction:

- The parent/guardian will be called by the principal for pick up.
- The student will receive a one-day suspension.
- The write up will be put in the cumulative folder.

Level 2 Infraction

- Injury or harm to a person or property or threat to cause injury or harm.
- Theft

The first time a student engages in a Level 2 infraction:

- The parent/guardian will be called by the principal for an immediate conference informing the parent and student they are suspended.
- An emergency Christian Education Board Meeting will be held to discuss the length of suspension.
- The write up will be put in the cumulative folder.

The second time a student engages in a Level 2 infraction:

- The parent/guardian will be called by the principal for an immediate conference informing the parent and student that there is a possibility of expulsion.
- An emergency Christian Education Board Meeting will be held to discuss the possible expulsion and/or renewed enrollment of the student the next year.
- The write up will be put in the cumulative folder.

Level 3 Infraction

- Use, sale, distribution or possession of drugs, alcohol, or any illegal substance.
- Assault with or possession of a deadly weapon: gun, knife

The first time a student engages in a Level 3 infraction:

- The parent/guardian will be called for an immediate conference with the parent/guardian and student informing the parent/guardian and student that he/she will be expelled from the school with no possibility of renewed enrollment.
- The write up will be put in the cumulative folder.

All write ups, except for Level 1 A and B, are to remain in the cumulative folder for the entire length of enrollment and will remain in the cumulative folder when it is sent to the student's next enrollment.

Suspension or Expulsion

The following offenses may result in suspension or expulsion:

- Use, sale, distribution or possession of drugs, alcohol, or any illegal substance.
- Assault with or possession of a deadly weapon: gun, knife
- Any action that threatens the safety or physical or emotional well-being of staff or students.

Law enforcement will be contacted. An incident report will be placed, and remain, in the student's cumulative folder.

HARRASSMENT/BULLYING POLICY

Grace Christian School is committed to providing a learning environment that is free from harassment in any form (e.g., bullying, abuse, etc.) Harassment occurs when one or more individuals inflict physical or emotional abuse on another student or staff member. The target of the harassment and the perpetrator do not have to agree about what is happening.

Types of Harassment

Harassment may occur at any time during school-related activities and includes, but is not limited to, any or all the following:

- Verbal Harassment: Derogatory comments and jokes or threatening words spoken to another person.
- Physical Harassment: Unwanted physical touching, contact, assault; deliberate, impending, or blocking movements; or any intimidating interference with normal work or movements.
- Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.
- Emotional Harassment: Actions that intentionally exclude or isolate an individual.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature (including inference or innuendo).
- Cyber Bullying/Harassment: Online social cruelty or electronic bullying by sending cruel or threatening messages by e-mail, cell phone, instant messaging, web pages, web blogs, chat rooms, social media platforms, and other information communication technologies.

Consequences

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner following the process outlined in the discipline section. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

PARENT/GUARDIAN CONDUCT

Grace Christian School is committed to providing a learning environment that fosters mutual respect among staff, parents, and students. Communication between parents and teachers is encouraged to enhance each student's opportunity to achieve at the highest possible level. Grace Christian School also encourages parent involvement in school related organizations such as Boosters, parent prayer group, and volunteering that assists the school in maximizing opportunities for teaching and learning.

Parents may contact teachers at the school site by telephone, email, or by appointment. Grace Christian School encourages positive communication and discourages volatile, hostile, or aggressive actions that could have a negative impact on the learning environment of both teachers and students.

If a parent/guardian behaves in a way that is confrontational, aggressive both verbally and physically whether it be in person, via email and/or telephone, Grace Christian School reserves the right to terminate the contract effective immediately.

MEGAN'S LAW

California's Megan's Law was enacted in 1996 Penal Code 290.46. It mandates the California Department of Justice (CA DOJ) to notify the public about specified registered sex offenders. Megan's Law also authorizes local law enforcement agencies to notify the public about sex offender registrants found to be posing a risk to public safety.

The law does not give any guidance to schools as to how they are supposed to use this information or their responsibility toward informing students and parents. Parents who wish to obtain the information

regarding sex offenders in the community are encouraged to go directly to the Tulare County Sheriff's Office at 2404 Burrel Avenue in Visalia.

LOCKDOWN

Should the need arise to secure the students and staff in a lockdown situation parents/guardians will be notified of the situation that same day or by the next school day at the latest. A lockdown is generated by the request of our local police department, Mt Whitney High School office, and/or Conyer Elementary School office. Students will be held in their lockdown location until an all clear is given.

EVACUATION

Should we be directed by emergency responders to evacuate the campus the students will be safely escorted to the Boys Club @ 211 West Tulare Ave. Visalia. 3 blocks east of Grace Christian School.

LUNCH MILK PROGRAM

Students may purchase a milk card at school. The milk card is sold with 20 ½ pint milk punches. The milk punch card order form is available in the office or on the school website. Parents/guardians can order chocolate milk for their child. Payment must be included with the order form. You will be notified when your child's milk punch card is nearly completed.

LUNCH

Cold lunch

- Please plan nutritious and properly proportioned meals.
- It is not possible to provide refrigeration or facilities for heating up food.
- We strongly recommend that you do not send soda with your child's lunch.
- Utensils and napkins are not provided by the school so please pack in your child's lunch.
- Beverages are not provided by the school. Please order milk or pack the beverage.

Hot Lunch

- Hot lunch will NOT be available for the 2022-2023 school year. Information regarding hot lunch will be available on an annual basis.
- Should hot lunch be provided during the school year, it will not be available on minimum/Noon release days.

DRESS STANDARDS

Our goal concerning dress is that the students are safe, can participate in all school activities, and that learning is not disrupted. Please select your child's clothing for school with the following in mind:

- Modesty
- Safety
- Neatness
- Cleanliness

In keeping with these, the following dress code is required:

- No visible undergarments
- Shorts must not be shorter than MID-THIGH
- Shoes need a back strap- should be appropriate for playing during recess and PE.
 - No high heels or high platform shoes.
- Dresses, jumpers, skirts should not be shorter than the child's hand length above the knee.
 - A pair of shorts (biker shorts are acceptable) should always be worn under dresses, jumpers, and skirts.
- Clothing may not have any suggestive or inappropriate symbols or words on them.
 - This includes weapons, satanic symbols, etc.
- Tank tops straps must be at least 3 finger widths of the child wearing the top. No spaghetti straps.
- Muscle style tank tops must have a full shirt underneath. No full open arm holes.
- No words or logos written across the buttocks of shorts, pants, etc.
- No exposed or bare midriffs when hands are raised.
- On water days girls must wear a one-piece swimsuit. Boys must wear boxer style swim trunks.
- Clothes should fit appropriately to ensure safety and modesty.
- Neckline of tops should be no lower than a hands width from the clavicle.
- Avoid wearing large hoop or dangling earrings.
- Students should refrain from wearing makeup.

A student that comes to school inappropriately dressed will be issued an oversized t-shirt to wear for the day and/or the parent will be contacted to assist in bringing appropriate clothes for their child to wear. If an oversized t-shirt is provided it needs to be returned clean to the school office within 72 hours.

DELIVERIES

All deliveries, lunches, books, clothing, and/or birthday items must be left in the school office. The classroom teacher will be informed of a delivery in the office and will determine the best time for the student to pick up the delivery from the office. Parents/Students should notify the office if they are expecting a delivery.

The office is not responsible for ensuring outside deliveries (e.g., Grubhub and DoorDash) are made to the student in a timely manner.

All outside delivery services must follow the visitor guidelines when entering the Grace Christian School campus.

BIRTHDAY CELEBRATIONS

Parents/guardians are welcome to provide a special snack for their child's birthday to share with his/her classmates. This should be cleared with the child's classroom teacher ahead of time. The teacher will designate the time during the school that the special snack will be shared.

PARENT/TEACHER CONFERENCES

A supportive and cooperative relationship between student, parent and teacher is a vital part of a successful educational experience. You will be required to attend a parent-teacher conference after the 1st Trimester. The 2nd Trimester parent-teacher conference is optional. Please make every effort to attend your conference(s) when they are scheduled. You may make an appointment to meet with your child's teacher whenever necessary throughout the school year.

PHONE USE

The telephone is an important tool at Grace Christian School and is to be used by staff. A student may use the telephone only after receiving approval from a member of the staff. To help develop responsibility among students in remembering those items that important to school (homework assignments, lunch, jackets, etc.), students will not be allowed to use the phone unless the teacher has given permission.

Students will not be permitted to use personal cell phones on campus before, during, or after school. Personal cell phones should be stored in student's backpacks, and turned off, whenever students are on campus.

FIELD TRIPS

Field trips are part of the student's education experience at Grace Christian School. Information will be sent home in a timely manner regarding parental authorization, field trip information and costs. Every effort is made to assist the student and parent to afford the expense of a field trip. Families with financial concerns regarding a field trip cost should discuss with the classroom teacher and/or the principal.

Student participation in a field trip is a privilege. Repeated discipline or serious behavior infractions may result in the student being ineligible for a field trip. Outstanding billing may also result in the student being ineligible for a field trip.

All students must return a parent/legal guardian signed field trip permission slip to go with their class on each field trip. Without a signed permission slip the student will not be allowed to attend.

Chaperones

Grace Christian School relies on parent chaperones and parent transportation to assist during most field trips, competitions, sporting events, etc. All parent/guardian chaperones must:

- Have Live scan/Fingerprinting records on file
- Provide proof of car insurance, a valid driver's license, if driving
- Not deviate from the field trip's itinerary without permission from the classroom teacher
- Not leave the group for lunch or any other reason
- Follow chaperoning responsibilities assigned by the classroom teacher
- Understand that the possession or use of alcohol is strictly forbidden by any participant, including adult chaperones on a school field trip

The classroom teacher will determine what vehicle a student will be transported in. In most cases siblings are NOT allowed on field trips unless approved by the classroom teacher. Please note specific field trip venues have requirements that limit the number of adult participants. We must follow the requirements regarding cancellations, advance payments, and refund policies of the outside organization.

LIVE SCAN/FINGERPRINTING POLICY

All adults must have Volunteer Live Scan clearance noted in the school office prior to volunteering in the classroom, field trip or any organized activity of Grace Christian School.

It is the parent/guardian's responsibly to pick up the Volunteer Live Scan paperwork from the school office.

There is a fee to receive the Volunteer Live Scan paperwork from school office and charge by the fingerprinting agency of your choice. Parents/guardians are responsible for paying all fees out of pocket.

Due to California Department of Justice regulations, even if you have been live scanned/fingerprinted for your place of employment or volunteer involvement, you must be scanned again so that it is Grace Christian School specific.

COMPLAINT PROCEDURE

Occasionally problems or disagreements may exist between parties or over policies. The following guidelines are given as mean for Christian conflict resolution:

- First, begin with prayer. Ask God to for wisdom and discernment.
- Make an appointment with your child's classroom teacher.
- If for some reason this parent teacher conference does not resolve the concern, the parent and /or the teacher may request a joint meeting with the school principal. The principal will arrange a meeting time at the earliest convenience to all.

If you have concerns about school policy:

- Contact the school office to arrange a meeting with the principal.
- If for some reason this meeting did not resolve the concern the parent/guardian and/or principal may refer the matter to the Christian Education Board.

CONDUCT IN BATHROOMS

When students use the bathroom:

- Wash hands with soap and water.
- No loud talking.
- No horse play at any time.
- Place all trash in the appropriate trash cans.

Report any problems with faucets, toilets, or other emergencies to staff immediately.

INSIDE AND OUTSIDE PLAY CONDUCT

Play will be supervised by teacher/staff person to insure safe play. Students have a responsibility to:

- Play without striking or disturbing others on the playground.
 - Students who play too aggressively will be removed from the activity until they can agree to play properly.
 - If the behavior continues the parent/guardian will be notified to speak with their child.
- Use all equipment in the manner it was designed for. Proper care of equipment is for use and enjoyment throughout the year.
- Contact the supervising teacher or staff if problems arise during play and request help in solving the problem.
 - Students who cannot resolve their problems will be removed from the activity until they can agree to play properly without arguing.
- Not throw rocks, sand, playground bark, sticks or other non-playground equipment.

TRANSPORTATION/PARKING LOT ETIQUETTE

Skateboards, scooters, bikes, roller blades and "Heelys" are not allowed to be used on campus. If used for transportation to and from school, they must be stored in the office during the school day.

Grace Christian School takes great care to ensure the safety of students before, during and after the school day. One element that plays a large part in students' safety is safe practices by parents while in the parking lot. Please follow these parking lot rules:

- Cars that are dropping off students, and not using a parking space, must not block the traffic flow in the parking lot.
 - If your children require your help with backpacks, projects, etc., please pull into a parking space.
- Cars that are going to park or stop must do so in a marked parking space.
- Make sure your child looks before crossing the traffic lane. It is very important that all people using the parking lot do so with caution.
- Observe the speed limit, which is marked at 5 MPH.