

MISSION STATEMENT

Grace Christian School educates children 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 children 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 children 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 children 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 child's experience at Grace Christian School.

Emotional

This is a place for Christian fellowship and forgiveness centered in 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 who 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 will be provided 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 accorded or 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 of 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 they must meet pre-registration requirements and deadlines.

Grace Christian School is not equipped or staffed at this time to provide for a student if they require 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 child'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 fit of a student applying for Grace Christian School:

New Kindergarten Students

1. Application and application fee received
2. Gesell Readiness Testing
Testing is scheduled mid-April – Mid May by Grace Christian School
3. The result of the testing is reviewed with the kindergarten teacher and principal.
4. Letter sent to families within 2 weeks of testing
Acceptance
Denial letter
5. Kindergarten students that arrive mid-year will follow the transferring student policy.

Transferring Students for First through Eighth Grade

1. Parents / legal guardian schedule a meeting with the principal
2. Take tour of school
3. Application and application fee received – with the Application Form we ask that the parents/ guardian provide a copy of the child'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.
4. The classroom teacher and principal will review report cards, absence information, behavior reports, standardized aptitude/achievement testing and IEP report if the child has one on file.
5. School Administrative Assistant will contact the student's current / previous school to request an official cumulative file. They can be faxed, mail, 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 and a copy of an IEP report if the child has one on file.
6. The family will be contacted within 2 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 health requirements of the State of California.

- 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 1 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 1 of the application year in order to apply.

ATTENDANCE 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 for the "real world," students that 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 with the Flag salute promptly at 8:25 AM; students arriving after 8:30AM must receive a tardy slip from the school office. Students will be marked tardy if they are not in their classroom and prepared to work by 8:30 AM.

Late arrivals or early dismissals will be recorded as follows:

8:30-9:30 AM	Tardy*
9:30:30- 11:30 AM	½ day absence
After 11:30 AM	Full day absence

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

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

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 your child(ren) to school when it is safe. Grace Christian School will begin at the normal time; students that are late due to fog will not be marked tardy.

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 the need for regular attendance. A copy of the notification will be held in the student's file.
- 8 absences: Parent/guardian will be notified in writing. A meeting will need to 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 need to be scheduled with the 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. Possible retention of the student.
- 15 absences: Parent/guardian will be notified in writing. A meeting will need to 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. Possible 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)
- Others conditions beyond a parental control

Unexcused Absences – include but not limited to

- Family Vacation
- Family illness
- "Didn't know you had school"

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, the time the student will be arriving at school.

Call the school (24 /7) – 734-7694 Ext. 1001 and leave a message on the School Administrative Assistant's phone.

Leave an email message using the Grace Christian website

Leave a message on the Grace Christian School App

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 make arrangements to pick up make-up work the day your child is absent. Please make your request for make-up work by 9:30 AM. The make-up work will be available between the hours of 3-4 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 their child.

The following procedure has been recommended by the School Health Department:

- If temperature is below 99.6 degrees, give a drink of water and all the student to rest for 15 minutes. Retake the temperature. If no other symptoms, and student feels capable, they may return to class.

An *Ouch and Injury Awareness Form* will be completed by the office staff for the student to take home.

As required by law, parents must keep a student home if the child has a communicable illness. We encourage you to consult with a physician regarding the time period 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° Fahrenheit or higher. A child must be free of a fever 24 hours before returning to school. This means the child is fever-free without the aid of fever reducing medication.
- Vomiting 2 or more times in a 24 hour period

- Rash with fever or behavioral change
- Pink eye with discharge of white or yellow, may be accompanied by crusts in the corner of the eye
- Itching that may be extreme; noticeable mite, lice, or other infestation
- If a child has received any of the following diagnoses from a health care provider, they must remain at home until treated and/or no longer contagious:
 - Infectious conjunctivitis (pink eye)—until 24 hours after treatment has begun.
 - Scabies, head lice, or other infestation—until 24 hours after treatment and child is free from nits
 - Impetigo—until 24 hours after treatment is begun

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 is a multiple of faculty or student absences that interferes with the school's ability to function.

Please call the school office before 8:30 AM if your child is out of school for any reason.

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 extra-curricular 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 your child.

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 and on our website: <http://www.gracechristianvisalia.org>

FINANCIAL POLICY

The full annual tuition fee for each child is approximately 80% of the actual cost of providing for their education. The remaining balance of education cost is defrayed by the following:

- Grace Lutheran Church congregational support
- All-school Fall fundraiser
- SCRIP profits
- Booster Club's support to provide for enrichment and enhancement for the student body.
- 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

Can be made at the school office (cash or check) or automatically deducted from a checking account (a free service, if you are enrolled in "Simply Giving".)

Maintained by the Grace Lutheran Church, Business Manager. Each family will sign a contract annually, selecting a payment plan for that school year.

Tuition payments may be made one of three ways:

1. Total annual tuition paid in advance. Due by August 1st. Qualifies for a 5% discount. Payment by cash, check, money order. NO CREDIT payments.
2. Automatic withdrawal from checking or savings account.
 - a. Tuition be deducted for 10, 11, 12 months that you indicated on your annual contract.
3. Monthly billing. An annual handling fee of \$40 will be charged for this service. Payments are late after the 15th of the month and a \$20 late fee may be assessed.

Annual Fees per student include: *(this is over and above tuition) Non-Refundable*

Registration /Application Fee: New Student: \$100.00

Due with application

Re-application: \$50.00

Curriculum Fee: \$150.00

This annual fee is used to purchase curriculum and classroom needs.

Due by September 1st of school year enrolling for.

Capital Use Fee: \$150.00

This annual fee will be used to defray the cost of building additions and upgrades of the facility.

Due by November 1st of school year enrolling for.

Tuition Assistance

Limited funds are available for families needing assistance to cover tuition cost. Parent/Guardian must complete the FAST form online. There is a link on the school website. FAST is an independent agency that makes a recommending to the Christian Education Board the requesting families ability to pay. That information is reviewed by the Board, considering family need, parental commitment, and available funds before granting a tuition reduction. The family will be notified in writing.

Applications MUST be received by May 1st to qualify for the upcoming years tuition assistance consideration.

Delinquent Payments

An account will be considered delinquent if payment is not received in the office the 15th of the month following the due date. A \$20 late fee may be assessed. Past due account will be brought to the attention of the Principal. The Principal will bring the concern 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 of their accounts, including SCRIP, and childcare.
- 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 such time that 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 the child 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/guardian and friends are always welcome to attend these services. Chapel lasts approximately 30 minutes.

FINNACIAL GIFTS TO THE SCHOOL

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

SCRIP

Scrip is a program in which you purchase gift certificates from the school to do your shopping and gift giving. When you purchase these certificates there is no additional charge to you. The school purchases the certificates at an average of a 6% discount. Our school budget has been planned to reflect the profits received from SCRIP sales.

Participation is mandatory under two methods;

- Purchase SCRIP throughout the school year.
- Opt out of purchasing SCRIP and pay an amount equal to the SCRIP profit budgeted for you family.

DAMAGES and LOST 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.
- The staff or representatives of Grace Christian School are not responsible to replace lost or stolen times of the students. Students are responsible for their own personal belongings. The staff encourages students not to bring their personal items to school. (toys, books, etc.) Cell phones may be carried but cannot be in the "on" position or used during the school day by any student. The staff will encourage children to use predetermined areas to store their personal belongs.

LOST AND FOUND

Items are collected and located in School Office. Those items not claimed by the final day of school will be given to a charitable organization if they are not labeled with the student's name. Please note Grace Christian School is not responsible for lost or stolen items left unattended on the property.

**PLEASE LABEL ALL OF YOUR CHILD'S PERSONAL
PROPERTY AND CLOTHING!**

SOCIAL AND DIGITAL MEDIA POLICY

Technology resources at Grace Christian School are valuable learning tools for all students. It is becoming more difficult to be effective without using them. All students are expected to use digital tools responsibly, including their own personal devices. Technology includes, but is not limited to computers, printers, video equipment, tablets, Chromebooks, software, 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.

The use of digital tools on and off campus should be guided by several important concepts:

Jesus:

- Whatever is true, noble, right, pure, admirable, excellent or praiseworthy – think about such things! (Philippians 4:8). In all things reflect the heart and mind of Christ.

Others:

- Always...Give Credit and Get Permission ...Be Respectful ...Build others up
Never...Log into someone else's account ...Pretend to be someone else
online 16 ...Be mean or hurtful ...Share personal information or passwords

Yourself:

- Tell an adult if...
 - you see something inappropriate on your screen.
 - someone sends you something inappropriate.
 - you are contacted by someone you don't know.

Students and parents now find themselves very engaged in social networking resources that allow them to interact online. We encourage all students and families to be aware of the type of content they display on the internet regarding our school community.

All online posting whether it be via email, discussion post, video, podcast or social sites should be LARK – Legal, Appropriate, Responsible, and Kind. If a student posts inappropriate information online about a staff member or another student, 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 for their children and be engaged in monitoring their activity in this media.

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 child and for evaluation and curriculum planning. The results of these tests are given to the parents. A copy of the students results are placed in their cumulative file.

HOMEWORK

Homework is a natural and integral part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational progress. 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. Generally, teachers do not assign homework to be completed over the weekend. Generally, homework will include- reading, spelling and memory verse along with other areas of practice.

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, and independence along with promoting study habits and 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 of time.

Creation/Integration – applying creative ideas or critical thinking skills to an assignment.

The amount of time students are given to work on assignments in class will vary. In cases where a child seems to bring home an excessive amount of homework, parents should arrange to discuss their concern with the teacher. Parents should show their interest and concern in the child's work by frequently checking and discussing it with the 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.

HONOR ROLL

Students in grades 4-8 can achieve the honor roll by having a GPA (Grades Point Average) 3.00 and above. The awards are given out at the completion of a Trimester and Parent/Teacher Conferences. They are awarded at the end of the following school weeks Chapel. 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 +

CLASSROOM VISITATION POLICY

Parents may visit our classrooms to observe their children in their learning environment. For the protection of all the students in our care, we must know who is visiting the classroom and for what reason they are there. We, therefore, ask you to follow the procedures listed below:

- Call the school office to make arrangements with the teacher, who will set up an appointment for an appropriate time for visitation.
- 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.
- If a friend or relative wishes to visit the classroom of your child, arrangements must be made by the parent on their behalf.

DISCIPLINE (*Biblical Principles for Discipline*)

The purpose of discipline is to DISCIPLINE children in the Lord'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.

- 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). 24
- We believe that all of our interactions stem from the Gospel of Jesus Christ and the Love of God (Proverbs 22:6).

- We strive for a faith-integrated environment that is safe, nurturing, and academically challenging (Hebrews 12:2).
- As Christians, our discipline focuses on repentance and forgiveness (Ephesians 4:32).
- As trustworthy people of God, we are honest in our words and actions. We do what we say we will do, and we do what is right even when it is difficult (Titus 2:7-8).

Core Beliefs about School Discipline Grace Christian School staff dedicates itself to following a set of core beliefs which provides a guide for dealing with student discipline. Each student is a unique individual created by God, with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequence which increases the odds for children learning from their mistakes.

Schoolwide Core Beliefs

The following list of core beliefs outlines the professional actions and attitude of all the staff members in this 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, or the ones they create, without creating problems for anyone else in the world.
- Students will be given opportunities to make decisions and live with the positive or negative consequences.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world not a personal attack on school or staff.
- 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.

These core beliefs provide the guiding light for our professional decisions. The staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs. The staff and administration fully understand that discipline is a continuous growth process

characterized by normal occurrences of poor judgment. This understanding is evidenced by a generous display of love and forgiveness. However, effective teaching and discipline demands consistent application of clearly established rules and appropriate consequences.

The following steps will be taken to help correct a continual behavioral problem:

- Step 1 Student and teacher conference
- Step 2 Student, teacher, parent conference
- Step 3 Student and administration conference
- Step 4 Student, administration, parent conference

SUSPENSION – EXPULSION – NON-RENEWED ENROLLMENT – DISCONTINUED ENROLLMENT

Normally, a student is considered “in good standing” unless any of the following offenses have occurred:

- Language or behavior which is seriously immoral, profane, vulgar, or obscene.
- Injury or harm to person or property or threat to cause injury or harm.
- Theft or habitual dishonesty.
- Unauthorized absence or continued tardiness.
- Disobedience, insubordination, or disrespect for authority and the school.
- Behavior that is inappropriate or that is detrimental to the classroom and inhibits the learning of others.

Infractions of any of the above may put a student’s re-enrollment in jeopardy.

Suspension or expulsion will occur for these offenses:

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

HARASSMENT POLICY

Grace Christian School is committed to providing a learning environment that is free from harassment in any form (i.e. bullying, abuse, etc.). Harassment occurs when one or more individuals inflict physical or emotional abuse on another deliberately and repeatedly. Harassment of any student by another student or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner following the four step process outlined in the aforementioned 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. Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. The target of the harassment and the perpetrator do not have to agree about what is happening.

Harassment may occur at any time during school-related activities and includes, but is not limited to, any or all of 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, and other information communication technologies.

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.

LOCK DOWN

Should the need arise to secure the students and staff in a "lock down" situation you will be notified of the situation that same day or by the next school day at the latest. A "lock down" is generated by the request of our local police department. The students will be held in their lock down location until an all clear is given.

Our current the need arise to remove the students from the school grounds they will be safely escorted to the Boys Club @ 211 West Tulare Ave. Visalia.

DRESS STANDARD

Our goal concerning dress is that the students are safe, are able to 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, skirt 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 many not have any suggestive or inappropriate symbols or words on them. This includes skulls and satanic symbols.
- 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 one piece swimsuit. Boys to wear boxer style swim trunks.
- Clothes should fit appropriately to insure safety and modesty.
- Neck line 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. Should there be repeated dress standard concerns the parent will be called to bring a new a change of clothes for their child. The child will remain in the office until such time that a change of clothes is brought to the office.

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. The parent can order white or chocolate for their child. Payment must be included with the order form. You will be notified when your child's milk punch card is on its last few punches.

LUNCH

"Sack" 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.
- Beverage not provided by the school- order milk or pack the beverage.

"Hot" Lunch - Information regarding hot lunch will be available on an annual basis

DELIVERIES

All deliveries, lunches, books, clothing, 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.

BIRTHDAY CELEBRATIONS

You are welcome to provide a special snack for your child's birthday to share with his/her classmates. This should be cleared with your child's classroom teacher, who will designate the time during the school that the special snack will be shared. Please do not distribute party invitations on the school property unless every child in your child's class is invited. Exception: boys inviting all boys in class, girls inviting all girls in class.

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 1st Trimester. The 2nd Trimester parent-teacher conference is optional attendance. 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.), they will not be allowed to use the phone unless the teacher has given permission.

RECORDS and STUDENT PRIVACY

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

- Report cards
- Iowa Basic Assessment Reports
- Giselle Kindergarten Readiness Test results
- Discipline / Behavior reports
- Medical and Immunization Record
- Birth certificate
- Annual Application/Enrollment Forms
- Acceptance Letters

Student records are private and may not be release except by written permission of a parent or legal guardian. Federal law states that schools may send a student's education record to officials of other schools or school systems in which the student intends to enroll, upon the condition that the student's parent is notified of the transfer. The parent / legal guardian may receive a copy of the record, if desired, and have an opportunity to challenge the content of the record.

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 the parental authorization, field trip information and costs.
- We rely on parent transportation to transport children for most field trips, competitions, sporting events, etc. We need a copy on file of proof of car insurance and a valid driver's license.
 - The classroom teacher will determine what vehicle a student will be transported in.
- 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.

- Drivers and students are not to leave group for lunch or any other reason.
- In most cases siblings are NOT to be brought on field trips unless approved by the classroom teacher.
- 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. According to the Christian Education board policy outstanding billing may also result in the student being ineligible for a field trip.
- Parent/adult is not allowed to deviate from the field trip's itinerary without the permission from the classroom teacher.
- Chaperoning responsibilities will be assigned by the classroom teacher.
- Possession or use of alcohol is strictly forbidden by any participant, including adult chaperones on a school field trip.
- Please note specific field trip venues have requirements that limit the number of adult participants.

Live Scanned/Fingerprinted Adult Volunteers

Effective 2015 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. *(Normally, clearance is received within 2 weeks once you have been scanned/fingerprinted.)*

- It is the parent / adult responsibly to pick up the Volunteer Live Scan paperwork from the school office.
- There is a fee to receive the Volunteer Live Scan paperwork. *(As of 2017 the fee is \$47.00)*
- There is also a fee charged by the Visalia PD or Tulare County Sheriff office to be scanned. *(As of 2017 the fee is \$14.00)*
- Due to California Dept. of Justice regulations even if you have been live scanned / fingerprinted for your place employment or their volunteer involvement you be scanned –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 pray about the problem. God may insure you as to how to solve the "problem".

If you have concerns about a classroom situation:

- 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 join 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 reason this meeting did not resolve the concern the parent and/or the principal may refer the matter to a meeting with the Christian Education Board.

PARKING LOT ETIQUETTE

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 the support and practice by parents while in the parking lot.

- Cars that are dropping off students, and not using a parking space, please do 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. Please make sure your child looks before crossing the traffic lane.
- Very important that all people using the parking lot do so with caution.
- The speed is marked at 5 MPH.
- Thank you in advance for helping us ensure the safety of all students!