



Student & Parent Handbook

2019-2020

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CONTACT INFORMATION

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FAITH & PHILOSOPHY

Who We Are

Grace Academy is a ministry of Abundant Life Center. The vision of Abundant Life Center is *fruitfulness for the glory of God by sowing God's Word to our hearts and our lives to the world*. One way we seek to fulfill this vision is by providing Christian Education to our local community. Learn more about our church on our website at www.abundantlifectr.com.

Statement of Faith

1. The Bible is the inspired Word of God and by it all doctrine is established. (2 Tim. 3:16-17)
2. There is one true God who is revealed in three persons: Father, Son and Holy Ghost. (Jn. 3:16, 16:7-15; Jn. 17)
3. Our Heavenly Father is Creator, Almighty, Eternal, and a God of love. (Gen. 1; Jn. 1; Gen. 17:1, 35:11; Deut. 33:27; Romans 1:20; Jn. 3:16,17; 1 Jn. 4:8)
4. Jesus is the Son of God. He was the Word made flesh who lived a sinless life. He was born of a virgin. Jesus died as our substitute for sin and was raised from the dead victorious over sin, the devil, and death. Jesus now reigns as Lord and Head of the Church. (Jn. 3:16; Jn. 1:1-15; Is. 7:14, Mt. 2:18-23, Rom. 6; 1 Peter 3:18; Rom. 4:25; Heb. 9:26; 1 Cor. 15; Eph. 5:23; Col. 1:18)
5. Salvation from sin and death is provided for all mankind through the redemptive work of Jesus Christ. We receive salvation by grace through faith. Our salvation provides for forgiveness, healing, authority over the devil, peace, and fellowship with God. (Jn. 3:16; Rom. 6:23; Eph. 2:8-10; Eph. 1:7; Ps. 103:3; Mk. 16:17; Jn. 14:27; Phil. 4:6-7; 1 Jn. 1:3)
6. The Holy Spirit works to convict the world of sin, righteousness, and judgment, and to guide believers in truth. We believe in the baptism of the Holy Spirit with believers being filled with the Spirit, empowered to live for Christ, and manifesting the gifts of the Spirit. (Jn. 16:7-13; Acts 1:8, 2:4; Eph. 5:18; Rom. 12:4-8; 1 Cor. 12)
7. God designed the family unit to be established between one man and one woman, each representing unique aspects of God's nature, and together providing a complete picture of God's will for the family. Within this model, children are best positioned to grow and excel in every area of life. (Gen. 1:27; 1 Tim. 3:2; Titus 1:6; Eph. 5:22-33)

Our Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Grace Academy's faith, doctrine, practice, policy, and discipline, the Senior Pastor of Abundant Life Center is the final interpretive authority on the Bible's meaning and application as related to our above stated beliefs.

Mission Statement

Grace Academy exists to assist parents with training their children to excel in life preparation, in further education, and in the development of Christ-like character.

Christian Philosophy

Proverbs 22:6 says, “*Train up a child in the way he should go: and when he is old, he will not depart from it.*” This is a Biblical mandate that God gave to all parents. We desire to partner with parents to assist them in this training process. We consider the parents’ involvement a vital component in ensuring their child has a positive and successful educational experience.

In preschool, we introduce several important foundational concepts of learning and character. Beginning in kindergarten, the classroom instruction transitions to focusing more on Christian discipleship where we partner with Christian parents to ensure consistency of life and learning.

We strive to create an environment where children can develop spiritually, intellectually, emotionally, physically, and socially. All classroom instruction is taught through the lens of a Biblical worldview where God’s Word, the Bible, is the basis of all truth and the foundation from which all learning begins.

Educational Philosophy

We believe that if children are not taught to look for and see God in every area of life, their perspectives on life will lack faith that God is relevant to every area of life. Therefore, our goal is to teach every subject through a biblical worldview; whereby, children will interpret all matters of life in light of the truth of God’s Word and begin the process of developing a foundation of faith in Jesus Christ.

Expectations of Grace Academy:

- Grace Academy will provide qualified teachers and staff.
- Grace Academy will communicate regularly with parents regarding their child's performance and be available for consultations with parents throughout the year.
- Grace Academy will provide a learning environment conducive to the age-appropriate needs of the students.

Expectations of Parents:

- Parents will abide by the policies set forth in the parent handbook.
- Parents will maintain open communicate with the school regarding any questions or concerns.
- Parents will participate in school activities such as field trips, fundraisers, and other events.
- Parents will pay tuition and fees on time.
- Parents of Covenant Learning Model students will supervise and support their children in the completion of the work assigned for the guided instruction days.

Expectations of Students:

- Students will abide by the policies set forth in this manual and those established in the classroom by the teacher.
- Students will behave in a respectful manner towards the staff, other students, and the facility.
- Students will participate in class field trips and programs throughout the school year.

ADMISSIONS

Admissions Policy

All students seeking admission to Grace Academy will be evaluated on the basis of their enrollment application. Enrollment for new families will begin after enrollment opens for current families. After enrollment opens for new families, applications will be processed in the order in which they are received, along with the application fee.

In preschool, we introduce several important foundational concepts of learning and character. Beginning in kindergarten, the classroom instruction transitions to focusing more on Christian discipleship where we partner with Christian parents to ensure consistency of life and learning. Therefore, beginning in kindergarten, we require that at least one parent be a Christian.

All new students enrolling in kindergarten or higher will be required to have an entrance evaluation to determine their grade-readiness level. Returning students do not need an entrance evaluation unless otherwise determined by the school director. Additionally, we may request copies of previous school records.

Grace Academy also offers the Covenant Learning Model (CLM) for grades 1-5. This program operates legally as a homeschool co-op. Therefore, parents must *register these students as homeschoolers* with their local school districts. Families participating in CLM (grade 1-5) will be required to have a family interview to determine their compatibility with the Covenant Learning Model (CLM).

A student may be denied admission based upon academic or behavioral concerns, or if any part of the enrollment information is incomplete.

Notice of Non-discriminatory Policy as to Students

Grace Academy admits students of any race, gender, color, nationality, and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality, and ethnic origin in administration of its admission policies, educational policies, scholarship and loan programs, and athletic and other school programs.

Admissions Procedure:

1. Submission of completed and signed *Application form* along with:
 - \$35 (non-refundable) Application fee
 - Birth Certificate (photocopy)

Additional forms for Kindergarten & Elementary CLM:

 - Signed Pastor's Recommendation
 - Signed Records Release Request Form
2. *Verification Letters* will be sent to families communicating the status of their application.
3. New students enrolling in kindergarten or in the Elementary CLM will be contacted to schedule their *entrance evaluation*. Current students are not required to take entrance testing unless otherwise determined by the school director. Additionally, families enrolling a student in CLM will be contacted to schedule a family interview to determine compatibility with the Covenant Learning Model.
4. Additional information will be sent to all parents whose children have been accepted. Several of the forms will need to be completed and returned to the school, along with the Materials Fee (\$50 for preschool; \$75 for Kindergarten; \$125 for Elementary CLM) after acceptance.
5. For CLM only: Information will be provided to parents about the process and requirements for registering as a homeschool student.

Withdrawal

Withdrawal from Grace Academy requires written notification to the director at least two weeks prior to student's last day. Tuition payments are required until the withdrawal is complete. Refunds will be made for overpayments as long as proper notice was given. If no proper notice was given, the school reserves the right not to give refunds. In the event of an extenuating circumstance, the director reserves the right to work with the parents regarding payments and refunds.

Transportation

Preschool & Elementary CLM – Parents are responsible for the transportation of their children.

Kindergarten – Kindergarten students are eligible for public school district transportation. If parents desire to have their child(ren) transported to Grace Academy by their local school district, the district is required to provide transportation, free of charge, if any part of their school district is within 10 miles of Grace Academy, and if requested by the parents. For more information specific to your school district, please contact the director at Grace Academy. You must complete a *Transportation Form* and return it to Grace Academy. Grace Academy will then submit this to the school district on your behalf. The district should then be in touch with the parents directly regarding the transportation schedule.

FINANCIAL

Tuition and Fees

Tuition payments must be paid on or before the first of each month a payment is due (9 monthly payments for PK and K beginning Sept.1; 10 monthly payments for Elementary CLM beginning on August 1. Final payments for all families will be on May 1. Tuition payments can be made by cash, personal check, or money order. Additional online payment options may be available soon.

Application Fee: Due upon submission of application.

\$35/student

Materials fee: (one-time fee) - Due by June 1.

- Preschool - \$50 per student
- Kindergarten - \$75 per student
- Elementary CLM - \$125 per student

Tuition rates:

- **Preschool:** (½ Day - 9:00am-11:30am; Full Day - 9-3pm) – 9 monthly pmts.
 - ½ Day 2-days/week (T/Th) – PK-3 only \$115/month (\$1035/year)
 - ½ Day 3-days/week (T/W/Th) – PK-3 & PK-4 \$130/month (\$1170/year)
 - Lunch Buddies (T/Th) 11:30am-12:30pm \$ 25/month (\$212/year) **

- **Starts on Tuesday, Sept.17

Children must be 3 or 4 respectively by August 31, 2019.

- **Kindergarten:** (9am-3pm) – 9 monthly pmts.
 - 3-days/week (T/W/Th) \$250/month (\$2250/year)

Children must be 5 by August 31, 2019.

- **Elementary Covenant Learning Model:** (9am-3pm) – 10 monthly pmts.
 - *Covenant Learning Model (CLM) \$250/month (\$2500/year)
 - *CLM - 3 Direct Instructional Days/week (T/W/Th) at Grace Academy; 2 Guided Instructional days/week (M/F) at home

Entrance Testing fee: (Kindergarten & CLM) – \$25/student

- Waived for current student

Field Trips: Field trip expenses are not included in the above listed tuition or fees. Parents will be required to pay these expenses as they arise.

Lunch Buddies (Preschool only) – Starts in October

Our Lunch Buddies program runs from 11:30am-12:30pm. This time allows preschoolers to have lunch together followed by additional play and/or instructional time. Children need to bring a packed lunch not requiring the use of a microwave.

For planning and budgeting purposes, it is expected that if a child enrolls in the Lunch Buddies program, they remain in the program for the duration of the year. However, if circumstances arise that warrant the parents removing their child from the program, at least two weeks' notice must be given, otherwise, parents will be required to pay for an additional month.

ATTENDANCE

Regular attendance is essential to ensuring a healthy attitude and an overall positive experience. Parents are not to send their children to school if it would be detrimental to their child's health or to the health of others.

Preschool

Although attendance in preschool is not strictly enforced, it is still very important that children attend school regularly to prevent gaps in their learning and to minimize disruptions to the overall flow of the classroom learning environment.

Kindergarten

Unexcused Absences: Unexcused absences are defined as missing the bus, vacationing, or family outings without prior school approval. Special consideration may be given in unusual cases. Additionally, after ten "excused" absences, absences will be unexcused unless the student has a doctor's note.

Excused Absences: Excused absences are defined as illness of the student, death in the immediate family, and medical (including dental and optical) appointments. Every attempt should be made to schedule appointments before or after school hours. If a kindergarten student arrives after 10:30am or leaves before 1:30pm, they will be marked as absent for a ½ day.

Vacations and family outings will be excused only if a written request is received and approved in advance by the director. Parents should make every attempt to schedule vacations during school vacation times. The teacher will communicate to the parents regarding work that will be missed.

If a student will be absent, it is the parent's responsibility to communicate this to the school office by leaving a voicemail and/or emailing the school. Parents may additionally notify the teacher directly. However, they still need to notify the office. It is not the office's responsibility to contact the parent if a child is absent. The child's absence will be marked "unexcused" without prior notification, unless otherwise determined by the director. Any student missing more than ten days in a school year will be required to obtain a doctor's note for every subsequent absence. If a doctor's note is not provided, every subsequent absence will be marked as "unexcused." Exceptions may be granted by the director for extenuating circumstances.

Elementary CLM (also see above)

Though all students in the Covenant Learning Model will be registered as homeschoolers, we will track all absences in order to maintain a student attendance record. We will provide a copy of this record to parents for the homeschool evaluation. Our current school calendar includes 180 direct instructional days – consisting of "school" days (T/W/Th) and guided instructional days or "home" days (M/F). If a child misses any school days, it is the parent's responsibility to ensure that their child meets the 180-day requirement. *We encourage parents to begin counting additional instructional days in the summer as "insurance" days in case their child would be absent during the school year.* These could be family trips, museum visits, etc.

Tardiness

Punctuality is important to help children develop good habits, not only for school, but for life. If a student is tardy because of a doctor or dentist appointment, it will be counted as an excused tardy if the parent drops off a note from the doctor's or dentist's office upon arrival at the school, and if the student arrives before 10:30am. Tardiness occurs when a student arrives late for school and is unable to be in their classroom by 9am when school starts. Each tardy will be classified as excused or unexcused. The student's regular method of getting to school will be used when determining which classification the student receives when the tardy is due to transportation.

Delays, Cancellations, & Closures

In the event of a school delay or cancellation due to weather, power outage, or other such event, parents will be notified via the text message alert system by 8am that morning. If it is weather-related, the school will also post the announcement on the WGAL channel 8 website, on the FOX 43 website, and on the WJTL radio station by 8am that morning. If you have any questions, please contact the school.

1-Hour Delay Schedule

Preschool – 10am-12pm. Lunch Buddies will run from 12-12:30pm (T/Th only).
Kindergarten & Elementary – 10am-3pm.

Closure

In the event of an unexpected school closure after students have arrived at school (power outage, evacuation, etc.), parents will be notified immediately. If parents cannot be reached, the school will contact someone listed as your Emergency Contact. In the event the school is unable to reach anyone, the school will take whatever precautions it deems necessary to ensure the safety of the students.

GENERAL INFORMATION

Hours of Operation

The school day starts at 9am for all students. Doors open at 8:45am. If children arrive via school district transportation earlier than 8:45am, we will accommodate those situations. Children should be in their rooms and ready to start the day by 9am. Students enrolled in the Lunch Buddies program stay until 12:30pm. The kindergarten and elementary CLM operates from 9am-3:05pm.

Parents are welcome to visit during hours of operation as long as there is prior notification given to the school. All visitors need to first sign in at the office upon arrival and sign out when leaving.

Drop-Off Procedures

Doors open at 8:45am. If district buses or vans drop off students earlier, a staff person will meet those vehicles and ensure students get in the building. A staff member will greet at the front door. If you desire to accompany your child to the classroom, please park in the lower lot. If you are dropping off your child at the front door, you may drive up around the circle. If you know you will arrive late to school, please call the school at 717-755-6438 to let us know when you will arrive. Ring the doorbell upon arrival, and staff will let you in. The front door will be locked by 9:05am.

Dismissal Procedures

In order to ensure a safe and efficient pick up of your child after school, we request that all parents or other authorized adults display the Dismissal Signs provided by the school. Dismissal begins at 3:05pm. Students will be dismissed on a first-come-first-serve basis by the staff person stationed at the front door. You may wait in the car line which drives up to the front door, or park in the lower lot and walk up. If you choose to wait in the car line, please be sure to pull forward to the cones. If your child will be riding a district bus or van, a staff person will escort those children directly to the district vehicles.

Student Pick Up Policy

Children must be picked up promptly when the class is dismissed. A late fee of \$10 will be charged for every 15 minutes beyond the dismissal time if there is a consistent occurrence of the child being picked up late. In the case of extenuating circumstances, we will work with you.

Students will only be released to an authorized adult. Authorized adults will be identified as those displaying the Dismissal Sign provided by the school or as listed on the student's Emergency Information provided by the parent. If someone new will be picking up your child, please try to give them one of the Dismissal Signs we provide. Otherwise, please call to let us know ahead of time.

ACADEMICS

Curriculum

Our curriculum fulfills all PA learning standards and utilizes resources based upon three core criteria:

1. *Competency* - Is it an effective method that will equip students to be competent in that subject area?
2. *Christian* - Is it in agreement with a Biblical Worldview?
3. *Continuity* - Is it able to be part of a comprehensive plan so that it provides continuity across multiple grades?

Preschool:

- *Creativity and Readiness skills* through hands on sensory experiences
- *Language development* through a variety of interactive activities including singing, finger plays, and creative movement, as well as an introduction and reinforcement of phonics using the Zoophonics program
- Introduction to *basic alphabet and number concepts* through theme-based individual and small group instruction
- *Creative play and socialization* with an emphasis on sharing, caring, and interaction
- *Fine and gross motor skill development* with varied age-appropriate activities
- *Spiritual formation* through Bible stories, music, and interactive activities

Additional elements introduced in the PK-4 class include:

- *Phonemic awareness, rhyming words, and opposites* reinforced through the phonics program
- *Mathematics* introduced through calendar activities, as well as a variety of hands-on activities, and problem solving, with a strong emphasis on using manipulatives
- *Handwriting* through the Learning Without Tears curriculum
- *Creative movement* through music and introductory sign language

Kindergarten & Elementary:

- *Spiritual formation* focused on discipleship training through interactive Bible stories, life application, character development, music, and additional activities
- *Language skills* - oral development, phonics, spelling, grammar, writing, and reading skills introduced and reinforced through the use of a variety of effective instructional tools
- *Mathematic skills* introduced and reinforced through the use of manipulatives and hands-on learning activities to strengthen reasoning skills and provide opportunities for knowledge application
- *Fine and gross motor skill development* with varied age-appropriate activities
- *Music, Art, and Physical Education* concepts that promote growth and understanding within each content area.
- *Science* learning through theme-based, hands-on interactive activities and experimentation; including health, physiology, and fire safety concepts
- *Social Studies* learning about local, PA, and US history, geography, and civics

Grading

All students will have progress evaluations to assess their spiritual, intellectual, emotional, physical, and social development. There will be parent/teacher conferences twice per year (fall, spring) for parents to review and discuss these details with the teacher. Report cards will be sent home quarterly for kindergarten and elementary students.

Preschool evaluations will use the following assessment scale:

- C = Consistently demonstrates skill/concept
- P = still Practicing/working on skill/concept at school
- N = Not yet assessed at school

Kindergarten and the *first semester of First Grade* evaluations will use the following grading scale:

- O = Outstanding
- S = Satisfactory
- U = Unsatisfactory

Elementary evaluations will use the following letter grading scale:

Letter Grade	Numerical Grade	
A+	98%-100%	Excellent
A	93%-97%	
A-	90%-92%	
B+	88%-89%	Good
B	83%-87%	
B-	80%-82%	
C+	78%-79%	Satisfactory
C	73%-77%	
C-	70%-72%	
D+	68%-69%	Poor
D	66%-67%	
F	0%-65%	Failing

Elementary may also use the (O, S, U) scale for additional areas of evaluation.

Homework (*Kindergarten and Elementary only*)

Due to only having three days of instruction at school for our kindergarten and elementary classes, there may be homework sent home for those evenings. However, this work should not exceed 10 minutes per grade level (ex. 1st grade = 10 minutes; 2nd grade = 20 minutes, etc.). We recognize that all children are different and learn at different paces. Therefore, this correlation is a “rule of thumb,” though there may be differences for various children. If you would have any questions, please communicate with your child’s teacher directly.

Guided Instructional Days: For the Mondays/Fridays in our elementary classes, the teachers will send home lesson plans and assignments for parents to oversee. Teachers will have office hours on these days when they can be reached via phone or email with any questions. The teacher may respond additionally outside of office hours to questions, but we ask that parents respect the teacher’s time and only initiate communication within the designated office hours.

Enrichment Classes

Preschool and Kindergarten will have music and physical education. Art will be part of their classroom curriculum. Elementary students will have art, music, and physical education.

Special Events

We will have special events throughout the school year designed to enhance the learning experience and encourage family involvement in the child's education. Some of these events include a Fall Festival, Thanksgiving Celebration, Christmas Program, Easter Celebration, Daddy Date Night, Mother's Day Brunch, and Grandparents' Day. We will go on a variety of field trips to fun and educational locations throughout the year, as well as invite special guests into our school to instruct about topics such as fire safety and oral hygiene. More specific details will be provided in the classroom newsletters.

Field Trips

Field trips are an important part of the school experience. We select field trips that allow children to have hands-on opportunities such as apple picking in the fall, making ice cream, or playing creatively with gears and gizmos. Possible destinations include Brown's Orchard, Flinchbaugh's Orchard, Hands-on-House, Turkey Hill Experience, Lake Tobias, Baltimore Zoo, and more!

All field trip information will be communicated to families ahead of time. Forms, along with any payments (if applicable), must be returned and paid by the deadline. The teachers will also include field trip information in their weekly newsletters. Parents will be responsible for all field trip expenses.

Preschool parents are responsible for ensuring transportation to and from the field trip location. Most field trips will occur during the allotted time for normal school hours. However, there may be cases where it could be longer.

Lunch

All students staying for lunch must bring their own packed lunches. Please do not plan on the use of a microwave. Preschoolers have the option to enroll in the Lunch Buddies program, which runs from 11:30am-12:30pm on Tuesdays and Thursdays beginning in October. All kindergarten and elementary students will have a 45-minute lunch and recess break from 12pm-12:45pm.

Recess

Preschool and kindergarten students will be permitted to play on the playground equipment within the fence. Elementary students will be provided with additional equipment and games to utilize in designated recess areas outside.

SCHOOL LIFE

Health Services

1. In case of accident or serious illness, the school will seek to contact the parents first, followed by a contact listed on the Emergency Information Form. If the school is unable to reach anyone, the school will call the physician indicated on the emergency form and will follow his or her instructions. If it is impossible to contact this physician, the school may take whatever actions seem reasonable and necessary to care for the child.
2. First Aid services are given in cases of accidents or the onset of a sudden illness.
3. Parents need to notify the school in writing if there are updates to their child's health, such as vaccinations or the contraction of an acute chronic disease.
4. Children enrolling in kindergarten and elementary must submit a copy of vaccine records.
5. If your child is taking medication, medicine must be brought to the office. It must be labeled with the child's name, along with proper instructions on how and when to administer the medicine.
6. If a child has a fever, pink eye, lice, been put on antibiotics for an infection, or any other possible communicable health issue, there must be at least a **24-hour waiting period before the child returns to school**. Please contact your pediatrician for medical advice and notify the school. Children may return to school as soon as their health permits or the doctor gives permission.
7. A child with an extended illness should have work sent home if he/she is able to complete it. Please inform the school of this kind of situation. The school will do its best to work together in the best interest of the child.

Dress Code

Dress Code Policy

The Biblical principles of Christlikeness, modesty, purity, obedience, and respect are the standards applied. As Christians, our goal is to glorify God in everything and to be an example to those around us. The dress code is designed to serve as a guide to students and their parents on the proper attire for our student body.

Parents and students have the primary responsibility to understand and adhere to the dress code. In all circumstances Grace Academy retains the final authority to determine, in its discretion, whether a student is in compliance with the dress code. The administration reserves the right to amend the dress code as needed to address new fads and styles.

Dress Code Standards for both boys and girls:

- Students are to be neat and well-groomed. All attire must be clean, modest, and appropriately sized – not too small or tight and not too large.
- Tops must be long enough to cover midriff and bottoms must fit appropriately at the waistline.
- Inappropriate writings or images are not proper classroom attire.
- Frayed and torn clothing is not proper classroom attire.
- Shoes should be worn at all times
- Plastic shoes such as athletic slides and flip flops are not appropriate.
- Shoes must have heel straps or closed backs.
- Head coverings such as hats, scarves, and hoods (sweatshirts with hoods may be worn, but the hood may not be worn in the building), are not appropriate in the school environment.

Dress Code for Girls

In addition to the Dress Code Standards for boys and girls above, girls should follow the following guidelines.

Tops (girls)

- Tops cannot show undergarments or come off the shoulder. The shoulders of sleeveless tops must be at least the width of 3 fingers.
- Tops must be opaque (no sheer or ultra-thin fabrics).

Bottoms (girls)

- Pants must be loose fitting. Acceptable pants can be straight, boot cut, flare, trouser cut, as well as loose fitting dress pants.
- Shorts, skirts, and dresses must be no more than 4" above the crease at back of the knee. Leggings may only be worn under a dress code length skirt/dress.
- For uneven hemlines, the shortest part of the hemline may be no more than 4" above the middle of the knee. Fabrics may not be sheer unless an appropriate slip is worn underneath, no undergarments may show.

Grooming (girls)

- Hair color should look natural.
- Regarding piercings, only pierced ear jewelry is appropriate for the classroom environment.

Dress Code for boys

In addition to the Dress Code Standards for boys and girls above, boys should follow the following guidelines.

Tops (boys)

- Tops (collared or non-collared) must be neat, appropriate sized, and have at least short sleeves. Tank tops and cropped tops are not appropriate classroom attire.

Bottoms (boys)

- Pants must be appropriately sized and sit securely at the waist. Belts should be used if needed to satisfy this requirement.
- Shorts must be no more than 4" above the crease at back of the knee.

Grooming (boys)

- Hair should not cover eyes and at its longest point hair must be above the collar.

Discipline

The goal of discipline is conscience formation according to God's Word. We want to motivate children to control their own actions – building in them the knowledge of right and wrong, as well as the understanding of God's pattern for blessings and the opportunity for redemption. We do this by instilling an understanding of

- **Right and Wrong:** Helping them connect good choices with good consequences, and bad choices with bad consequences.
- **Redemption:** Helping them see that, even after they made a bad choice, they can still be rewarded if they repent, change their behavior, and make better choices.

At the beginning of each school year and periodically throughout the year, the teacher will review class rules and expectations with the students.

In preschool, we use a "Super Star" system that incorporates the use of colors – green, yellow, red – to correlate with behaviors. Each day, all children begin on Green (good behavior). If a child's behavior warrants moving to Yellow (needs to improve behavior, but some good choices), or Red (poor behavior), the teacher will explain to the child the reason for this and encourage making better choices in order to move back to Green. Depending upon the severity of the behavior, there may be an immediate consequence as well – missing recess, going to the principal's office, etc. This decision is at the teacher's discretion.

Kindergarten and Elementary classes will implement the same discipline elements of Biblical instruction, redemption, and conscience formation, but it may not directly use the color system as in preschool.

A teacher may send home a *Discipline Form* if the teacher felt the student's behavior warranted communication to the parent. A copy of this form is also sent to the main office. Please contact the teacher if you have any questions. If the frequency and/or severity of a child's behavior requires further actions, the following steps may be taken to address this issue:

- Student meeting with the Director
- Verbal communication between teacher/parent
- Parent meeting with the Director
- Student suspension
- Expulsion from school

If a student demonstrated "exceptional" behavior that day – demonstrated the "fruit of the Spirit" – kindness, patience, gentleness, etc. - they may be awarded a Super Star Sticker!

Technology

Grace Academy will not be held responsible for damages to cell phones or other electronic devices brought onto our campus. All cell phones or other electronic devices must be turned off during the school day and remain out of sight in the student's bookbag unless granted permission by the teacher for academic use. Any violation to this rule will result in parent notification and the confiscation of the device which will then be held in the main office until dismissal.

School computers are for class-related use and are not to be used for personal, non-school related activities. Students are not allowed to access e-mail accounts, social media sites, or other personal sites while in school. Any unauthorized computer use will result in the loss of privileges at school.

Faculty & Staff

All of our faculty and staff are carefully selected and well qualified for their role. They each have obtained their security clearances and are First Aid and CPR certified.

Volunteers

All volunteers working with children must obtain their security clearances. If you would like to volunteer to help out at the school when needed, please submit a copy of your clearances to the school along with your Volunteer Form.

Facilities & Grounds

The school is located within the Abundant Life Center facility. There are several church classrooms that will be used for the dual purpose of Children's Church Ministry and Grace Academy's preschool, kindergarten, and elementary classes. A multi-purpose room is available for additional activities and events. An outdoor playground area is located behind the facility.

Child Protection Policy

The safety of our children is vitally important. Therefore, Grace Academy has put in place a child protection policy to ensure the safety of your children. If you would like further information about this policy, please contact the director or view it on our website.

SCHOOL/FAMILY RELATIONSHIP

We believe that the school is to be an extension of the home, not a substitute. Therefore, we seek to work closely with all parents to further enhance the child's overall growth and development. If at any time you have questions or concerns, please feel free to contact the teacher or the director.

Communication

Weekly school communications will be emailed home from the school highlighting important information. Teachers may also send home periodic communications highlighting class-specific information such as assignments, field trips, and special events. Text communications may be utilized by the school when deemed necessary.

Each child will have a CLASS FOLDER/BINDER which will be used for direct communication between the teacher and the parent. This folder will be collected each day by the teacher to add any communications, student work, or other information to send home.

Each family may have a FAMILY FOLDER which will be used for communication between the office and the parents. This colorful, plastic folder may be used for picture forms, fundraisers, field trips, and other important information. These folders will be collected directly by the office staff, usually at arrival or dismissal time.

PARENT/TEACHER CONFERENCES will be in the fall and in the spring. These meetings allow the parents to view additional class work by the child, review their child's Report Card, and discuss any questions or concerns with the teacher. Teachers and the director are available for any additional consultations upon request.

Children's behavior and classroom performance can be greatly affected by life events, such as the death of a loved one, separation from parents, moving, etc. Please be sure to communicate to the teacher regarding any such events so that we can properly help your child if changes in their behavior arise.

Parent Teacher Fellowship (PTF)

The PTF exists:

- To *strengthen* the relationship between families and the school
- To provide opportunities for parents to *serve* at the school by helping with event planning, etc.
- To utilize the unique *skills and talents* of our families for the benefit of the entire school community.

* The PTF President will be appointed by the Director. All additional PTF committee members must be approved by the director. Meetings will be held periodically throughout the year and will be communicated to the PTF committee by the PTF President.

Conflict Resolution

In the event that conflict arises involving parents and school staff, it is expected that all parties involved seek to resolve the matter directly with the other party(ies). If no resolution can be reached, the matter shall be brought to the attention of the director to serve as a mediator in an effort to resolve the matter.