



GRACE ACADEMY

Grow in Grace

Student & Parent

Handbook

2022-2023

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CONTACT INFORMATION

Address: 3930 Farm Drive
York, PA 17402

Phone: (717) 430-6085 - New (this is the one you will receive calls from)
(717) 755-6438 - old number, but still works

Fax.: (717) 755-4807

Website: www.GraceAcademyOfYork.com

Email: Office@GraceAcademyOfYork.com

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FAITH & PHILOSOPHY

Grow in Grace

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.

Why We Are Here - Christian Discipleship

I am the Vine, you are the branches. He who abides in Me, and I in him, bears much fruit; for without Me you can do nothing...By this My Father is glorified, that you bear much fruit; so you will be My disciples. John 15:5, 8

Christian Discipleship is not separate from an academic education but rather gives purpose to it. Knowing and fulfilling God's will for our lives should be the strongest desire and highest pursuit for every Christian. Therefore, we are here to help parents foster within their children a desire to know God and to equip them to fulfill His will for their lives.

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, 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 communication 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 and entrance assessment to ensure we are able to meet their academic needs. Enrollment for new families will begin after enrollment opens for current families. After enrollment opens for new families, applications will be primarily 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 and submit a completed Pastor's Recommendation form.

All school-age 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. Additionally, new elementary students will be enrolled on a probationary period until the end of the First Quarter. If students are unable to meet the behavioral and grade-level expectations, or if parents are unable to meet the expectations of the Covenant Learning Model (CLM), the Director will meet with the parents to determine the appropriate course of action. Preschool-age children do not require an entrance evaluation.

Covenant Learning Model (CLM)

Grace Academy's elementary program is called the Covenant Learning Model (CLM) for kindergarten through eighth grade. Parents and teachers covenant together to play active roles in the educational process to ensure consistency of life and learning at school, at home, and at church, in order to effectively create life-long disciples of Jesus Christ who possess the faith, wisdom, and character necessary to fulfill God's will for their lives.

In this model, students attend school three days per week (Tuesdays, Wednesdays, Thursdays) to receive *direct instruction* from the classroom teachers. Kindergarteners have one day of *guided instructions* (Fridays) while first through eighth grades have two. On Fridays and Mondays, a parent or guardian oversees the *guided instructions* sent home from the classroom teacher. Families participating in CLM will be required to have a family interview to determine their compatibility with the Covenant Learning Model (CLM).

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. Online Inquiry - Interested families should submit an online inquiry. The school will then contact the family to set up a meeting and tour of the facility. Families seeking enrollment in our elementary Covenant Learning Model (CLM) will be contacted to schedule a family interview to determine compatibility with our educational model.
2. Online Application (link on website) along with:
 - Birth Certificate (photocopy)

 - Additional forms for Kindergarten & Elementary CLM:
 - Signed Pastor's Recommendation
 - Completed Record Release Form (if applicable)
3. *Verification Emails* will be sent to families communicating the status of their application.
4. New students enrolling in kindergarten or elementary will also be contacted to schedule their *entrance assessment* to ensure that we are able to meet the student's academic needs. Current students are not required to take entrance testing unless otherwise determined by the school.
5. Upon acceptance, parents will be required to complete the *online enrollment process*.

Withdrawal

Withdrawal from Grace Academy requires written notification to the school at least two weeks prior to the 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.

FINANCIAL

Tuition and Fees

Tuition payments must be paid on or before the first of each month a payment is due. All payments must be done through the FACTS Management Company. Families may choose to either pay annually, semi-annually, or monthly (10 monthly payments - August - May). Tuition payment methods include ACH debit or charge to a credit card.

Lunch Buddies (Preschool only)

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.

Field Trips

All field trips will be billed separately through FACTS.

FACTS Management Company

Parents will setup a FACTS payment plan when enrolling their student online for the next school year. There are three payment plan options: annual, semi-annual, or 10 monthly payments. Payments are processed securely through a bank-to-bank transaction. Tuition payments will be automatically paid from a checking or savings account or from a variety of credit cards. This allows parents to avoid late fees as a result of forgetting to make a payment.

Financial Aid (FACTS)

Only students in kindergarten or higher grades are eligible for financial aid.

FACTS Grant & Aid Assessment conducts the financial need analysis for Grace Academy families. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment.

Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in PDF format online. Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.

Financial Aid Usage

- If a student receives a scholarship from an outside source (Crispus Attucks, etc.) after having already been awarded financial aid from Grace Academy, the Grace Academy financial aid may need to be returned in total or in portion **IF** the amount of the other scholarship exceeds the amount of financial aid awarded to the student since the scholarship would count as income.
- If scholarships come in for a student whose tuition is already paid in full, that scholarship will be held until the following school year.

ATTENDANCE

Attendance (Preschool)

Our expectation is for students to arrive on time every day. We know that illness or family circumstances sometimes make this impossible. However, we encourage parents and students to treat school attendance as a serious matter being considerate of the teachers and other students in the classroom.

“On time” means students are in their classroom by 9am. Therefore, please allow enough time for you to take them to the bathroom at school prior to arriving in their classroom. Arriving late can be disruptive to morning routines.

For *unplanned absences* (such as illness), parents are responsible to call or email the school by 8:30 am if their son or daughter will be absent that day.

Additionally, if parents do not call or email the school ahead of time, parents must submit an **Excuse Card** (see below) within 3 days after the student returns to school for all absences, early dismissals, or late arrivals. This will help with the tracking and record keeping of student attendance.

Phone - 717-755-6438

Email - office@graceacademyofyork.com

Excuse Cards

Excuse Cards provide a signed, written explanation for all absences, early dismissal requests, and late arrivals. Excuse Cards are available in the school office if needed. Electronic Excuse Cards may be submitted online through your FACTS Family Portal (Family Portal>School>Web Forms>Excuse Card).

Pre-Approved Absences

For all Planned Absences, parents must complete a *Pre-Approved Absence Request form*, available in the school office or on your FACTS Family Portal (Family Portal>School>Web Forms>Pre-Approved Absence Request Form). Please submit the completed form at least **two weeks** prior to the date of the requested absence. This allows teachers time to plan accordingly.

Excessive Absences or Late Arrivals

In the event a student is absent for more than 7 days, or has more than 3 late arrivals, the school may request a conference with the parents to discuss the matter further.

Early Dismissals

Parents must notify the school at least **2 weeks** in advance for all early dismissals. Parents who fail to do so must submit an Excuse Card (in person or electronically) within 3 days after the student returns to school.

Attendance (Kindergarten & Elementary)

Our expectation is for students to arrive on time every day. We know that illness or family circumstances sometimes make this impossible. However, we encourage parents and students to treat school attendance as a serious matter being considerate of the teachers and other students in the classroom.

“On Time” means that students are in their classroom by 8:45am. Therefore, please allow enough time for your children to use the bathroom at school prior to arriving in their classroom.

The State Department of Education and the Administration of Grace Academy establish attendance rules. Students absent from school for any reason are responsible for meeting all class requirements. For *unplanned absences* (such as illness), parents are responsible to call or email the school by 8:30 am.

Additionally, if parents do not call or email the school ahead of time, they must submit an **Excuse Card** (see below) within 3 days after the student returns to school for all absences, early dismissals, or late arrivals. This will help with the tracking and record keeping of student attendance. If an absence is for more than a common illness, a doctor's excuse may be necessary. After three (3) or more consecutive days of absence, a doctor's excuse is required for re-entry into school.

Phone - 717-755-6438

Email - office@graceacademyofyork.com

Excuse Cards

- Excuse Cards provide a signed, written explanation for all absences, early dismissal requests, and late arrivals (tardies). Excuse Cards are available in the school office if needed. Electronic Excuse Cards may be submitted online through your FACTS Family Portal (Family Portal>School>Web Forms>Excuse Card).
- The burden of proof for excused absences rests with the parents.
- If the school office does not receive the Excuse Card within three (3) days after the student returns to school, then the absence will remain unexcused.
- Students who are absent from school for any reason other than those listed will be marked as unexcused.

Excused Absences

According to the PA Department of Education, students may legally be absent from school because of personal illness, quarantine, impassable roads, death in the immediate family, or other compelling situations directly affecting the student.

Pre-Approved Absences

Occasionally, a student may need to miss school for a reason other than illness. Discretion is strongly advised in seeking approval for a pre-approved absence. While special events and trips could be advantageous for some students, they could also be detrimental for others. For elementary students in our Covenant Learning Model, it is **strongly advised** not to miss direct-instruction days (T/W/TH) which are vital for staying on track and not falling behind. Though we recognize the value of family trips, parents are asked to give this careful consideration before scheduling a trip or activity.

For all Planned Absences, parents must complete a *Pre-Approved Absence Request form*, available in the school office or on your FACTS Family Portal (Family Portal>School>Web Forms>Pre-Approved Absence Request Form). Please submit the completed form at least **two weeks** prior to the date of the requested absence. This allows the teacher adequate time to plan accordingly and prepare work ahead of time for the student. Pre-approved absences are up to the discretion of the administration. Adherence to this procedure is essential. **Absences that do not meet excused absence guidelines and/or are not requested at least two weeks in advance will not be approved and will be considered as illegal/unexcused. Pre-approved absences may not be requested after the date of absence.** Students who have already reached ten (10) absences during a school year may not request permission for a pre-approved absence. If a family emergency arises that does not meet these guidelines, it is at the director's discretion as to whether the event is approved.

Unexcused Absences

Grace Academy is obligated to the rules and regulations of the State Department of Education concerning unexcused absences. The law requires that the superintendent of the public-school district where the student resides be notified when a student has been illegally absent for three or more days (Section 13-1332 and 13- 1333).

According to Act 138 of 2016, after three (3) unexcused absences, a student is considered Truant, and parents will be notified in writing within 10 days of the third unexcused absence and may be offered a conference and a School Revised 8/2019 7 Attendance Improvement Plan (SAIP). Each subsequent unexcused absence will require a conference and development of a SAIP. After six (6) unexcused absences, a student is considered Habitually Truant, and the school must refer the student for either a community or school-based attendance improvement program or make a referral to Children and Youth services if the child is under 15 years old or file a citation with the magisterial district court if the child is 15-years or older.

Excessive Absences

In an attempt to improve attendance and to comply with the State Department of Education, any student who has been absent for more than seven (7) school days will receive notification by the school office. Once he/she reaches ten (10) days, whether excused, unexcused or pre-planned, a written doctor's excuse will be required for each additional absence. This is in compliance with the State Department of Education policies (Section 13-1332 and 13- 1333). If a student is illegally absent for three (3) school days the State Department of Education will be contacted. A Truancy Prevention Plan may be written in order to help prevent further illegal absences. The plan may include consultation with a school truancy officer that could result in a court appearance.

Covid Quarantine Impact on Attendance

If a student must quarantine for Covid-related reasons, it is the responsibility of the parents to notify the school in a timely manner. All Covid quarantine absences will be marked as “excused” absences and will not affect the count for “excessive absences.” The school will use a unique “Covid” attendance code which will not negatively impact a student’s attendance record.

Classification of Tardies

Kindergarten and Elementary students are expected to arrive on time. Students who are not in class on time must report directly to the school office for a late slip before they will be permitted to enter class. All students who are late for any reason other than approved excusable tardiness will be marked as unexcused.

- Students can receive two unexcused tardies per quarter without consequence.
- The School may request a conference with parents when students accumulate three or more unexcused tardies in a quarter.
- A student who arrives late to school is expected to take any test scheduled for that day, even if that class was missed, unless the teacher decides to make other arrangements.
- Late arrival of bussed students will not be marked as tardy.

Excused Tardies

- Medical/dental appointment with doctor/dentist excuse slip (**Please try to schedule on Mondays and Fridays.**)
- Major traffic problem (Families must plan for morning rush-hour traffic. Typical morning traffic may not be used as an excuse for lateness.)
- Illness (with Excuse Card)

Early Dismissals

Parents must notify the school at least 2 weeks in advance for all early dismissals. Parents who fail to do so must submit an Excuse Card (in person or electronically) to the office within 3 days after the student returns to school. Excused early dismissals would include dental, medical, or other important appointments. Before leaving, the parent must sign out the student at the office. Any work that is missed during the absence must be made up. If an early dismissal is scheduled less than 2 weeks ahead of time, parents need to notify the school in a timely manner.

Make-up Work

Parents are responsible to contact their child’s teacher concerning assignments and tests missed during an absence. All class work must be completed to the satisfaction of the teacher. Make-up tests may be scheduled during a class, lunch, or after school, as arranged by the parent and teacher. Long-term assignments will be expected on the scheduled due date unless pre-arranged with the teacher. Pre-approved absences occasionally cause students to be out of school for several days. Parents are expected to make arrangements with all teachers for any work that they will miss prior to the pre-approved absence. Students should make every effort to complete the work in a timely manner.

Pre-Approved Absence Request

For Office Use Only: Date Received: _____ FACTS SIS Parent Notified Teacher Notified

Return completed form to the school office at least **two weeks** before the proposed date of absence. Final arrangements for travel should not be confirmed until approval for the absence has been received.

SECTION 1: Parent(s) complete this section

Student's Name: _____ Grade: _____ Today's Date: _____

Date(s) of Requested Absence: _____

Reason(s) for Request for Student's Absence (Elementary: Include specific places to be visited and planned activities for educational purposes):

SECTION 2: Parent Signature

We have read the school policy and guidelines and are aware of the responsibilities, which we have assumed. We further agree to abide by the stipulations as set forth in the policy and guidelines.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

SECTION 3: Administrative Signature

Attendance Record to date: # of Absences _____ # of Pre-planned _____

Approved Prior Requests: _____

Not Approved Reason(s): _____

Administrative Signature: _____ Date: _____

Elementary families, it is your responsibility to communicate with teachers about all schoolwork.

Pre-approved Absence: Discretion is strongly advised in seeking approval for a pre-approved absence. While special events and trips could be advantageous for some students, they could also be detrimental for others. Absences for students who are just maintaining passing grades could have a serious negative effect on class studies and grades. Parents are asked to give this careful consideration before deciding on a trip or activity.

Students are expected to make arrangements with all teachers for any work that they will miss prior to a pre-approved absence. Students should make every effort to complete the work before returning. If this is not possible, then they will be expected to have the work completed in a timely manner.

Delays, Cancellations, & Closures

In the event of a school delay or cancellation, parents will be notified via the Parent Alert text message system. In the case of inclement weather, school delays or cancellations will be posted on the WGAL and FOX 43 stations and websites.

Early Dismissal - School in Session

If your district closes early, any students who ride district transportation (bus/van) will be dismissed when their bus arrives at Grace Academy. Parents are responsible to find out their district's closing time. Parents may choose to pick up their children at school in this situation. However, parents must notify their school district and Grace Academy if they are altering dismissal transportation and we are not to send them on the bus. If Grace Academy closes early, parents will be notified using the Parent Alert.

Delayed Opening or Cancellation

Grace Academy will delay the opening of school or cancel school if weather conditions warrant. Parents will be notified using the FACTS Parent Alert system. Announcements will also be made on the websites listed above. 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 someone, the school will take whatever precautions it deems necessary to ensure the safety of the students.

Scheduling Conflicts between Grace Academy and Your School District

- Parents should be aware that Grace Academy only provides supervision at the times our school is in session.
- If Grace Academy is open, and your local district has a later start or cancellation, parents may need to find an alternative means for their children to get to/from school. Parents should notify Grace Academy if a student will be arriving later than our starting time for that day.
- Parents are responsible for communicating to their local district and to Grace Academy regarding all modification to transportation arrangements.

1-Hour Delay Schedule

Preschool - 9:45am-12pm. Lunch Buddies will run from 12-12:30pm.

- Full Day PK - 9:45am-3:15pm

Kindergarten & Elementary - 9:45am-3:15pm.

2-Hour Delay Schedule

Preschool - 10:45am-12pm. Lunch Buddies will run from 12-12:30pm.

- Full Day PK - 10:45am-3:15pm

Kindergarten & Elementary - 10:45am-3:15pm.

Guided Instruction Days (Remote Learning Days) - K-8th

In the event of an excessive number of school cancellations, the school may implement the use of additional *Guided Instruction Days*. These days may fall on a Tuesday, Wednesday, or Thursday when it is not feasible to come to school due to unplanned circumstances such as weather. On these days, teachers will communicate lesson plans to the parents who will oversee their child's instruction at home. Parents are to assist students as needed with the work and ensure that all work is completed for the next school day. Parents should communicate directly with the teacher as needed regarding any questions.

GENERAL INFORMATION

Hours of Operation

- *Preschool*- Half Day preschool operates from 9am-11:30am. Lunch Buddies runs from 11:30am-12:30pm. All day preschool runs from 9am-3:15pm.
- *Kindergarten & Elementary*- Classes operate from 8:45am-3:15pm. Doors open at 8:30am for student arrival. If children arrive via school district transportation earlier than 8:30am, we will accommodate those situations. Children should be in their seats and ready to start the day when class starts.

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

Arrival Procedures

- *Preschool*- Doors open at 8:45am. If preschool parents desire to accompany their child to the classroom, please park in the parking lot.
- *Kindergarten & Elementary* - Doors open at 8:30am. If district buses or vans drop off students earlier, a staff person will meet those vehicles and ensure students get into the building. A staff member will greet at the front door. Parents may choose to drive up around the circle or walk up to the front door to drop off their child.
- If you know you will arrive late to school, please call the school at 717-430-6085 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 Sign provided by the school. Dismissal begins at 11:30am for half-day preschool, 12:30pm for preschool lunch buddies, and at 3:15pm for all other students. 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 parking lot and walk up.

If you choose to wait in the car line, please follow signs in the parking lot to line up on the correct location. For safety and security reasons, no more than 3 cars are to be in the circle at one time. Once at the circle, please pull all the way around to the sign to accommodate cars behind you. 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 at dismissal. A late fee of \$10 will be charged for every 15 minutes beyond the dismissal time if there is a consistent occurrence of late pick-up.

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

Transportation

Preschool- Parents are responsible for the transportation of their children.

Kindergarten & Elementary - 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. Parents should reach out directly to their local school district to make this request. For assistance with the process, please contact Grace Academy.

ACADEMICS

Curriculum

Our curriculum fulfills 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, Pennsylvania, United States, & world 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 and 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 = skill Not yet assessed

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

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

Elementary (beginning in 2nd grade) 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 teachers may also use the (O, S, U) scale along with a +/- 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 Instruction Days (*Fridays/Mondays*):

Teachers will send home guided instructions for parents to oversee.

Kindergarten will have Guided Instruction for Friday. First through eighth grades will have Guided Instructions for Friday and Monday. Teachers will have office hours on these days for parents to contact them with questions. All work for Fridays and Mondays must be completed by Tuesday, regardless of appointments or other activities on those days. If a child is ill and cannot complete the work, parents must communicate this with the teacher.

Late Guided Instruction Work Policies

The pace of the CLM program requires students to stay on task and to be responsible for turning work in on time. Incomplete guided instruction work is the equivalent of not attending a class. Teachers will assign penalties for each late assignment. Consequences for chronically late and/or repeat offenses will be determined at the discretion of the administration and may disqualify the student from remaining in the program.

Unprepared Due to Illness

If a student is ill on a guided instruction day and is unable to complete the assignments or prepare for a test but is able to return to school on the following direct instructional day, the parents should notify the teachers before the student returns to class. The student may be marked absent for a guided instruction day.

Enrichment Classes

Kindergarten and elementary students will have art, music, and physical education. Preschool teachers will incorporate art, music, and physical activities into their classrooms.

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 participate in 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 throughout the year.

Field Trips

Field trips are an important part of learning. They allow students the opportunity to experience what they are learning about in the classroom. All students are expected to attend field trips as part of the school day. Kindergarten and elementary students will be marked unexcused if they miss a field trip unless otherwise approved by the director.

All field trip information will be communicated to families ahead of time. Parents must return the Field Trip Forms by the deadline to ensure the timely scheduling of field trips. All field trips are a separate expense and will be billed to parents through FACTS.

Preschool parents are responsible for 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. The school will organize transportation for kindergarten and elementary field trips which will be communicated ahead of time to the parents.

Lunch

All students staying for lunch must bring their own packed, nutritious lunches. Only water and fruit juices are permitted (no sweetened drinks - soda, etc.). Candy is highly discouraged and must be limited since sugar has a negative impact on student performance in the classroom. (No full-size candy bars, etc. are allowed.) Please do not plan to use a microwave.

Preschoolers have the option to enroll in the Lunch Buddies program, which runs from 11:30am-12:30pm.

All kindergarten and elementary students will have a 45-minute lunch and recess break.

Recess

Preschool students will be permitted to play on the playground equipment within the fence. Kindergarten and elementary students will be provided with additional equipment and games to utilize in designated recess areas outside. During inclement weather, students will utilize indoor facilities as they are available (multi-purpose room, classrooms). Students must adhere to all indoor/outdoor recess policies to ensure the safety of all staff and students.

Recess Cold Weather Guidelines

Research shows that children get little, if any, physical activity when recess is indoors. All efforts will therefore be made to ensure that children have access to outdoor recess, weather permitting. ***Therefore, please be sure to dress your children each day expecting outdoor recess.*** The following are cold weather guidelines for outdoor recess. *All temperatures below are based upon “feels like” temperatures at the time of recess.*



Indoor or Outdoor Recess:

- Above 25° - Full Outdoor recess
- 16-25° - May have abbreviated Outdoor Recess
- Below 15° - Indoor recess

Cold Weather Dress Code: Here are two great “*rules-of-thumb*” to keep in mind when dressing for colder weather:

1. *Wear layers* to accommodate fluctuations in temperature throughout the day.
2. Arms and legs must be covered below 60°.

Additional dress code guidelines:

- Below 60° - sweatshirt/light jacket/coat (increase thickness as gets colder)
 - *Ex. 55°= sweatshirt; 45°= sweatshirt +light jacket; or just a heavier coat*
- Below 40° - winter coat, head covering, and gloves/mittens (*recommend keeping a set at school to have on hand as needed*)

Keep in mind that it can get very windy on the hill where we are located.

To access the current local temperature including wind chill:

- Go to www.weather.com
- Type in our school's zip code (17402) and select “York.”
- Look at the current temperature for York.
- Look right below that current temperature to get “**Feels Like**” temp.
- That is the temperature that we will use to determine outdoor recess.

Guidelines are based on the [Pennsylvania Key standards and Caring for Our Children standards](#). The Pennsylvania Key (PA Key) works on behalf of the Office of Child Development & Early Learning (OCDEL).

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 and recent physical exam.
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.
8. COVID Precautions - Please reference our **COVID Operational Plan** and the **Health and Safety plan** that was developed to address how the school handles illnesses and symptoms. We use a "symptom-based" approach to illnesses and symptoms.

COVID Operational Plan

Purpose

This plan provides clarity for parents as to what school life will look like amidst the ongoing COVID-19 situation. No precautions can completely prevent the transmission of diseases. However, this plan takes into consideration guidance and recommendations from the York County office of Emergency Management, the PA Department of Health (DOH), the PA Department of Education (PDE), the CDC, The American Academy of Pediatrics (AAP), as well as the input from our school's legal attorney. Additionally, all reopening guidelines take into consideration the spiritual, emotional, physical, and academic well-being of our students and staff.

Benefits of Our Unique Educational Model

Many schools are scrambling to figure out how to adjust class schedules and daily routines to accommodate re-opening guidelines. Grace Academy's unique educational model already incorporates many of these recommended elements, such as:

- Smaller class sizes
- Spacing between students (3-6') in elementary and higher grades when feasible
- Cohorted classes to minimize crossover among children and adults in school
- Modified weekly schedule - only 3 days at school per week
- Staggered daily scheduling (preschool & elementary)
- Students sit in assigned seats for lunches, chapels, and other events when feasible.

As a non-public, parochial school, we have greater flexibility in determining which guidelines we implement at our school, which positions us to encounter fewer disruptions and maintain a greater sense of normalcy. The Re-Opening guidelines listed below reflect a balanced approach between recommended guidelines for all schools, and which guidelines are relevant to our specific school model.

General Guidelines:

- Staff and students will meet in-person for classroom instruction.
- Temperature screenings will NOT be required upon entrance to school.
- Students or staff exhibiting signs of illness are expected to stay home. If someone begins to exhibit symptoms at school, he or she will be sent to the office for care and evaluation.
- Staff will model and reinforce good hygiene habits with students along with additional signage reminders as well (turn and cover mouth/nose when sneezing/coughing, handwashing, etc.).
- Staff and students will NOT be required to wear face coverings.
- Utilization of outdoor spaces for learning when possible.
- Limiting unnecessary visitors in the building.
- Parents will be encouraged to consider ways to ensure optimal health and strength of immune systems. (i.e. dietary changes, nutritional supplements, etc.)
- Staff and students will have opportunities for hand washing and access to hand sanitizer.
- Students WILL have access to recess time as normal. Fresh air, sunlight, and exercise help build healthy bodies and strong immune systems. Students will clean hands (handwashing, hand sanitizer) afterwards.
- All frequently-touched surfaces will be disinfected regularly, including but not limited to: drinking fountains, doorknobs, stair railings, desktops, learning spaces.
- Students and staff will be encouraged to use individual water bottles from home.
- Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible.
- The office will communicate with families in a timely manner in the event of a direct health concern to our school community.
- In the event there would be a need to re-implement our distance learning plan, additional guidance will be provided to families in a timely manner.

Policies are subject to change if deemed in the best interest of our school community.

Additionally, our school attorney has advised us to have all parents sign a “Waiver of Liability” form with regard to the risks of their children being exposed to a communicable disease while attending Grace Academy. We will continue to communicate with parents as additional guidance and details come forth. Please feel free to contact the office with any questions or concerns.

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 "Green Means Go!" system that incorporates the use of colors - green, yellow, red, etc. - 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 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

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 oversized.
- 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.
- Sunglasses or dark glasses may not be worn inside the school building unless medically required.
- Hairstyles or colors that are extreme are not acceptable. Hair must be a natural color.
- Jewelry must exhibit wholesome messages and be non-distracting. No gaudy or bulky jewelry may be worn.
- Girls may wear no more than one stud or small hoop earring per ear. No other facial or body piercings may be worn. Boys may not wear any facial or body piercings.
- Gang-related apparel and accessories are not permitted at any school-related function.
- No tattoos can be exposed during school hours or when participating in school related functions.
- Full-coverage bathing suits are required while on special trips that allow for swimming.
- Cold-Weather: All students will be outdoors for recess, weather-permitting. Therefore, in an effort to protect the physical well-being of our students while outdoors in colder temperatures, please ensure that appropriate outerwear (coat, hat, gloves, etc.) is worn. Also, legs must be covered when the temperature is below 60 degrees.

Dress Code for Girls

In addition to the Dress Code Standards for Boys and Girls above, girls should follow the following guidelines:

Tops

- 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

- 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

- 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

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

Bottoms

- 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

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

Technology

Network & Internet Usage

Grace Academy will provide and control access to computer usage for students for the purpose of enhancing curriculum, academic development, and research. The use of Grace Academy computers, network, and Internet is a privilege, not a right, and may only be used under the specific guidelines of the teacher. This privilege may be revoked for anyone who uses the resources inappropriately.

In order to provide access to necessary services, Grace Academy may need to create accounts for students or have student's create accounts to access the needed resources and materials. This includes, but is not limited to: Xtra Math, G-Suite for Education, Typing.com, etc. This requires Grace Academy to accept the terms of service for these accounts on behalf of the student. School accounts are not to be used for personal use.

- Students should never give their Grace Academy account password(s) to anyone. They should never log in with any username and password other than their own. Students should logout of any account they sign into on school devices when they are done using the device.
- Students should not attempt to bypass system or Internet security or in any way gain unauthorized access to any computer resources by any means.
- Internet access at Grace Academy is filtered. Students may not attempt to bypass this filtering. If a student should come across a site that contains inappropriate content but is unfiltered, they are expected to leave the site immediately and report it to a teacher or administrator.
- Students may not access social media or gaming sites at school unless it is for school purposes and directed by the teacher.
- Students should not transmit material that is in violation of governmental regulation or law, or is copyrighted, offensive, or obscene.
- While using Grace Academy computers, students will strive to act in all situations with honesty, integrity, and respect for the rights of others. Students should not attempt to obtain or modify files, passwords, or data belonging to other users.
- IT staff and administration members reserve the right to monitor and log all student network and Internet activity at any time. Use of personal devices (including laptops, tablets, smart devices, etc.) during classes may be done only at the discretion of the teacher. Personal devices will not have access to the Grace Academy Wi-Fi network.
- Parents and students will sign an internet usage agreement at the beginning of each school year. This signifies understanding and compliance of internet usage guidelines.
- Students are responsible for any school device they use. This includes, but is not limited to, safely transporting Grace Academy devices around the school, not removing labeling, not writing on Grace Academy devices, returning devices to the correct place and plugging them back in. Students should not store Grace Academy devices in their backpacks, etc.

Any user of the network who violates the policies outlined in this document or engages in any other act determined to be an unacceptable use of the network by school administration, will have his or her user access revoked and may be subject to other disciplinary procedures according to existing and applicable school policies.

Cell Phones & Electronic Devices

Whereas electronic devices have become multi-functional, similar consequences will be issued for the misuse of cell phones and other electronic devices. Because cell phones and other smart devices have become an academic distraction, students who bring these devices to school must keep them off and away all day. Cell phones are not to be used at any time during the school day. If a student is carrying a cell phone or smart device, it should be kept in a backpack. Cell phones may not be on a student. Parents who need to contact their son or daughter during the school day must do so through the office instead of the student's cell phone or smart device. Use of the text messaging feature is also prohibited during school hours.

Cell phone usage at school is subject to the rules in the Acceptable Use Policy that students sign at the beginning of each year. Computer games, iPods, MP3 players, and the like are not to be used during the school day. Students who bring such items to school must keep them off and stored away. These same guidelines also apply to educational tools (calculators, tablets, laptops, etc.) that are used inappropriately (i.e. for activities unrelated to school work). In addition, this policy applies to school trips.

Students who violate this policy will have their cell phone/device confiscated by the teacher. It will only be returned either at the end of the day or directly to a parent depending upon the circumstances.

Holiday Policy

As a Christian school, we promote Biblical truth. Therefore, we will not promote nor encourage any tradition that is not true or that is in opposition to God's word. God is the Creator of all seasons, and we love to celebrate all the wonderful and unique things that each season brings. We are not seeking to judge anyone's family traditions, but rather simply communicating to you the school's position regarding certain holiday traditions:

- *Halloween:* We recognize that some families choose to celebrate Halloween during the fall season. As a Christian school, we choose to celebrate all the exciting things that fall brings, but we do not celebrate Halloween. Therefore, please refrain from sending in snacks with ghosts, witches, or other Halloween-related figures. Candy corn, pumpkins, and other fall-related snacks are great! Please do not have your children wear apparel associated with Halloween.
- *Christmas* - Though there are many wonderful traditions at Christmastime, we do not celebrate traditions associated with Santa Claus. Though he is merely a fictitious character, we simply want to keep our attention on Jesus, who is real, and the real Reason we celebrate Christmas. Therefore, please do not have your children wear apparel associated with Santa Claus.

Faculty & Staff

All of our faculty and staff are carefully selected and well qualified for their role. They are born-again Christians who are actively involved in their local churches and in the promotion of their Christian faith. 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. Children will have access to outdoor playground areas behind and adjacent to 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. At the younger levels, this folder will be collected each day by the teacher to add any communications, student work, or other information to send home.

Each family will 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.