



K-8 Family Handbook

2017-2018

**643 W. 13th Ave
Escondido, CA 92025
760-747-3029
www.graceschoolescondido.org**

Accredited by the Western Association of Schools and Colleges (WASC)

And National Lutheran Schools Accreditation (NLSA)



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WELCOME TO GRACE CHRISTIAN SCHOOL

It is our pleasure to welcome you to Grace, and right away we would like you to know that from this moment on, we consider you part of our family. Please know that this most certainly includes an open invitation to all of Grace's ministry events of Christian growth, fellowship, and maturity.

We pray that you will find Grace a safe environment in which you might further explore your own questions of faith in an environment in which people treat one another in the manner in which the Lord Jesus Christ has modeled. We are a Biblically-based congregation, and you will find that every ministry, every policy, every program has its mooring in the divine Word of our God.

Most certainly your children will grow by leaps and bounds this year in the knowledge of God, their loving Father, and in His Son, their personal Lord and Savior Jesus Christ. It is our prayer that you, too, will grow along with them! To this end, we invite you to take a look at our Worship and Bible Study schedule, and then set your priorities as God so leads.

As the leaders of this Christian congregation, we feel privileged to work and grow alongside a diverse group of people and it is the cry of our heart that you, too, might find a loving, accepting, and truth-centered church home. We pray that for many of you, Grace might just become that home!

We are here to serve our Lord Jesus, and we carry out that mission by serving you to the best of our abilities! If you ever need anything, or have any questions about the teachings or ministries of Grace Lutheran Church and Christian School, feel free to contact us at 760-747-3029.

Once again, it is great to have you as a vital part of our family, and we look forward to getting to know you on a more personal level.

May the richest blessings of God be with you and your family through the truth, mercy, and grace of Jesus Christ!

*Pastor Jim Young - Senior Pastor
Ben Elliott -Principal*

MISSION STATEMENT

It is the mission of Grace Christian School to impact and influence future generations with the Christian principles of character, integrity, and selfless service to God and others.



We have been given a special privilege as parents and teachers to share in the training of our children in “the way they should go.” It is our desire at Grace Christian School to provide a program that will prepare our students spiritually, socially, and academically to meet the challenges they will face upon graduation from school with minds and hearts dedicated to the Lord and His will for their lives.

Being a part of this training is not only a privilege, but also a responsibility before the Lord. The home, the church, and the school should work together to fulfill the responsibility to meet the student’s needs. This handbook is your guide to understanding how Grace operates. We desire to work closely with you in every way and pray for your support as together we make this year successful.

We trust that you will pray daily for your child, their school, and their teachers. It is our prayer that through a Christian education, these young people will find rich fellowship and deep devotion to the Lord who alone is capable of directing their lives.

What We Believe

- The Bible is the inspired Word of God. It is His message to all people.
- The entire Bible points to Jesus as the Savior.
- There is only one true God. He has revealed Himself as Father, Son and Holy Spirit.
- God is the creator of everything that exists.
- God, pure and holy, originally created all people. They lived according to God’s will, doing what was pleasing to Him. Adam and Eve, the man and woman God created in the beginning, went against God’s will and brought sin into the world. Since that time, all people have been conceived and born in sin.
- People cannot save themselves by their good works or restore themselves to a right relationship with God.
- Jesus Christ, true God and true man, lived a holy life on earth and suffered and died in our stead. His resurrection from the dead declares His victory over sin and death. Full and free forgiveness is offered to all people. Those who believe in Jesus as their Savior receive God’s grace to live a new life.
- Faith in Jesus is a gift of God, given by the power of the Holy Spirit. All glory, therefore, belongs to God.
- The means of grace are the Word of God, Holy Baptism, and Holy Communion. As that Word is coupled with the sacraments of Baptism and the Lord’s Supper, God gives His grace through these means.
- Jesus will come again visibly at the end of time as the righteous Judge of the world. He will raise the dead and give His people eternal life.

MINISTRY OPPORTUNITIES AT GRACE

Our Worship Life

In order to grow closer in our relationship with Jesus, we offer a variety of worship experiences.

Chapel:

Tuesday 8:30 a.m. Preschool
Wednesday 8:20 a.m. Kindergarten - 5th Grade
2:00 p.m. Middle School

These services are high-energy worship experiences that are developmentally appropriate for all students.

Saturday 6:00 p.m. Contemporary Worship Celebration and Children's Church:

This is contemporary, casual worship service that includes a variety of contemporary praise songs, a meaningful time of personal confession and reflection, and a life-changing, life-challenging sermon from God's word. This unique service has been attractive to busy, growing families and also to those who are new to the church setting.

Sunday 8:00 a.m. Traditional Christian Worship Service:

This is a time set aside for traditional Christian worship, complete with organ hymns and traditional hymnal liturgy.

Sunday 9:30 Contemporary Worship Celebration and Children's Church:

This contemporary celebration worship service includes a variety of contemporary praise songs, a meaningful time of personal confession and reflection, and a life changing, life challenging sermon from God's Word.

Sunday 10:45 a.m. House Church:

This is a small group worship and Bible Study in an informal setting. Located in the Multi-Purpose Room.

Sunday 10:45 a.m. Traditional Spanish worship Services in the Sanctuary

Bible Study Opportunities

The following are a few of the many ministries you will find here at Grace Lutheran Church and School. You are warmly invited to any and all!

Children and Youth

Children's Church (Preschool -5th grade): Saturdays 6:00 p.m. and Sundays 9:30 a.m.
Face to Face (6th-8th grade): Saturdays during 6:00 p.m. worship. See website postings.

Junior High "Face to Face" 6th - 8th Grades

This group meets on Saturday nights from 6-8 p.m. in the youth room. Our get-togethers include games, snacks, fellowship time, worship and a look at God's Word where we often use small groups. We meet weekly during the Saturday night 6:00p.m. service. We also have other opportunities including an annual "lock-in", Christmas caroling and much more! Look for more events to come on our website and publications.

High School “The Stand” 9th – 12th Grades

Our High School schedule includes our regular service every Wednesday night from 7:00 p.m. to 9:00 p.m. in the youth room. This is an engaging time that always includes snacks, worship and a practical look into God’s Word, and where quite often we have student-led small groups. There is always plenty of fellowship time and snacks. We also have summer beach nights, retreats, mission trips and special activities that offer a varied and exciting experience!

Life Groups

Life Groups are an integral part of the overall ministry at Grace. Life Groups empower the people of this church to experience community and grow spiritually. Simply put, Life Groups are friends you connect, grow, laugh, and serve with. For more information check our website or contact Pastor Scott Gary at sgary59@sbcglobal.net or Matt Arnold at matt.arnold04@gmail.com.

Adult Bible Classes

Sunday Morning: 9:30 a.m.

Wednesday Morning: 9:45 a.m.

Thursday Morning 8:30 a.m.

Thursday Evening 7:00 p.m.

SCHOOL HISTORY AND PROFILE

“Grace Lutheran Church and Christian School exists to impact and influence our culture with the amazing love of Jesus Christ...inviting, empowering, and encouraging all to know and serve Him.”

Founded in 1919, Grace Lutheran Church had included in its original constitution: “The congregation shall as soon as possible found a parochial school and maintain it.” Christian education has always been a priority for Christian churches across the United States. This is why the Christian School Education Association is the largest Protestant education system in the world with over 2500 schools in the United States alone.

Grace Christian School is part of a church body, the Lutheran Church Missouri Synod (LCMS), which has a proven history of educational excellence.

Grace in the Early Years

Only thirty-seven years after Grace Lutheran Church was founded, Grace Christian School was also established with the goal to give our children a Christ-centered education. In 1956, a classroom building was completed with the idea of eventually opening the day school. A resolution of the voters’ assembly of early 1957 was passed to open the school for the fall term with 3 teachers and grades 1-6. The first year showed a total enrollment of 76 pupils.

Grace Today

Today, Grace Christian School has grown from the original enrollment of 76 students to the present enrollment of approximately 270 in Kindergarten through 8th grade. The preschool was opened in 1991. Today the preschool has over 130 children enrolled in seven different classrooms, serving students from ages two through five.

Assets of Grace Christian School:

- Rigorous academic program in a Christ-centered environment
- Strong parent-teacher relationships
- Fully accredited
- Professionally credentialed teachers
- State of the art technology
- 1:1 Chromebook (Middle School)
- Fine arts program (art, instrumental, choral)
- Developing character, integrity, honesty, self-discipline, and personal accountability
- Dress code

Vision

Grace Christian School provides excellence in education, creating 21st century leaders: academically, spiritually, and socially. Students receive a Christ centered education through an integrated technology approach and a collaborative learning environment involving students, teachers, family, and the community. Students graduate from Grace Christian as citizens with integrity and self-confidence.

Accreditation

Western Association of Schools and Colleges Accreditation National Lutheran School Accreditation

Faculty

Teachers are professionally credentialed. Many faculty members have masters degrees.

Enrollment

400 students - Preschool through 8th grade.

Curriculum

Grace Christian emphasizes a strong academic program using varied curriculum materials. Teachers provide a variety of learning experiences to enhance the program. Our teachers are the critical component in carrying out our mission and vision.

Outside the Box Ministry

- Full-time counselor on site
- Curriculum accommodations/modifications
- Student Study Team (SST) intervention process
- Tutoring services
- Coordination with outside agencies for academic evaluations

Dress Code

It is our experience that there is a correlation between student dress and student behavior, therefore, students at Grace wear uniforms with a variety of options.

Hot Lunch Program

Nutritious hot lunches are prepared daily by professional, experienced chefs.

Admissions Information

Grace Christian School is owned and operated by Grace Lutheran Church. It is a school designed to assist Christian parents in educating their children. The members of Grace Lutheran Church consider the school to be a service to the Christian community and a mission outreach of the church.

All students applying for admission to our school must complete the following:

- Entrance exam - consisting of reading comprehension and math computation or provide student's transcripts and standardized test scores for the past two school years.
- Meeting with school administration.
- If necessary, a recommendation form completed by previous school official. (This can be faxed to the student's previous school for completion.)

Grace Christian School admits students of any race, creed, color, national, or ethnic origin to all 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, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, or other school-administered programs.

Age Requirements

Students are admitted to kindergarten when they are 5 years old before September 1st of the current school year. Students are admitted to first grade when they are 6 years old before September 1st of the current school year.

Enrollment

Grace Christian School provides Christian education for children in Preschool through eighth grade. All qualified students (those who have successfully completed the admission requirements) begin enrollment on a probationary basis. At the end of the first six weeks of school, both academic and behavior achievement will be evaluated before grade placement and admission may become final. The school reserves the right to adjust grade placement.

Re-Enrollment

Each year school administration will review all applications for the following year. Enrollment at Grace one year does not guarantee enrollment for the following year. A re-enrollment criterion is based upon:

- Student's academic progress and school behavior
- Openness to spiritual instruction
- Record for payment of fees and tuition
- Completion of annual thirty Family Service Hours (see Registration and Tuition for explanation)
- If the above criterion are met, students are enrolled on a first come, first served basis upon the opening of enrollment

If there are any areas of concern, school administration (and church administrator if needed) will meet with the family to discuss the student's re-enrollment.

ENROLLMENT AND TUITION SCHEDULE

New Students

For new students enrolling in our school, there is a \$25 non-refundable testing fee that covers the entrance exam and evaluation. This \$25 can be applied toward the registration fee of \$250 per student, which is also non-refundable and non-transferable.

Current Students

Current students re-enrolling for the next year must have the full registration fee of \$250 per student paid to ensure a space for the next year. This fee will guarantee placement and is non-refundable and non-transferable.

TUITION SCHEDULE AND POLICY

Tuition for the school year will be collected by one of the following options:

Full payment of tuition to the school by July 1, including a 2% discount for cash payment. One half payment of tuition to the school by July 1, including a 1% discount with the second half payment due by December 1, for cash payment.

A twelve-month payment schedule beginning June and ending May, paid by electronic funds transfer through the FACTS payment plan. The family can choose any checking or savings account, either existing or brand new, for the purpose of these debits. Debits can be processed on the 5th or 20th of the month.

FAMILY SERVICE PROGRAM/STEWARDSHIP

Each family is required to give 30 hours per school year in chosen areas of service. These services may be done in any of the designated areas in the church and/or school and are based on the family unit, not on a per child or parent basis. If you are unable to volunteer for any or all of these hours, a fee based on \$10.00 per hour will be assessed.

It is the responsibility of each family to register their volunteer hours. Family Service hours must be recorded on the monthly calendar provided in the school office and website. Please be sure to include your student's name, grade, and your phone number when turning in your hours.

Ways to serve your family, our school, our church, and our Lord at Grace Christian School:

- Assist teachers
- Assist in the office
- Assist with serving Hot Lunch
- Bake for special events
- Help with classroom projects
- Assist/read in the library
- Help with maintenance
- Assist with sports
- Help with Special Delivery Envelopes
- Contribute your artistic skills to help with musicals and plays
- Chaperone field trips
- Assist in Computer Lab
- Help with things that can be done at home

VOLUNTEER POLICIES AND PROCEDURES

For the purpose of safety and security of students and members of Grace Lutheran Church and Christian School and to conform to our insurance policy guidelines, volunteers who wish to attend class field trips, spend time in the classroom, or participate in overnight church and school activities as a chaperone, must first be approved by our volunteer screening process. This process includes live scan fingerprinting and a Dept. of Justice background check.

For volunteer approval, please complete the following:

1. Obtain a "Volunteer Request for Live Scan Service" form from the school or church office.
2. Fill out the form and take it to:
AAA Live Scan of Escondido
431 West Grand Avenue #203
Escondido, CA 92025.
3. Bring your driver's license for I.D. and payment (Typically around \$20)
4. Drop off receipt for service to the Grace Church or school office.
5. Volunteers will then be added to the approved volunteer list. Once approved, you will not need to renew.

Note: Live Scan Screening results are not transferable from one organization to another.

SCRIP PROGRAM

The scrip center acts on behalf of churches, schools and other non-profit organizations that purchase large amounts of scrip from grocery stores, department stores and other retailers. Because scrip is purchased with cash up front, the participating retailers offer a substantial discount. Grace Christian then re-sells the scrip to our church and school families for full face value. The discount from the retailers is retained by Grace as revenue.

In order to support our beautiful church and school so that we may continue to build and to grow in God's grace, we ask that you participate in this program. It is a great resource for birthdays, teacher gifts, Christmas, college age students, etc.

This is a voluntary program at Grace. An order form can be obtained in the school office or website. Most scrip is special order with only minimal availability on hand in the office. For scrip that we do not have on hand, please expect at least a 2 week delivery time once your order is placed. The scrip orders can be sent home in the special delivery envelope or you may pick up your order in the office. Additionally, scrip is sold on the patio or in the narthex after worship services and can be obtained from the business office from 7:30 p.m. – 5:00p.m. For more information call the business office at Ext. 7111.

Scrip can be paid with check or credit card. A convenience fee of 3% will be added to your order if paying by credit card.

Sample of Monthly Scrip Purchase

\$100 Bath and Body 13% generated proceeds	\$13.00
\$500 Major Market 6% generated proceeds	\$30.00
\$50 Olive Garden 9% generated proceeds	\$ 4.50
\$100 Macy's 10% generated proceeds	\$10.00
\$50 Starbucks 7% generated proceeds	\$ 3.50
Total	\$61.00 generated revenue for Grace

If each family were to purchase only the amount above, it would be a substantial contribution to Grace Christian School.

DROP-OFF AND PICK-UP PROCEDURES/PARKING

To ensure the safety of our children, students may be dropped off and picked up at school in the following ways:

Hours to Drop-off and Pick-up

- Before school: 7:55 a.m. – 8:10 a.m.
- After school: 3:00 p.m. – 3:15 p.m.
- Extended Care: See Extended Care Section for hours and locations

Three Options for Drop-off and Pick-up*

1. Park on Redwood at the West end of school.
Note: Parent MUST ACCOMPANY student(s) to the gym or classroom.
2. Park in the East Parking Lot between the church and Marie Calendar's.
Note: Parent MUST ACCOMPANY student(s) through gate to the gym or classroom.
3. Drive-through by entering on 15th Avenue and take advantage of our Safety Patrol who will be directing traffic. We request that the following rules be adhered to:
 - Enter at the 15th Avenue entrance only.
 - Obey the "Do Not Enter" sign at the Redwood exit.
 - Drive slowly while on school property and watch for children.
 - Obey the signs and directions of the Safety Patrol.
 - Maintain two lanes going one way only.
 - Do not pull around cars in front of you that are waiting unless directed by the Safety Patrol.
 - Pull forward to the crosswalk to allow several cars to load and unload at the same time.
 - **Cross at the crosswalk only!** Students will not be allowed to cross through the parking lot.
 - Keep the traffic flowing. If you are waiting in the front of the line and several cars are ready to leave, you will be asked to pull into a parking space.
 - Cell phones should not be used while in the drive-through line.
 - If there is someone picking up a student and is not on the pick-up list, please have them go to the school office.
 - Please stay in your car until your student is brought to you by school personnel.
 - Follow the pick-up procedure on rainy days as directed by school personnel.
 - Please be patient while waiting in line. Allow time in the morning to drop off your child(ren).
 - All remaining students at 3:15p.m. will be signed into Extended Care.

* The following may not be used for dropping off and/or picking up before and/or after school:

- Do not use the school office or Preschool hallway
- Do not enter through the double glass doors of the gym facing 13th Avenue for morning assembly.

WALK-ON/WALK-OFF CAMPUS POLICY

Each student authorized by parents to walk on or walk off campus should have a "Walk-On-Walk-Off Campus Permission Slip" on file in the school office. All students with this permission slip form must:

- Enter and/or exit through the school office
- Must sign in and/or sign out before leaving campus

The school is not responsible for students who walk off campus on their own or at the direction of parent.

Bicycles/Rollerblades/Skateboards

Students of all grades may ride all wheeled items to and from school with the permission of their parents. Bicycles and skateboards must be walked off the school grounds.

ATTENDANCE

School Hours

Grades K – 8th are in session Monday through Friday from 8:10 a.m. to 3:00 p.m.

Kindergarten ½ day hours are: 8:10 to 11:50 p.m.

Half day dismisses at 11:30 a.m.

Arrival at School

Kindergarten through 5th grade students are to go directly to the gym upon arrival at school between 7:55 a.m. – 8:10 a.m. unless it is a chapel day. On chapel day students go directly to their classrooms.

Middle school students go directly to their homeroom every day.

Tardiness

Students should be in the gym for general assembly before 8:10 a.m. and ready to begin the day. Any student entering the gym after 8:10 a.m. will be considered tardy and will need to go to the office for a tardy/admit slip. Students who earn 4 or more unexcused tardies will not be eligible for the Perfect Attendance award at the end of the trimester. Tardiness will be monitored on a monthly basis. The following disciplinary action will be taken if a child is consistently tardy:

4th unexcused Tardy - Note to parents

5th unexcused Tardy - Note to parents and the student will serve a detention

Early Departure

A student is only permitted to leave the school grounds once he/she arrives on campus, if accompanied by a parent/guardian. If a student needs to leave school before 3:00 p.m., the parent must sign their child out in the school office before leaving campus.

Departure at end of School Day

School grounds should be vacated by 3:15 p.m. Children on the grounds and not in a school sponsored activity (Homework Club, sports practice, choirs, etc.) will be taken to the Extended Care program. Parents will be charged for this program.

Absences

The highest priority should be given to school attendance; this is the student's "job" at this time in their life. School attendance should have a higher priority than other outside activities.

- Excessive absences may jeopardize a student's promotion and/or re-enrollment.
- According to California State Law, attendance at school is compulsory. Circumstances will be evaluated on an individual basis.
- A child absent 24 or more days during the school year may be in danger of being retained in the same grade. A notice will be sent home each term if your child has missed in excess of 6 days.
- A child will be considered present a half-day if he/she has been in school for less than four hours.
- For any student to take part in a school-sponsored activity, the child must be in attendance at school the day of the activity.

Illness and Make-up Work

- Parents are to phone the school office on the day of the absence **before 9:00 a.m.** at Ext. 7115 if a student is absent.
- The time allowed for make-up work will equal the length of the days absent.
- See Medical Policies for more information.

Planned Absences/Homework and Make-up Work Given in Advance

- Homework and make-up work given in advance is a courtesy the teacher may be able to provide. Teachers are not required by the school to provide this service.
- If the teacher is able to provide homework and make-up work in advance for a planned absence, the work is due the day you return.
- **While this work may be made up, classroom activities and instruction cannot be duplicated.**

Perfect Attendance Awards

Perfect School Attendance Awards are given for every trimester and for the year.

MEDICAL POLICIES

Grace Christian School requires current documentation of every student's immunization record upon entrance and/or start of Kindergarten (California State Policy dictates "NO shots, NO school"). All students entering, advancing, or transferring to 7th grade will need a proof of an adolescent whooping cough booster immunization (called Tdap) for school in the fall.

Grace Christian School (as well as the State of California) requires a documented School Entry Health Checkup Assessment and Oral Health Assessment for all Kindergarten and 1st grade students. "School Entry Health Check-Up Requirement" forms for this physical are available in the school office. In addition, Grace will require physical education assessments for all 6th – 8th graders. Forms for this physical are also available in the school office.

First Aid

Grace maintains a well-equipped first aid unit in the school office at all times in addition to an equally well-equipped version for field trips, field events, and athletic endeavors.

Insurance

Grace Christian School carries an accident insurance policy that may be used to supplement your insurance. Accidents must be reported to the school office. If a child is severely injured or a medical emergency occurs, we will arrange for emergency medical treatment and transport them to the nearest emergency treatment facility, while contacting the parents/guardians for specific instructions.

Infectious Diseases/Conditions

To prevent the spread of disease, students may not attend school with the following ailments:

- Vomiting in the previous 24 hours
- Fever in the previous 24 hours
- Diarrhea
- Rash accompanied by fever
- Pink eye (Conjunctivitis) until 24 hours after treatment has been initiated
- Rash on the face, usually around the nose or mouth; red sores may develop and form honey colored crusts (Impetigo) until 24 hours after the treatment has initiated.
- Chicken Pox (Varicella) until the sixth day after onset of the rash or sooner if all lesions have dried and crusted (Re-entrance to school prior to the sixth day will be left up to the discretion of the administration).
- German measles (Rubella)
- Measles (Rubeola)
- Mumps until 9 days after onset of neck swelling (parotid gland swelling)
- Sore throat, scarlet fever, or strep throat (Streptococcal Pharyngitis) until 24 hours after treatment has been initiated and until the child has been without an elevated temperature for 24 hours
- Whooping cough (Pertussis) until 5 days of appropriate antibiotic therapy has been completed (total course of treatment is 14 days)
- Head lice (Pediculosis) until the head is totally free of lice and lice eggs (nits) – A designated school official prior to re-entrance to school MUST check student.

STUDENT MEDICATION ON CAMPUS

It is understood that Grace will administer medication (ie. Acetaminophen, Ibuprofen, cough drops, Tums) to your child only with a physician statement and/or written permission from parent or guardian.

Students are not permitted to have medication (including cough drops) in their desk, backpack or on their person. Only authorized school personnel in the school office will dispense medications.

Prescription/Over the Counter Medication

- Administered only with parent/guardian completion of the school Medication Request Form. NO medication will be administered without completion of this form.
- Dispensed at the request of parent/guardian.
- Child is responsible for remembering to request their medication.
- Must be in the original prescription bottle/container
- Must be labeled with:
 1. Child's name
 2. Name of drug
 3. Dosage
 4. Administration instruction

Emergency Form

Remember to update your contact numbers throughout the school year with the office.

Closed Campus Policy

Grace is a closed campus. All gates are closed and locked during the day. You may enter campus using your access card at three locations; the east gate, preschool gate, or the extended care gate by the gym. Otherwise, if you do not have an access card, the only way to enter the premises is through the school or church office. Both offices are staffed during the school day.

Parents are welcome to visit classes. Common courtesy expects that arrangements with the teacher will be made before the visit. Visitations are arranged directly with the teacher.

All volunteers and visitors to our school must:

- Enter at the school office
- Sign into the school office log
- Wear a volunteer or visitor badge while on campus
- Please, no visitors during the final minutes of the day or during the standardized testing program in October.
- All volunteers must complete the live-scan process to volunteer in any capacity including chaperoning field trips.

Drills

An approved and efficient fire alarm system is installed in our school. The principal or designated person under the authorization of the Escondido Fire Department conducts announced/unannounced fire drills monthly, and/or disaster drills periodically.

- The teacher and/or administration conduct earthquake drills.
- Lock down procedures, bomb threats, and evacuation drills are reviewed in each class.
- Safety doors, fire extinguishers, and apparatus in the school buildings and church are tested each year. Fire exits are clearly marked.
- Safety demonstrations are given from time to time in addition to the regular class instructions.
- In the event of a natural or other disaster, instructions will be given at that time. If evacuation is necessary, students will be released individually as safety permits us to do so.

CURRICULUM/PROGRAMS/ACTIVITIES

Grace offers those subjects that are commonly taught in California at the elementary and middle school levels. Our goal is a sound education that will aid the child throughout his/her adult life. Our teachers regularly attend workshops, seminars, and conferences to keep in touch with the current educational methods and curriculum and to keep their teaching skills at a high level. They work closely with the local high school counselors to successfully place our eighth grade students in appropriate high school classes. As part of our accreditation process we will be aligning our curriculum to exceed the common core standards.

Subject

Religion
Reading/Language Arts
Mathematics
Social Studies

Basic Textbook

Bible, Luther's Catechism, Concordia
Saxon (K), Open Court (1st – 6th), McGraw Hill (7th – 8th)
Saxon (K -5th), Prentice Hall (6th – 8th)
Harcourt-Brace (1st – 6th), Prentice Hall (7th), Holt (8th) Science
Houghton-Mifflin Harcourt (1st – 8th)

Christian Learning

In keeping with the chief purpose of the school, emphasis is placed on the study of God's Word. All children enrolled at Grace are expected to participate in the full religion program of the school, including religion classes, memory work and weekly chapel services. Additionally, religion permeates every subject taught at Grace and is integrated into daily lesson plans wherever appropriate. Emphasis is placed on living a life that reflects God's love for us. Parents are strongly urged to be active members of a Christian congregation. "Love the Lord your God with all your heart and will all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates." Deuteronomy 6:5-9

- Grades K-5 has formal religion classes taught daily by their teachers as part of the curriculum.
- Grade 6 offers Bible classes with first communion classes taught by the ministry staff.
- Grades 7 and 8 have Bible classes taught by the ministry staff.

Reading/Language Arts

Reading is taught with a phonics-based approach. Whole language experiences, grammar, language mechanics, and writing are a basic part of the language arts program.

Mathematics

In mathematics, emphasis is placed on learning skills as well as higher order thinking. Manipulative and cooperative activities are used to enhance concept development.

Computer Lab/Technology

Classes make use of the computer lab for educational purposes. It also has internet access for research and reports. K-5 students also have access to iPads and Chromebooks and 6th – 8th students have their own Chromebook to use at school and at home. Students are under teacher supervision when using the computer lab, iPads and Chromebooks and are expected to follow the rules. All students and parents must sign a Code of Conduct in order to use this technology.

Accelerated Reader Program

All students in grades 1-8 participate in the Accelerated Reader Program. This computer-generated program encourages the students to read books and progress to higher levels of reading competency.

Achievement Testing

ITBS achievement tests, administered in the fall, are given to help track student progress and evaluate and improve our instruction. Parents/guardians are invited to request a conference with the school counselor to review their child's test results.

Library

The privileges of the library are free to all students. Books may be checked out for one week and renewed for one week. Students will be charged for any lost or damaged library materials. Reference books are available for student use, but these must stay in the library.

Field Trips

Grace operates a legal school bus. Students are expected to obey the rules set forth by the driver and the teacher. In addition, as with any school property, they are expected to use it in the ways intended.

At various times throughout the school year, the classes will take field trips either via our school bus* or in private cars. In private vehicles, student must wear seat belts. Any driver of a private car for a school function must have a copy of their license, registration, insurance, and Live Scan information on file. In order to participate in a field trip, a child must have a permission slip signed by their parent/guardian.

*A fee will be assessed to help cover the cost of the bus and driver. The finance department sends home an invoice in for all of the field trips.

Extra-curricular Activities

Updated information about these activities is available in the school office and daycare room.

- Beginning Band
- Advanced Band
- Homework Club
- After School Intramural Sports
- Depending on the time of the year, other options may be offered

School Pictures

Individual and class pictures are offered yearly. There will be a make-up day for students absent on the scheduled individual picture day. All students will be included in the class picture if in attendance on the day class pictures are taken – there will be no make-up day for class pictures.

Yearbook

Grace Christian School publishes an annual yearbook. Beginning this year, the cost of the yearbook is included with your tuition. Yearbooks are distributed the last week of school.

Singing in Worship Services

All students will have the opportunity to participate at Grace Lutheran Worship Services several times during the school year. All students participating will receive one (1) free dress day to be used on the next school day after worship service.

ACADEMIC EXPECTATIONS

Accreditation

The Western Association of Schools and Colleges (WASC) as well as the National Lutheran School Association (NLSA) have accredited Grace Christian School for the years 2012-2018. This process was done for the purpose of validating the educational mission, program, goals, and objectives of our school. The purpose of this educational agency is to:

1. Foster excellence in elementary education.
2. Encourage school improvement through a process of continuous self-study and evaluation.
3. Assure a school and its public that the school has clearly defined and appropriated educational goals and objectives, established conditions under which their achievement can reasonably be expected, appears to be accomplishing them substantially, and can be expected to continue to do so.

During the self-study process, we determined the following as learning objectives for the students at Grace Christian School:

School-Wide Learner Outcomes

Disciples of Christ who:

- Grow by the power of the Holy Spirit in the knowledge of the triune God through daily study of the word of God.
- Develop a trusting relationship with Jesus Christ through prayer, praise, and worship.
- Share their faith through words and actions.
- Use their gifts and talents in loving service to others.
- Find security, peace, and confidence through firm reliance on Christ.

Communicators who:

- Effectively speak, read, and write.
- Listen actively and are responsive to new ideas.
- Work collaboratively.

Life-long learners who:

- Develop logical, scientific, creative, and critical thinking skills.
- Develop a sense of initiative and perseverance.
- Master basic academic subject matter.

Christian citizens who:

- Respect all people as children of God.
- Understand the importance of an active lifestyle, good nutritional habits, and maintaining good health and safety habits.
- Prioritize commitments and use effective personal management skills.
- Develop a God-pleasing life that demonstrates strong character, integrity, responsibility, and discernment.
- Utilize technology for learning, communication, and enjoyment—all in a Christ-like manner.

Grading Periods and Scale

Mid-term reports and report cards will be distributed three times per year. Mandatory parent-teacher conferences are held during the first term. The second and third term report cards will be sent home for a parent signature and returned to the teacher.

The grading scale used at Grace Christian School is as follows:

Kindergarten & 1st Grade

(E) = Mastery of skill
(S+) = Satisfactory plus
(S) = Normal progress
(S-) = Satisfactory minus
(N) = Needs improvement

2nd – 8th Grade

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 and below = F

Grace Christian provides an on-line grading program, www.Gradelink.com. Parents may track their student's progress on a daily basis using this internet tool. Student access codes are provided to parents at the beginning of the school year.

Promotion Criteria

To pass a subject a student must have a passing year-end grade (a letter grade of “D” or above.) If a student fails two or more subjects for the school year, he/she will not be promoted and must repeat the grade.

If your student is in 8th grade and failing two or more subjects for the school year, he/she will not receive a diploma from Grace Christian School and will not have the privilege of participating in the graduation service.

These are the subjects upon which promotion is based:

- Christian Learning
- Social Studies
- Language Arts
- Reading
- Mathematics
- Science

Student Records

Parents or legal guardians have the right to inspect their child’s permanent record file in the presence of the principal by appointment. The Family Educational Rights and Privacy Act gives parents the right to inspect, correct, and control access to their child’s cumulative file.

Official transcripts are mailed to the receiving school or delivered by a school official. They are never given to parents or students for delivery to the school.

Academic Honesty Policy

Acts of academic dishonesty include, but are not limited to, the following:

- Cheating on tests: Any giving or receiving of external assistance (either verbally, in writing, or using an electronic device) relating to an examination, test, or quiz, without expressed direction or permission of the teacher, including giving or receiving previously administered tests.
- Fabrication/Falsification/Plagiarism: Any fabrication, falsification, or plagiarism of any information, data, citation, or authority in an academic exercise.
- Forgery: Falsifying or submitting academic work by forging another person’s signature.
- Unauthorized Collaboration: Collaboration on an assignment between a student and another person is not allowed, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student’s work, allowing work to be copied or completing assignments for others, giving or passing old tests to other students for the following year, or receiving old tests from other students. Unless it is a group project, students should not work together on class assignments. Students may collaborate on math assignments provided all work is shown. If students turn in identical answers to any assignment other than math, it will be considered a violation of the academic honesty policy for both students.
- Students who violate policy:
 - 1st violation: Any student who violates the academic honesty policy will receive a behavior detention, and a “0” on the assignment.
 - 2nd violation: Suspension.

Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.

Ephesians 4:25

DRESS CODE/SCHOOL UNIFORM

At Grace Christian our concerns for our children involve all aspects of Christian living. The Bible tells us “man looks at the outward appearance, but the Lord looks at the heart” (1 Samuel 16:7). God knows our spiritual condition by our hearts; men can initially see only the physical body and how it is attired. As Christians, our role as “ambassadors for Christ” should be to reflect the values and teachings of Christ to the community. We can be in the world, but should not be of the world. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. It is our experience that there is a correlation between student dress and student behavior and learning. Consequently, our administrators and our faculty insist that each student be dressed in a way that will not hinder the educational process, that will promote a positive image among our students, and which will provide Christian witness to the community. With this in mind, Grace Christian adheres to a school uniform policy for students.

Grace Christian is a place for instruction and learning. The purpose of having a school dress code is to simplify the matter of student attire and place that issue in perspective with regard to the learning process. A dress code also promotes a sense of unity and equality among the students and encourages responsibility and self-discipline.

Parental role: While the faculty and principal have the responsibility to review and respond to student appearance, the school expects parents to monitor the appearance of their children so that their uniform and general appearance meet the dress code guidelines before the student leaves for school each morning. All students must be in full compliance with the uniform dress code by the first day of school. If your student enrolls after school starts they must be in full compliance with the uniform dress code within 14 days of school entrance.

Sources for School Uniforms

- **Nunes School Uniforms**

All uniforms can be purchased at Nunes School Uniforms via their website:

<http://nuneschooluniforms.com/GraceChristian.html>

- **Other**

To simplify uniform selection, we recommend that families purchase uniform items from Nunes School Uniforms and/or take advantage of the annual uniform resale at Grace on registration day in order to maintain consistency of style, color, and quality. Items that can only be purchased through Nunes are: Logo polo shirts, plaid jumpers, plaid skirts, Friday T-shirts and P.E clothing. In any case, items purchased elsewhere must match the standard item from Nunes School Uniforms including:

- style, color, and length
- no labels, logos, or writing
- may not be oversized or undersized
- no additional pockets
- shorts can be no shorter than mid-thigh

It is your responsibility to purchase only those items that match Nunes School Uniforms in style and color. Any questions on acceptable uniforms can be brought in to the school office for approval. Please remember to label ALL clothing with your child's name.

Uniforms must be worn every day except for designated free dress days.

Uniforms should have a traditional fit; neither too tight nor too loose.

Chapel days

All students must wear a Grace logo polo shirt. We also strongly encourage boys to wear long pants and girls to wear a plaid skirt or jumper.

Pants

Navy or khaki colored worn at the waist. Belts are optional and must be modest without large or embellished buckles. Pants must be of the Nunes School Uniforms style – no cargo pants. Leggings may only be worn under skirts.

Skirts, Jumpers or Skorts

Navy, khaki, or Nunes School Uniforms plaid. Skirts must be gathered or pleated and no shorter than mid-thigh. No straight or pencil skirts. Short-sleeved white blouse or uniform colored polo shirt/turtleneck must be worn under jumper.

Shorts, Capris

Navy, khaki, or Nunes plaid. Must be worn at waist and be no shorter than mid-thigh. Belts are optional and must be modest without large or embellished buckles. NO cargo shorts.

Shirts

Forest green, navy blue, light yellow or white, plain-collared, short-sleeved polo shirt. All students must purchase a Grace Christian School logo polo shirt from Nunes School Uniforms.

Uniform Resale

The Parent Teacher Fellowship (PTF) will coordinate a uniform resale program to allow the sale and/or purchase of uniform items.

Layering

Solid color turtleneck shirts, long-sleeved t-shirts, or short-sleeved t-shirts may be worn underneath the uniform shirt with the following guidelines:

- Must be a uniform shirt color (forest green, navy blue, light yellow or white). The under shirt must be white or the same color as the outer shirt.
- Must not extend past the bottom hem of the uniform shirt.
- If shirt underneath is short-sleeved, it must not extend past the sleeve hem of the uniform shirt.

Sweatshirts, Jackets or Sweaters can be pullover, button, or zippered

- Navy only with Grace Christian logo or no logos.
- Exceptions include Washington D.C. or Catalina class sweatshirts.

P.E. Clothing

Required for 6th, 7th, and 8th Grade students.

- T-shirts and shorts are purchased through Nunes School Uniforms.
- A bag to hold P.E. clothing (labeled with your child's name)

Shoes

The safety of your children is important to the staff at Grace Christian School. Our shoe policy has been written to aid in safe and active play during recess, P.E and other school activities. Shoe guidelines are in effect all day every day. For safety reasons, appropriate shoes must be worn at all times.

- “Athletic sports shoes” that are classified as a running/walking or cross trainer are required.
- 6th, 7th, and 8th graders may wear “Vans-style” or “skater-style” shoes. However, they must wear appropriate “athletic sports shoes” for physical education classes and after school sports.
- Shoes should fit so that the foot is secure in the shoe when walking, running, or jumping.
- If a special shoe type is needed because of orthotics, please inform the teacher, and make sure the style follows our regular shoe guidelines.
- Laces are to be tied on top of the tongue, not under it.
- Shoelace should be long enough for tying a bow and double tie, and not too long as to trip over.
- No more than 1” of slack should be found on the laces after tying securely to foot. Shoe is too loose if your child can easily slip the shoe on and off without untying the shoe.

Socks

- Must be worn.

Friday T-shirts and Field trip T-shirts

On Fridays any official Grace t-shirt may be worn (except P.E. shirts) with uniform bottoms. This years current Friday t-shirt will also be worn for field trips.

Hair

- Styles should reflect moderation. No extreme styles may be worn.
- Hair must be your natural color, neat, clean, and may not hang in your face.
- No headscarves, beanies or knit caps, scarves, or items in the hair.
- Boys’ hair will be trimmed above the collar of a Grace Polo shirt.

Jewelry/Accessories

- Moderate jewelry, appropriate for school may be worn.
- All jewelry is to be removed for P.E. and sports activities.
- Only stud-type earrings allowed (7th & 8th grade girls only may wear hoops or drop earrings.)
- Only one earring per ear may be worn.
- Boys may not wear earrings.
- Oversized decorative necklaces and wristbands with spikes or studs may not be worn.
- No piercing of body parts other than the ears.
- No markings on body – temporary or permanent tattoos.
- As a general rule we are asking parents to use sound judgment when sending their children to school. If a piece of jewelry/headband could be a distraction or a safety hazard to your child or others, ask your child to remove it before coming to school.

Makeup

- Makeup will not be worn at school.

Nails

- Only natural fingernails – no acrylic or “fake” fingernails.

**All uniform items must be maintained in good repair,
clean and appropriate in size, fit and length.**

Free Dress Guidelines

On special “Free Dress” days, all participating students must adhere to the following guidelines. Students with inappropriate dress will be sent to the office and parents will be required to bring appropriate clothing.

Clothes should have a traditional fit, neither too tight nor too loose.

- Skirts / Dresses
 - No shorter than mid-thigh
 - No spaghetti straps – straps should be at least 2” in width
 - No see-through, low-cut, or lacy tops allowed
 - Any logos should reflect a Christian perspective
- Pants / Shorts / Skorts
 - No shorter than mid-thigh
 - No cut-off or ragged jeans
 - No baggy or saggy pants, shorts, or skorts
 - No undergarments should be visible
- Shirts / Blouses
 - No inappropriate language or advertising
 - No spaghetti straps – straps should be at least 2” in width
 - No “drop shoulder styles” without a 2” wide strap underneath
 - No short tops (midriffs need to be covered when arms are raised.)
 - No see-through, low-cut, or lacy blouses allowed
 - Any logos should reflect a Christian perspective
- Shoes / Socks
 - Same guidelines under School Uniform Specific Requirements apply.
- Hair, Jewelry, Makeup, Nails, Belts
 - Same guidelines under School Uniform Specific Requirements apply.

All clothing must be maintained in good repair, clean and appropriate in size, fit and length.

COMMUNICATION

Special Delivery Envelope

To keep you informed of events taking place at school, a weekly “Special Delivery” envelope will be sent home on Friday of each week. This envelope will contain information from teachers and events coming up at school. Please read through the enclosed information and sign your child’s envelope each weekend, as it is a vital link between you and the school/church.

Principal’s Pen

The Principal’s Pen is a weekly publication containing information about chapel, singing in church, sports, hot lunch, a calendar of events for school/church functions, and family service opportunities. The Principal’s Pen is e-mailed weekly to parents and is also available on our website: www.graceschoolescondido.org.

Newsletters from Teachers

Most teachers send home or e-mail a newsletter or news and study sheet to inform the parents about specific events and activities going on their classroom. This information is also available on the “Teacher’s Web” which can be accessed from our website: www.graceschoolescondido.org

Parent Teacher Fellowship (PTF)

Parent Teacher fellowship is an organization designed to assist and support the preschool and day school. PTF organizes a variety of activities for parents and students. All parents and teachers are members of our PTF. Your help is needed for the success of these programs. Please look for sign-ups at registration, orientation night, the first week of school, and back to school night.

Conferences

Parent-teacher conferences are held during the first term. Parents are asked to sign-up online for an appointment time. Other conferences can be scheduled at the discretion of the parent and/or teacher.

Proper Order of Authority

Grace Christian School is an integral part of Grace Lutheran Church and is an outreach of the church’s ministry to both its membership and the surrounding community. The school principal is responsible for the day-to-day operations of the day school and is directly responsible to the Senior Pastor, the Board of Elders, and the Administrative Council.

In accordance with God’s word in Matthew 18:15-17 and the 8th Commandment, any concern or disagreement with a teacher is to be directly discussed with the teacher first. Discussing it with others only leads to gossip and is contrary to god’s directive for dealing with others as outlined in Matthew 18 and stated in the 8th Commandment.

Matthew 18:15-17

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” “If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.”

The 8th Commandment

“You shall not give false testimony against your neighbor.” What does this mean? We should fear and love God so that we do not tell lies about his neighbor, betray him, slander him, or hurt his reputation, but defend him, speak well of him, and explain everything in the kindest way.

If after speaking to the teacher individually, you cannot come to a common resolution of the situation, please talk to the principal, and a meeting will be scheduled to work out the differences.

The principal is available to meet with parents at their convenience during, before, and after school hours. Additionally, the school counselor or Director of Student ministries is also available to meet with parents.

Church Council Members

Ron Klingensmith	President
Phil Schultz	Vice President
Shaila Schmidt	Secretary
Pat McTigue	Treasurer
Del Morton	Member at Large
Lori Wilson	Member at Large
Luz Oliares	Member at Large
Phil Sensmeier	Member at Large
Brian Miliate	Member at Large

DISCIPLINE PHILOSOPHY AND POLICY

Grace Christian School has been established by God’s grace and blessing for the purpose of leading children to Christ through proper Biblical instruction. Grace Christian School holds the philosophy that all men live under the grace and mercy of our Almighty God, and that we receive love and forgiveness from Him, even though we do not deserve it, by the redemptive work of Jesus Christ. “As God loves and forgives us, we are to love and forgive each other.” Colossians 3:12-13.

Grace Christian School believes that our responsibility in bringing children up in the “training and instruction of the Lord” includes teaching and maintaining a standard of behavior consistent with that of training and instruction. All students of Grace Christian School are therefore expected to conduct themselves in a God-pleasing manner at all times and to set an example as “living sacrifices” according to the principles set forth in Romans 12.

Discipline Procedures

All teachers have an individual classroom discipline policy that will be distributed to you at the beginning of the year. Additionally there is a school-wide detention policy as outlined below.

Detentions and Behavior Reports

When three behavior detentions are accumulated a Behavior Report is received. The Principal, teacher, and student involved sign each detention and/or Behavior Report. Then, each form is sent home to the parents/guardians for their signature. Finally, each signed form must be returned the following school day to avoid further penalties.

Behavior Detentions

Behavior detentions are given to students who:

- Are on the third step of correction as stated on the previously listed discipline procedures
- Are on the third step of correction as stated on the following listed dress code violations
- Or because of the severity of the misbehavior

Behavior detentions are served on Thursdays after school from 3:15 p.m. – 4:00 p.m.

At the conclusion of detention, your student needs to be picked up at the gate by Extended Care. If you are not at the gate by 4:00 p.m., he/she will be checking into Extended Care.

Behavior Reports

Behavior Reports are given to students who:

1. Accumulate 3 behavior detentions
2. Or because of the severity of the misbehavior

2nd Behavior Report

When a student receives his/her second Behavior Report, the student is put on probation. Probation is defined as a period of observation during which the student may lose privileges he/she would ordinarily be allowed such as field trips or special school activities. A student on probation will not be allowed to represent Grace Christian School in any outside events (track meet, spelling bee, sports team, talent show, etc.).

3rd Behavior Report

The third Behavior Report requires suspension from school. The length of the suspension is to be established by the principal. Suspension may precede any of the above steps at the principal's discretion. Additionally, any combination of the above steps may be taken as a result of a single incident or infraction. The student will then be expected to make up all work. The time allowed for this make-up work will equal the length of the suspension.

4th Behavior Report

The fourth Behavior Report may result in expulsion. In the event of expulsion, parents will be notified immediately of the student's removal from school and will have ten days in which to appeal to the Church Administrative Council for a hearing. There will be an evaluation after 5 days of expulsion.

Academic Recovery

Academic recovery is given to those students who:

- Do not consistently finish homework assignments
- Do not consistently finish class assignments

If a student accumulates an excessive number of academic recoveries, the teacher will contact the parents or guardian to discuss suggestions for parental assistance to help correct the problem. If the student continues to miss assignments or fails to return correspondence regularly, a behavior detention will be issued and possible suspension or expulsion may result.

Academic Recovery is served on Wednesdays after school from 3:15 p.m. – 4:15 p.m.

At the conclusion of academic recovery, your student needs to be picked up at the gate by the Extended Care. If you are not at the gate by 4:15 p.m., he/she will be checking into Extended Care.

CODE OF CONDUCT

Students involved in the following practices on or off campus may jeopardize their privilege of attending Grace Christian School:

- Undermining the philosophy and objectives of the school.
- Leaving the campus or any school sponsored activity without proper permission.
- Defiance, willful disrespect, or insubordination (not following instructions) of any school or classroom policy or to any staff, faculty member, or adult during any school activity or event.
- Wearing, displaying, or having in one's possession anything that indicates gang affiliation.
- Using profane or indecent language, improper conduct involving persons of the same or opposite sex, practicing lewd conduct of suggestive activity, possessing or displaying obscene literature, pictures, or articles.
- Possessing or using weapons of any size, firearms, matches, lighters, explosives of any type, or any instrument used as a weapon to threat or injure others while on campus.
- Vandalism and/or careless use of school property or that of another student.
- Tampering with school fire equipment or fire alarm equipment, along with unauthorized use of keys and facilities.
- Gambling and/or betting.
- Possessing, using or furnishing to others, on or off campus, any form of tobacco, alcoholic beverages or other intoxicants, illegal drugs, or drug paraphernalia.
- Dishonesty and/or deception in any form, including theft, cheating on examinations, class work, or any phase of school business.
- Conspiracy to or participation in hazing, initiations, committing any act that injures, degrades, or disgraces a fellow student or faculty member.

Regulations adopted and published by the faculty or administration during the school year are as binding as those printed in the Family Handbook.

Serious Injury or Threat of Serious Injury

When a child seriously injures or threatens another student (i.e. requiring immediate medical attention or with obvious militant), the student who inflicted the injury will be removed from the situation immediately while a preliminary investigation of the incident is conducted. The student will be suspended from school pending the results of this investigation. A school-wide behavior plan may need to be developed for the student. The student will be expelled if the staff (teachers, counselor, and principal) feels that their further presence at the site constitutes a safety concern for other students.

Dress Code Violation Consequences

Each trimester:

- 1st violation – dress violation form home to parents
- 2nd violation – dress violation form home to parents.
- 3rd violation – behavior detention

Every 3rd dress code violation is a behavior detention.

If it becomes that uniform violations are an act of defiance, consequences will include additional behavior detentions, Behavior Report, or suspension. Records are wiped clean at the end of each trimester.

The principal, teacher and student involved sign each dress code violation. Then the form is sent home to the parents/guardians for their signature. Finally, the signed form must be returned the following school day to avoid further penalties

Telephone/Cell Phone Policy

Students are not encouraged to use the telephone at school. For the chronic student who forgets, it becomes a crutch to get mom or dad to bring something to school that was left at home. This does not help the child learn responsibility. Only emergency calls will be permitted. If you find it necessary to contact your child during the day, please call the school office (760) 747-3029 ext. 7115 and every effort will be made by the office personnel to get the message to your child.

Cell phones, smart watches and any other communication devices

Although parents may find it necessary for their children to have a cell phone for after school activities, there is no need for students to use a phone during school. As stated above, students may use the school phone in an emergency or with their teacher's permission. Cell phones, smart watches and any other communication devices may not be used while on campus. If you feel your child must have a cell phone, it must remain in their backpack, TURNED OFF while at school and during Extended Care. Texting and videotaping are not permitted anytime during the school day. Failure to follow these guidelines will result in a behavior detention and confiscation of the phone. The cell phone may be retrieved by the parent at the end of the day. This policy is in effect throughout the entire school day including extended care.

Requests to use the phone or cell phone will be screened and the conversation monitored. Students are to make arrangements to go to friend's home BEFORE they arrive at school that day.

Gum

Students may not chew gum while on campus. This will result in a detention.

Personal items on Campus

Students are not permitted to bring items to school that will interfere with classroom learning.

Lost-and-found

A lost-and-found department is maintained near the Extended Care Center. All articles found should be taken there and can be claimed by the owners. Smaller items should be taken to the school office. Articles not claimed within 4 weeks are given to a charity or donated to uniform re-sale.

SCHOOL COUNSELOR AND COUNSELING SERVICES

Our school counselor, Kara Warner, provides the coordination of the following services for students:

- Counseling – individual and crisis
- Conflict mediation
- Standardized testing – annually
- Counseling and testing services – coordination with outside agencies
- Homework Club – an after-school program
- Tutoring program
- Student Study Team (SST)
- Individual accommodation plans
- Speech services – for K through 3rd grade students who live within the Escondido Union School District
- High school registration – assistance for 8th grade student and parents

Please contact our school counselor Kara Warner at ext. 7108 if you have any further questions.

Definition of Bullying

Bullying is a form of behavior that involves one or more individuals using power to control (repeatedly over time) and/or intentionally demean, embarrass, or physically harm another individual or group (California Department of Education, 2003). Bullying may be physical (hitting, kicking, spitting, destroying property), verbal (taunting, name calling, insults, threatening), or social and emotional (spreading rumors, excluding from activities, humiliating, or intimidating). Bullying may occur face to face or through the internet, cell phones, or other electronic means (cyber-bullying).

Please note that multiple reporting's of bullying behavior and eye witness accounts can be used as evidence of proof even if the bully denies the behavior.

Definition of Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Consequences for Harassment and/or Cyber Bullying

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences:

Minimum: 1 day suspension

Maximum penalty: Expulsion

*** Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

*** Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

Disciplinary Steps:

- 1st Step: Focus is reporting (documentation), listening, apologizing, (if behavior is severe enough for detention, student will complete bullying information packet while in detention.) Parents will be contacted
- 2nd Step: Focus is parental involvement based upon tenants of Mathew 18. Parents of bully and victim will come in for individual meeting/phone call with the principal. Victim will have "check in-check out" time with school counselor to get feedback on a daily basis.
- 3rd Step: In school suspension/Out of school suspension – depending on the severity of the behavior either in school or out of school suspension will be issued. Student will need to complete bullying informational videos during suspension. Associate Pastor will be notified of the incident and be involved as needed.
- 4th Step: All incidents will be reviewed by the Senior Staff for determination regarding further intervention and the possibility of expulsion.

Harassment Policy

Grace Christian shall maintain an educational environment free from harassment, intimidation, or insult on the basis of an individual's gender. This can cause embarrassment, feeling or powerlessness, loss of self-esteem and self-confidence, and affects one's ability to perform schoolwork. It is also directly contrary to God's will and the value Christ places on each individual as a redeemed child of God. Sexual or any other form of harassment is prohibited between students, employees and students, and between others affecting the smooth operation of the school.

Any student who feels that he/she is being sexually harassed should immediately contact his/her teacher or the principal. The teachers will discuss this policy with their students in age-appropriate ways to assure them that they should not endure any form of harassment.

Child Abuse Reporting Obligations

In accord with California State Law, all of our teachers and support staff are classified as “mandated reporters”. This means that we are obligated under penalty of a fine and jail term to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and narrowly defined area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. School staff will make such reports in the best interests of the child and do not, once reasonable suspicion is established, have any legal alternative.

TECHNOLOGY POLICY

General Purpose and Intent of the Responsible Use Policy

Technological resources, including iPads and Chromebooks, are provided for the purpose of supporting the educational experience at Grace Christian School. Our goal in providing these resources is to promote educational excellence by facilitating creative thinking, resource sharing, research, and communication in an engaging and student-centered platform. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Family Handbook. All users of technology at Grace Christian School will use the **Chromebooks, along with all other electronic communication and computing devices**, in a responsible, ethical, and legal manner at all times. Violation of the Responsible Use Agreement may result in privileges being terminated or disciplinary action.

Responsible Use Policies and Guidelines

1. Any viewing, sharing, or transmission of material containing inappropriate or explicit content, offensive language, derogatory rumors/gossip, threats, or any other harmful or disturbing content is strictly prohibited.
2. Students will not share their passwords, addresses or other personal information without the authorization of a parent or teacher at Grace Christian School.
3. Students will not impersonate another student or cause harm to any other student’s intellectual property. This includes deleting, copying, or modifying data, or forging other users’ names, emails, files, or data.
4. Students have no privacy rights in the use of their Chromebooks, computers and iPads. All activity, including communications, internet history, or other uses, are subject to monitoring. Grace Christian representatives may inspect and if they deem necessary, revoke privileges to any student’s Chromebook, computer or iPad.
5. Certain internet materials may not be used, copied, or reproduced without the permission of the author or copyright holder. It is the student’s responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
6. Plagiarism is a violation of Grace Christian’s Academic Honesty Policy. Credit needs to be given to all sources used, including all forms of media on the internet.
7. The Chromebook, computer or iPad used for FaceTime, or as a video camera, still camera, or audio recording, can only be done with the permission of the instructor.
8. Students are not permitted to use chat rooms, social media sites (such as Facebook) messaging services, or personal email while on campus. Any use of the Chromebook, computer or iPad for purposes other than instructor approved activities may result in disciplinary action.

9. Students are responsible for the care and safekeeping of their Chromebook, computer or iPad. Any loss or damage to Chromebook, computer or iPad (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students and parents. Students must immediately report damage, malfunction, or loss to Grace Christian. Students are not permitted to repair, alter, modify or replace Chromebook, computer or iPad without express authorization. If a student damages a Chromebook, computer or iPad they will receive an invoice for the repair/replacement of the device. The invoice must be paid within 30 days of the incident.
10. In consideration for receiving the Chromebook, computer or iPad from Grace Christian, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Grace Christian as well as their respective employees, personal staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating any way to the use of the Chromebook, computer or iPad furnished by Grace Christian to the student.
11. This Chromebook, computer or iPad Responsible Use Policy applies to Grace Christian students at all times, whether or not the students are on campus, as students are school representatives at all times.
12. Violations of any portion of this Chromebook, computer or iPad Responsible Use Policy may result in disciplinary action.

Below is an example of the form students will bring home for parent signatures.

Student Pledge:

- I will always use my Chromebook in a God pleasing manner. This means that any viewing, sharing, or transmission of material containing inappropriate or explicit content, offensive language, derogatory rumors/gossip, threats, or any other harmful or disturbing content is strictly prohibited.
- I will use my Chromebook in ways that meet expectations and are educational
- I will not deface, disassemble, or cause any damage to my Chromebook
- I will keep food and beverage away from my Chromebook
- I understand that my Chromebook is subject to inspection at any time
- I will be responsible for any damage or loss caused by neglect or misuse
- I agree to all stipulations set forth in the Responsible Use Agreement

LUNCHES

Hot Lunch Program

Grace Christian offers a hot lunch program to our families as an alternative to the traditional sack lunch. Our objective has always been to keep the lunches as affordable as possible without sacrificing taste or nutritional value. It is our goal to keep the lunches at the price listed below; however we may need to raise the prices if our food suppliers raise our costs.

Our Hot Lunch Program is available five days a week. Orders are taken on a monthly basis. Portions available:

Small \$4.00 – includes one milk or juice.

Large \$4.50 – includes one milk or juice.

The large lunch has the same side dishes as the small, but the entrée is larger. For example, on pizza day the small order includes one slice of pizza, and the large order includes two slices of pizza.

Milk/Juice – available for .65 each to those students not purchasing a hot lunch – please send exact change daily. (Milk and juice prices are subject to change during the year)

Grace Christian uses HotLunch.com for our ordering system.

The process is simple. Just follow these easy steps:

- Go to <https://gracechristian.ahotlunch.com/login> and create your account. There will be easy to follow instructions on the website.
- Make your lunch selections for each child
- Submit your order by the closing due date specified on HotLunch.com.
- You will receive a confirmation email of your order.
- Grace will send you an invoice monthly with your HotLunch.com total.
- Please make your payment to Grace Christian School.

You can log in to your HotLunch.com account anytime to see when your child has hot lunch and you can also print the monthly menu from HotLunch.com.

If you need a computer to complete your order, there are laptops available in the school office for your use.

Please contact the school office if you have any further questions.

Late / Forgotten Lunches

- Bring late/forgotten lunches to the school office by 11:45 a.m.
- All late/forgotten lunches will be delivered to the Hot Lunch Window in the gym at 11:45 a.m.
- Students will be given (and charged for) an Emergency Lunch if their lunch is not here by 11:45 a.m.
- This service is to be used on an emergency basis only. (See Emergency Lunches heading for explanation)
- Please do not bring late/forgotten lunches after 12:00 p.m.

Emergency Lunches

On the occasion a child is missing their lunch, they need to inform their teacher. If this happens early enough in the day, the parent will be contacted so they can provide a lunch for their child.

This lunch needs to be in the school office by 11:45 a.m. If for some reason the parent is unable to be reached or if the child does not realize he/she has forgotten their lunch until late in the morning, an emergency lunch will be provided.

- The cost for this emergency lunch is \$4.00
- A notice of payment for this lunch will be sent home in the Special Delivery Envelope or invoiced at the end of the month.
- This service is to be used on an emergency basis only.

GRACE CHRISTIAN EXTENDED CARE

Greetings in the name of our Savior, Jesus Christ. Grace Christian Extended Care is an extension of our Church and School Ministry. It works in close partnership with the entire staff and faculty. We welcome you to this important ministry as we strive to reflect Christ and His Word as we work, learn and play together. We appreciate the opportunity to serve your family and look forward to sharing in a partnership of nurturing and caring for your child outside school hours.

Since we are an extension of Grace Christian School, we are guided by the policies and procedures laid forth in the Grace Christian Family Handbook. The enclosed information will help you become familiar with routines and expectations of Extended Care. Please read it thoroughly and share the contents with your child. If you have any further questions, please contact the Director of our Extended Care Ministry.

Hours of Operations

Once school is dismissed for the day, students who know that they will be using Extended Care may report directly to the gym at direction of their teacher. If a student is in the car line and not picked up by 3:15 p.m., their teacher will walk them to Extended Care and sign them in. An authorized adult must sign out all students.

- Before School Care: 6:30 a.m. – 8:10 a.m.
- After School Care: 3:00 p.m. – 6:00 p.m.

On some non-school days and all half days, Grace offers Extended Care.

- Non-School Days: 6:30 a.m. – 6:00 p.m.
- Half Days: 11:30 a.m. – 6:00 p.m.

Hours of Non-Operation

We are closed for all major holidays plus a few additional days for preparation and/or refurbishing.

Extended Care will be closed on the following days:

- Martin Luther King, Jr. Birthday
- One President's Day
- Good Friday
- Easter Monday
- Memorial Day
- The first Monday, Tuesday, and Wednesday following the last day of school.
- July 4th and any single day between it and the weekend, or if it falls on Saturday we'll be closed on Friday, or if it falls on Sunday, we'll be closed on Monday.
- The week prior to the beginning of school
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Break

Please refer to the weekly Principal Pen and website calendar for changes and/or additional closures.

Payment Schedule

Billing cycles will run from the first to the end of the month. Invoices will be issued for the total time used during that time period and will be sent home by the second Friday of each month. If you should need a breakdown of your hourly usage, a copy of your student's sign in/out sheet will be made available. Please see Extended Care for a copy. If your account becomes more than 60 days overdue, your child may not be able to use Extended Care until the balance is brought current.

Before School Plan	
6:30am-8:00am Daily	\$70/month
After School Plan	
3:00pm-6:00pm Daily	\$90/month
Unlimited Plan	
6:30am – 8:00am and 3:00pm-6:00pm Daily	\$125/month
*Includes holidays when school is closed and extended care is open	
Drop in Rate	
Hourly Rate (rounded to half hour)	\$4/hour
6:30am-8:00am & 3:00pm-6:00pm	\$12/daily
Holiday Rate	
Daily Rate (school is closed and extended care is open)	\$30/Day
Available Discount	
Multi Child (2 nd , 3 rd , 4 th , child)	5%
One Time Program Fee	
Security Fee - Access Card Key (each)	\$10

Late Pick-Up Fee

A late pick-up fee of \$1.00 per minute will be assessed if your child is picked up after 6:00 p.m. Continuous problems with late pick-up may result in the inability to use School-Age Care. This policy is strictly enforced.

Drop-Off and Pick-Up Procedures / Parking

The gate accessible through the Church parking lot will be locked at all times. The only exception to this will be from 7:45 a.m. – 8:10 a.m. and 3:00 p.m. – 3:15 p.m.

Before School

- 6:30 a.m. – 7:45 a.m.
- Use your access card to enter through the gate by the gym.

After School

- 3:15 p.m. – 6:00 p.m.
- Park in the Church parking lot. Use your access card to enter by the East gate or by the gate by the gym.

Contacting Us

You may contact us by calling the school at (760)747-3029 ext. 7120 (room phone). Since we spend a main portion of our time outside please leave a message and your call will be returned promptly.

Phone Policy

Students are to make arrangements to go to friends' homes before they arrive at school that day. Requests to use the phone will be screened and the conversation will be monitored. Please remember to update your contact numbers if they have changed.

Dress Code

The school dress code, which is outlined in the Family Handbook, will be enforced on school days and half days. Student may not change into free dress clothes after school unless it is for a sporting event. On non-school days, the free dress guidelines in the Family Handbook will be followed.

Discipline

Consequences for inappropriate behavior are handled with "time-outs", and loss of privileges. Discipline is handled within Extended Care time/setting and is supported by the school administration. If an incident is serious or our regular methods of discipline are not eliciting the desired effect, documentation of incidents will be made and a copy given to the parents to sign. Matters of a more serious concern or that have a connection to the day school may be brought to the principal. Serious infractions of the rules may result in a school detention, suspension, or expulsion from Grace Christian Schools.

Snack / Lunch

Snack is provided each day at the following times:

- After school: 3:30 p.m.
- Non-school days: 9:00 a.m. and 3:30 p.m. Snack needs to be eaten at designated time and area.

Please make sure to pack a lunch for your child. We will not offer lunch on non-school days and half days. If your child is without a lunch, we will phone you to provide him/her with one.

Proper Use of School Equipment

Equipment is provided for all children to use and share. Equipment does get worn out and may break during regular play. However, if a child destroys a toy and/or equipment intentionally, he/she will replace the item at his/her own expense.

Bicycles, Roller Blades, Scooters, and Skateboards

These items are allowed on non-school days only. Helmets must be worn at all times and cannot be shared. As with all wheeled equipment, ramps, rail sliding, curbing, stairs, and jumping will not be allowed. These items are to be used on the blacktop only. Rules will be strictly enforced for the other children's safety and will be supervised appropriately.

SIGNATURE PAGE FOR FAMILY HANDBOOK

The family Handbook is available on our website: www.graceschoolscondido.org. You may also request a copy from the school office. After reviewing the handbook, please complete this form and return to the school office.

As a condition of your child's enrollment at Grace Christian School, the parent and child are committed to adhere to the rules, regulations, policies, and procedures of the Family Handbook. Although as a practical matter it is impossible to provide clear, concise, and complete guidance on each and every issue that may arise during your child's attendance at school, this Family Handbook has been created so that the goals and the Christian culture of the school are communicated to each parent. By making the decision to enroll your child in school, you have made a commitment to your child's education, and you have made a financial commitment. It is in the spirit of these commitments that you, the parent, shall familiarize yourself with the contents of this Family Handbook.

By your signatures below, you and your child are making the commitment to read the Family Handbook and discuss it with one another. Grace Christian School reserves the right to modify, amend, change, addend, and/or append any or all of this handbook and will communicate such changes in the weekly Principal's Pen newsletter.

After reviewing the Family Handbook with your student(s) please sign and return this form to the school office on or before the first day of school.

I hereby acknowledge the receipt of and agree to the commitment set forth above in the Family Handbook for the current school year.

Please PRINT student name(s)

Student signature(s)

Date

Please PRINT parent name(s)

Parent Signature(s)

RETURN this entire form to the SCHOOL OFFICE