



Parent/Student Handbook

2023-2024

Grace Christian School
320 N. Third Street
Telford, PA 18969
215.723.5896 gcs-online.org

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Welcome!

Dear Parents,

Welcome to Grace Christian School. We consider it our privilege to serve you and our Lord in the education of your child. Our mission is to enable you to raise young men and women who are equipped both academically and spiritually to serve their Savior. Working together as a team helps us achieve the same goals. We want to see each child develop and mature within a classroom environment that puts God first by making His Word central in its teaching and Jesus central in their life.

Grace Christian School began its ministry in the fall of 1982. We are a ministry of Penn Valley Church. Our school offers an education for children in kindergarten through eighth grade. We ask that you pray with us as we seek the Lord's direction for our school.

This handbook is a guide which should introduce parents and students to some of the important facets here at Grace. We urge you to read it and use it as your first reference in answering questions which might arise. If you have any additional questions, please feel free to call the school.

If you have any comments or suggestions, we would be glad to hear from you. We are here to serve and to work with you. Thank you for entrusting us with the care of your child. May God bless us as we work together.

Serving Him,

Diana O'Brien
Administrator

Staff

Mrs. Diana O'Brien Administrator

Teachers

Mrs. Heather Landis	Kindergarten
Mrs. Cheryl Kulp	First Grade
Mrs. Lauren Disert	Second Grade
Mrs. Jami Mayse	Third Grade
Mrs. Lynn Hewett	Fourth Grade
Mrs. Elizabeth Saunders	Fifth Grade
Mrs. Darlene Coyle	Middle School ELA/Reading/Bible
	Middle School Math/Bible
Mrs. Abigail McKinley	Middle School Science/Bible
Mrs. Elsie White	Middle School History

Specials Teachers

Mrs. Priscilla Nieves	Music
Mrs. Megan Giuffrida	Physical Education/Teacher's Aide
Ms. Jen Fretz	Art/Home Economics
Mrs. Beth Bednar	Library
Mrs. Amy Wheeler	Resource Teacher
	Aftercare Teacher
Mrs. Heather D. Landis	Administrative Assistant

School Board Members

Mr. Tom Giuffrida, Chairman

Mrs. Wanda Alderfer

Mrs. Pat Gibb

Mr. Steve Moyer

Mrs. Leah O'Leary

Mrs. Beth Rittenhouse

Mr. Rich Wasson

Non-Voting Members:

Mrs. Diana O'Brien, Administrator

Mr. Dave O'Brien, Penn Valley Church Elder Representative

Mission Statement

GCS exists to encourage students to develop a personal relationship with Jesus Christ, providing an affordable, Christ-centered quality education; challenging students academically and spiritually to be used by Him.

Doctrinal Statement

We believe:

The Bible is the infallible Word of God, supernaturally inspired and preserved by God to be the only authority and standard for doctrine and practice.

One true God exists eternally in three persons: Father, Son and Holy Spirit, and is the creator and sustainer of the Universe.

The person Jesus Christ in the flesh is both God and man. He was virgin born, lived a sinless life, was crucified for our sins, conquered death and the grave through His bodily resurrection, ascended into heaven and will come again for His own.

The person of the Holy Spirit is God who indwells, baptizes and seals all believers at the moment of their salvation and enables them to live a consistent, godly, separated life.

Man was created in the image of God but subsequently fell into sin, resulting in spiritual death. Salvation is provided wholly by grace through faith in Jesus Christ.

The visible church is a congregation of baptized believers practicing biblical principles, believing its doctrine, observing the ordinances of baptism and communion and being autonomous but cooperating in fellowship and work.

The future life of mankind will be a conscious existence of eternal life for the saved in Christ and eternal punishment for those who are lost in their sin.

Philosophy of Education

The word of God teaches that mankind, including our children, is a tri-unity: body, soul, and spirit. Although all three of these became condemned by Adam's fall, we at Grace have the privilege, through Christian school education, to impart the wisdom of man's Creator and see Him minister to the physical, mental, and spiritual needs of our students. We, as a school staff, seek to be totally surrendered to this cause.

The learning and teaching of truth is a sacred trust, for all absolute truth is "God's truth", and this extends to every realm of knowledge, from theology to mathematics, to history, to art. When educators truly acknowledge Jesus Christ and His word as the foundation of all wisdom and knowledge, they can assure their pupils that what they learn and put into practice can be depended upon throughout their lives, even when the world opposes God.

So we see that the Bible is the key which unlocks the door to the integration of all learning. In it we see the clues to proper development of the body, its treatment and health, its cleanliness and purity, its usefulness and fitness for service. We also see mentioned the soul, the growth and mastery of intellect, the knowledge and variety of emotion, the freedom and responsibility of will. Finally, the spirit; the pathway to peace with God, the seat of the knowledge of God, the cloister for communion with God.

Like other educational approaches, we seek to impart knowledge of man and the universe around us, as well as the skills necessary to deal practically with that reality. Unlike other approaches, a Christian school should make the Savior and His word the key and doorway to this knowledge, so that the whole person, body, soul and spirit are educated and introduced to the Teacher Himself. This is the objective of the faculty, administration and School Board of Grace Christian School.

Aims and Objectives

1. For the spiritual and moral growth of the students, the school seeks:

- a. To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
- b. To teach the essential doctrines of the historic Christian faith.
- c. To present the Gospel in such a way as to encourage every pupil toward a personal, saving relationship with Christ as Lord and Savior.
- d. To develop a desire to know and obey the will of God as revealed in the Scriptures.
- e. To equip the student to carry out the will of God daily.
- f. To impart an understanding of each Christian's place in the Church and its worldwide task of witnessing, evangelizing and discipling, and to stimulate the student's involvement in this task.
- g. To develop the mind of Christ toward godliness and sin and to teach the students how to overcome sin.
- h. To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.

- i. To help the student develop for himself a Christian world view by integrating life and studies with the Bible.

2. For the students' personal and social development, the school aims:

- a. To help the student develop his/her personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God and help him attain the fullest possible development of his/her own capabilities.
- b. To teach the student to treat everyone with love and respect as unique individuals made in God's image.
- c. To make the student a contributing member of his/her society who realizes his/her dependence on others and their dependence on him and the need to serve them.
- d. To promote an understanding of time as a God-given commodity and the individual's responsibility for effective use of time.
- e. To develop both good and proper attitudes toward marriage and family, and understanding the skills needed to establish God-honoring homes.
- f. To promote physical fitness, good health habits, and wise use of the body as the Temple of God.
- g. To impart Biblical attitudes toward material things and to encourage individual responsibility to use them for God's glory.
- h. To engender an appreciation of the Fine Arts through the development of the student's understanding and personal expression.

3. Academically, the school endeavors:

- a. To promote high academic standards, within the potential of the individual as uniquely created by God, and to help the student realize his/her full academic potential.
- b. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
- c. To teach and encourage the use of good study habits.
- d. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
- e. To promote good citizenship through developing an understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity and acceptance of authority.
- f. To discuss current affairs in all fields and relate them to God's plan for man.
- g. To produce an understanding and appreciation for God's world, an awareness of man's role in his/her environment and his/her God given responsibility to use and preserve it properly.

4. Working with the homes from which the students come, the school desires:

- a. To bring those whom we find that are not believers to the saving knowledge of Jesus Christ.
- b. To aid families in Christian growth and to help them develop Christ-centered homes.
- c. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program.
- d. To help the parents to understand the school's purpose and program.
- e. To encourage regular attendance and involvement in a local church.

- f. To assist parents in keeping up with the changing culture and its effect on the home and implications for their children.
- g. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children.

Admissions

Admission to Grace

Admission to Grace Christian School is based upon a personal commitment on the part of the family to support the doctrine and philosophy of our school. With these standards, the following guidelines apply:

1. A student is admitted based on former record or entrance evaluation. Acceptance in any grade does not mean automatic acceptance into the next grade the following year. Grace has a nondiscriminatory racial policy in admissions and administration of its educational policies and programs.
2. The school reserves the right to refuse admission to any student not deemed to be in the best interest of the school. The administration also reserves the right of not defining the criteria or reasons when applications are not accepted.
3. In filling positions for each new year, present students and students who attend Penn Valley Church are offered re-enrollment first. After the re-enrollment period, open enrollment will continue on a first-come, first-served basis until each classroom reaches capacity.
4. New students in any grade may be required to have an evaluation of their grade proficiency.
5. Kindergarten students must be 5 years old by October 1. Students entering first grade should be 6 before October 1 unless they have already completed a year of an approved kindergarten program and have passed.

Tuition

All tuition will be due and payable through the FACTS System, a tuition management and financial aid assessment online tool. The family account must be set up following registration.

Financial Aid

Families who wish to apply for financial aid must fill out an application through FACTS. A determination of financial aid is made based on recommendations from FACTS, the Grace Financial Aid Committee and availability of funds. No family will receive more than the cost of their tuition. In the event a student withdraws from school the unused portion of aid must be returned to the financial aid fund. The application for financial aid must be completed by the end of the second full week in May in order to be considered for the following school year. It is necessary to reapply each year.

Late Payments

If a problem arises and you cannot meet your financial obligation on time, you must inform the school before the due date. Late tuition payments are a concern to us as a ministry. We depend on prompt and complete payment each month for the operation of Grace. Unfortunately, if tuition payments are two or more months late, Grace retains the option to terminate your child's enrollment. Grace retains the right to withhold the following until all financial obligations are satisfied:

- ◆ Final report cards
- ◆ Transcripts

Health and Safety Procedures

Policies

- ◆ Students with a fever of 100.4 or higher must stay home and may not return to school until they are fever free without medication for 24 hours
- ◆ Students or staff with persistent cough or cold should stay home to give their body a time of rest and healing.
- ◆ Students who exhibit potential symptoms of concern will be sent to the office to be checked out and their temperature will be taken. If deemed necessary, the student will remain in the office until a parent can be contacted to be sent home.
- ◆ If students are in need of prescription medication, it along with instructions for use must be left at the school office. Any medication, prescribed or over the counter if needed to be taken during the school day, must be left at the school office with written permission and instructions from the pharmacy and/or parent/guardian.

Practices

- ◆ Handwashing will be a regular part of classroom routines
- ◆ Regular cleaning of desks and tables throughout the day
- ◆ Encouragement of hygiene etiquette
- ◆ Air circulation and ventilation provided throughout the building
- ◆ Cleaning and sanitizing of classrooms at the end of each day

District Requirements

Proper immunizations must be complied with for admission to Grace. Please make certain these are up to date and that we have the records on file in our school office.

IF you have opted out of some or all immunizations for your child, we must have a signed Exemption from Immunization Form on file in our school office.

A dental exam is required for all Kindergarten (or first entry into school), Third grade and Seventh grade students.

A physical exam is required for all Kindergarten (or first entry into school) and Sixth grade students.

All necessary forms can be found at www.gcs-online.org in Forms under the Parent tab.

Attendance Policies and Procedures

School Day Schedule

Kindergarten: 8:25 am – 12:00 pm

Full Day Kindergarten and Grades 1–8: 8:25 am – 3:00 pm
(early dismissal is at 12:00 pm)

Earliest arrival is 8:00 am.

Latest departure is 3:15 pm. Any student at the school after 3:15 pm will be considered part of the after school care program and will be charged at the current fee.

Students should be in their seats by 8:25 am for the class to begin on time.

After School Care

After school care is available for students in full day kindergarten through eighth grade. The staff member assigned to the program works interactively with students, maintaining a daily routine and creating age appropriate activities.

The program is only available for students when school is in session. On days of early dismissals, there will not be after school care. The hours of operation are 3:15 pm until 5:30 pm. Families will be billed for after school care fees through their FACTS account on a bi-monthly basis.

\$12/day for the first child per family, \$50/week for the first child if used for a full week

\$10/day for the second child per family

\$8/ day for the third child per family

Not to exceed \$30/day per family

Late Arrival/Early Dismissal

All students who come to or leave school at a time other than normal starting or dismissal time are expected to sign in/out with the school office. This includes doctor appointments, dentist appointments, illnesses, etc. We require a note or appointment card if a student is to leave earlier than regular dismissal. Parents are required to come to the office to pick up their child.

LATE ARRIVAL		EARLY DISMISSAL	
8:30-9:45 AM	TARDY	BEFORE 11:30 AM	FULL DAY ABSENT
9:45-11:30 AM	½ DAY ABSENT	11:30- 1:30 PM	½ DAY ABSENT
11:30-3:00 PM	FULL DAY ABSENT	1:30-3:00 PM	NO ABSENCE

Absences

Regular attendance is important for the child's academic growth. Poor attendance causes a child to drop behind in his/her work. We urge you to see that your children attend school regularly. However, parents are not encouraged to send their children when their attendance might be detrimental to their health or to the health of others.

Parents are to inform us regarding student absences. This communication will be kept in the student's file as a record of their absence. Failure to do so will result in an unexcused absence.

School attendance is the primary responsibility of the parent/guardian and the student. Students may have ten (10) cumulative absences per semester or twenty (20) cumulative absences per school year.

Cumulative absences can be excused or unexcused and will count toward the limit of absences a student may have.

- Excused Absences
 - Illness with a parent note, but no doctor's note
 - Medical appointments
 - Family vacations with preapproval of the administration after the five (5) noncumulative days are used. All school work must be completed upon return.
- Unexcused Absences
 - Failure to attend school but not due to illness
 - Opting out of attending a school planned field trip

Non-cumulative absences are excused that do not count towards the limit.

- Illness excused by a doctor's note
- Death in the immediate family
- Impassable roads
- Family vacations with preapproval of the administration up to five (5) days. A two-week notice must be given to allow teachers to prepare. Schoolwork must be completed upon return to school. If work is not completed, the absence will be deemed an unexcused cumulative absence.

If a student is absent for three (3) consecutive days, a doctor's note may be required.

Students acquiring more than twenty (20) cumulative absences could be asked to repeat the grade level. State law requires that excessive absences be reported to the truancy office of the student's home district.

Make-up assignments due to absence must be completed as follows.

- It is the responsibility of the student/parent to make arrangements with the teachers involved regarding make-up assignments.
- Students will be given the number of days they are absent plus one (1) more day to complete any missed assignments.
- Other arrangements may be made for absences that extend beyond a week.
- Missing assignments for unexcused absences, unexcused tardies, or absences due to administrative discipline may be assessed an academic penalty.

Emergency Closings

If the school is closed due to snow or any other emergency, parents may find school closing information as follows:

- ◆ Radio: KYW 1060 AM (#2271)
- ◆ TV: WFMZ (Channel 69), NBC 10 and ABC 6 (mention Grace Christian School by name)

Your school district dictates whether there will be transportation for your student or not. You must listen for both our school and the district you reside in. If your district is closed, the students within that district are excused from school even if Grace is open. Please check your email and/or our website for the most current information.

Calendar

The most current version of the calendar may be found by visiting www.gcs-online.org and clicking the Calendar under the News tab. A printable version can be found in Forms under the Parent tab.

Academics

Grading Scale

- ◆ 93-100% = A (Outstanding)
- ◆ 85-92% = B (Above Average)
- ◆ 77-84% = C (Average)
- ◆ 70-76% = D (Below Average)
- ◆ 0-69% = F (Failure)

Also: O = Outstanding, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

Homework

Homework is an integral part of the school program, and each teacher is at liberty to give homework to aid each student to achieve in his/her studies. Its purpose is to reinforce skills taught in the classroom and to provide an opportunity for the student to do further study beyond what is covered during the regular school day. It is important that parents support their child's teacher by ensuring that homework assignments are completed accurately, neatly and on time. Parents are encouraged to assist their child with difficult assignments, but not to do his/her homework.

Parents are asked not to check over completed assignments with the purpose of having the student do it over until it is all perfect. If the student brings perfect assignments to school all the time, the teacher will not know if he/she understands the material.

All students are expected to have their assignments completed on the date due. Late assignments may result in a lower grade. Parents will be notified if their child starts to develop a habit of not completing his/her work.

Iowa Tests

Iowa Tests are standardized achievement tests used in the United States designed to assess K-12 student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The Iowa Tests are administered in the spring of each year to students in grades 3-8. The CogAT Test is administered as well in grades 3, 5 and 7. These tests are scored through the Association of Christian Schools International (ACSI). Results are sent home to each family.

Report Cards

Report cards are sent home at the end of each nine-week marking period. At the end of the first marking period, a parent/teacher conference is held. All parents are expected to attend this conference. At the culmination of the second and third marking period, there will be elective conferences. Parents may initiate a parent/teacher conference, or the teacher may request a conference during these marking periods.

Bible

The Bible is the most important book the student has. Every child is expected to have a complete Bible at his/her desk. NKJV is the version referenced in our Bible curriculum.

Student Conduct and Discipline

Student Expectations

1. God desires us to do our best with the talents He has given. This means...
 - ◆ We arrive at school on time.
 - ◆ We are prepared for class.
 - ◆ We demonstrate a serious and responsible attitude in daily work.
 - ◆ Homework is carefully and thoughtfully completed on time.
2. God desires us to live in harmony with each other. This means...
 - ◆ We respect other people's property and personal space.
 - ◆ We do not physically or verbally fight with other children.
 - ◆ We do not take anything that does not belong to us.
3. God desires us to obey those in authority over us. This means...
 - ◆ We give our attention to the speaker.
 - ◆ We follow directions the first time given.
 - ◆ We do not talk back to teachers or adults in charge.
 - ◆ We honor substitutes, lunchroom parents, library aides, recess aides, etc.
4. God desires us to be kind and compassionate to one another. This means...
 - ◆ We use appropriate language at all times.
 - ◆ We do not bully or tease other children.
 - ◆ We are willing to help each other.
 - ◆ We are friendly and courteous.
5. God desires us to respect the property we have. This means...
 - ◆ No playing around in the bathrooms or hallways.
 - ◆ No running in the classrooms, hallways or up and down the stairs.
6. God desires us to respect that we are made in His image. This means...
 - ◆ We do not engage in behaviors that are harmful to our minds or bodies.
 - ◆ We accept that each of our bodies were purposefully knit together by God.
 - ◆ We do not engage in behaviors that God reserved for marriage.
 - ◆ We accept that we are all immutably and distinctively male or female from conception.
 - ◆ We honor human life as precious and of equal priceless value from the moment of conception.

Our Steps are Planned by God, Let's Glorify Him each Day!

Student Behavior

Maintaining a consistent educational environment and a wholesome Christian atmosphere is the teacher's primary concern. To allow our teachers to achieve this for the benefit of each student, the following behaviors are always expected of all students when at school:

1. Respectful and obedient behavior toward teachers and all other adults in authority - rebelliousness and disobedience will not be allowed.
2. Courteous and polite behavior toward fellow students and visitors- talking out of turn and sarcasm are not appropriate.
3. Decency of language and conduct - obscenity of any kind, verbal or otherwise, will be firmly disciplined.
4. Moral conduct - this is necessary where God is honored. Cheating, lying, stealing, and their instigation or encouragement will be disciplined.
5. Non-distractive and co-operative behavior - distractions such as gum chewing, whistling, and horseplay, as well as clothing, literature, illustrations or conversations, which are inconsistent with our school's purpose and spirit, should be left outside the classroom. We all need a proper environment in which to learn.
6. Healthy and safe behavior - use or possession either on the person or in a locker, of tobacco, alcohol, drugs, or dangerous materials of any kind, or paraphernalia for their use, is prohibited. Violations will result in administrative discipline.
7. Violence between students – this includes physical fights, hitting or kicking of another individual, etc. Students are asked to keep their body parts to themselves.
8. Damage and theft - School and church property is to be respected by everyone. Vandalism and defacement of these will result in firm disciplinary measures or dismissal. The student will be responsible to pay for any damages.
9. Self-respect – as image bearers, our bodies are more than our own, and we should honor God in how we use them. Self-harm, rejection of biological sex or gender, overtly provocative behavior, or invitations for romantic, sexual, or violent contact are not permitted. Discipline in these matters will be conducted with special attention to the student's mental and emotional health.

Disciplinary Procedures

As sinners in a fallen world, we are all in need of discipline at times. Our goal in discipline is to hold all students equally accountable to classroom rules and expectations, recognizing that all students deserve equal access to participation in learning. Discipline is never intended to punish behavior without nurturing the heart. Our desire is to teach students to guard their hearts and minds from temptation so that they can live abundant lives in Christ.

Inappropriate behavior or academic neglect on the part of the student will be dealt with along the following lines of action, with possible modifications according to the individual classroom instructor:

Classroom Instructor Procedures:

- Step 1 - Verbal warning from the teacher
- Step 2 - Time out in the classroom
- Step 3 - Loss of privilege or recess
- Step 4 – Student sent to principal’s office

Administrative Procedures:

- Step 5 - Note sent home to parent
- Step 6 – Direct communication to the parent
- Step 7 - Conference arranged with the parents/teacher/administrator and a written behavior contract is established

Suspension:

Behaviors that will result in suspension include but are not limited to:

- ◆ Possession of tobacco, drugs, alcohol, or dangerous materials of any kind
- ◆ Violence between students
- ◆ Failure to respond to written behavioral contract

Exclusion/Expulsion

- ◆ At discretion of the School Board

Parental Concerns or Questions

When a parent has a question or concern about an issue or homework, we ask that the parent talk with the teacher involved first. If the issue is not resolved through this means, we then suggest the parent talk with the principal. If after these two steps have been taken the parent feels the problem has not been resolved, the board is open to having a parent bring the issue before them. A parent needs to contact either the principal or board chairman to set up an appointment at the next board meeting. We welcome parent suggestions and comments at any time. Parents may address letters or comments to the school board and send to the school office.

Dress Code

Student Dress and Appearance

Before God, our hearts are more important than our outward appearance; however, we must be mindful not to dishonor God in our dress. In general, we ask that clothing be clean, in good repair, appropriate for the weather, and not prohibitive to running or walking. We ask that students do not wear slides, flip flops, heeled shoes, or thong sandals. All shoes worn by students must have an attached secure back.

In order to support a Christ-centered learning environment, students are expected to dress with modesty in accordance with their gender. Students should refrain from wearing revealing clothes or clothes/accessories with text, graphics, or logos that are confrontational to basic Christian ethics.

Students who attend school in violation of the GCS dress code will have their parent/guardian called and asked to bring a change of clothes. Or will not be permitted to participate in certain activities, for example if inappropriate shoes are worn students may have to sit out from recess and/or gym.

Lunches and Snacks

Lunch

The student must provide his/her own lunch in appropriate containers. The refrigerator is not to be used by the students. There are microwaves in the lunchroom that may be used at lunch. Please do not send items that require more than 2 minutes to heat up, as there are always others waiting in line. Please send spoons/forks and any needed paper products with their lunch.

Every Friday hot lunch is available for the students who wish to buy it. The form will be sent home the week before and must be returned promptly. Other payment options include pre-pay by the semester or online. Hot lunch is non-refundable due to absences, field trips or any other reason.

Snacks

Each day at 10:15 am, students have a 15-minute snack break. Students eat in their classroom, and we ask that you send a nutritional snack for them. Students are welcome to bring a “special” snack on their birthday to share with their class. Please make sure you check with the child’s teacher for any diet restrictions or allergies that may be present in the class.

Parent Involvement

Parent Volunteers

The school welcomes parental involvement to assist our teachers.

- ◆ Lunchroom/Recess – Every day during lunch and lunch recess a volunteer is needed to assist the teacher. This is usually a commitment of a week at a time.
- ◆ Hot Lunches – Volunteers are needed to assemble, serve, and clean up hot lunch.
- ◆ Field Trip Chaperones
- ◆ Class Parties – the class parent/s will send requests for assistance with holiday parties and special activities inside the classroom.
- ◆ Parents/Guardians are welcome to join chapel and lunch with their student/s.

Volunteer Clearance Requirements

ALL parents who wish to volunteer in the school or on field trips MUST have up to date clearances on file in the school office. These clearances include PA Criminal History, PA Child Abuse History, FBI fingerprints or signed waiver stating PA residency for at least 10 consecutive years. Contact the school office with any questions on how to obtain these clearances. Additionally, if parents/guardians wish to drive for school planned activities/field trips etc., a valid driver's license, proof of insurance and current vehicle inspection must be provided to the school office.

Guidelines for Volunteers and Visitors

In order to maintain a safe school environment for our students and staff, and to support the GCS mission, doctrine, and philosophy of education, we ask all volunteers and visitors to abide by the following policies. These policies apply to non-staff individuals on school property during school hours:

- ◆ Anyone entering the school must enter at the GCS front lobby unless otherwise authorized.
- ◆ Anyone entering the school must sign in at the front desk and obtain a visitor's badge.
- ◆ Before leaving the school, all visitors must sign out at the front desk with a staff member.
- ◆ Visitors and volunteers are asked to be mindful of the learning and working environment.
- ◆ Except in the case of immediate family members, a staff member must be always present during child supervision.
- ◆ Younger siblings are not permitted to attend school events when the parent/guardian volunteering is responsible for GCS students. This includes field trips, lunch/recess duty, hot lunch duty etc. Younger siblings are permitted to attend classroom parties only with pre approval.
- ◆ Visitors and volunteers are asked to dress with modesty in accordance with our Christ-centered learning environment. We ask visitors and volunteers to avoid clothing that is revealing, as well as clothing that contains text, graphics, or logos that are confrontational to basic Christian ethics.

Daily Program

General School Rules

A. Building

1. Respect the church/school property.
2. Walk at all times.
3. Fire alarms are to be activated by an adult.
4. Writing on walls or desks is prohibited.
5. Bathrooms are not for playing or climbing.
6. Flush toilets after use.
7. Outside doors are not to be opened without a staff member present.

B. Playground

1. Stones or snowballs are not to be thrown
2. Sit on the swings; do not stand. Jumping off swings is prohibited.
3. The slide is to be used for sliding; sit going down with legs facing forward. Do not climb up slides.
4. Leave sticks on the ground.
5. Skateboards, roller blades and scooters are to be left at home.
6. Throwing of hard balls is prohibited, this includes baseballs/softballs.
7. No tree climbing.
8. Stay on school property, away from the creek and the park's walking trail.
9. Wrestling is not permitted.
10. Boots and snow pants must be worn to play in the snow.
11. Touch football only; no tackle football.
12. Stay left of the garage and on the GCS side of the treeline to play.
13. Line up quickly by class when the whistle blows.

C. Lunch

1. Microwaves may be used daily.
2. Stay seated at your table while eating. Students will be assigned seats quarterly.
3. Students are asked to raise their hand for assistance or permission to leave the lunch room.
4. Clean off the table at the end of lunch.
5. Throw all trash in the trash containers.
6. Eat your own food; do not trade with another student.
7. The last five (5) minutes of lunch, students are to remain at their table and not talk.
8. Students who fail to follow lunch guidelines will be asked to sit by themselves and/or miss recess time the following day.

D. Bus

1. Line up in your bus line.
2. Students riding by car must wait in a separate line.
3. Wait for the teacher to dismiss you from your line to the bus.
4. No talking while you are in line.
5. Have a signed note from home if you are not riding the bus.

E. Classroom

1. Gum is not to be chewed in class.
2. Be respectful of other's property.
3. Be polite.
4. Use language that would please our LORD!
5. Follow the classroom rules established by each individual teacher.

Recess

Every day, K-5th will have two recesses. Children should come prepared to go outside each day. A student may stay inside for recess only if a parent sends in a signed note. Please remember to send hats, gloves and/or mittens, boots, and warm coats when the weather becomes cold. Students will have recess outside if the real feel is above 20 degrees F.

Chapel

Every Wednesday we conduct a chapel service. All students are required to attend. Speakers may include local pastors, missionaries, school groups and the teachers. Grades 6-8 meet from 8:45-9:15 am and K-5th grades from 9:30-10:00 am. While in chapel a student is expected to sit quietly and keep his/her hands and feet still. Parents are welcome to attend.

Library

Books may be checked out of the school library on a weekly basis. K-5th grade classes will have a library time in which to avail themselves of the books. Students are responsible to pay for any lost books. Report cards will not be given until payment is received. Middle school students have access to the library as needed.

Physical Education

Students are required to attend PE class unless a physician's excuse is presented. Students should wear their Grace gym shirt, shorts or pants (no dresses or skirts), and sneakers on PE days. New students will be given a gym shirt. Returning students will have the opportunity to purchase one at the beginning of each school year.

Textbooks and Materials

Any workbooks or other consumable learning materials become the student's property at the end of the year. Textbooks and other re-usable materials must be handed in at the close of the school year or when the student withdraws from the school.

If a student loses or damages a book during the school year it is the parent's responsibility to pay for a new one.

All hardbound books should be covered the first week of school and covers replaced as they wear out.

Field Trips

Class outings occur at various times throughout the year. The student may be asked to bring in money for the cost of the trip. Parents will be notified in advance and are welcome to come along (if they have up-to-date clearances on file in the school office – see Volunteer Clearance Requirements). We ask that you do not bring younger siblings, as your role will be to chaperone the students. Teachers welcome any suggestions you may have for a class trip.

Field Trip Guidelines for Chaperones:

- ◆ Please arrive at school at least 15 minutes before the group is scheduled to depart.
- ◆ Make sure you are always with your assigned students. Do not let them wander from you. Please do not bring younger siblings along unless otherwise given permission.
- ◆ Support the teacher by enforcing the rules that he/she has established for the students.
- ◆ Speed limits and traffic laws must be obeyed.
- ◆ All drivers and passengers must wear seatbelts. Make sure the students have fastened them securely. Students twelve and under should be in the back seats due to the air bags. Students must follow state guidelines for use of car seats.
- ◆ Please return to the school with the class.
- ◆ Encourage the students to be polite. If possible have them thank the guide at the end.
- ◆ A valid driver's license, proof of insurance and current vehicle inspection is required for any parent/guardian to drive students for school events.
- ◆ Refrain from the use of cell phones for texting or calling while driving.

Electronic devices

We ask that students do not bring electronic devices to school. They become a distraction to the classroom and recess time. If a student is permitted to use it on the bus, they must keep it secured in their backpack during school hours.

Trading Cards

Students are not to bring their trading cards or similar collectibles to school. Please keep these at home.

Fire Drills

The school conducts monthly fire drills. When the fire alarm goes off each student is to proceed out the door and along the hallway that his/her teacher has instructed. Silence and orderliness are necessary in the event of an actual emergency.

Security

We value the safety of our students. We are committed to providing a safe environment for the education of all our students. **Parents and volunteers must sign in at the school office and wear an identification badge while on the premises of Grace.** All outside doors are locked throughout the school day. Holding/propping doors opened is not permitted. Students/parents/guardians/volunteers are not permitted to open outside doors for any person without a staff member present.

If you are aware of a person who poses a security risk to your child, it is your responsibility to disclose the perceived risks to the Administrator. We may review your concerns with our security team, local law enforcement, and others on a need to know basis. Your child's privacy will be maintained to the best of our ability.

Security cameras are installed and in use during school hours.

Dismissal Procedures

A student must be picked up by the designated parent, guardian, or previously authorized pick up person. When other arrangements are needed, a note or email received ahead of time is preferred. In an emergency, a phone call authorization is acceptable. Please have authorized pick up person bring their photo ID.

If a student will be going home with another student a note is preferred from both sets of parents/guardians, but required by the student who is changing their normal dismissal routine.

If a student needs bus transportation it is the parent/guardian's responsibility to complete an Act 372 Form annually as required by the school district where the student resides, prior to July 1st. It is the parent/guardian's responsibility to coordinate busing with the school district and the GCS school office.

Only students who have requested transportation and completed an Act 372 form are eligible to ride the bus in their school district of residence.

If your student is planning to get off at a different stop than their assigned stop, a signed note from the parent/guardian is required at the school office. A note from both sets of parents/guardians is preferred but required by the student who is changing their normal dismissal routine.

Acceptable Use/Internet Safety

Acceptable Use and Internet Safety Policy

Grace Christian School makes the Internet available to our students, providing access to significant educational materials and opportunities. For Grace to be able to make this access available, all students must take responsibility for appropriate, lawful and God-honoring use.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of Grace. Any questions about this policy should be directed to the school administrator. Any student who violates this Policy will have access denied and may face additional disciplinary action.

Personal Responsibility

As a student at Grace, you agree to follow the rules in this Policy and to report any misuse of the network to the teacher, administrator, or other school staff.

Term of Permitted Use

A student who follows the Policy to which she or he has agreed will have Internet access during the school year.

Acceptable Uses

Grace is providing access to the Internet for educational purposes only. If you have any doubt about whether an activity is educational, you may ask your teacher or school administrator.

Among the uses that are considered unacceptable, and which constitute violation of this Policy include the following:

1. Uses that violate the law or encourage others to violate the law. Do not download any illegal or immoral material or send such material to others. It is important to follow copyright laws regarding use of pictures and other material in school reports. Most material posted on the Internet is considered copyrighted unless stated otherwise.
2. Uses that cause harm to others or damage to their property. For example, do not use another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the Internet; do not upload viruses or other malicious software.
3. Uses that jeopardize the security of student access. For example, don't disclose or share your password with others; do not pretend to be another user.
4. Disclosing private information. You should not give others private information about you or others, including credit card numbers and social security numbers.

All users must abide by rules of network etiquette, which include the following:

1. Be polite.
2. Avoid language and uses which may be offensive to other users. Do not insult or make fun of others because they are different from you in some way.
3. Do not assume that a sender of e-mail is giving permission to forward or send the message to someone else or to give out his/her e-mail address. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to knowing about materials to avoid. If a student finds that other users are visiting offensive sites, he or she should report such use to the teacher or school administrator.

Filtering/Monitoring. Grace will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Grace will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Personal Safety. When using the Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the Internet without your parent's permission. You should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

"Hacking" and Other Illegal Activities. It is a violation of this Policy to use the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users

should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

Privacy

Internet access is provided as a tool for your education. Grace reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice all usage of Internet access and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Grace and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The use of the Internet is a privilege, not a right. A student who violates this Policy will have their Internet access removed and may face other disciplinary action.