

# Grace Episcopal Day School

## Family Handbook

2016 - 2017



All Grace Episcopal Day School families should be thoroughly familiar with the policies in the Family Handbook. This handbook represents current policies and regulations. The school reserves the right to modify and/or amend the content at any time. Such changes will be communicated.

Grace Episcopal Day School is accredited by the Florida Kindergarten Council, the Florida Council of Independent Schools and is a member of the National Association of Episcopal Schools.

Admission and participation in our educational programs is open to all eligible students who meet our qualification requirements regardless of race, gender, religion, disability, color, ethnicity or national origin.

## **Table of Contents**

Mission and Introduction	3
School Contact Information	4
Family Responsibilities	5
Student Responsibilities	6
Academics	7
Admissions	14
Student Records	19
Attendance and Absences	21
School Hours, Drop-Off and Pick-Up	23
Dress Code	26
Discipline Policy	30
Health and Allergy Policy	35
Emergency Procedures	42
Technology	42
Home and School Relationship	44
Family Acknowledgement	48

## **Mission**

Grace Episcopal Day School provides a program of academic excellence while preparing children to live responsible lives in a community grounded in the Christian faith. Through care and nurturing, Grace inspires learning, builds confidence, and promotes a desire to succeed.

## **Introduction**

Grace Episcopal Day School began as a Mothers-Morning Out program in 1951. Over the years the preschool/kindergarten has grown to be one of the finest in Orange Park. In 1995, a group of parents who had a vision for continuing the quality education and spiritual training provided at the preschool/kindergarten developed the Elementary school by adding a first grade class. Today the student body at Grace includes PK 3's through eighth grade.

## School Contact Information

### Mailing Address

156 Kingsley Ave.  
Orange Park, FL 32073

### Phone Numbers

Office: (904) 269-3718

Fax: (904) 269-9183

### Website

[www.geds.net](http://www.geds.net)

### Office Hours

Monday – Friday

8:00 a.m. – 4:00 p.m.

### School Hours

#### Preschool

8:00 a.m. – 12:30 p.m.

#### Kindergarten – 8<sup>th</sup> Grade

8:00 a.m. – 3:15 p.m.

### Extended Day

6:45 a.m. – 6:00 p.m.

## Family Responsibilities

Every child is unique. He/she is endowed with unique skills and abilities. It is our joint task (families/school/community) to help the child to rise to his or her fullest potential. The home and the community have a direct impact on the growth and development of each child. The home is the first socializing agent. Hence, the family has certain responsibilities and Grace expects that these responsibilities will be met:

- ❖ Provide a caring and safe environment at home
- ❖ Reinforce the Grace values at home
- ❖ Challenge your child to give his/her best
- ❖ Encourage your child to participate in physical/outdoor activities
- ❖ Read to your child or have your child read every night
- ❖ Keep TV time to an absolute minimum
- ❖ Teach your child to respect everyone
- ❖ Encourage your child to be kind and courteous
- ❖ Encourage your child to respect the school and its staff
- ❖ Ensure that your child attends school regularly and punctually
- ❖ Make contact with the teachers through the proper procedure
- ❖ Schedule appointments with the teachers through the specified procedure
- ❖ Attend school activities and support your child
- ❖ Support the Grace Parent's Association (GPA)
- ❖ Meet your financial obligations to the school
- ❖ Volunteer your services in your fields of interest and for the benefit of the school
- ❖ Send and pick up your child on time
- ❖ Support the school and encourage other families to enroll their children in Grace Episcopal Day School.

## Student Responsibilities

We take responsibility for learning:

- ❖ We arrive at school on time
- ❖ We wear the proper uniform and we are well groomed
- ❖ We have the materials we need for class
- ❖ We demonstrate a serious and responsible attitude in our daily work
- ❖ Homework is carefully and thoughtfully completed, and submitted on time

We settle our differences in a peaceful manner:

- ❖ We respect other people's property and personal space
- ❖ We respect other people's differences and embrace them

We are considerate to the needs and feelings of others:

- ❖ We use appropriate language at all times
- ❖ We treat each other with kindness
- ❖ We are willing to help each other
- ❖ We are friendly and courteous

## **Academics**

### **Curriculum**

Grace's curriculum has been adopted to reflect the needs of our students and incorporates national and state standards. Moreover, the standards are also designed to move the students to face and solve/deal with the needs and demands of living in the 21st century within a Christian environment. The curriculum comprises the following subjects: Language Arts, Reading, Mathematics, Science, Social Studies, Physical Education, Spanish, Music, Art, Library, Technology, STEM and Christian Formation.

The curriculum is implemented through a holistic approach that considers each child as an active learner and partner in the education process. The teachers are facilitators who encourage and challenge the students to meet and maintain high academic and moral achievement.

### **Co-Curricular Activities**

Grace promotes and encourages a variety of activities to support the school's mission. Teachers assist in and motivate students to participate in special events and activities, both co-curricular and extracurricular. The current facilities at Grace provide the opportunity for the physical growth of the student body and provide opportunities and outlets for creative, developmental, spiritual and physical growth.

### **Fruits of the Spirit – Character Education**

The character education program used at Grace is based on the fruit of the Spirit found in Galatians 5:22-23 in the New Testament of the Bible. "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control."

Each of the nine Fruits is assigned to a month of the school year. The Fruit of the month is taught in 1<sup>st</sup> through 8<sup>th</sup> grade Christian Formation classes. During chapel, students that have

been chosen by their peers and by the faculty as representing these Fruits will be recognized. By the end of the school year, every student will have been recognized at least once by their teacher.

### **Chapel**

The Chapel Service is the focal point of the school week at Grace. Parents are welcome and encouraged to attend all chapel services. Chapel is typically on Wednesday of each week. Please check the school calendar to see if any special worship services (i.e. Thanksgiving and Christmas) are scheduled for later in the week.

- ❖ Elementary and Middle School Chapel 8:40 a.m. in Grace Episcopal Church Sanctuary
- ❖ Preschool including PK3, PK4 and Kindergarten 9:40 in Grace Episcopal Church Chapel

Traditionally on the first Wednesday of the month the Elementary School and Middle School celebrate Holy Eucharist. A permission slip is available at the beginning of each year on which you can indicate if you would like your child to participate.

The third Wednesday of the month is **All School Chapel** for PK3 through 8<sup>th</sup> grade in the church sanctuary at 8:40. Students sit with their assigned Buddy Class.

Once a month at the 8:40 chapel the Fruits of the Spirit recipients will be recognized.

### **Field Trips**

Throughout the school year, students will participate in experiential learning through regular field trips. Trips will correlate to their curriculum and provide students with an opportunity to experience and internalize learning. Most day field trip expenses for the elementary school are covered by tuition. Preschool field trips are paid by the parent at the time of the event.

Overnight field trips will be a separate expense. **Because most field trip fees are prepaid and reservations are made well in advance, we cannot refund field trip money if your student is unable to attend for any reason. Chaperones must cover their own expenses.**

The Episcopal Diocese requires that all cars carrying students must have two adults, and that the driver must leave a copy of the Driver's License, car registration, and proof of car insurance in the school office. Drivers are frequently needed, so please help if you can. To do so, fill out the "Transporting Children" form and return it to the office. Students under the age of five and who weigh less than 40 lbs. must ride in an approved child car seat. Older children must have individual seat belts.

**All chaperones for field trips must have completed the Episcopal Safeguarding God's Children Class. Overnight trip chaperones must complete fingerprinting.** Please contact the office to get your online I.D. and password to complete the Safeguarding God's Children program and to schedule your fingerprinting if required.

**Siblings are not allowed on field trips. Please limit cell phone use when chaperoning a field trip.**

### **Science Fair**

There will be an annual school science fair for students in 6<sup>th</sup> – 8<sup>th</sup> grade. This will be an opportunity for children to showcase their creativity, skills and abilities in science. Students will compete in the school science fair and winners will move on to the county science fair.

### **History Fair**

Middle school students will participate in National History Day. Students selected from the school will represent Grace at the county competition.

### **Accelerated Reader**

Accelerated Reader is an independent reading program by Renaissance Learning that is available for 1<sup>st</sup> – 8<sup>th</sup> graders. AR helps teachers and media specialists manage and monitor children's independent reading practice. Your child picks a book at his own level and reads it at his own pace. When finished, your child takes a short quiz on the computer. (Passing the quiz is

an indication that your child understood what was read.) AR gives children, teachers, and media specialists feedback based on the quiz results, which the teacher then uses to help your child set goals and direct ongoing reading practice. More information about how families can support their students and the program is available at <http://doc.renlearn.com/KMNet/R003985016GG79F2.pdf>

### **Art and Music Night**

An evening featuring artwork from all students completed during the year and showcasing their musical skills in a concert.

### **Grades**

Grades are available for review by families and students through the school's ACS system for students in 3<sup>rd</sup> through 8<sup>th</sup> grade. Passwords will be provided prior to the start of each school year. If you become more than two months delinquent in tuition payments, access to the on-line grading system will be disabled until financial arrangements may be made with the office.

The school has the authority to limit a student's participation in school sponsored after-school activities based on a student's grades and/or conduct.

### **Report Cards**

The school year for 1<sup>st</sup> through 8<sup>th</sup> grade is divided into four (4) marking periods – for a total of 36 weeks. At the end of each marking period report cards will be on-line through ACS for 1<sup>st</sup> through 8<sup>th</sup> grades. Final report cards will be mailed in June after all fees, library books, and textbooks are current and/or accounted for. Families are always able to go on-line and see their student's grades. It is the responsibility of the parent(s) to go over these documents carefully with their child in order to encourage the student to improve his/her academic performance. There will be comments from subject area teachers on each report card and comments from resource teachers if dramatic changes have been noted.

**PK 3 and PK 4:** Observation sheets on the student's development will be sent home in the fall and spring of each year.

**Kindergarten Scale:** The first report card will go home at the end of the 1<sup>st</sup> semester.

Evaluation Key
O= Work is consistently above grade level
S = Work meets grade level expectations
P= Progressing towards but working below grade level
U = Below grade level expectations - area of concern
Blank = Not yet introduced

**First and Second Grade Scale:**

Evaluation Key
O= Work is consistently above grade level
S = Work meets grade level expectations
P= Progressing towards but working below grade level
U = Below grade level expectations - area of concern

**Third through Eighth Grade Scale:**

## Resources

O	100-95	Outstanding
S+	94-88	Good
S	87-80	Satisfactory
S-	79-70	Needs Improvement
U	69-0	Unsatisfactory

## Core Subjects

The numerical grades correspond to the following letter grades:

Excellent	100 - 90	A
Very Good	89 - 80	B
Satisfactory	79 - 70	C
Needs Help	69 - 60	D
Unsatisfactory	59 and Below	F

Grades D and F are considered failing grades

The philosophy of Grace is inclusive, not exclusive. Accordingly, Grace does not encourage academic competition between students. Grades and test scores are a private matter between teacher, students and families.

**Retention**

A student's grades can be seen as an indication that the child might need to be held back. Teachers will contact families if a student is at risk of failing or has been performing poorly on a consistent basis. However, it is also the family's responsibility to check on ACS and view the progress in each course. Parent conferences are available in order for families and teachers to work together to assure student's success.

**Promotion**

Students must obtain passing grades in 3 of the four terms and have been in attendance for at least 75% of the term in order to be promoted. Standardized test scores and teacher and administrative input may also be taken into consideration.

**Standardized Testing**

The Stanford Achievement Test (SAT) will be administered in mid-April each year to all students in Grades 2-8. These are given primarily to provide an evaluation of student progress and to assess individual strengths and weaknesses. Additionally, the scores provide data that the school uses to assess curriculum. Parents will receive results by mail as soon as scores are received from the scoring company.

## Admissions

### General and Non-Discriminatory

Grace is a full-time PK, elementary, and middle school. Admissions are open throughout the year and students are admitted to their grades after evaluation and admissions assessments.

Grace admits students of any race, gender or religion to all the rights, privileges, or programs, and activities generally accorded or made available to its students and does not discriminate on the basis of race, gender or religion in administration of its educational policies, admissions, programs.

### Application and Supporting Documents

Students will not be admitted to classes without the proper age verification, previous school records (if needed), and immunization records.

The admission procedure is as follows:

Application form is to be completed and signed by a responsible party and submitted with the required non-refundable application fee of \$50 for students being considered for PK3 through 8<sup>th</sup> grades.

Students being considered for K – 8<sup>th</sup> grade will spend a day visiting the classroom. Teachers, along with the Director of Admissions, will administer admission assessments during the visit. Each student, as well as the family, is unique. It is important for the school to know of any special needs or requirements in order to best meet the needs of the children.

The following procedure will be adopted prior to enrollment and for placement:

- ❖ Review of prior academic and behavior records
- ❖ An admissions assessment
- ❖ Individual and Family Interviews if deemed necessary by the Head of School

If a family decides to enroll their child the following forms are required:

- ❖ Student information
- ❖ Health information
- ❖ Media release
- ❖ Tuition fees agreement

Along with the application, the following documents may also be required:

- ❖ Birth certificate or passport for each child
- ❖ Previous school records: end of year academic record card, FCAT and/or other standardized test scores
- ❖ Up-to-date Immunization (Form 680) and Physical Health Examination Records (Health Form 3040)
- ❖ Psychological/social/developmental reports, and any other relevant information
- ❖ Allergy and/or any medical condition
- ❖ Students in grades 3<sup>rd</sup> through 8<sup>th</sup> who will represent the school in athletics, must have a current FHSAA and EL2 Form on file. The sport physical is valid for 1 year from the date signed by the doctor
- ❖ Any other information

### **Minimum Age Requirement**

#### PK3

3 years of age by September 01 of the year of admission

#### PK4

4 years of age by September 01 of the year of admission

#### Kindergarten

5 years of age by September 01 of the year of admission

In accordance with the State Law (FL ST § 232.01) and Florida Kindergarten Council Standard 3.3.7, a student must be five years old on or before September 1, to enter Kindergarten. Parents are advised that a child in PK3 or PK4 who does not meet this requirement will need to spend two years in his or her respective level before entering Kindergarten.

### **Transfer Students**

Students on transfer to Grace will be accepted in the grade he/she is transferred to with these conditions:

- ❖ Grade age-appropriate
- ❖ Pass the admissions assessment, if applicable
- ❖ Two-month probationary period

During the probation period, the student must display a keen interest in learning and adhere to the school rules and requirements.

Families of transfer students must submit the request for report cards and other relevant documents from the previous school.

Families who are transferring students who do not meet the age-appropriate cutoff date for that grade can apply for a waiver. The request for a waiver will be determined by:

- ❖ Documents, submitted at the time of application, which prove that the child is in that grade.
- ❖ Results from student's admissions assessments.

The students who meet these criteria will be placed at the grade transferred from (or promoted to) and placed on a two (2) month probation period. The student will be carefully evaluated by the teacher(s) for any academic problems. Parents will be notified that the child will be placed in the age appropriate grade if it is recognized that the child has no academic difficulty.

Students must meet all of the above criteria in order for the waiver to be approved. Transfer students will be accepted any time of the year. He/she will have to take the admissions assessment and take the regular test of the grade into which he/she is placed. The student will also have to meet the criteria for promotion.

### **Re-Enrollment**

Re-enrollment is conducted at the end of January for both new and continuing students. Continuing students are required to re-enroll for the new academic year. An enrollment fee is required at the time of registration and reserves a place for your child in the school. This fee is non-refundable.

### **Payment Policy**

- ❖ Enrollment fees, technology fees and all other fees are payable at time of registration. All payments can be made by checks or money order. All checks should be made payable to Grace Episcopal Day School .
- ❖ Students are enrolled for the full academic year and no adjustment of tuition or fees can be made by the school for absences, withdrawal, or dismissal.
- ❖ Tuition is generally collected over (11) months, from June to April. However, families who enroll after April 1<sup>st</sup> may be required to pay over a shorter time period and on a prorated basis.
- ❖ Tuition is to be paid in a timely manner and is collected by our third party partner, SMART Tuition.
- ❖ All Grace Episcopal Day School families are required to enroll in SMART Tuition. A link to SMART Tuition and a list of frequently asked questions is available on the school website, [www.geds.net](http://www.geds.net). Click on “Admissions” and in the drop down choose “SMART Tuition.”
- ❖ A \$50 SMART Tuition annual administration fee will be charged to each family’s account along with the first month of tuition due.

- ❖ Families may choose the payment method and due date that works best for them from among the various options offered through SMART. There is no grace period, so please pay promptly. Tuition/fees not received by your selected date of payment will be subject to a \$40 follow up fee which will automatically be added to your account each month there is a past due balance.
- ❖ If tuition is more than 60 days delinquent, families and their students will be blocked from the grading system so that they may not see grades on line. Additionally, students may be dismissed from the school without acceptable arrangements being made. Absence during this period will be considered unexcused. The parents are responsible to inform the business administrator, in writing, of any difficulty in meeting these obligations.
- ❖ Students who register after the first month of the first marking period will be required to pay tuition fees on a pro-rated basis.

### **Delinquent Accounts**

Grace is a non-profit educational institution. The revenue for the running of the school is primarily derived from the tuition dollars. Late payment of fees will seriously jeopardize the school operations and your child's education.

Students' report cards, tests, and health records will be withheld until all fees are paid in full. All delinquent fees from a previous year must be paid in full before the student is allowed to re-enroll for the new school year.

### **Returned Checks**

A charge of \$30.00 will be added to any check that was returned for insufficient funds or closure of account, or any other reason. Individual bank fees may also apply.

## Financial Aid

Grace is committed to dedicating a portion of its income for financial aid. Applications are accepted for students in grades Kindergarten through 8<sup>th</sup>. The service Grace uses to determine eligibility to receive aid is the *School and Student Service for Financial Aid (SSS)*. The Financial Aid Committee reviews all applications and awards available funds. Awards are based solely upon financial need. Submissions are confidential and only reviewed by those persons directly involved in the financial aid decision-making. Admission decisions are made without regard to race, religion, or financial aid.

The school accepts the *Step Up For Students Scholarship*, the *McKay Scholarship*, and the *Gardiner Scholarship*. Please contact the Admissions office if you would like additional information.

## Student Records

Families have the right to access, inspect, and review official records, files, and other important documents kept on file with respect to their children. This right does not include the removal and copying of materials from the record. Grace maintains a permanent file for every student that includes recorded grades, awards, special notes as well as any violations or infractions. The purpose of recording all such information about a student is that it enables the school to be fair and just when evaluating a student's performance and/or needs and for the sending of transcripts to another educational institution upon request. This information is not available to the general public and can only be released to other schools when they formally request such records. The head of school or school administrator handles all such matters in connection with this issue.

The following indicates the policy in relation to students' records:

- ❖ Only the responsible party and authorized faculty member may have access to these files and records.

- ❖ Information with respect to the students will not be made available to a non-custodial person without a signed court release.
- ❖ The name change of a student must be supported by a legal document and it will be part of the permanent record.
- ❖ All school records will be withheld until all tuition and other fees, are paid in full.
- ❖ Records will also be withheld until all books are returned/paid for.

### **Privacy Act - Florida State 228.093**

The Family Educational Rights and Privacy Act became a Federal law in November of 1974 and was further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Only parents of students and authorized individuals having legitimate educational interests will have access to a student's records. However, prior consent of the parents or the eligible students (over 18 years of age) will be required. You also have the right to exercise the waiver to gain access to certain confidential letters or statements.

A parent or guardian may request an appointment to inspect and review the student's records if the student is under 18. The appointment may be made in person or by telephoning the school at (904) 269-3718. The school shall comply with your request within a reasonable period of time but in no case more than 30 days after your request has been made. When reviewing the records, you also have the right to explanations and interpretations of the records and the right to obtain copies of the records. A small charge may be made for the copies of the records, but in no case should the charge exceed \$0.10 per page per copy. Upon review of the records, if you have reason to believe any of the information contained therein is inaccurate, misleading, or inappropriate, you have the right to challenge the information and make recommendations for changes. If the school personnel are in agreement with your recommendations, the necessary steps will be taken to amend or to correct the information contained in the records. If agreement is not reached, a hearing will be scheduled. This hearing will provide you with an opportunity to present your views and to give your reasons for challenging the records. You may bring with you to the hearing, at your own expense, any individual who may be of

assistance. Following the hearing, should there be failure to reach an agreement, you have the right to appeal the decision to the school board. In the event that your appeal fails at either of these levels of the hearing procedure, you have the right to have entered into the student's record a statement of the issue as you see it.

If the matter has not been resolved and if you believe that this school system has not complied with the law, you have the further right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, Washington, concerning School Education Records.

The rights pertaining to access and challenge described herein are transferred to the student upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

If you have further questions, please contact the Head of School.

## **Attendance and Absences**

Florida Statute 232.09 states that the parent/ legal guardian of a child of compulsory school age is responsible for the child's daily school attendance. All school personnel, parents, other students and relevant state agencies are required to work collaboratively to ensure that the school attendance laws are obeyed, and make referrals to the legal agency for possible court action for truancy.

Families are to inform the office in advance of their child's absence, except in cases of emergency. They are also to send a written note the first day the child returns after any absence. Students who are absent due to sickness for three (3) or more days must present a doctor's note on returning to school.

**Excused Absence**

- ❖ Illness
- ❖ Illness of an immediate family member
- ❖ Death in the family
- ❖ Religious holiday of the child
- ❖ Required court appearance
- ❖ Doctor/dental appointment
- ❖ Head lice infestation
- ❖ Special occasion with approval from Head of School

**Unexcused Absence**

- ❖ A child's absence is considered unexcused if and when the parent/guardian did not inform the Office, either in writing or by a telephone call and there was no legitimate reason for the absence.

**Special Absences**

Special absences have to be approved by the Head of School two weeks in advance of the commencement of the absence. Families are to make their requests in writing to the Head of School for approval.

The Head of School must approve long-term absence of students. Teachers are to give assignments (for this period) to the child for completion and submission on the first day of returning to school. Families are to sign a note from the teacher to this effect. Failure to submit assignments and passing the exams will result in an automatic failing grade for the term.

**Attendance**

The school 2016-2017 year consists of 175 days. Official school hours are from 8:00 a.m. to 12:30 p.m. for PK3 and PK 4, and 8:00 a.m. to 3:15 p.m. for Kindergarten through 8<sup>th</sup> grade. It is mandatory for all enrolled students to attend all aspects of the assigned curriculum, except on

written request from the family. Students must report to their homeroom between 8:00 a.m. and 8:15 a.m. Students that miss more than 10 days in one marking period may receive a failing grade for the term.

### **Tardiness**

Any student who arrives after 8:15 must report to the office and obtain a late pass/tardy slip before he/she will be admitted to class. Children not in the classroom by 8:20 a.m. will be marked tardy. **Five or more tardies within a school quarter will result in lowering the student's grade for citizenship and work habits by one complete grade.**

## **School Times, Drop-Off and Pick-Up**

Drop off and pick up procedures are implemented to promote student safety and for convenience. Please read the following carefully to become familiar with the new routine.

### **All School**

Monday - Friday	Drop-off	8:00 a.m – 8:15 a.m.
-----------------	----------	----------------------

### **PK 3 and PK4**

Monday - Friday	Pick-up	12:30 p.m.
-----------------	---------	------------

### **Kindergarten – 8<sup>th</sup> grades**

Monday – Friday	Pick-up	3:15 p.m.
-----------------	---------	-----------

### **All School**

Early Dismissal Days	Pick-up	12:00 p.m.
----------------------	---------	------------

Please respect your child's learning environment by being punctual for drop-off and pick-up of your child.

**Carpool Drop Off**

Enter the carpool line from the east on Stowe Avenue and turn right onto Reed St. The Elementary and Middle School carpool gate is on the right immediately by the 5<sup>th</sup> and 6<sup>th</sup> grade cottage. The Preschool and Kindergarten carpool gate is immediately by the office.

**Please do not try to make a left turn into the carpool line or the parking lot from Reed St.**

**For the safety of all students:**

- ❖ Do not drop-off your child without the gates being open and monitored by a safety patrol.
- ❖ Do not allow children to exit out the driver's side of the car.
- ❖ If your child is going to be walked to his/her classroom, you may walk your child through the preschool gate and onto campus.
- ❖ **Drop-off may only occur from a vehicle in the carpool line. Students may not walk themselves in from a parking lot.**
- ❖ Please use designated crosswalks when crossing the street with your child.

**The carpool gates will close immediately upon the bell ringing at 8:15.**

**Dismissal**

Preschool:

Dismissal is at 12:30 p.m. through the Preschool Carpool Gate. If your child is staying until 3:15 dismissal, your child may be picked up with the Elementary and Middle School carpool.

Kindergarten – 8<sup>th</sup> grade:

Dismissal is at 3:15. Please display the student's last name in your car window. If you have a carpool, include those student names as well. Please write the names in large, bold print.

**For the safety of all students:**

- ❖ Do not pass around cars that are dropping off or picking up students.
- ❖ **Refrain from cell phone use during carpool.** The carpool gate is for vehicular drop off and pick up only. For safety reasons, we ask that you do not walk up to the gate for pick up.
- ❖ **If you have a change in plans, notify the school office. Persons not known to our staff will be asked to produce identification.**
- ❖ **Please do not use carpool time as an opportunity to discuss an issue with a teacher. It is a distraction for the teacher and could put other students at risk. Please email the teacher if you have a question or concern.**

Parents are required to pick their children up at the specified times. Students not picked up by that time will be placed in Extended Day and a charge will be assessed for that service.

**Students will not be allowed to go home with other students without a written note from the family or a call to the office.**

**Check Out Policy**

If a student must leave school for any reason, a note advising the nature and time of dismissal is requested. The student must be signed out through the office. The student will not be released from the classroom until the notification from the office is received. The student will then meet his party at the office. If the student returns to school before dismissal, he/she must be signed back in at the office. Any work missed by the student for an early dismissal is the responsibility of the student.

## Dress Code

**Please read carefully. Some uniform pieces must be purchased at the following:**

**RC Uniforms**, 11160 Beach Blvd. Jacksonville, 32246, (904) 646-0493, or [www.rcuniforms.com](http://www.rcuniforms.com)  
and

**Land's End**, preferred # 9001 0833 3, 1-800-469-2222, or [www.landsend.com](http://www.landsend.com)

Please remember that your child will be growing throughout the school year. Please take that into consideration when purchasing uniforms.

**All clothing should be labeled with the child's name**

**Hats are not allowed**

### **Preschool:**

Age appropriate attire is acceptable. Soft-soled shoes with a closed toe must be worn for safety. Heels on shoes, crocs, sandals, etc. are not acceptable.

Chapel days: White shirt and navy bottoms, or navy dress.

Winter Wear: Outerwear – jackets or coats of your choice. Boots with no heel can be worn.

### **Kindergarten - 6<sup>th</sup> grade Boys:**

Hair: Neat in appearance, cut above the collar, and worn out of the eyes at all times. No ponytails, fad cut or dyed hair allowed.

Friday dress: Uniform bottoms and a GEDS t-shirt, which can be purchased in the office.

Shoes: Athletic shoes with solid navy, black, or white socks. Crocs, sandals and flip flops are not allowed.

Winter Wear: Outerwear - jackets or coats of your choice. These must be removed in chapel and in the classroom. In chapel and in the classroom - GEDS sweatshirts or solid navy, red or white sweatshirts, cardigans or fleece jackets are allowed.

Free dress: No sleeveless shirts or ripped denim.

Logo: Other than the GEDS logo, logos no larger than 1 inch are allowed.

### **Kindergarten Boys**

Shirts: GEDS t-shirt, which can be purchased in the office, or polo style shirts in solid navy, red or white.

Bottoms: Uniform pants or shorts in navy or khaki. Cargo bottoms are not allowed.

Field Trip: Navy uniform bottoms, and red GEDS t-shirt, which can be purchased in the office.

### **1<sup>st</sup> – 6<sup>th</sup> grade Boys:**

Shirts: Polo style shirt in solid navy, red, or white.

Bottoms: Uniform pants or shorts in navy or khaki. Cargo bottoms are not allowed.

Belts: A solid colored belt must be worn if pants have belt loops.

Field trips: Navy uniform bottoms, red polo style shirt with GEDS logo.

### **Chapel Wear Boys**

1<sup>st</sup> – 3<sup>rd</sup> grade: Navy bottoms, white polo style shirt.

4<sup>th</sup> – 6<sup>th</sup> grade: Navy bottoms, white oxford shirt with solid navy tie. Boys who have PE on chapel days may wear a solid white t shirt under the oxford dress shirt. Before PE, they may remove their dress shirt and tie. After PE the oxford shirt must be replaced.

### **Kindergarten – 6<sup>th</sup> grade Girls:**

**All dresses, skirts, shorts, and skorts must not be shorter than 3" above the knee cap**

Hair: Neat in appearance, and worn out of the eyes at all times. No fad cut or dyed hair allowed.

Friday dress: Uniform bottoms and a GEDS t-shirt, which can be purchased in the office.

Jewelry: Only small, discreet jewelry is acceptable. Large hoop or dangling earrings, and multiple bracelets and necklaces are not permitted.

Shoes: Athletic shoes with solid navy, black or white socks. Heels, sandals, crocs, and flip flops are not allowed.

Winter Wear: Outerwear - jackets or coats of your choice. These must be removed in chapel and in the classroom. In chapel and in the classroom - GEDS sweatshirts or solid navy, red or white sweatshirts, cardigans or fleece jackets are allowed.

Solid navy, black or white ankle length leggings/tights may be worn under chapel uniform.

Boots without heels in solid black, brown, gray, and navy.

Free dress: Shorts, skirts, skorts and dresses should be no shorter than 3” above the knee cap. No spaghetti straps, sleeveless tops or ripped denim. No yoga pants or tight fitting clothes.  
Logo: Other than the GEDS logo, logos no larger than 1 inch are allowed.

### **Kindergarten Girls:**

Shirts: GEDS t-shirt, which can be purchased in the office, or polo style shirts in solid navy, red, or white.

Bottoms: Uniform shorts, pants, skorts, capris, or skirts in navy or khaki or regulation plaid. Cargo bottoms are not allowed. Follow the length rule.

Dresses: Navy or red polo style dress (**must be purchased at RC Uniform or Lands End**). Navy, khaki, or regulation plaid jumpers with white peter pan blouse.

Field Trip: Navy uniform bottoms, and red GEDS t-shirt, which can be purchased in the office.

Chapel: *Please wear navy bike shorts under chapel attire.* Regulation plaid or navy jumper with solid white peter pan blouse, or navy bottoms and white polo style shirt.

### **1<sup>st</sup> – 6<sup>th</sup> grade Girls:**

Shirts: Polo style shirt in solid navy, red, or white.

Bottoms: Uniform shorts, pants, skorts, capris, or skirts in navy or khaki or regulation plaid. Cargo bottoms are not allowed. Please follow the length rule.

Belts: Belts must be worn if bottoms have loops. Choice of solid navy, black, brown, or regulation plaid (**available through RC Uniforms only**).

Dresses: Navy or red polo style dress. (**Must be purchased at RC Uniform or Lands End**).

Field trip: Navy uniform bottoms, red polo style shirt with GEDS logo.

Chapel Wear Girls: *Please wear navy bike shorts under chapel attire.* **Regulation plaid must be purchased from RC Uniform.**

1<sup>st</sup> – 3<sup>rd</sup> grade: Regulation plaid jumper and white peter pan blouse.

4<sup>th</sup> – 6<sup>th</sup> grade: Regulation plaid skirt or culotte with white oxford shirt and a solid navy crosstie. Girls who have PE on chapel days may wear a solid white t shirt under the oxford shirt with bike shorts under their skirt. Before PE, they may remove their dress shirt, after PE the oxford shirt must be replaced.

### **Middle School Boys:**

Hair: Neat in appearance, cut above the collar, and worn out of the eyes at all times. No ponytails, fad cut or dyed hair allowed.

Shirts: Polo style shirts, in solid navy, red, white, light blue, or heather gray.

Bottoms: Pants or shorts in navy or khaki. Cargo bottoms are not allowed.

Belts: Solid navy, black or brown belts must be worn.

Shoes: Athletic shoes with solid navy, black, or white socks. Sandals and flip flops are not allowed.

Chapel Wear: Khaki pants, white oxford shirt with a solid navy or striped rich red/navy tie, **(purchased from Lands End)** and navy blazer, (provided by the school). Dress shoes, no sneakers.

P.E.: Gym shorts must be BCG Porthole Shorts in navy or black purchased from Academy Sports. P.E. shirts must be a GEDS t-shirt, which can be purchased in the office. We suggest purchasing 2 sets. Athletic shoes are required with solid navy, black, or white socks.

Field Trip: Khaki bottoms, and red polo style shirt with GEDS logo.

Friday dress: Uniform bottoms and a GEDS t-shirt, which can be purchased in the office.

Free dress: is the last Friday of the month. The faculty and staff have the authority to veto outfits that they feel are inappropriate for school. Parents will be called for a change of clothes if needed.

- Appropriate school attire only
- No sleeveless tops
- No torn blue jeans

Winter Wear: Outerwear - jackets or coats of your choice. These must be removed in chapel and in the classroom. In chapel and in the classroom - GEDS sweatshirts or solid navy, red or white sweatshirts, cardigans or fleece jackets are allowed.

Logo: Other than the GEDS logo, logos no larger than 1 inch are allowed.

## **Middle School Girls:**

**All dresses, skirts, shorts, skorts must not be shorter than 3" above the knee cap**

Hair: Neat in appearance, worn out of the eyes at all times. No fad cut or dyed hair allowed.

Dresses: Navy or red polo style dress, **(must be purchased at RC Uniform or Lands End)**.

Shirts: Polo style shirt, in solid navy, red, white, light blue, or heather gray.

Bottoms: Navy, khaki, or regulation plaid, pants, shorts, skorts, capris, or skirts. Please check the length before purchasing. Cargo bottoms are not allowed.

Belts: Must be worn if bottoms have loops. Choice of solid navy, brown, black, or regulation plaid (available through RC Uniforms only).

Shoes: Athletic shoes with solid navy, black, or white socks. Heels, sandals and flip flops are not allowed.

Jewelry: Only small, discreet jewelry is acceptable, multiple bracelets, necklaces, or dangling earrings are not permitted.

Chapel Wear: *Please wear navy bike shorts under chapel attire.* White button down oxford shirt, regulation plaid skirt and a solid navy cross tie, and a navy blazer (provided by the school). The skirt must not be shorter than 3" above the knee cap. **Regulation plaid must be ordered through RC uniform.** Dress shoes, no sneakers.

P.E.: Gym shorts must be BCG Porthole Shorts in navy or black purchased from Academy Sports. P.E. shirts must be a GEDS t-shirt, which can be purchased in the office. We suggest

purchasing 2 sets. Athletic shoes are required with solid navy, black, or white socks. Shorts must be no shorter than 3" above the knee.

Field Trip: Khaki bottoms, and red polo style shirt with GEDS logo.

Friday dress: Uniform bottoms and a GEDS t-shirt, which can be purchased in the office.

Free dress: is the last Friday of the month. The faculty and staff have the authority to veto outfits that they feel inappropriate for school. Parents will be called for a change of clothes if needed.

- Appropriate school attire only
- No torn jeans
- No spaghetti straps or sleeveless tops or dresses
- No bare midriff tops
- No yoga pants or tight fitting clothes

Winter Wear: Outerwear - jackets or coats of your choice. These must be removed in chapel and in the classroom. In chapel and in the classroom GEDS sweatshirts or solid navy, red or white sweatshirts, cardigans or fleece jackets are allowed. Solid navy, black or white ankle length leggings/tights may be worn under chapel skirts. Boots without heels in solid black, brown, gray, and navy, may be worn.

Logo: Other than the GEDS logo, logos no larger than 1 inch are allowed.

### **Violations**

It is the parents' responsibility to assure their children come to school with the proper uniform. Each child is to be neat, clean and tidy including no torn or bleached clothes. Otherwise your child will receive:

- ❖ First: Verbal warning.
- ❖ Second: Phone call to parent and a written warning.
- ❖ Third: We will call parents to pick up their child from school and bring him/her back with the school uniform/proper attire/removal of improper or inappropriate jewelry, hairstyle, etc.

## **Discipline Policy**

In order to create the best possible learning environment, guidelines of acceptable behavior in the classroom and on school grounds are to be followed consistently. Each teacher will set

classroom rules. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. The students will be either rewarded or penalized for their behavior. Teachers will handle discipline issues in their classrooms. In cases when students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, they will be referred to the Head of School for disciplinary actions.

Please ask your child each day about his/her behavior.

The aim of this Code of Conduct is to foster an environment that is safe and conducive to learning. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school's expectations for student behavior. The role of all guidance and discipline at Grace is to help students become happy, functioning individuals, responsible for their own behavior. Consideration for others is of fundamental importance within our community.

### **Students Are Expected to Exhibit**

**A Positive Attitude:** Use the gifts God has given you to the best of your ability in accordance with God's will for your life and a gratefulness of heart.

**Respect:** Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, the feelings and right of others, and yourself. The following will not be tolerated:

- ❖ Physical abuse
- ❖ Verbal abuse
- ❖ Bullying in any form
- ❖ Dishonesty, lying, cheating, theft
- ❖ Vandalism
- ❖ Entering the lockers, backpack, or lunchbox of another student without permission
- ❖ Violation of the school's acceptable use policy

**Responsibility:** Be dependable and responsible at home and in school. Be a positive example to others. Responsible behavior is the cornerstone to successful living. Special reminders:

- ❖ Be a good steward of time and materials
- ❖ Bring necessary materials to class before class begins
- ❖ Save gum and candy treats for after school

**Self-Discipline:** Make appropriate choices and exhibit proper moral behavior daily. Grace students are expected to:

- ❖ Be courteous at all times
- ❖ Settle conflicts peacefully
- ❖ Respect the rights of others
- ❖ Greet adults when passing on campus
- ❖ Walk rather than run
- ❖ Arrive on time
- ❖ Follow directions easily and quickly
- ❖ Complete class work and homework to the very best of one's ability

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process.

### **At Lunch**

- ❖ Practice proper mealtime manners at all times
- ❖ The lunch area is an extension of the classroom, rules apply
- ❖ Maintain a speaking voice while in conversation (no shouting)
- ❖ Each student is responsible for leaving tables and ground area clean

**On the Playground**

- ❖ Students must follow playground rules
- ❖ Students should share and take turns using all playground equipment
- ❖ Any student who incites, encourages, promotes or participates in a fight while at school, or at school-sponsored activity, shall be subject to disciplinary action

**Harassment/Bullying**

The school is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable school environment.

All concerns relating to harassment or bullying should be reported immediately to the **RESPONSIBLE ADMINISTRATOR**. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the school administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any

retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

### **Disciplinary Action**

Teachers most often handle any problems that arise. Consequences for misbehavior range from eye contact, a verbal reminder, or an appropriate time out, to a meeting with the Head of School. If a more serious problem occurs, the family is notified and the student, family, teachers and Head of School work together in resolving the problem. In extreme cases, the Head of School may decide on one of several alternatives, including, but not limited to:

- ❖ Parent conference
- ❖ Referral to seek counseling
- ❖ Out of school suspension. A student can be suspended for a period of 1-5 days. A suspended student may not be on campus during the suspensions and will be expected to make up all class work and homework missed. Students may receive up to 75% credit for make-up work.
- ❖ Dismissal from Grace

### **Suspension**

Suspension is dismissal from classes for a period of time based on the actions of the student. A student who consistently refuses to follow a teacher's directive or consistently disregards Grace's regulations, may be suspended by the Head of School. A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extra-curricular activities, school functions, or be on the school premises.

All suspensions will be recorded in the student's permanent record.

## Dismissal

Families may be asked to withdraw their child for the following reasons:

- ❖ A student's conduct, attitude or lack of academic effort makes it mandatory for that student to withdraw
- ❖ A student threatens bodily harm to another student or adult
- ❖ Tuition is 60 days delinquent without satisfactory arrangements having been made with the administration
- ❖ The family will not cooperate with the administration of the school

The student may or may not be given the option of applying for readmission.

**No refund of tuition, fees, or costs will be made for suspension or dismissal at any time.**

## Health and Allergy Policy

### General

#### Sick Child at School

A child who becomes ill during the day will be taken to the front office. Parents will be notified and asked to pick up the child immediately. If a seriously ill child is not picked up promptly, emergency procedures will be put into effect.

#### You will be called if your child:

- ❖ Has a fever of 100 degrees or higher
- ❖ Has diarrhea
- ❖ Begins vomiting
- ❖ Has head lice or nits
- ❖ Displays symptoms of communicable disease (heavy green discharge, reddened eyes, sore throat, and headache), abdominal pain, and suspicious rash or unusually lethargic behavior
- ❖ Complains of an earache

It is the parent's responsibility to notify the school if the child is sick or if the child has any allergy. The family must also state in writing what action the doctor has recommended.

**CHILDREN WHO HAVE A FEVER MUST BE KEPT AT HOME UNTIL FEVER-FREE, WITHOUT MEDICATION, FOR 24 HOURS. Children who are vomiting or have diarrhea must be symptom free for 24 hours before they can return to school.** Please advise the office if a child is diagnosed with a contagious disease. At the discretion of the school, a doctor's release may be required for the child to return to class. In some cases, the school will send a letter notifying families in the case of a communicable disease exposure in our school.

**Note:** Even if a child has a doctor's note, the child must be physically able to participate in a group setting in order to return to school. The final decision rests with the school administration.

### **Administration of Medication at School**

No internal medication, orally or otherwise will be administered by any school personnel without the written permission of the parents. All medications must be turned into and dispensed through the office. Parents must sign the medication authorization form.

### **Medicine Dispensing Procedures**

- ❖ All medicine must be in its original containers
- ❖ Medicine will be given as prescribed by the doctor
- ❖ A medication form must be completed indicating each day the medicine is to be given and the exact dosage
- ❖ All medicine cup or spoons must be included and labeled with the child's name
- ❖ All medicines and forms will be collected and released by the administrator

**Illness or Injury**

Any type of illness or injury that occurs at school is to be reported immediately to the office. If it is a minor injury it will be treated and the child will be returned to his/her class. The teacher will complete an accident report.

If the illness/injury is serious, the family will be contacted. If the school is unable to reach a primary contact, then the person listed as an emergency contact we will be called. If no one can be reached, the child's physician will be called. If necessary, 911 will be called.

It is critical for any change in address, telephone number, doctor or emergency contact person to be reported immediately to the school's office.

**Emergency Contact**

The parents are required to complete an emergency contact form each year for each child. This information must be updated immediately with any change so as to ensure that contact can be made in the event of illness, accident, injury, incident, or emergency dismissal of school.

**Allergic Conditions/Other Medical Conditions**

Grace has some students who have severe food allergies, asthma and other medical concerns. We are asking for your cooperation in addressing this concern.

Students requiring the use of an EPI-PEN or inhaler:

- ❖ Students in PK3 and PK4 must provide an Epi-pen/inhaler to the school. It will be kept with the class clipboard and will be transported wherever the child goes at school.
- ❖ Students in Kindergarten through 6<sup>th</sup> grade must wear AT ALL TIMES a fanny pack with their Epi-pen/inhaler.
- ❖ Students in Middle School should develop an individualized written plan with their teacher and administration.

While Grace is not a milk or peanut free environment, we are trying to create a safe place for those children with specific food allergies.

### **Medical Appointments**

The parents should make every effort to schedule medical and dental appointments on non-school days. Parents are requested to advise the school the day before the appointment of the time the student will have to be released.

### **Nutrition**

It has been reported that more than 60% of Americans are obese and this has resulted in diabetes rising to epidemic proportions. This is alarming! We have to be conscious of what we eat and what we feed our children.

A child's performance in school is directly affected by their nutrition. In addition, the eating habits of the children have a major influence on their performance and health throughout their lives. We urge you to give your children a balanced and a nutritious diet. It has been reported that junk food and lack of exercise are the major causes of obesity.

Lunches high in sugar and fat content are discouraged. Please supply healthy, wholesome lunches and give your children a proper breakfast before bringing them to school.

### **Child Abuse and Neglect**

**The laws of the State of Florida require certain persons such as teachers, child-care workers, health workers, child counselors and administrators to report known or suspected cases of child abuse.**

Ch. 415, Florida Statutes, protect any child, disabled, or aged adult from abuse and neglect, section 415.504 provides for a central abuse registry (1-800-96 ABUSE) in the Department of

Children and Families to receive reports of abuse and neglect. Anyone who knows or suspects and fails to report a child’s abuse or knowingly prevents someone from reporting, or makes a false report is guilty of a second-degree misdemeanor.

**Immunization**

Florida State Law requires that all children enrolling in any public, private, or parochial school must show evidence of immunization to communicable disease, e.g. measles, whooping cough, diphtheria, mumps, rubella, and polio. Parents are to present immunization requirements satisfied forms DH680 (for immunization) and DH3040 (for health examinations) at the time of admittance on the first day of school. Any waiver to the requirements must be documented on DH form 680-Part B.

**REQUIREMENTS**

TYPE OF VACCINE	DOSAGE
Diphtheria, tetanus, & Pertussis (DTPs)	4-5
Polio (IPV/OPV)	3-4
Measles, mumps, rubella (MMR)	1-2
Haemophilus influenza type b (Hib)	4
Hepatitis B	dosage takes a few months to complete, students admitted after the first dose is completed
Varicella	2 (not required if history of disease is documented by the health provider)

**SCHEDULE OF COMMUNICABLE DISEASES AND PESTS**

DISEASE	INCUBATION PERIOD	COMMUNICABILITY	PERIOD OF EXCLUSION
Chicken Pox	13-17 days	1 to 2 days before rash and not more than 1	Not more than 1 week after eruption and all

		week before the crop appears	lesions have crusted
Head Lice	7-10 days	Until lice & eggs are destroyed	Until 1st treatment is done, 2nd treatment within 10 days
Hepatitis A	28-30 days	Weeks before; 2 weeks after symptoms appear	2 weeks after onset or 10 days after jaundice
Hepatitis B	60-90 days	Several weeks before symptoms until blood is no longer positive	No exclusion required
Herpes Simplex	2-12 days	While lesions are present	No exclusion required
Herpes Zoster	13-17 days	1-2 days before rash, not more than 1 week after lesions appear	Until 1 week after lesions erupt & all have lesions crusted
Impetigo	4-10 days	While sores are draining	Under treatment, lesions healing, no new lesion
Influenza	24-72 hours	3 days from onset	Until 3 days from onset
Meningitis	Depends on type	Depends on type	Until 3 days from onset
Mononucleosis	4-6 weeks	May be up to 1 year	Physician's approval
Mumps	18 days	48 hours before swelling, 6 days before gland involvement & 9 days after swelling	Until swelling & symptoms disappear

Pink eye	Varies	During course of active infection	Until under medical care drainage clears
Disease	Incubation Period	Communicability	Period of Exclusion
Pinworms	4-6 days	As long as eggs are laid	1st treatment complete
Ringworms	4-14 days	While lesion is present	Until medical treatment
Rubella	16-18 days	1 week before 4 days after rash appears	Until 4th day after onset of rash
Scabies	2-6 weeks	Until mites and eggs destroyed	Complete 24 hours
Scarlet Fever	1-3 days	During acute stage & after 2-4 days after rash	Until under treatment for 24 hours
Strep Throat	1-3 days	During acute stage & 2-4 days after rash	Until under treatment
Shigella	1-3 days	During course of infection until feces clear	Until symptoms disappear
Whooping Cough	Within 10 days	7 days after exposure, 3 weeks, if not treated, 1 week after treatment	1 week after treatment, 3 weeks if not treated

## Emergency Procedures

### Emergency Closing of School

Grace follows Clay County Public Schools with respect to the closing of schools due to emergency. If there is a specific threat, then an independent decision will be made. Inclement weather can cause emergency closings of school. Please stay tuned to your local radio and TV for this information. Parents are required to pick up their children promptly if a closing is made. Days lost due to emergency closings may be made up before the end of the school year.

### Crisis Management

Grace has a crisis plan in place to address a crisis or emergency situation. All faculty and staff are fully informed and will activate the appropriate procedures should it become necessary.

## Technology

### Computers and Internet Use

By signing the last page of the handbook, students and parents are agreeing to the following acceptable use agreement before accessing the Internet.

- ❖ The Internet shall not be used without teacher permission.
- ❖ The resources of the Internet shall be utilized with teacher supervision for educational purposes only on GEDS and BYO devices.
- ❖ Students' storage space is not private and should not be treated as such. The contents of storage space, such as files or communications, may be viewed at any time to ensure the safety and integrity of the work.
- ❖ General school rules for behavior and communications apply to all use of school related resources including BYO devices. Students shall agree to promote acceptable use of the Internet resources and observe network etiquette and safety. Any materials or communications that are pornographic, violent in nature, or otherwise harassing are totally unacceptable and will be dealt with immediately.

- ❖ Students will not rearrange, delete, add, or otherwise change any computer settings established on a GEDS computer. General school rules for the care of GEDS property will apply.
- ❖ Students will not download files from the Internet onto a GEDS computer without permission.
- ❖ Printing will be limited and only be with teacher permission.
- ❖ GEDS uses Internet filtering software, if inappropriate material appears on the screen, students will immediately minimize the window and notify the supervising teacher[s] without creating a disruption to the class.

### **Cell Phones and Other Electronics**

Middle School students must leave their cell phones in the designated classroom space during school hours. Students may use cell phones with teacher approval only. Whenever cell phone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate pictures or to videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a school rule.

Elementary students who bring cell phones to school must leave them in their backpacks while on campus. Cell phones may not be out during school hours or while attending extended day.

Students may not bring other electronics to school, including games, radios, walkie-talkies, etc. unless permitted during exceptional activities. Students who violate this policy will have their cell phones or electronics confiscated. Families will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy. The school will not be responsible for loss, damage, or theft of personal electronic equipment. Personal items like *Pokemon* cards, baseball cards and toys are not allowed at school and will be confiscated.

## Home and School Relationship

The home and school are intimately interdependent. This is a strong basis for a binding and dynamic relationship. Both the school and home are strong and focused entities working for the common goal of rearing and training our future leaders and citizens to the highest levels they can achieve.

### Visitors

Students, teachers, and/or parents must have prior approval from the office before bringing any visitor to Grace. Visitors are expected to observe all school rules, including appropriate attire. Parents can visit the classrooms only with a “Visitors Pass” obtained from the office.

### Communication

It is recommended that families regularly check the school’s website at [www.geds.net](http://www.geds.net). You will find current information, the school calendar, and password protected classroom pages.

You are requested to make daily checks of your child’s backpack for correspondences sent by the school. Some of these correspondences will require your signature and should be returned to the teacher the next day.

### Family Visitation

Families may visit their child’s classroom to:

- ❖ Volunteer
- ❖ Observe your child’s performances/presentations in class
- ❖ Attend in-school competitions
- ❖ Read to your child’s class

You are requested to:

- ❖ Schedule all such visits by appointment through the teacher
- ❖ Report to the office to check in

- ❖ Avoid engaging the teachers in conversation during the drop-off and pick-up times; the teachers need to give their full attention to the students.

Visitors, including family members, are not allowed to visit classrooms during the school day without an appointment or a planned activity. Unannounced visits can be disruptive to teachers and students.

### **Class Parties**

Class parties will be planned by the homeroom parent with the plans approved by the teacher. The time for class parties will be posted on the All School Calendar.

It is important to be mindful of students who have food allergies when snacks for parties are planned.

### **Birthday Parties**

Special treats may be provided for the class to celebrate a student's birthday. It is requested that individual size treats be provided such as cupcakes, cookies, popsicles, fresh fruit skewers or cheese and crackers. The student may have a free-dress day to celebrate their birthday unless the birthday falls on a chapel day. If this occurs, the student may schedule their free dress day on another day during that week.

Please do not distribute birthday invitations at school unless the entire grade level is invited. If your child wishes to give a birthday gift to a fellow student, this should be done outside of school or off school grounds.

In modeling kind behavior to all students, please help us teach our children to refrain from discussing birthday parties and special events at school to which all classmates have not been invited.

**Parent Involvement/Volunteering**

Grace welcomes, appreciates and expects your participation in your child's education. Some ways to become involved include:

- ❖ Serving as homeroom parent
- ❖ Volunteering at school events
- ❖ Assisting in school competitions
- ❖ Chaperoning field trips
- ❖ Assisting in classrooms
- ❖ Reading books to students
- ❖ Participating in GPA meetings and fundraisers
- ❖ Providing expert services such as technology, professional development for teachers, etc.

**Grace Parents' Association (GPA)**

As a family with a child at Grace, you are embraced as a member of the Grace Parents' Association (GPA). As a member, we ask that families participate in a least one GPA sponsored event as a volunteer. The parent organization plans and supports fundraising events for the school, builds positive social relationships between families, supports school faculty, and fosters school spirit. Family involvement is a crucial part of Grace's success.

**Fundraising**

The operation of a school requires a great deal of financial resources. Families are encouraged to participate in all fundraising activities and are requested to actively involve relatives, friends and other community members in these pursuits.

**Graduation and Preschool Convocation**

Grace celebrates the achievement of its Kindergarten and 8<sup>th</sup> grade students with two special programs. The exciting transition of kindergartners from our preschool to our elementary school is recognized during our Convocation service that takes place during the last week of school. The eighth grade transition to high school is recognized with a graduation service that is held on the last day of school. At the eighth grade graduation, the Board of Regents Award will be given in recognition of an eighth grade student who meets the criteria of superior scholarship, exemplary leadership and Christian ideals by the Episcopal Diocese. In memory of Dana Whitelaw's daughter, the Katie Whitelaw Award will be given to a sixth grade student who exemplifies outstanding character and the Fruits of the Spirit. The recipients of these awards are selected by the current year academic and resource teachers.

## Family Acknowledgement

Please be advised that the policies in this handbook are subject to change without prior notice, in the interest of ensuring that the service Grace Episcopal Day School provides meets the ever-changing needs of our students.

Please sign and return this page to the administration.

I/We acknowledge receipt of an e-copy of the Grace Family Handbook and agree to abide by the policies/guidelines outlined in the Family Handbook.

Student Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_