

# Grace Episcopal Day School

## Family Handbook

2017 - 2018



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
Organizational Chart	4
School Contact Information	6
Code of Conduct	7
Academics	8
Admissions	16
Student Records	21
Attendance and Absences	24
School Hours, Drop-Off and Pick-Up	26
Dress Code	29
Discipline Policy	38
Health and Allergy Policy	49
Emergency Procedures	56
Technology	56
Personal Items	58
Home and School Relationship	58
Family Acknowledgement	63



## **Mission Statement**

Christ · Education · Family

Grace Episcopal Day School is a Christian based, family-oriented educational community dedicated to maximizing each student's potential.

## **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.

# Organizational Chart

## Administration

### Rector of Grace Episcopal Church

The Reverend Kedron Nicholson

### Board of Trustees

Tawny Sterwerf, Chair

David Nunes, Treasurer

Maureen Pelletier

Jodie Graves

Jacque Dewey

David Fieber

Trish Armstrong

Laurie Crofton

Sharon Chapman

Kelly Mosley

Andrea Hepburn

Katie Whitehurst

### Head of School

Stephanie Massey

### Business Office Manager

Michelle Rencarge

### Director of Admissions and Advancement

Moppy McGee

### Director of Development

Melissa Van Horn

### Director of Technology

Alise Reynolds

### Director of Extended Day

Amy Logan

### Director of Enhanced Learning Program

Kelly Porter

### Administrative Assistants

Amy Henning

Dana Whitelaw

## Faculty and Staff

### PK 3

Jennifer Alley

Assistant,

### PK 4

Cari Rahn

Assistant, Sloan Lewis

### Kindergarten

Jennifer Hite

### 1<sup>st</sup> Grade

Laura Lebedev

### 2<sup>nd</sup> Grade

Christine Reed

Assistant, Sindy Wilson

### 3<sup>rd</sup> Grade

Alice Dunn

### 4<sup>th</sup> Grade

Kim Hines

### 5<sup>th</sup> Grade and 6<sup>th</sup> Grade

Mia Bennett, 5<sup>th</sup> Grade Homeroom and

5<sup>th</sup> and 6<sup>th</sup> Grade Science and

6<sup>th</sup> Grade Math Teacher

Meredith Hoffmann, 5<sup>th</sup> Grade Math Teacher

Cyndi McKnight, 6<sup>th</sup> Grade Homeroom and

5<sup>th</sup> and 6<sup>th</sup> Grade Language Arts Teacher and

Social Studies Teacher

### 7<sup>th</sup> and 8<sup>th</sup> Grade

Susan Lindholm, 7<sup>th</sup> Grade Homeroom and

7<sup>th</sup> and 8<sup>th</sup> Grade Science and

7<sup>th</sup> Grade Math

Jeanna Arfsten, 8<sup>th</sup> Grade Homeroom and

7<sup>th</sup> and 8<sup>th</sup> Grade Language Arts and Social  
Studies

### Resource Teachers

Cathy Porfidio, Music and Art

Preschool and Kindergarten

Amy Cid, Spanish

Dana Peterson, Christian Formation

Mary Beth Marzec, Media Specialist

Amy Logan, P.E.

Darren Ronan, Elementary and Middle School  
Music

Lisha Dinkins, Elementary and Middle School Art

Meredith Hoffman, 5<sup>th</sup> Grade Math and Algebra  
Teacher

Neal Mars, Athletic Director

### Extended Day Staff

Amy Logan

Lucy Vincent

Jennifer Alley

### Buildings and Grounds

Bob Phipps

## School Contact Information

### Mailing Address

156 Kingsley Avenue  
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

7:00 a.m. – 6:00 p.m.



## Code of Conduct

1. *I will demonstrate proper respect for my God, my school, myself and others.*
2. *I will demonstrate integrity by displaying character that is proper, moral and Christ-like.*
3. *I will use the gifts God has given me to the best of my ability.*

## **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.

#### **Honor Roll**

Grace recognizes students who have exhibited academic excellence on their report card.

Soaring Eagle Scholar - Fifth through eighth grade students who have earned during the grading period all "A's" in courses giving ABC grades and good or exceptional in areas with that grading system. Work habits and conduct grades are not calculated in this award.

Eagle Scholar - Fifth through eighth grade students who have earned during the grading period "A's" and "B's" in courses giving ABC grades and good or exceptional in areas with that grading system. Work habits and conduct grades are not calculated in this award.

## **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. School sponsored co-curricular activities may be restricted, at the school's discretion, as a result of a student's poor behavior or poor academics.

A student may not participate in any school sponsored after school activities on the same day they are absent.

### **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 a.m. 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 a.m.. Students sit with their assigned Buddy Class.

Once a month at the 8:40 a.m. 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. It is expected that drivers will not make additional stops while driving for a field trip, including stopping for gas. 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. 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 1<sup>st</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
- ❖ Any other information

### **Minimum Age Requirement**

#### **PK3**

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

\* At Grace we partner with our families to make every child's educational experience truly fulfilling. In order for your child to have the best experience possible, we require that all students entering our PK3 program be fully potty trained. Your child should be able to independently wipe, take down his or her pants, and be able to vocalize when they need to use the bathroom. All students must be in underwear - no diapers or pull-ups are permitted. We understand that potty training can be a challenging time and accidents do happen, particularly in the beginning of the year. However, if accidents are continuous after the initial first six weeks of school, we may need to discuss your child's eligibility for PK3 or a temporary absence until the potty training is successful. At Grace we are committed to providing a nurturing space for your child to learn and grow and we appreciate family support to make our classroom a safe and loving environment for every child.

#### 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 2017-2018 year consists of 174 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.

A student may not participate in any school sponsored after school activities on the same day they are absent.

### **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 cars that are dropping off or picking up students.
- ❖ Students must enter and exit vehicles from the passenger side only.
- ❖ **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

### Regulation Uniform Items Purchase Information

Specific school uniform items must be purchased from the following uniform suppliers:

1. RC Uniforms, 11160 Beach Blvd. Jacksonville, 32246, (904) 646-0493,  
www.rcuniforms.com
2. Land's End, preferred # 9001 0833 3, phone 1-800-469-2222, or www.landsend.com

### Special Notes

1. Please remember that your child will be growing throughout the school year. Please take that into consideration when purchasing uniforms.
2. All clothing should be labeled with the child's name.
3. Hats are not allowed.

### Preschool Dress Code

Age appropriate attire is acceptable. Soft-soled shoes with a closed toe must be worn for safety. Shoes with heels, 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 heels can be worn.

## **Kindergarten through 8th Grade Boys Dress Code**

### **Kindergarten Boys**

Shirts: Grace Episcopal Day School 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 Grace Episcopal Day School T-shirt, which can be purchased in the office.

### **Kindergarten through 6th 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 Grace Episcopal Day School 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, Grace Episcopal Day School 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 Grace Episcopal Day School logo, logos no larger than 1 inch are allowed.

## **1st through 6th 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 Grace Episcopal Day School logo.

## **Chapel Wear for Boys**

1st through 3rd Grade: Navy bottoms, white polo style shirt.

4th through 6th Grade: Navy bottoms, white oxford shirt with solid navy tie. Boys who have Physical Education on chapel days may wear a solid white T-shirt under the oxford dress shirt. Before Physical Education, they may remove their dress shirt and tie. After Physical Education, 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.

Physical Education: Gym shorts must be BCG Porthole Shorts in navy or black purchased from Academy Sports. Physical Education shirts must be a Grace Episcopal Day School T-shirt, which can be purchased in the office. We suggest purchasing two sets. Athletic shoes are required with solid navy, black, or white socks.

Field Trip: Khaki bottoms, and red polo style shirt with Grace Episcopal Day School logo.

Friday dress: Uniform bottoms and a Grace Episcopal Day School T-shirt, which can be purchased in the office.

Free dress: Free Dress Day 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.

1. Appropriate school attire only
2. No sleeveless tops
3. 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, Grace Episcopal Day School sweatshirts or solid navy, red or white sweatshirts, cardigans or fleece jackets are allowed.

Logo: Other than the Grace Episcopal Day School logo, logos no larger than 1 inch are allowed.

## Kindergarten through 8th Grade Girls Dress Code

### Kindergarten Girls

Shirts: Grace Episcopal Day School 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 Grace Episcopal Day School T-shirt, which can be purchased in the office.

Chapel Wear: *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.

### Kindergarten through 6th 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 Grace Episcopal Day School 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, Grace Episcopal Day School 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 Grace Episcopal Day School logo, logos no larger than 1 inch are allowed.

### **1st through 6th 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 Grace Episcopal Day School logo.

## **Chapel Wear for Girls**

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

1st through 3rd Grade: Regulation plaid jumper and white peter pan blouse.

4th through 6th Grade: Regulation plaid skirt or culotte with white oxford shirt and a solid navy cross tie. Girls who have Physical Education on chapel days may wear a solid white T-shirt under the oxford shirt with bike shorts under their skirt. Before Physical Education, they may remove their dress shirt; after Physical Education, the oxford shirt must be replaced.

## **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.

**Physical Education:** Gym shorts must be BCG Porthole Shorts in navy or black purchased from Academy Sports. Physical Education shirts must be a Grace Episcopal Day School T-shirt, which can be purchased in the office. We suggest purchasing two 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 Grace Episcopal Day School logo.

**Friday dress:** Uniform bottoms and a Grace Episcopal Day School T-shirt, which can be purchased in the office.

**Free dress:** Free Dress Day 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.

1. Appropriate school attire only
2. No torn jeans
3. No spaghetti straps or sleeveless tops or dresses
4. No bare midriff tops
5. 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, Grace Episcopal Day School 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 Grace Episcopal Day School logo, logos no larger than 1 inch are allowed.

## **Violations**

It is the parents' responsibility to ensure that 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 the student will receive

1. First occurrence: Verbal warning
2. Second occurrence: Phone call to parent and a written warning
3. Third occurrence: 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

## Discipline Policy for Preschool and Kindergarten

***I will demonstrate proper respect for my God, my school, myself, and others.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Using good manners such as please and thank you</li> <li>● Moving on campus safely</li> <li>● Sitting quietly and listening during planned activities</li> <li>● Keeping my hands and feet to myself</li> <li>● Using nice words</li> <li>● Informing a teacher of needs (e.g. using the bathroom)</li> <li>● Sharing toys and school materials</li> <li>● Using toys as they are intended</li> <li>● Using playground equipment safely</li> </ul>	<ul style="list-style-type: none"> <li>● Speaking rudely to any faculty or staff member</li> <li>● Deliberately disregarding any given instruction</li> <li>● Running through campus</li> <li>● Being loud or disruptive in any way during safety drills</li> <li>● Being disruptive during class or resource activities</li> <li>● Causing emotional or physical harm</li> <li>● Making inappropriate noises or using unkind words (e.g. name calling)</li> <li>● Damaging school toys or equipment</li> <li>● Taking school property away from campus</li> </ul>

***I will demonstrate integrity by displaying character that is proper, moral, and Christ-like.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Telling a teacher if I have an accident or am sick</li> <li>● Admitting if I make a mistake</li> </ul>	<ul style="list-style-type: none"> <li>● Lying to a teacher about a dispute with another student.</li> <li>● Lying to a parent about behavior at school</li> </ul>

***I will use the gifts God has given me to the best of my ability.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Engaging appropriately in Christian Formation and Chapel</li> <li>● Wearing school appropriate clothing</li> <li>● Having a good attitude during classroom activities</li> <li>● Cooperating nicely in small groups or with partners</li> </ul>	<ul style="list-style-type: none"> <li>● Being disruptive during worship services, Chapel and classroom activities</li> <li>● Talking during Prayer</li> <li>● Using the Lord's name in vain</li> <li>● Having a bad attitude while working and playing with others</li> <li>● Misusing classroom materials instead of engaging in given activities</li> </ul>

## **School Response for Students in Preschool and Kindergarten:**

**Step 1: Verbal Response** - Teacher discusses behavior with child and gives a verbal warning.

**Step 2: Classroom Consequence** - If the child repeats a similar, unacceptable behavior, the teacher will give a tangible warning based on individual classroom rules (e.g. moving clip). The teacher may have the child take a short time-out with first tangible warning and lengthen the time-outs with each additional warning.

**Step 3: Parent Conference** - If unacceptable behavior continues, the teacher will communicate with the family and discuss behavior. At this point, the teacher may suggest a behavior modification plan for the child that will be sent home regularly with the child for the family to review. The family and the teacher will discuss and agree on rewards and consequences for behaviors.

**Step 4: Administrative Intervention** – If behavior continues, then Administrative Intervention is appropriate. A new behavior plan will be designed and discussed with the child and the family and will involve the child being removed from the class when the repeated inappropriate behavior occurs. If the child's behavior does not improve, the family will be asked to seek appropriate professional counseling for the child along with the continued behavior modification at school.

If a student commits a major infraction, steps on the plan may be skipped. Examples of a major infraction are harmful behavior, malicious behavior, or behavior with the intent to do harm.

All academic classes, resource classes, school sponsored after school activities and Extended Day will follow the disciplinary process described here. It is important to remember that Extended Day is an extension of the school day with the same expectations and consequences consistently administered throughout.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with families. On those rare occasions when a positive change in behavior is not achieved, and/or the family is not supportive of the school's efforts, Grace Episcopal Day School retains the right to terminate a student's enrollment.

## Discipline Policy for First through Third Grade

***I will demonstrate proper respect for my God, my school, myself, and others.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Exhibiting courtesy and treating others with kindness and respect in the classroom, while moving around campus, and when representing GEDS off-campus</li> <li>● Knowing and following classroom and school rules</li> <li>● Respecting school property and equipment (e.g. taking care of textbooks)</li> <li>● Using appropriate language</li> <li>● Following faculty directions on first request</li> <li>● Following playground rules</li> </ul>	<ul style="list-style-type: none"> <li>● Disobeying or ignoring school rules</li> <li>● Displaying unacceptable behavior while representing GEDS off-campus</li> <li>● Defying authority either verbally or with gestures</li> <li>● Ignoring directions given by teacher or GEDS staff</li> <li>● Talking or distracting others inappropriately during activities</li> <li>● Talking back, name-calling, teasing</li> <li>● Hitting, pushing, punching</li> <li>● Using potty words, curse words, or the Lord's name inappropriately</li> </ul>

***I will demonstrate integrity by displaying character that is proper, moral, and Christ-like.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Displaying honesty with teachers and peers</li> <li>● Displaying honesty with school work</li> <li>● Being polite to peers, faculty and staff in and out of the classroom</li> <li>● Not touching, borrowing, or taking any item that does not personally belong to me</li> <li>● Respecting other people's property and personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Being dishonest or lying to teachers and/or peers</li> <li>● Taking items from another student's desk, cubby, or backpack without permission.</li> </ul>

***I will use the gifts God has given me to the best of my ability.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>• Demonstrating proper behavior during chapel services</li> <li>• Walking quietly on the sidewalk, respecting others who are on the sidewalk</li> <li>• Knowing and following the school dress code</li> <li>• Taking pride in my work and putting forth my best effort</li> <li>• Completing classwork and homework to the very best of my ability</li> <li>• Participating in class activities, projects, and discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Running in the classroom or around campus</li> <li>• Failing to follow the dress code</li> <li>• Rushing through assignments</li> <li>• Not finishing classwork</li> <li>• Forgetting homework</li> <li>• Refusing to participate</li> </ul>

**School Response for Students in First through Third grade:**

**Step 1: Verbal Response** - Non-verbal or verbal warning. Clarify expected behavior with student privately.

**Step 2: Classroom Consequence** - Additional teacher/student consultation.

**Step 3: Parent Communication** - Teacher communication with family through email, phone conversation, note in student’s backpack or conference.

**Step 4: Administrative Intervention** - If student’s behavior warrants a visit to the Head of School, the Head of School will contact the family by email or phone.

If a student commits a major infraction, steps on the plan may be skipped. Examples of a major infraction are harmful behavior, malicious behavior, or behavior with the intent to do harm.

All academic classes, resource classes, school sponsored after school activities and Extended Day will follow the disciplinary process described here. It is important to remember that Extended Day is an extension of the school day with the same expectations and consequences consistently administered throughout.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with families. On those rare occasions when a positive change in behavior is not achieved, and/or the family is not supportive of the school’s efforts, Grace Episcopal Day School retains the right to terminate a student’s enrollment.

## Discipline Policy for Fourth through Sixth Grade

***I will demonstrate proper respect for my God, my school, myself, and others.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Exhibiting courtesy and treating others with kindness and respect in the classroom, while moving around the campus, and when representing GEDS off-campus</li> <li>● Knowing and following classroom and school rules</li> <li>● Respecting school property and equipment (e.g. taking care of textbooks)</li> <li>● Using appropriate language</li> <li>● Following faculty directions on first request</li> <li>● Responding to directions with respect</li> </ul>	<ul style="list-style-type: none"> <li>● Bullying, harassing, or excluding peers</li> <li>● Disobeying or ignoring school rules</li> <li>● Defying authority either verbally or with gestures</li> <li>● Displaying rudeness to others</li> <li>● Displaying unacceptable behavior while representing GEDS off-campus</li> <li>● Talking or distracting others inappropriately during activities</li> <li>● Using potty words, curse words, or the Lord’s name inappropriately</li> </ul>

***I will demonstrate integrity by displaying character that is proper, moral, and Christ-like.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Displaying honesty with teachers and peers</li> <li>● Displaying honesty with school work</li> <li>● Being polite to peers, faculty and staff in and out of the classroom</li> <li>● Not touching, borrowing, or taking any item that does not personally belong to me</li> <li>● Respecting other people’s property and personal space</li> <li>● Settling conflicts peacefully</li> </ul>	<ul style="list-style-type: none"> <li>● Being dishonest or lying to teachers and/or peers</li> <li>● Cheating, plagiarizing, or forging school work</li> <li>● Fighting or inflicting physical harm</li> <li>● Stealing</li> </ul>

***I will use the gifts God has given me to the best of my ability.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Demonstrating proper behavior during chapel services</li> <li>● Walking quietly on the sidewalk, respecting others who are on the sidewalk</li> <li>● Knowing and following the school dress code</li> <li>● Arriving on time and ready for school</li> <li>● Having appropriate materials and school work ready for class</li> <li>● Transitioning between classes in an efficient manner - prepared for the next class</li> </ul>	<ul style="list-style-type: none"> <li>● Running in the classroom or around campus</li> <li>● Failing to follow the dress code</li> <li>● Receiving numerous tardies</li> <li>● Failing to have appropriate materials for class</li> <li>● Missing class work or homework assignments</li> <li>● Taking too much time between classes</li> </ul>

**School Response for Students in Fourth through Eighth grade:**

All minor discipline issues are handled by the teacher within the classroom setting. Faculty attempt to intervene, divert, and keep infractions to a minimum. The basic principle is no student, because of his or her behavior, has the right to prohibit a teacher from teaching, or another student from learning.

All academic classes, resource classes, school sponsored after school activities and Extended Day will follow the disciplinary process described here. It is important to remember that Extended Day is an extension of the school day with the same expectations and consequences consistently administered throughout.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with families. On those rare occasions when a positive change in behavior is not achieved, and/or the family is not supportive of the school's efforts, Grace Episcopal Day School retains the right to terminate a student's enrollment.

## Discipline Policy for Seventh through Eighth Grade

***I will demonstrate proper respect for my God, my school, myself, and others.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Exhibiting courtesy and treating others with kindness and respect in the classroom, while moving around the campus, and when representing GEDS off-campus</li> <li>● Knowing and following classroom and school rules</li> <li>● Respecting school property and equipment (e.g. taking care of textbooks)</li> <li>● Using appropriate language</li> <li>● Following faculty directions on first request</li> <li>● Responding to directions with respect</li> </ul>	<ul style="list-style-type: none"> <li>● Bullying, harassing, or excluding peers</li> <li>● Disobeying or ignoring school rules</li> <li>● Defying authority either verbally or with gestures</li> <li>● Displaying unacceptable behavior while representing GEDS off-campus</li> <li>● Displaying rudeness to others</li> <li>● Talking or distracting others inappropriately during activities</li> <li>● Using profane and/or vulgar language and/or gestures</li> </ul>

***I will demonstrate integrity by displaying character that is proper, moral, and Christ-like.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Displaying honesty with teachers and peers</li> <li>● Displaying honesty with school work</li> <li>● Being polite to peers, faculty and staff in and out of the classroom</li> <li>● Not touching, borrowing, or taking any item that does not personally belong to me</li> <li>● Respecting other people’s property and personal space</li> <li>● Settling conflicts peacefully</li> </ul>	<ul style="list-style-type: none"> <li>● Being dishonest or lying to teachers and/or peers</li> <li>● Cheating, plagiarizing, or forging school work</li> <li>● Fighting or inflicting physical harm</li> <li>● Stealing</li> </ul>

***I will use the gifts God has given me to the best of my ability.***

Examples of Expected Behavior	Examples of Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Demonstrating proper behavior during chapel services</li> <li>● Moving quietly and politely between classes and while at the lockers - no running except when directed to by a teacher</li> <li>● Knowing and following the school dress code</li> <li>● Arriving on time and ready for school</li> <li>● Having appropriate materials and school work ready for class</li> <li>● Transitioning between classes in an efficient manner - prepared for the next class</li> </ul>	<ul style="list-style-type: none"> <li>● Being disruptive or loud at the lockers and while changing classes</li> <li>● Failing to follow the dress code</li> <li>● Receiving numerous tardies</li> <li>● Failing to have appropriate materials for class</li> <li>● Missing class work or homework assignments</li> <li>● Taking too much time between classes</li> </ul>

**School Response for Students in Fourth through Eighth grade:**

All minor discipline issues are handled by the teacher within the classroom setting. Faculty attempt to intervene, divert, and keep infractions to a minimum. The basic principle is no student, because of his or her behavior, has the right to prohibit a teacher from teaching, or another student from learning.

All academic classes, resource classes, school sponsored after school activities and Extended Day will follow the disciplinary process described here. It is important to remember that Extended Day is an extension of the school day with the same expectations and consequences consistently administered throughout.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with families. On those rare occasions when a positive change in behavior is not achieved, and/or the family is not supportive of the school's efforts, Grace Episcopal Day School retains the right to terminate a student's enrollment.

## **Definitions and Explanations of Consequences**

Any of the following consequences may occur, depending on the severity of the infraction. Grace reserves the right to administer discipline, as it deems appropriate. These are listed in order of severity.

### **Infractions (grades 1-8)**

- Each mark a student receives on the classroom clipboard is an infraction.
- Conduct Grade (grades 4-6):
  - Student will start each quarter with 100 points. Each infraction will result in the lowering of the conduct grade by one point.
  - When a student has received 5 infractions in a 5 day period a punishment will be issued and the parent will be emailed. Examples of punishments are walking laps during recess and having a silent lunch.
- Conduct Grade (grades 7-8):
  - Citizenship grade is calculated by taking the total number of days in a grading period and multiplying it by 2, subtracting the number of infractions in the quarter and taking that difference and dividing the number of days in the grading period multiplied by 2.
  - When a student has received 5 infractions in a 5 day period a punishment will be issued and the parent will be emailed. Examples of punishments are walking laps during recess and having a silent lunch.

### **Intervention (grades 1-8)**

- A time when faculty or staff meet with the student to talk about what is going on and if there is anything that can be done to curb the undesirable action
- The goal is to find a path to assist the student with making better decisions.
- Communication with home is required, along with documentation by the faculty/staff in charge of intervention.

### **In-School suspension**

- In-School Suspension means isolation from a student's peer group. The student will not attend lunch or any resource class with peers. All class work or assignments will be completed during in-school suspension.
- Communication with home is required along with documentation by administration.
- In-School Suspension may be given if administration deems the infraction serious enough, without the accrual of Conduct Notices.
- Will be automatic with the accrual of ?? 6 Conduct Notices

### **Out of School Suspension (grades 4-8)**

- Administrative removal of the student for one school day
- Communication with home is required along with documentation by administration

- The student is not allowed to participate in the regular school day. Attendance at school, or any school function is prohibited during the suspension periods.
- It is expected parents will honor the suspension circumstances.
- Suspension may be given if administration deems the infraction serious enough, without the accrual of Conduct Notices.

### **Expulsion**

- Conferencing will be with involved faculty, administration, student and family.
- Expulsions from school means that a student is discharged and not permitted to finish the school year at Grace.
- Expulsion may be given if administration deems the infraction serious enough, without the accrual of Conduct Notices. Some examples of very serious situations which could result in expulsion are: setting a fire at school; use of tobacco products, alcohol, or drugs; assault of another student; misuse of the internet.
- Grace reserves the right to expel students of any age in the event of serious infractions.

### **Bullying**

Grace is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. This policy supports the school's mission statement and the mission of Episcopal schools. Bullying includes, but is not limited to, intentional 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), and emotional aggression (teasing, threatening, intimidating other). Grace also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, social media, or other form of technology to engage in bullying).

All concerns relating to bullying should be reported immediately to the faculty or staff member in charge. When the school becomes aware of bullying, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good-faith report concerning bullying. The school will do all in its power to assess the problem, deal with the initial infractions, and be fair in its consequences involving bullying.

An effort will be made to ensure fair treatment of all parties. Our goal is for the offense to be dealt with quickly, and not repeated.

### **What Families May Expect from the School**

The families may expect the school to act according to its mission and within the alignment of its disciplinary code. The goal of the school is to provide consistency of conduct.

On the issue of privacy:

Grace respects the right to privacy for all families involved with any discipline issues. The school will communicate and discuss with the families all that is pertinent to their child. *Discipline for children of other families will be held in confidence.* Requests for information about other children will not be granted. Do not assume this means no action is taking place. The school takes seriously its responsibility to be consistent and discrete in the handling of discipline policies.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with parents. On those rare occasions when a positive change in behavior is not achieved and/or parents are not supportive of school efforts, Grace Episcopal Day School retains the right to terminate a student's enrollment.

### **Preschool Playground Rules**

- Students must go up the stairs and down the slide - feet first. One at a time. No exceptions
- No sitting or standing on top of picnic tables
- Students may only swing back and forth and while on their bottoms. No jumping off swings, twisting swings, or swinging side to side
- Only toys provided by the school are allowed on the playground
- Stay away from the gate at all times
- Keep sand in the sand box
- Tricycles and scooters for preschool and kindergarten use
- 
- Students must ask a teacher before entering a classroom while the class is on the playground (e.g. to use the restroom)
- Students are not allowed in belltower
- Students should not stand in front of classrooms that are in use

It is important to remember that Extended Day is an extension of the school day with the same expectations and consequences consistently administered throughout. ALL student must follow these rules while on the preschool playground.

### **Elementary Playground Rules**

- No sitting or standing on top of picnic tables
- Students may only swing back and forth and while on their bottoms. No jumping off swings, twisting swings, or swinging side to side
- Students should not stand in front of classrooms that are in use
- No sitting on top of monkey bars

## 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 Parental Authorization for Administration of Medication Form. There will be NO medication kept in the office for general student usage.

### **Medicine Dispensing Procedures**

- ❖ All medicine must be in its original containers and labeled with the student's name.
- ❖ Over the counter medicine must be in a sealed bottle or box. (never opened)
- ❖ Medicine will be given as prescribed by the doctor or package instructions.
- ❖ Medicine will not be transported between home and school on a daily basis. A one to three month supply will be allowed for those students requiring long-term medication with a current prescription.
- ❖ All equipment necessary to administer the medicine including a medicine cup or spoon, must be included and labeled with the child's name
- ❖ All medicines and forms will be collected and released by the administrator
- ❖ A Parental Authorization for Administration of Medication Form must be completed by a parent/guardian for each medication.
- ❖ When medication is discontinued, and at the end of the school year, medication that is not picked up by the parent will be destroyed.

### **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	Until swelling & symptoms disappear

		gland involvement & 9 days after swelling	
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

### Acceptable Use Policy

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 all school devices and personal 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 and personal devices. Students shall agree to support the acceptable use of the Internet resources and promote good digital citizenship. Any materials or communications that are pornographic, violent in nature, vulgar, inflammatory, disrespectful, or otherwise harassing are totally unacceptable and will be handled immediately.
- ❖ Students will not rearrange, delete, add, or otherwise change any computer settings established on a school computer. General school rules for the care of school property will apply.
- ❖ Students will not damage computers, computer systems, or networks.
- ❖ Students will not post photos, videos, or information about others without consent.
- ❖ Students will not violate copyright laws, engage in plagiarism, trespass in another person's account, folders, work, or files.
- ❖ Students will not download files from the Internet onto a school computer without permission.
- ❖ Printing will be limited and will only be with teacher permission.
- ❖ Grace Episcopal Day School uses Internet filtering software. However, 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 photos or to video record 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 powered off 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

Personal items like *Pokemon* cards, baseball cards and toys are not allowed at school and will be confiscated.

“Fidgets” or other manipulatives that are brought from home and are not a part of a student’s education plan are **not** permitted at school. Any fidgets that are out during the school day, including carpool and Extended Day, will be confiscated and kept by the classroom teacher until the end of the year.

## 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 \_\_\_\_\_