

# Grace Episcopal Day School

## Family Handbook

### 2023 - 2024



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.

Grace Episcopal Day School is accredited by 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.

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## Mission Statement

The mission of Grace Episcopal Day School is to develop engaged learners and confident leaders who sincerely model the love of Christ.

## Introduction

Grace Episcopal Day School began as a Mother's-Morning Out program in 1950. 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 through eighth grade.

# Organizational Chart

## Administration

### Rector of Grace Episcopal Church

The Reverend Canon Aaron Smith

#### Board of Trustees

DeAnn Dockery, Chair

Sharon Alters

Sharon Chapman

Ray Forbess

Susan Hoffman

Kyla Griffin-Jenkins

Susan Hoffman

Michelle Quinones

Helen Moore/Carrie Kissinger (Church Vestry)

#### Head of School

Angela Bast

#### Director of Admissions

Moppy McGee

#### Director of Development & Communications

#### Director of Technology

Alise Reynolds

#### Office Manager

Ginger Neitzke

## Faculty and Staff

### **PK 3**

Sloan Lewis  
Assistant: Megan Lindholm

### **PK 4**

Cari Rahn  
Assistant: Elizabeth Zank

### **Kindergarten**

Kristi Campbell  
Assistant: Peggy Nigro

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

Leslie Bransford  
Assistant: Jen Hife

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

Christine Reed  
Assistant: Courtney Webb

### **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**

Melissa Van Horn, 5<sup>th</sup> Grade Homeroom,  
5<sup>th</sup> and 6<sup>th</sup> Grade Science and Math

Alyson Stokes, 6<sup>th</sup> Grade Homeroom, 5<sup>th</sup>  
and 6<sup>th</sup> Grade Language Arts and Social  
Studies

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

Jessica LeSage, 8<sup>th</sup> Grade Homeroom  
and 7<sup>th</sup> and 8<sup>th</sup> Grade Language Arts  
and Social Studies

Sharon Barber, 7<sup>th</sup> Grade Homeroom, 7<sup>th</sup>  
and 8<sup>th</sup> Grade Math and Science

### **Resource Teachers**

Cathy Porfidio, Music/Art/Christian  
Education for Preschool and  
Kindergarten

Jennifer Lancaster, Christian  
Education 1st-8th grade

Amy Cid, Spanish

Carol Britt, Library

Sydney Chamberlain, Elementary  
and  
Middle School Art

Darren Ronan, Elementary and  
Middle School Music

Emma Corfield, PE & Athletic  
Director

Alise Reynolds, Technology

Kelly Porter, Enhanced Learning,  
STEM, Pre-Algebra

## School Contact Information

### **Mailing Address**

156 Kingsley Avenue  
Orange Park, FL 32073

### **Phone Numbers**

Office: (904) 269-3718  
Extended Day: (904) 609-1075  
Fax: (904) 269-9183

### **Website**

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

### **Office Hours**

Monday – Friday  
7:30 a.m. – 4:00 p.m.

### **School Hours**

Preschool  
8:00 a.m. – 12:45 p.m.

Kindergarten – 8<sup>th</sup> Grade  
8:00 a.m. – 3:15 p.m.

### **Extended Day Hours**

7:00 a.m. – 6:00 p.m.



# Code of Conduct

In accordance with the school mission, students are expected to conduct themselves in a manner that is responsible, respectful and engaged.

Students will:

1. Demonstrate respect for God, school, themselves and others.
2. Demonstrate integrity by displaying character that is moral and Christ-like.
3. Use their God-given gifts to the best of their 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 Education.

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 - These are fourth through eighth grade students who have earned straight "A's" in courses giving letter grades. A student's citizenship grade is also calculated in this award.

Eagle Scholar - These are fourth through eighth grade students who have earned "A's" and "B's" in courses giving letter grades. A student's citizenship grade is also 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 behavior or academic performance.

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



## Character Education

Character education 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 are assigned to a month of the school year. The Fruit of the month is incorporated by classroom teachers and in Christian Education.

## 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 held on Wednesday.

- ❖ Elementary and Middle School Chapel 8:30 a.m. in Grace Episcopal Church Sanctuary
- ❖ Preschool including PK3, PK4 and Kindergarten 9:30 a.m. in Grace Episcopal Church Historic Chapel

Traditionally on the first Wednesday of the month the Elementary School and Middle School celebrate Holy Eucharist. Families will be asked to indicate, at the beginning of each year, how they would like their 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 8:30 a.m. Students sit with their assigned Buddy Class.

## 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 field trip expenses are covered by tuition. **Parent 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 occasionally 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.** Please contact the office to get your online I.D. and password to complete the Safeguarding God's Children program.

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

### **Grades**

Grades are available for review by families and students through FACTS SIS (student information system). If a family becomes 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.

### **Homework**

Homework is given as a means of practice and serves as a review of concepts taught in the classroom. Homework is to be written, by the student, in their planner each day. It will also be updated in FACTS by 3:30pm each afternoon. For students in 4th grade and above:

- Homework should be turned in on time. Homework will be accepted one day late with the ability to earn a maximum of 75%. After one day, late homework will receive a zero.
- If a student is absent, they should check FACTS for missed assignments and speak with the teacher immediately upon their return to school. Students have an equal number of days for each day absent to complete make-up work (i.e. absent 3 days=3 days to complete assignments).
- If a student misses the last day of the quarter due to an unexcused absence, work/tests cannot be made up. These assignments/tests must be taken prior to the close of the quarter.
- Teachers may occasionally be able to provide some work in advance of a planned absence, however due to the collaborative nature of the classroom and the need for direct instruction, some assignments will need to be made up when the student returns to school.
- If your child is absent from school, please contact the teacher directly and he/she will make arrangements for you to pick up books in the front office.

### **Report Cards**

The school year for K 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 viewable(on-line) through FACTS for K through 8<sup>th</sup> grades. PK3 and PK4 will receive a report card at the end of each semester. Final report cards will be available in June after all fees, library books, and textbooks are current and/or accounted for. It is the responsibility of the parent(s) to go over these

documents carefully with their child. There will be narrative comments from the homeroom teacher on each report card.

**PK3 and PK4:** Observation/student skills assessment based on the student's development will be sent home in both the fall and spring of each year.

**Kindergarten - Second Grade Grading Scale:** The first report card will go home at the end of 1st quarter.

Evaluation Key:

O= Work is consistently above grade level

S=Work meets grade level expectations

P=Progressing toward grade level expectations

U=Below grade level expectations - area of concern

Blank = Not yet introduced

### **Third through Eighth Grade Grading Scale:**

Core Academic Subjects (resources are graded in middle school):

A	100-90	Excellent
B	89-80	Good
C	79-70	Satisfactory
D	69-60	Needs Improvement
F	59 - 0	Unsatisfactory

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 the teacher, students, and families.

### **Retention**

A student's grades and attendance 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, has been performing poorly on a consistent basis, or has missed an excessive amount of school. However, it is also the family's responsibility to check on FACTS 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**

MAP (Measures of Academic Progress) will be administered in the fall and spring of each year to all students in Grades K-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 the results as soon as scores are received from the scoring company.



# Admissions

## General and Non-Discriminatory

Grace is a full-time preschool, elementary, and middle school. Admission is open, based on availability in each grade, throughout the year. Students acceptance is based on grades, teacher recommendations, and admissions assessments.

Grace Episcopal Day School admits qualified students without regards to race, sex, religion, or national origin.

## Application and Supporting Documents

Students will not be admitted without proper age verification, previous school records, 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. 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 Interview

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), 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.

## Re-Enrollment

Re-enrollment is conducted at the beginning of the calendar year, for continuing students. Families should re-enroll their child(ren) on an annual basis in order to guarantee their spot for the upcoming school year. An enrollment fee is required at the time of re-enrollment and the fee is non-refundable. Returning families have two weeks, once re-enrollment opens, to submit their enrollment packet. After this date, admissions will be opened to new families.

## Payment Policy

- ❖ Enrollment fees are due and payable at the time of registration. All payments should be made through FACTS. Any 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 May to March. 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, FACTS Tuition.
- ❖ All Grace Episcopal Day School families are required to enroll in FACTS Tuition. A link to FACTS and a list of frequently asked questions is available on the school website, [www.geds.net](http://www.geds.net).
- ❖ A \$50 FACTS 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 FACTS. 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 Head of School, 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 prorated 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. Financial aid applications are processed through FACTS and the Financial Aid Committee reviews all applications and awards funds based on family 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 need.

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

## **Tuition Insurance**

The tuition refund plan is provided by Dewar insurance. This insurance is required for any payment plan not paid in full by August 1st.

## 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 and homeroom teacher in advance of their child's absence, except in cases of emergency. 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
- ❖ Death in the family

### Unexcused Absence

- ❖ When students miss school for reasons other than illness or a death in the family, such absences are considered unexcused

### Attendance

The 2023-2024 school year consists of 173 days. Official school hours are from 8:00 a.m. to 12:45 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. These hours satisfy and exceed the minimum school compulsory attendance law (Rule 6A-1.09512, Florida Administrative Code (F.A.C.) of 540 net instructional hours in kindergarten, 720 net instructional hours in grades one through three, and 900 net instructional hours in grades four through 8.

School vacations at Grace are generous in number and length. Grace expects parents and students to adhere to the school vacation schedule.

It is essential for all enrolled students to attend all aspects of the assigned curriculum. Students are to 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. The Head of School will speak to all families personally when absences become excessive.

It is the student's responsibility to obtain, complete, and submit all missed work in accordance with the classroom teacher's expectations. Due to the interactive

nature of the classroom setting, it is not always possible to gather makeup work prior to a student's planned absence.

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 who are 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 by one letter grade.**

### **Early Dismissal of a Student During the School Day**

If a student must leave school during the school day for an appointment, a note advising the nature and time of dismissal is requested. The student will not be released from the classroom until the notification from the office is received. The student will then meet his party in the office. The student must be signed out through the office. If the student returns to school before dismissal, he/she must be signed back in at the office. Students must bring a doctor's note upon returning to school from the appointment (or the following day). Any work missed by the student for an early dismissal is the responsibility of the student.

Attendance, tardies, and early dismissals are all noted in FACTS.

## 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                      12:45 p.m. or 3:15 p.m

### Kindergarten – 8<sup>th</sup>

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

### 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 next to 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:

- ❖ Only drop-off your child in the carpool lane between 8:00 a.m. and 8:15 a.m. when the gates are open and a safety patrol is on duty.
- ❖ After 8:15 a.m., a parent or guardian should accompany the student to the front office to check in and receive a tardy pass before reporting to class.
- ❖ Do not allow children to exit out of the driver's side of the car.
- ❖ If your child is going to be walked to his/her classroom, you should check in through the front office and receive a visitor's badge.
- ❖ **Drop-off may only occur from a vehicle in the carpool lane. 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:

Half day dismissal is at 12:45 p.m. and full day dismissal is at 3:15 p.m. through the Preschool Carpool Gate.

Kindergarten – 8<sup>th</sup> grade:

Dismissal is at 3:15. Please display your carpool tag in your car window. If you have a carpool, include those student names as well.

### **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 attend Extended Day and a charge will be assessed for this service.

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

## Dress Code

### Preschool Boys and Girls

Students should be dressed in neat and comfortable attire that is appropriate for an active day in PK3 or PK 4. Students should wear closed-toe, soft-soled, athletic shoes on all days. On Wednesdays, students are expected to wear a chapel uniform. For boys, this is a white polo and navy blue shorts or pants (no cargo). For girls, this is a white polo and navy blue shorts, pants (no cargo), or skirt/skort. Girls can also wear a school plaid jumper or navy jumper with white polo or peter pan collar blouse. Bike shorts under skirts/dresses are recommended.

### Kindergarten - 8th Grade Dress Code:

#### On Mondays, Tuesday, and Thursdays

Students should wear a solid red, solid, white, or solid navy polo shirt (Grace log optional) and navy or khaki shorts, pants, or skirt/skort (girls only). Girls may also wear a solid navy or solid red polo style dress, the school plaid jumper, the school plaid skirt, a navy jumper, or a khaki jumper, with a solid white polo, solid white peter pan collar blouse, or solid white oxford shirt. 7th and 8th grade, only, may wear a solid light blue or solid gray polo, in addition to the options mentioned above. Cargo shorts and pants are not permitted. Belts must be worn if belt loops are present. Students should wear navy, black, or white socks with athletic shoes.

#### On Wednesdays, students are expected to wear a chapel uniform.

Kindergarten-6th grade: white polo, white oxford shirt, or white peter pan collared blouse

boys: navy blue shorts or pants (no cargo)

girls: school plaid jumper (K-3rd) school plaid skirt (4th-6th)

white, navy, or black socks and athletic shoes or boat shoes

Belts must be worn if belt loops are present

7th and 8th grade: white polo or white oxford shirt

boys: khaki pants (no cargo pants)

girls: school plaid skirt

white navy, or black socks

boat shoes, navy or black flats, school appropriate dress shoes, or athletic shoes

Belts must be worn if belt loops are present

**On Fridays**, students can wear the Monday, Tuesday, Thursday uniform, OR a Grace t-shirt with navy or khaki shorts, pants, or skirt/skort (girls only). Cargo shorts and pants are not permitted. Belts must be worn if belt loops are present. Students should wear navy, black, or white socks with athletic shoes.

**On all days**, for all students, hair should be neat in appearance and worn out of the eyes. No dyed hair is allowed. Only small, discreet jewelry is acceptable. Large hoop



earrings, dangle earrings, and facial piercings are not allowed. All uniforms should be appropriately fitting. Skirts, skorts, and shorts should be at or just above the knee.

**On cold days**, only solid navy, white, or red sweaters, sweatshirts, and jackets may be worn. The only logos present should be Grace logos. Girls may wear solid navy, red, or white tights or leggings under skirts.

**Uniform supplier options include, but are not limited to:**

Lands End, French Toast Uniforms, RC Uniforms

It is the parents' responsibility to ensure that their child(ren) comes 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 and a phone call or written communication to the parent.
2. Second occurrence: Call to parent requiring them to bring him/her proper school uniform

# Discipline Policy

## **Preschool and Kindergarten:**

<b><u>Examples of Expected Behavior</u></b>	<b><u>Examples of Unacceptable Behavior</u></b>
<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> <li>● Telling a teacher if I have an accident or am sick</li> <li>● Admitting if I make a mistake</li> <li>● Engaging appropriately in Christian Education and Chapel</li> <li>● Wearing school appropriate clothing</li> <li>● Having a good attitude during classroom activities</li> <li>● Cooperating in small groups or with partners</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> <li>● Lying to a teacher about a dispute with another student.</li> <li>● Lying to a parent about behavior at school</li> <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 or malicious behavior. All academic classes, resource classes, school sponsored after school activities and Extended Day will follow the disciplinary process described here. 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.

**First through Third Grade:**

<u>Examples of Expected Behavior</u>	<u>Examples of Unacceptable Behavior</u>
<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 Grace 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> <li>● Displaying honesty with teachers, peers, and school work</li> <li>● Being polite to peers, faculty and staff in and out of the classroom</li> <li>● Respecting other people's property and personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Disobeying or ignoring school rules</li> <li>● Displaying unacceptable behavior while representing Grace off-campus</li> <li>● Defying authority either verbally or with gestures</li> <li>● Ignoring directions given by teacher or 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> <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> <li>● Running in the classroom or around campus</li> <li>● Failing to follow the dress code</li> </ul>

<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></ul>	<ul style="list-style-type: none"><li>● Rushing through assignments</li><li>● Not finishing classwork</li><li>● Forgetting homework</li><li>● Refusing to participate</li></ul>
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**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 the student's backpack or conference.

**Step 4: Administrative Intervention** - If a 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 or malicious behavior. All academic classes, resource classes, school sponsored after school activities and Extended Day will follow the disciplinary process described here. 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.

**Fourth through Sixth Grade:**

<u>Examples of Expected Behavior</u>	<u>Examples of Unacceptable Behavior</u>
<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 school rules and dress code</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 and responding respectfully</li> <li>● Displaying honesty with teachers, peers, and school work</li> <li>● Being polite to peers, faculty and staff in and out of the classroom</li> <li>● Respecting other people's property and personal space</li> <li>● Settling conflicts peacefully</li> <li>● Demonstrating proper behavior during chapel services</li> <li>● Walking quietly on the sidewalk, respecting others who are on the sidewalk</li> <li>● Arriving on time and ready for school including having appropriate materials and school work</li> <li>● Transitioning between classes in an efficient manner - prepared for the next class</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> <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> <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 Sixth 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. 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.

**Seventh and Eighth Grade:**

<b><u>Examples of Expected Behavior</u></b>	<b><u>Examples of Unacceptable Behavior</u></b>
<ul style="list-style-type: none"> <li>● Exhibiting courtesy and treating others with kindness and respect</li> <li>● Knowing and following school rules and dress code</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 and responding respectfully</li> <li>● Displaying honesty with teachers, peers, and school work</li> <li>● Being polite to peers, faculty and staff in and out of the classroom</li> <li>● Respecting other people's property and personal space</li> <li>● Settling conflicts peacefully</li> <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>● 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>● 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> <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> <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 Seventh and 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. 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)**

- When student behavior is not in line with our Code of Conduct (respectful, responsible, and engaged) the student will receive a mark of the classroom clipboard. These marks are correlated with the weekly classroom conduct grade.

#### **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 or if the student has below a 70 average for citizenship for the week.

### **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.

### **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. 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 students 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 allergies. 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. If a student has been absent for 3 days or longer and/or at the discretion of the school, a doctor's release will 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 container 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 8<sup>th</sup> grade must wear AT ALL TIMES a fanny pack with their Epi-pen/inhaler.

While Grace is not a milk or peanut free environment, we try 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**

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 nutritious diet. 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. Students should bring a reusable bottle of water with them everyday as hydration is essential for good health. Only water should be consumed in the classrooms, as other beverages can attract bugs if spilled. Students may drink fruit juice, carbonated/flavored water, and gatorade outdoors at lunch. Coffee, energy drinks and other caffeinated beverages are not allowed at 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 diseases, 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**

<u>Type of vaccine</u>	<u>Dosage</u>
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**

<u>Disease</u>	<u>Incubation Period</u>	<u>Communicability</u>	<u>Period of Exclusion</u>
Chicken Pox	13-17 days	1 to 2 days before rash and not more than 1 week before the crop appears	Not more than 1 week after eruption and all 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 generally 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 issued. 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.

## 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 Badge" 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 both 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 his/her birthday unless the birthday falls on a chapel day. If this occurs, the student may schedule his/her 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 Family Association meetings and fundraisers

## **Grace Family Association**

As a family with a child at Grace, you are embraced as a member of the Grace Family Association. The family 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 \_\_\_\_\_

## **ATTACHMENT A**

### **Standards of Ethical Conduct**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs,

marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

h. Shall not exploit a relationship with a student for personal gain or advantage.

i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

a. Shall maintain honesty in all professional dealings.

b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. Shall not make malicious or intentionally false statements about a colleague.

## **Training Requirement**

All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

## **Reporting Misconduct by Instructional Personnel and Administrators**

All employees, educational support employees, and administrators have an obligation to report misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Angela Bast [abast@geds.net](mailto:abast@geds.net) 904-269-3718. Reports of misconduct committed by administrators should be made to DeAnn Dockery (Board Chair) [dededockery@gmail.com](mailto:dededockery@gmail.com).

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted on the bulletin board in the office workroom and on our web site at [www.geds.net](http://www.geds.net).

## **Reporting Child Abuse, Abandonment or Neglect**

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800- 96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

## **Signs of Physical Abuse**

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.



## **Signs of Sexual Abuse**

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

## **Signs of Neglect**

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

## **Patterns of Abuse**

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

## **Liability Protections Liability Protections**

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)