



Grace Episcopal Day School

Family Handbook

2026 - 2027

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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.

School History

Grace Episcopal Day School began as a Mother's-Morning Out program in 1950. Over the years the preschool/kindergarten had a superior reputation 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.

Florida Child Care Exemption Notice

Grace Episcopal Day School is a child care facility operating under an exemption pursuant to the laws of the State of Florida and is not subject to licensure or regulation by the Department of Children and Families.

Role of the Board of Trustees

The Board of Trustees serves as the guardian of the school's mission. Its primary responsibility is to ensure that the mission remains relevant, meaningful, and responsive to the needs of the community the school serves, while monitoring the school's success in fulfilling that mission.

The Board appoints and supports the Head of School, who is responsible for the day-to-day leadership and operation of the school within the policies established by the Board. The Board also provides fiduciary oversight and is responsible for preserving and enhancing the school's financial, physical, and institutional assets to ensure its long-term sustainability.

Trustees are valued members of the school community and are encouraged to participate in school life. However, in keeping with principles of good governance, they do not become involved in the school's daily operations or personnel matters. Operational decisions are entrusted to the Head of School and administrative team.

As a matter of best practice, concerns regarding a student, classroom, or school operations should be addressed through the appropriate channels, beginning with the teacher or administrator directly responsible for the matter. This process ensures that concerns are handled promptly, respectfully, and by those best positioned to resolve them.

Parent and Guardian Grievance Process

Grace Episcopal Day School believes that open, respectful communication between families and the school is essential to maintaining a positive learning environment. Most concerns can be

resolved quickly and effectively when addressed promptly and directly with the individuals most closely involved. Parents and guardians are asked to follow the process outlined below when addressing concerns related to school matters.

1. Speak with the Individual Directly Involved

If a parent or guardian has a question or concern regarding the academic program, extracurricular activities, student behavior, discipline, or any other school-related matter, the first step is to communicate directly with the teacher, resource teacher, coach, or staff member most closely involved.

This initial contact may begin with an email or phone call outlining the concern and requesting a meeting. Families are encouraged to approach these conversations with the goal of working collaboratively toward a resolution.

2. Meet with the Head of School

If the concern cannot be resolved after meeting with the teacher or staff member and implementing the mutually agreed-upon resolution steps, the parent or guardian should schedule an appointment with the Head of School.

When appropriate, the school's Wellness Instructor, Lisa Garrett, may serve as valuable resources for students and families. She may be invited to participate in meetings to provide support and assist in developing solutions.

3. Submit a Written Complaint to the Board Chair

If the parent or guardian has followed the steps above, including allowing reasonable time for the agreed-upon resolution plan to be implemented, and remains dissatisfied, a written complaint may be submitted to the Chair of the Board of Trustees only if the concern alleges malfeasance or misconduct on the part of the Head of School.

The written complaint should clearly describe:

- the nature of the concern;
- the steps already taken to resolve the issue;
- the outcome of those efforts; and
- the specific action being requested.

4. Authority of the Board of Trustees and the Vestry

The Head of School is responsible for the day-to-day operation of the school and is the final authority in matters relating to faculty, staff, students, and school operations. The Board of Trustees does not hear or adjudicate complaints regarding faculty or staff members or routine operational decisions.

The Board of Trustees is responsible for governance of the school and oversight of the Head of School. Accordingly, the Board will consider only those complaints that concern alleged malfeasance or misconduct by the Head of School.

If a complaint alleges malfeasance or misconduct by the Board of Trustees acting as a governing body, the matter may be submitted in writing to the Vestry of Grace Episcopal Church. The Vestry does not hear complaints involving faculty, staff members, or the Head of School except as described above.

Academics

Educational Philosophy

Grace Episcopal Day School offers a well-designed academic curriculum that incorporates national and state standards. Grace recognizes the needs of the individual and uses teaching strategies that will ensure success at each child's learning level. Moreover, the curriculum is designed to prepare the students to face and solve the needs and demands of living in the 21st century, within a Christian context. The curriculum is comprehensive and includes: Language Arts, Reading, Mathematics, Science, Social Studies, Physical Education, Spanish, Music, Art, Library, Technology, STEM, Christian Education, and Wellness.

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 standards.

Grades

Grades are available for review by families and students through the FACTS SIS (student information system). If a family is 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 business office. The school has the authority to limit a student's participation in school sponsored after-school activities based on grades and/or conduct.

Report Cards

The school year for K through 8th grade is divided into four (4) marking periods. At the end of each marking period report cards will be viewable (online) through FACTS for K through 8th 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 through Second Grade Grading Scale:

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

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 "As" 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 "As" and "Bs" in courses giving letter grades. A student's citizenship grade is also calculated in this award.

Promotion

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

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 ensure student's success.

Academic Accommodations

Students who have a documented learning difference (IEP or formal evaluation) will work through our Enhanced Learning Program (ELP) to have appropriate accommodations/modifications implemented. Our goal is to support the student, helping them to grow academically while acquiring tools and strategies to be successful in the classroom. Active communication between the family and Grace and the student and teacher(s) is imperative to properly address each student's academic needs.

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.

Student Life

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. Students must maintain a C average in each class, including citizenship (70 or above), to participate in any school sponsored/co-curricular activity. A student may not participate in any school sponsored after school activity 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, and self-control." Students attend a weekly Christian Education class.

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 Wednesdays.

- 1st through 8th grade - 8:30 a.m. in Grace Episcopal Church Sanctuary
- PK3, PK4, and Kindergarten - 9:30 a.m. in Grace 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** and monthly **Birthday Blessings** for PK3 through 8th 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. Grace occasionally needs or is able to include parent chaperones on field trips. At times, the number of chaperones may be limited to the size or the facility, space available, or the structure/nature of a specific trip.

Expectations of parent chaperones:

- Know who you are responsible for and keep close track of them throughout the trip. Students should never be left unattended.
- Encourage and expect your group to be polite and attentive at all times. Model attentive and engaged behavior to the students, avoiding chatter during presentations or when a teacher is giving instruction.
- Please be sure to stay with the larger group. Do not allow your group to have special privileges (e.g. candy, purchases from a gift shop, etc.), unless this has been approved ahead of time by the teacher for all students.
- Allow students a restroom break when appropriate. Please go as a group. Designate a meeting spot outside the restroom if you will be going in also. Be sure girls/boys have a buddy inside the restroom with them.
- We expect students to always use their best behavior, representing themselves and our school well. It is never appropriate to allow running, rough-housing, or rude behavior on a field trip.
- Parent chaperones must cover their own expenses on field trips and other arrangements must be made for siblings.
- Please limit any cell phone use when chaperoning.
- If driving your own vehicle and transporting students, there must be two adults in the car, and the driver must leave a copy of their driver's license, car registration, and proof of car insurance in the school office.
- 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 this training.

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.

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
- Attend a class party

You are requested to:

- Schedule all such visits through the teacher
- Report to the office to check in
- Avoid engaging the teachers in conversation regarding specific questions/concerns (please schedule a conference to discuss).
- Visitors, including family members, are not allowed to visit classrooms during the school day without an appointment or a planned activity as unannounced visits can be disruptive to both teachers and students.

Communication & Family Involvement

Communication

It is recommended that families regularly check the school's website at www.geds.net and your FACTS Family Portal. You will find current information, along with the school calendar.

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

Conferences

We believe good communication between parents and teachers is essential for student success. We have scheduled two formal face-to-face conferences (fall and spring). Parents or teachers may also request additional conferences throughout the school year, as needed.

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 with school competitions
- Chaperoning field trips
- Reading to students
- Participating in the Grace 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.

Student Celebrations

Class Parties

Class parties (Fall, Christmas, Valentine's Day, End of Year) will be planned by the homeroom parent, with details approved by the teacher. Each family will be assessed an annual \$20.00 class party fee, billed through FACTS. It is important to be mindful of students who have food allergies when snacks for parties are planned.

Birthday Celebrations

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.

Graduation and Preschool Convocation

Grace celebrates the achievement of its Kindergarten and 8th 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 on the last day 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.

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. A student's 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: An 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 8th grades.

Students being considered for K – 8th 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 is required 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 are also required:

- Birth certificate or passport for each child
- Previous school records: end of year academic record card, FAST 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

Minimum Age Requirement

PK3

3 years of age by September 1st 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 1st of the year of admission

Kindergarten

5 years of age by September 1st 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.

Tuition & Financial Responsibility

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 1st 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.

A \$55 FACTS Tuition annual administration fee will be charged to each family's account upon enrolling.

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 late fee.

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 Scholarships (FES-EO, FES-UA, and Hope). 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 all payment plans not paid in full by August 1st.

Student Records & Privacy

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 Policy

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.

The 2026-2027 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 8th 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 8:05 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.

Excused Absences

- Illness
- Death in the family

Unexcused Absences

- When students miss school for reasons other than illness or a death in the family.

Tardies

Any student who arrives after 8:05 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 8:05 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

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/her 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.

Daily Operations

Daily Schedule

- School Office Hours: 7:30 a.m.-4:00 p.m.
- Early Morning Drop off: 7:00 a.m.-7:50 a.m.
- Daily Drop-off for all students: 7:50 a.m.-8:05 a.m.
- PK 3/PK 4 Half Day Program: 8:00 a.m.-12:45 p.m.
- PK 3/PK 4 Full Day Program: 8:00 a.m.-3:15 p.m.
- Kindergarten-8th grade: 8:00 a.m.-3:15 p.m.
- Eagle's Nest (Extended Day): 3:15 p.m.-6:00 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 5th and 6th 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 Street.**

For the safety of all students:

- Only drop-off your child in the carpool lane between 7:50 a.m. and 8:05 a.m. when the gates are open and a safety patrol is on duty.
- After 8:05 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. Parents may walk students to class between 8:00 a.m.-8:05 a.m.
- 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 8:05.

Dismissal

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 Eagle's Nest (Extended Day) and the applicable charge will be assessed for this service.

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

Student Expectations

Dress Code

Preschool-8th:

On Mondays, Tuesdays, and Thursdays: Students should wear a solid red, solid white, or solid navy polo shirt (Grace logo 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. Please note: shorts and skirts should reach mid-thigh.

7th and 8th grades 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 (3rd-8th). Students should wear navy, black, or white socks with athletic shoes. If a student is not wearing athletic shoes, they will not be able to participate in PE or recess that day.

On Wednesdays, students are expected to wear a chapel uniform:

Preschool-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 (PK-3rd) school plaid skirt (4th-6th) white, navy, or black socks, and athletic shoes. Belts must be worn if belt loops are present (3rd-8th)

7th and 8th grade: white polo or white oxford shirt. Boys: khaki pants (no cargo pants). Girls: school plaid skirt with white shirt and athletic shoes. A navy blazer will be provided by Grace. Belts must be worn if belt loops are present.

On Fridays, students can wear the Monday, Tuesday, and Thursday uniform, OR a Grace spirit 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 kept out of the eyes. No dyed hair is allowed. Only small, discreet jewelry is acceptable. Large hoop earrings, dangling earrings, and facial piercings are not allowed. All uniforms should fit appropriately. 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. Only Grace logos are permitted. Girls may wear solid navy, red, or white tights or leggings under skirts. If the temperature is above 85 degrees, students will be asked to remove sweatshirts when they are outside.

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:

- First occurrence: Verbal warning and a phone call or email to the parent.
- Second occurrence: Call to parent requiring them to bring him/her the proper school uniform

Free Dress Friday

Each year, we set dates (typically the last Friday of the month) as a school-wide free dress day. Students are allowed to wear clothing of their choice. Clothing must be school appropriate: no pajamas, slippers, and tank tops. Short/skirts must be at or just above the knee and no exposed midriff. All graphic t-shirts must be tasteful – no inappropriate insignias, offensive embellishments, political and social wording, phrasing, or pictures. Students may not wear baseball caps, knitted beanies, or sunglasses. The only shoes permitted on free dress days are athletic tennis shoes.

Technology Policy

[Please see the technology policy linked here.](#)

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 may not use or access cell phones during the school day or while attending Eagle's Nest (Extended Day). In the case of illness, a transportation change, early dismissal, or another need, students must communicate with parents or guardians through the front office. Students may not use personal devices to contact parents or guardians regarding school matters without permission from a teacher or administrator.

Headphones, earbuds, and similar personal audio devices may be used only when specifically authorized by a teacher for instructional purposes. They may not be worn or used at any other time, including during Eagle's Nest (Extended Day), after-school activities, or sports practices. Devices used in violation of this policy may be confiscated.

Students will:

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

All students, faculty, and staff are expected to demonstrate daily behavior that treats everyone with respect and promotes a positive learning environment. Each teacher has specific classroom rules, which embody these expectations. Teachers look for ways to reward good behavior, through positive reinforcement, while clearly setting reasonable and logical consequences if expectations are broken.

The following behaviors are deemed inappropriate and will initially be handled by the individual teacher. Administration will become involved if the behaviors are blatant or chronic.

- Showing disrespect toward classmates, faculty, or staff
- Deliberately disregarding instructions or refusing to participate in assigned activities
- Disruptive behavior that interferes with teaching or learning
- Making inappropriate noises; using unkind, offensive, or inappropriate language (e.g. name-calling)
- Misusing or damaging school property, equipment, or materials
- Violating the school's dress code

The following behaviors are deemed major infractions and are unacceptable. These will be dealt with immediately by the administration.

- Academic dishonesty
- Bullying or harassment
- Theft/damage of property
- Physical conflict (fighting, pushing, hitting)
- Possessing unsafe objects (guns, knives, alcohol, drugs, etc.)
- Repeated inappropriate behavior

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.

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 its responsibility seriously to handle discipline policies consistently and discreetly.

In administering discipline, the school will make every effort to encourage positive student behavior and maintain close communication with parents. On 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.

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 others). Grace also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, social media, or other forms 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, address initial infractions, and administer fair consequences in cases of 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 prevent its recurrence.

Health and Safety

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 100.0 °F or higher
- Has diarrhea
- Begins vomiting
- Has head lice or nits
- Displays symptoms of a communicable illness, including significant nasal or eye discharge, red eyes, sore throat, headache, a suspicious rash, or unusual lethargy
- Complains of an earache

- Complains of persistent or severe abdominal pain

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 and/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. 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 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 Contacts

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 with severe food allergies, asthma, and other medical concerns. We ask for your cooperation in addressing these health and safety concerns.

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

- Students in PK3 and PK4 must provide an EpiPen/inhaler to the school. It will be kept with the class clipboard and will be transported wherever the child goes within the school.
- Students in Kindergarten through 8th grade who are prescribed an EpiPen/inhaler must wear a fanny pack containing the medication at all times while on campus.

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

Immunizations

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 satisfying 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.

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.

Food & Nutrition

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 provide your child(ren) a balanced and nutritious diet. Lunches high in

sugar and fat content are discouraged. Please supply healthy, wholesome lunches and give your child(ren) a proper breakfast before arriving at school.

Lunches

Families have the option of sending lunch from home or ordering from the school's hot lunch program. The hot lunch program opens monthly for orders through FACTS. If you have ordered hot lunch and your child is absent, we will hold lunch in the office refrigerator (parent must alert the office by 11:00 a.m.). If your child does not have a lunch, the parent will be notified and if a hot lunch is available it will be provided for a \$6.00 fee. If no hot lunches are available, the school will provide snacks like a cheese stick, piece of fruit, and a bag of chips for \$3.00. Any outside food should be dropped off at the front office and will be distributed to the student along with their class' hot lunch. Sodas, coffees, and ice cream are not permitted. Delivery through Apps like DoorDash and GrubHub are discouraged as it opens up a safety issue with deliverers who are not part of the school community.

All students should eat breakfast before arriving at school. Breakfast items may not be brought into the classroom.

Emergency Procedures

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. Chapter 415 of the Florida Statutes protects children, disabled individuals, and aged adults from abuse and neglect. Section 415.504 establishes a central abuse registry within the Department of Children and Families, reachable at 1-800-96-ABUSE, to receive reports of abuse and neglect. Anyone who knows or suspects child abuse and fails to report it, knowingly prevents someone from reporting, or makes a false report is guilty of a second-degree misdemeanor.

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.

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