



K-8 Family Handbook

2021 - 2022

Accredited by the Western Association of Schools and Colleges (WASC)

And National Lutheran Schools Accreditation (NLSA)



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WELCOME TO GRACE CHRISTIAN SCHOOL

It is our pleasure to welcome you to Grace, and right away we would like you to know that from this moment on, we consider you part of our family. God has blessed Grace with quite a family history, as Grace has been serving the Lord in Escondido for over 100 years! You can expect to find many connections to Grace in Escondido and the surrounding communities!

We recognize that the Lord has called us to serve a diverse population and student body. We expect to serve students that come from Grace Lutheran Church, other Christian churches, and non-Christian families. For students of our church families, we seek to supplement their Christian education they receive in the congregation. For students from other Christian churches, we seek to support their Christian education in their home congregation. We are not competitors, but rather complementary ministries! For students from non-Christian families, we seek to teach what the Christian faith is, so that students correctly understand who God is and what the Bible tells us about God. We pray that you will find Grace a safe environment to further explore your own questions of faith in a place where people strive to treat one another in the manner the Lord Jesus Christ has modeled. We are a Biblically-based congregation, and you will find that every ministry, every policy, every program has its mooring in the divine Word of our God.

Through God's Word, most certainly your children will grow by leaps and bounds this year in the knowledge of God, their loving Father, and in His Son, their personal Lord and Savior Jesus Christ. It is our prayer that you, too, will grow along with them! To this end, we encourage you to seek out a church home.

As the leaders of this Christian congregation, we feel privileged to work and grow alongside a diverse group of people, and it is the cry of our heart that you, too, might find a loving, accepting, and truth-centered church home. We pray that for many of you, Grace might just become that home! For those of you who already have one, continue to foster that connection while at Grace Christian School!

We are here to serve our Lord Jesus, and we carry out that mission by serving you to the best of our abilities! If you ever need anything or have any questions or concerns about the teachings or ministries of Grace Lutheran Church and Christian School, feel free to contact us at 760-747-3029.

Once again, it is great to have you as a vital part of our family, and we look forward to getting to know you on a more personal level.

May the richest blessings of God be with you and your family through the truth, mercy, and grace of Jesus Christ!

Pastor Aaron Smith - Senior Pastor

Ben Elliott -Superintendent

Michelle Quezada - Associate Principal

Kara Warner - Associate Principal

COVID-19 UPDATE

Due to the health regulation in place by the state and county officials Grace Christian School has prepared a 'School Safety Plan' that outlines new policies and procedures for returning to in-person learning during these times.

The School Safety Plan will supersede any of the policies and procedures for a normal year in this family handbook.

Uniting People in Christ So That Others Experience His Grace



“Train a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)

We have been given a special privilege as parents and teachers to share in the training of our children in “the way they should go.” It is our desire at Grace Christian School to provide a program that will prepare our students spiritually, socially, and academically to meet the challenges they will face upon graduation from school with minds and hearts dedicated to the Lord and His will for their lives.

Being a part of this training is not only a privilege but also a responsibility before the Lord. The home, the church, and the school should work together to fulfill the responsibility to meet the student’s needs. This handbook is your guide to understanding how Grace operates. We desire to work closely with you in every way and pray for your support as together we make this year successful.

We trust that you will pray daily for your child, their school, and their teachers. It is our prayer that through a Christian education, these young people will find rich fellowship and deep devotion to the Lord who alone is capable of directing their lives.

What We Believe

- The Bible is the inspired Word of God, that is, His very words to all people.
- The entire Bible points to Jesus as the Savior.
- There is only one true God. He has revealed Himself as one God in three persons: Father, Son and Holy Spirit.
- God is the creator of everything that exists. He loves all He has created.
- Adam and Eve, the man and woman God created in the beginning, lived according to God’s will, doing what was pleasing to Him. They then defied God’s will and sinned, which brought death into the world. Since that time, all people have been conceived and born in sin.
- People cannot save themselves by their good works or restore themselves to a right relationship with God.
- Jesus Christ, true God and true man, lived a holy life on earth and suffered and died in our place. His resurrection from the dead achieves and declares His victory over sin and death. Full and free forgiveness is given to all people through faith in Jesus Christ. Those who believe in Jesus as their Savior receive God’s gift of forgiveness, life, and salvation.
- Faith in Jesus is a gift of God, given by the power of the Holy Spirit, in the word of Christ, the Gospel. All glory, therefore, belongs to God.
- Grace is God’s undeserved love and kindness. The means of grace, the way in which God gives grace, is the Gospel and the Sacraments. The Gospel is the message of the life, death, and resurrection of Jesus Christ. The Sacraments are Holy Baptism and Holy Communion. Jesus will come again visibly at the end of time as the righteous Judge of the world. He will raise the dead and will be with His people forever.

CHRISTIAN GROWTH OPPORTUNITIES AT GRACE

Our Worship Life -

In order to grow closer in our relationship with Jesus, we offer a variety of worship experiences.

Chapel:

Wednesday 8:30 a.m. Kindergarten – 5th Grade

Thursday 1:00 p.m. Middle School

Friday 8:30 a.m. Preschool

These services are high-energy worship experiences that are developmentally appropriate for all students.

Sunday

9:00 a.m. Worship Service: A time to hear God's Word and respond to Him in prayer & praise.

10:45 a.m. Spanish Worship Service: A worship service offered in the Spanish language.

Bible Study Opportunities

Regular Bible Studies: New Horizons (older adults) on Wednesdays at 9:30am; Women's Bible Study on the first and third Thursdays at 9am; Men's Bible Study on Saturdays at 7:00 am. Additional Bible Studies are available - inquire at the Church Office for more information.

Children and Youth

Sunday School for Kindergarten through Adult is offered on Sunday mornings at 10:30am.

Junior High "Face to Face" 6th – 8th Grades

This group meets on Saturday nights from 6:00 p.m. - 8:00 p.m. in the youth room. Our gatherings include games, snacks, fellowship time, worship, and a look at God's Word where we often use small groups. We also have other opportunities including an annual "lock-in," Christmas caroling, and much more! Look for more events to come on our website and publications.

High School "The Stand" 9th – 12th Grades

Our High School schedule includes our regular gatherings every Wednesday night from 7:00 p.m. to 9:00 p.m. in the youth room. This is an engaging time that always includes snacks, praise, and a practical look into God's Word. Student-led small groups dive deeper into the Bible. Summer beach nights, retreats, mission trips, and special activities offer a varied and exciting experience!

Life Groups

Life Groups are an integral part of the overall ministry at Grace. Life Groups empower the people of this church to experience community and grow spiritually. Simply put, Life Groups are friends with whom you connect, grow, laugh, and serve. For more information check our website or contact Matt Arnold at matt.arnold04@gmail.com.

Pastoral Care

Grace Christian School serves all students and their families with the love of God in Christ Jesus. We recognize that our Creator created human beings as instrumental and unique in His creation. Being a ministry of Grace Lutheran Church entails caring for all our students and their families with this perspective. So, we are blessed to offer pastoral care to all our students and their families. This includes, but is not limited to: prayer and counsel, relationship strengthening or reconciliation, guidance and support. The pastoral care is provided to all students and family as requested, necessary, and needed without requests for reciprocation such as church membership. School families with church homes are encouraged to utilize their home churches, but can also expect care as appropriate from the pastoral staff while part of our Grace family. School families without a church home are encouraged to consider the Grace pastoral staff as their pastors while part of our Grace family.

SCHOOL HISTORY AND PROFILE

Grace Lutheran Church and Christian School exist to unite people in Christ so that others experience His grace.

Founded in 1919, Grace Lutheran Church included in its original constitution: “The congregation shall as soon as possible start a parochial school and maintain it.” Christian education has always been a priority for Christian churches across the United States. This is why the Christian School Education Association is the largest Protestant education system in the world with over 2500 schools in the United States alone.

Grace Christian School is part of a church body, the Lutheran Church Missouri Synod (LCMS), which has a proven history of educational excellence.

Grace in the Early Years

Only thirty-seven years after Grace Lutheran Church was founded, Grace Christian School was also established with the goal to give our children a Christ-centered education. In 1956, a classroom building was completed with the idea of eventually opening the day school. A resolution of the voters’ assembly of early 1957 was passed to open the school for the fall term with 3 teachers and grades 1-6. The first year showed a total enrollment of 76 pupils.

Grace Today

Today, Grace Christian School has grown from the original enrollment of 76 students to the present enrollment of approximately 200 in Kindergarten through 8th grade. The preschool was opened in 1991. Today the preschool has over 80 children enrolled in six different classrooms, serving students from ages two through five.

Purpose

Grace Christian School provides a Christ-centered, nurturing community along with a rigorous academic program. Students are encouraged to become responsible leaders, life-long learners, and compassionate citizens who are developing a lasting relationship with Jesus Christ.

Assets of Grace Christian School:

- Strong parent-teacher relationships
- Fully accredited
- Professionally credentialed teachers
- State of the art technology
 - Tablets for K-5
 - 1:1 Chromebooks for Middle School
- Development of character, integrity, honesty, self-discipline, and personal accountability

Accreditation

We are fully accredited by both Western Association of Schools and Colleges Accreditation (WASC) and National Lutheran Schools Accreditation (NLSA).

Faculty

Teachers are professionally credentialed. Many faculty members have master’s degrees.

Curriculum

Grace Christian emphasizes a strong academic program using varied curriculum materials. Teachers provide a variety of learning experiences to enhance the program. Our teachers are the critical component in carrying out our mission and vision.

Counseling Services

- Counselor on site
- Curriculum accommodations/modifications
- Student Study Team (SST) intervention process
- Tutoring services
- Coordination with outside agencies for academic/behavioral evaluations

Dress Code

It is our experience that there is a correlation between student dress and student behavior; therefore, students at Grace wear uniforms with a variety of options.

Hot Lunch Program

This year we have partnered with Choicelunch for our hot lunch program. Choicelunch offers a variety of nutritious meal options to choose from every day! Ordering school lunches is simple and can be done through their website at www.choicelunch.com or by downloading the mobile app.

Social Media/School Website/Marketing

Photos of your student may appear on our Facebook/Social Media and or website/marketing information. Student names will not be posted unless we receive your permission first. If you do not want your child to appear in the above media, we must receive a written response from you.

Admissions Information

Grace Christian School is owned and operated by Grace Lutheran Church. It is a school designed to assist parents in giving their children a strong Christian education. The members of Grace Lutheran Church consider the school to be a service to the Christian community and a mission outreach of the church.

All students applying for admission to our school must complete the following:

- Entrance exam - consisting of reading comprehension and math computation
- Provide student's transcripts and standardized test scores from the past two school years.
- Meeting with school administration
- If necessary, a recommendation form completed by one of the child's previous school officials (This can be faxed to the student's previous school for completion.)

Grace Christian School admits students of any race, creed, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, or other school-administered programs.

Age Requirements

Students are admitted to kindergarten when they are 5 years old before September 1st of the current school year. Students are admitted to first grade when they are 6 years old before September 1st of the current school year.

Enrollment

Grace Christian School provides Christian education for children in Preschool through eighth grade. All qualified students (those who have successfully completed the admission requirements) begin enrollment on a probationary basis. At the end of the first six weeks of school, both academic and behavior achievement will be evaluated before grade placement and admission become final. The school reserves the right to adjust grade placement and enrollment.

Re-Enrollment

Each year school administration will review all applications for the following year. Enrollment at Grace one year does not guarantee enrollment for the following year. Re-enrollment criteria are based upon:

- Student's academic progress and school behavior
- Openness to spiritual instruction
- Record for payment of fees and tuition
- If the above criteria are met, students are enrolled on a first come, first served basis upon the opening of enrollment.

If there are any areas of concern, school administration (and Superintendent if needed) will meet with the family to discuss the student's re-enrollment.

ENROLLMENT AND TUITION SCHEDULE

New Students

For new students enrolling in our school, there is a \$25 non-refundable testing fee that covers the entrance exam and evaluation. This \$25 can be applied toward the registration fee of \$250 per student, which is also non-refundable and non-transferable.

Current Students

Current students re-enrolling for the following year must have the full registration fee of \$250 per student paid to ensure a space for the next year. This fee will guarantee placement and is non-refundable and non-transferable.

TUITION SCHEDULE AND POLICY

Tuition for the school year will be collected by one of the following options:

Full payment of tuition to the school by July 1, including a 2% discount for cash payment. One half payment of tuition to the school by July 1, including a 1% discount with the second half payment due by December 1, for cash payment.

A twelve-month payment schedule beginning June and ending May, paid by electronic funds transfer through the FACTS payment plan. Please note that FACTS has a processing fee of 2.85% when processing payment with a credit card or debit card. Your family can also choose any checking or savings account, either existing or brand new, for the purpose of these debits. Any date can be chosen when selecting payment plans.

FAMILY SERVICE PROGRAM/STEWARDSHIP

Each family is encouraged to give 30 hours per school year in chosen areas of service. These services may be done in any of the designated areas in the church and/or school and are based on the family unit, not on a per child or parent basis.

Ways to serve your family, our school, our church, and our Lord at Grace Christian School:

- Assist teachers
- Assist in the office
- Assist with serving Hot Lunch
- Bake for special events
- Help with classroom projects
- Assist/read in the library
- Assist with sports
- Help with Special Delivery Envelopes
- Contribute your artistic skills to help with musicals and plays
- Chaperone field trips
- Help with maintenance
- Help with things that can be done at home

VOLUNTEER POLICIES AND PROCEDURES

For the purpose of safety and security of students and members of Grace Lutheran Church and Christian School and to conform to our insurance policy guidelines, volunteers who wish to attend class field trips, spend time in the classroom, or participate in overnight church and school activities as a chaperone, must first be approved by our volunteer screening process. This process includes live scan fingerprinting and a Department of Justice background check.

For volunteer approval, please complete the following:

1. Obtain a "Volunteer Request for Live Scan Service" form from the school or church office.
2. Fill out the form and take it to:
AAA Live Scan of Escondido
 431 West Grand Avenue #203
 Escondido, CA 92025
3. Bring your driver's license for I.D. and payment (typically around \$20)
4. Drop off receipt for service to the Grace church or school office.
5. Volunteers will then be added to the approved volunteer list. Once approved, you will not need to renew.

Note: Live Scan Screening results are not transferable from one organization to another.

SCRIP PROGRAM

The SCRIP center acts on behalf of churches, schools and other non-profit organizations that purchase large amounts of scrip from grocery stores, department stores, and other retailers. Because SCRIP is purchased with cash up front, the participating retailers offer a substantial discount. Grace Christian then re-sells the SCRIP to our church and school families for full face value. The discount from the retailers is retained by Grace as revenue.

In order to support our beautiful church and school so that we may continue to build and grow in God's grace, we ask that you participate in this program. It is a great resource for birthdays, teacher gifts, Christmas, college age students, etc.

This is a voluntary program at Grace. An order form can be obtained in the school office or website. Most SCRIP is special order with only minimal availability on hand in the office. For SCRIP that we do not have on hand, please expect at least a two-week delivery time once your order is placed. The SCRIP orders can be sent home in the special delivery envelope or you may pick up your order in the office. Additionally, SCRIP is sold in the Welcome Center after worship services and can be obtained from the business office from 7:30 p.m. – 3:30p.m. (2:00pm on Fridays) For more information call the business office at Ext. 7111.

SCRIP can be paid with a check or credit card. A convenience fee of 3% will be added to your order if paying by credit card.

Sample of Monthly Scrip Purchase

\$100 Bath and Body 13% generated proceeds	\$13.00
\$500 Major Market 6% generated proceeds	\$30.00
\$50 Olive Garden 9% generated proceeds	\$ 4.50
\$100 Macy's 10% generated proceeds	\$10.00
\$50 Starbucks 7% generated proceeds	\$ 3.50
Total	\$61.00 generated revenue for Grace

If each family were to purchase only the amount above, it would be a substantial contribution to Grace Christian School.

DROP-OFF AND PICK-UP PROCEDURES/PARKING

To ensure the safety of our children, students may be dropped off and picked up at school in the following ways:

Hours to Drop-off and Pick-up

- Before school: 8:00 a.m. – 8:15 a.m.
- After school: 2:00 p.m. – 2:15 p.m.
- Extended Care: See Extended Care Section for hours and locations

Three Options for Drop-off and Pick-up*

1. Park in the East Parking Lot between the church and Diciccos.
Note: Parents MAY ACCOMPANY student(s) through the gate to the classroom and exit campus by 8:15am.
2. Drive-through by entering on 15th Avenue and taking advantage of our Safety Patrol who will be directing traffic. We request that the following rules be adhered to:
 - Enter at the 15th Avenue entrance only.
 - Obey the “Do Not Enter” sign at the Redwood exit.
 - Drive slowly while on school property and watch for children.
 - Obey the signs and directions of the Safety Patrol.
 - Maintain two lanes going one way only.
 - Do not pull around cars in front of you that are waiting unless directed by the Safety Patrol.
 - Pull forward to the crosswalk to allow several cars to load and unload at the same time.
 - **Cross at the crosswalk only!** Students will not be allowed to cross through the parking lot.
 - Keep the traffic flowing. If you are waiting in the front of the line and several cars are ready to leave, you will be asked to pull into a parking space.
 - Cell phones should not be used while in the drive-through line.
 - If someone is picking up your student who is not on the pick-up list, please have them go to the school office.
 - Please stay in your car until your student is brought to you by school personnel.
 - Follow the pick-up procedure on rainy days as directed by school personnel.
 - Please be patient while waiting in line. Allow time in the morning to drop off your child(ren).
 - NO PARKING UNDER THE SOLAR, please park in the church lot.
 - All remaining students at 2:15p.m. will be signed into Extended Care.

* The following may not be used for dropping off and/or picking up before and/or after school:

- School office
- Preschool hallway

WALK-ON/WALK-OFF CAMPUS POLICY

Each student authorized by parents to walk on or walk off campus should have a “Walk-On/Walk-Off Campus Permission Slip” on file in the school office. All students with this permission slip form must:

- Enter and/or exit through the school office
- Must sign in and/or sign out before leaving campus

The school is not responsible for students who walk off campus on their own or at the direction of their parents.

Bicycles/Scooters/Skateboards

Students of all grades may ride all wheeled items to and from school with the permission of their parents. Bicycles, scooters, and skateboards must be walked off the school grounds.

ATTENDANCE

School Hours

Grades K – 8th are in session Monday through Friday from 8:15 a.m. to 2:00 p.m.

Kindergarten ½ day hours are: 8:15 a.m. to 11:50 p.m.

K-8th half day dismisses at 12:00 p.m. See school calendar for dates.

Arrival at School

Kindergarten through 8th grade students are to go directly to their classroom upon arrival at school between 8:00 a.m. – 8:15 a.m.

Tardiness

Students should be in class before 8:15 a.m. and ready to begin the day. Any student entering class after 8:15 a.m. will be considered tardy and will need to go to the office for a tardy/admit slip.

Early Departure

After arriving on campus, a student is only permitted to leave the school grounds if accompanied by a parent/guardian. If a student needs to leave school before 2:00 p.m., the parent must sign their child out in the school office before leaving campus.

Departure at the end of the school day

School grounds should be vacated by 2:15 p.m. Children on the grounds and not in a school-sponsored activity (Homework Club, sports practice, etc.) will be taken to the Extended Care program. Parents will be charged for this program.

Absences

The highest priority should be given to school attendance; this is the students' "job" at this time in their lives. School attendance should have a higher priority than other outside activities.

- Excessive absences may jeopardize a student's promotion and/or re-enrollment.
- According to California state law, attendance at school is compulsory. Circumstances will be evaluated on an individual basis.
- A child absent 24 or more days during the school year may be in danger of being retained in the same grade.
- A child will be considered present half-day if he/she has been in school for less than four hours.
- For any student to take part in a school-sponsored activity, the child must be in attendance at school the day of the activity.

Illness and Make-up Work

- If a student is absent, we ask the parent to email or call the school office on the day of the absence **before 9:00 a.m.** at Ext. 7115.
- The time allowed for make-up work will equal the length of the days absent.
- See Medical Policies for more information.

Planned Absences/Homework and Make-up Work Given in Advance

- Homework and make-up work will be available on Google Classroom at the end of each school day.
- Recorded lessons will be available on Google Classroom.
- **While assignments may be made up, classroom activities and instruction cannot be duplicated.**

MEDICAL POLICIES

Grace Christian School requires current documentation of every student's immunization record upon entrance and/or start of Kindergarten (California state policy dictates "NO shots, NO school"). All students entering, advancing, or transferring to 7th grade will need a proof of an adolescent whooping cough booster immunization (called T dap) for school in the fall.

Grace Christian School (as well as the State of California) requires a documented School Entry Health Checkup Assessment and Oral Health Assessment for all Kindergarten and 1st grade students. "School Entry Health Check-Up Requirement" forms for this physical are available in the school office. In addition, Grace will require physical education assessments for all 6th – 8th graders. Forms for this physical are also available in the school office.

First Aid

Grace maintains a well-equipped first aid unit in the school office at all times in addition to an equally well-equipped version for field trips, field events, and athletic activities.

Insurance

Grace Christian School carries an accident insurance policy that may be used to supplement your insurance. Accidents must be reported to the school office. If a child is severely injured or a medical emergency occurs, we will arrange for emergency medical treatment and transport them to the nearest emergency treatment facility, while contacting the parents/guardians for specific instructions.

Infectious Diseases/Conditions

To prevent the spread of disease, students may not attend school with the following ailments:

- Vomiting in the previous 24 hours
- Fever in the previous 24 hours
- Diarrhea
- Rash accompanied by fever
- Pink eye (Conjunctivitis) until 24 hours after treatment has been initiated
- Rash on the face, usually around the nose or mouth; red sores may develop and form honey colored crusts (Impetigo) until 24 hours after the treatment has initiated.
- Chicken Pox (Varicella) until the sixth day after onset of the rash or sooner if all lesions have dried and crusted (Re-entrance to school prior to the sixth day will be left up to the discretion of the administration).
- German measles (Rubella)
- Measles (Rubeola)
- Mumps until 9 days after onset of neck swelling (parotid gland swelling)
- Sore throat, scarlet fever, or strep throat (Streptococcal Pharyngitis) until 24 hours after treatment has been initiated and until the child has been without an elevated temperature for 24 hours
- Whooping cough (Pertussis) until 5 days of appropriate antibiotic therapy has been completed (total course of treatment is 14 days)
- Head lice (Pediculosis) until the head is totally free of lice and lice eggs (nits) – A designated school official MUST check student prior to re-entrance to school.

*See School Safety Plan regarding COVID-19

STUDENT MEDICATION ON CAMPUS

It is understood that Grace will administer medication (ie. acetaminophen, ibuprofen, cough drops, Tums) to your child only with a physician statement and/or written permission from parent or guardian.

Students are not permitted to have medication (including cough drops) in their desk, backpack, or on their person. Only authorized school personnel in the school office will dispense medications.

Prescription/Over the Counter Medication:

- Administered only with parent/guardian completion of the school Medication Request Form. NO medication will be administered without completion of this form.
- Dispensed at the request of parent/guardian
- Child is responsible for remembering to request their medication.
- Must be in the original prescription bottle/container
- Must be labeled with:
 1. Child's name
 2. Name of drug
 3. Dosage
 4. Administration instruction

Emergency Form

Remember to update your contact numbers throughout the school year with the office.

Closed Campus Policy

Grace is a closed campus. All gates are closed and locked during the day. The only way to enter the premises is through the school or church office. Both offices are staffed during the school day.

All volunteers and visitors to our school must:

- ALL volunteers and visitors must be with the classroom teacher or office.
- Enter at the school office
- Check into the school office with your current Driver's License.
- Wear a volunteer or visitor badge while on campus
- All volunteers must complete the live-scan process to volunteer in any capacity, including chaperoning field trips.

Drills

An approved and efficient fire alarm system is installed in our school. The Superintendent or designated person under the authorization of the Escondido Fire Department conducts announced/unannounced fire drills monthly, and/or disaster drills periodically.

- The teacher and/or administration conduct earthquake drills.
- Lock-down procedures, bomb threats, and evacuation drills are reviewed in each class.
- Safety doors, fire extinguishers, and apparatus in the school buildings and church are tested each year. Fire exits are clearly marked.
- Safety demonstrations are given from time to time in addition to the regular class instructions.
- In the event of a natural or other disaster, instructions will be given at that time. If evacuation is necessary, students will be released individually as safety permits us to do so.

CURRICULUM/PROGRAMS/ACTIVITIES

Grace offers those subjects that are commonly taught in California at the elementary and middle school levels. Our goal is a sound education that will aid the child throughout his/her adult life. Our teachers regularly attend workshops, seminars, and conferences to keep current with new educational methods and curriculum and to keep their teaching skills at a high level. They work closely with the local high school counselors to successfully place our eighth grade students in appropriate high school classes. As part of our accreditation process, we will be aligning our curriculum to exceed the common core standards.

Subject

Religion
Reading/Language Arts
Mathematics
Social Studies
Science

Basic Textbook

Bible, Luther's Catechism, Concordia, Bible Replay (K-5th)
Open Court (K – 6th), McGraw Hill (7th – 8th)
Saxon (K -6th), Prentice Hall (6th – 8th)
Harcourt (1st – 5th), Kids Discover (6th), Prentice Hall (7th), Holt (8th)
Mystery Science (K-5th) and Science Fusion (6th – 8th)

Christian Learning

In keeping with the chief purpose of the school, emphasis is placed on the study of God's Word. All children enrolled at Grace are expected to participate in the full religion program of the school, including religion classes, memory work, and weekly chapel services. Additionally, religion permeates every subject taught at Grace and is integrated into daily lesson plans wherever appropriate. Emphasis is placed on living a life that reflects God's love for us. Parents are strongly urged to be active members of a Christian congregation. *"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates."* Deuteronomy 6:5-9

- Grades K-5 have formal religion classes taught daily by their teachers as part of the curriculum.
- Middle School has Bible classes taught by the ministry staff.

Reading/Language Arts

Reading is taught with a phonics-based approach. Whole language experiences, grammar, language mechanics, and writing are basic components of the language arts program.

Mathematics

In mathematics, emphasis is placed on learning skills as well as higher order thinking. Manipulative and cooperative activities are used to enhance concept development.

Accelerated Reader Program

All students in grades 1-8 participate in the Accelerated Reader Program. This computer-generated program encourages the students to read books and progress to higher levels of reading competency.

Achievement Testing

MAP Growth testing by NWEA is administered to students in grades K-8th throughout the school year. K-5 administers the test at the beginning of September, January, and May, while 6th-8th administers the test at the beginning of September and in May. These tests are given to help track student progress and evaluate and improve our instruction. Parents/guardians are invited to request a conference with their child's teacher and/or the school counselor to review their child's assessment results.

Library

The privileges of the library are free to all students. Books may be checked out for one week for K-2nd grades, and two weeks for grades 3-8. Books may be renewed for one week. Students will be charged for any lost or damaged library materials. Reference books are available for student use, but these must stay in the library.

Field Trips

At various times throughout the school year, the classes will take field trips either via a school bus or in private cars. During transport, students must wear seat belts and use car seats in compliance with the laws of the State of California. Drivers of private vehicles providing transportation for a school function must have a copy of their driver's license, vehicle registration, automobile insurance, and Live Scan information on file with the school office.

In order to participate in a field trip, a child must have a permission slip signed by their parent/guardian. Students are expected to obey the rules set forth by the driver and teacher.

Extra-curricular Activities

Updated information about these activities is available in the school office.

- After-school Intramural Sports
- Depending on the time of the year, other options may be offered.

School Pictures

Individual and class pictures are offered annually. There will be a make-up day for students absent on the scheduled individual picture day. All students will be included in the class picture if in attendance on the day class pictures are taken. No make-up day is offered for class pictures.

Yearbook

Grace Christian School publishes an annual yearbook. The cost of the yearbook is included in tuition. Yearbooks are distributed the last week of school.

ACADEMIC EXPECTATIONS

Accreditation

The Western Association of Schools and Colleges (WASC) as well as the National Lutheran School Association (NLSA) have accredited Grace Christian School for the years 2018-2024. This process was done for the purpose of validating the educational mission, program, goals, and objectives of our school. The purpose of this educational agency is to:

1. Foster excellence in education.
2. Encourage school improvement through a process of continuous self-study and evaluation.
3. Assure a school and its public that the school has clearly defined and appropriate educational goals and objectives, establishes the conditions under which student achievement can reasonably be expected, appears to be accomplishing goals and objectives substantially, and can be expected to continue to do so.

During the self-study process, we determined the following as learning objectives for the students at Grace Christian School:

School-Wide Learner Outcomes

Disciples of Christ who:

- Grow by the power of the Holy Spirit in the knowledge of the triune God through daily study of the word of God.
- Develop a trusting relationship with Jesus Christ through prayer, praise, and worship.
- Share their faith through words and actions.
- Use their gifts and talents in loving service to others.
- Find security, peace, and confidence through firm reliance on Christ.

Communicators who:

- Effectively speak, read, and write.
- Listen actively and are responsive to new ideas.
- Work collaboratively.

Life-long learners who:

- Develop logical, scientific, creative, and critical thinking skills.
- Develop a sense of initiative and perseverance.
- Master basic academic subject matter.

Christian citizens who:

- Respect all people as children of God.

- Understand the importance of an active lifestyle, good nutritional habits, and maintaining good health and safety habits.
- Prioritize commitments and use effective personal management skills.
- Develop a God-pleasing life that demonstrates strong character, integrity, responsibility, and discernment.
- Utilize technology for learning, communication, and enjoyment—all in a Christ-like manner.

Grading Periods and Scale

Mid-term reports and report cards will be distributed three times per year. Parent-teacher conferences are held at the end of the first trimester. The grading scale used at Grace Christian School is as follows:

Kindergarten & 1st Grade

Report cards reflect students' skills with an: E, G, S, or N.

2nd - 8th Grade

90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = D 59 and below = F

Grace Christian provides an on-line grading program, www.Gradelink.com. Parents may track their student's progress on a daily basis using this internet tool. Student access codes are provided to parents at the beginning of the school year.

STUDENT AWARDS

Based on the report card, students may earn awards for their achievement in all subject areas at the end of EACH TRIMESTER.

- **Alpha Honor Roll:** Recognizes students (Grades 3-8) with a GPA of 4.0
- **Beta Honor Roll:** Recognizes students (Grades 3-8) with a GPA of 3.0-3.9

In addition to the trimester awards, students may be recognized for achievements at the end of the year for the following:

- **Alpha Honor Roll:** Students (Grades 3-8) with a GPA of 4.0 for the year
- **Principal's Award:** A unique award where teachers may nominate students (Grades K-8) who have made great strides and progress in certain areas (may be academic and/or social).
- **AR Reading:** This award will recognize a student (Grades K-8) from each grade level/class who has read the most AR points for the year.

PROMOTION CRITERIA

To pass a subject, a student must have a passing year-end grade (a letter grade of "D" or above.) If a student fails two or more subjects for the school year, he/she will not be promoted and must repeat the grade.

If your student is in 8th grade and fails two or more subjects for the school year, he/she will not receive a diploma from Grace Christian School and will not have the privilege of participating in the graduation service.

Promotion is based upon the following subjects:

- Reading
- Mathematics
- Language Arts
- Social Studies
- Science

Student Records

Parents or legal guardians have the right to inspect their child's permanent record file in the presence of the principal by appointment. The Family Educational Rights and Privacy Act gives parents the right to inspect, correct, and control access to their child's cumulative file.

Official transcripts are mailed to the receiving school or delivered by a school official. They are never given to parents or students for delivery to the school.

Academic Honesty Policy

On all assignments, students should value and respect academic honesty.

Due to the varying nature of assignments and degrees of acts of academic dishonesty, disciplinary action may include the following:

- Receiving a score of zero for the entire assignment or for part of the assignment.
- Requirement to repeat the entire assignment or part of the assignment.
- The general behavior consequences outlined later in the document, including behavior conference, office referral, detention, and revoking of privileges.

Explanations of various topics relating to academic honesty can be found below. This is not an all encompassing list, but provides general insight into academic honesty.

1. Assessments

Students are expected to do their own work or to collaborate only as directed by their teachers. Any giving or receiving of external assistance relating to an examination, test, or quiz, without expressed direction or permission of the teacher is cheating. This includes giving or receiving previously administered tests.

2. Fabrication, Falsification, or Forgery

Students are expected to present information they believe to be true. Any falsification or invention of material, information, data, citation, or other authority in an academic exercise is cheating. Additionally, forging another person's signature is an act of academic dishonesty.

3. Unauthorized Collaboration

Collaboration is often a helpful tool for learning, and as such is often permitted and encouraged by teachers.

However, unauthorized collaboration is an act of academic dishonesty. This includes copying another student's work, sharing answers or images of work to an individual or group, allowing work to be copied, completing assignments for others, giving or passing old tests to other students for the following year, or receiving old tests from other students.

Unless it is a group project, students should not work together on class assignments. Check with your teacher if you are ever unsure.

If students turn in identical answers, it will be considered a violation of the academic honesty policy for both students. Exceptions may apply based on the nature of the assignment, such as a math quiz.

4. Plagiarism

Plagiarism is taking credit for someone else's work. Plagiarism can have serious academic, professional, or legal consequences. Please note that plagiarism is not limited to copy and pasting from a website, but it is any time someone leads others to believe that someone else's work is their own. Students are expected to take credit only for their own work.

DRESS CODE/SCHOOL UNIFORMS

At Grace Christian School, our concern for our children involves all aspects of Christian living. The Bible tells us that *“man looks at the outward appearance, but the Lord looks at the heart”* (1 Samuel 16:7). God knows our spiritual condition by our hearts; men can initially see only the physical body and how it is attired. As Christians, our role as “ambassadors for Christ” should reflect the values and teachings of Christ to the community. We are in the world, but should not be of the world. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. It is our experience that there is a correlation between student dress and student behavior and learning. Consequently, our administrators and faculty require that each student be dressed in a way that will not hinder the educational process, promote a positive image among our students, and provide Christian witness to the community. With this in mind, Grace Christian adheres to a school uniform policy for students.

Grace Christian is a place for instruction and learning. The purpose of having a school dress code is to simplify the matter of student attire and place that issue in perspective with regard to the learning process. A dress code also promotes a sense of unity and equality among the students and encourages responsibility and self-discipline.

Parental role: While the faculty and associate principal have the responsibility to review and respond to student appearance, the school expects parents to monitor the appearance of their children so that their uniform and general appearance meet the dress code guidelines before the student leaves for school each morning. All students must be in full compliance with the uniform dress code by the first day of school. If your student enrolls after school starts, they must be in full compliance with the uniform dress code within 14 days of school entrance.

Sources for School Uniforms

- **Nunes iPartner School Uniforms** - All uniforms can be purchased at Nunes School Uniforms via their website: <http://nuneschooluniforms.com>. Click on the Grace Christian School logo.
- To simplify uniform selection, we recommend that families purchase uniform items from Nunes iPartner School Uniforms and/or take advantage of the annual uniform resale at Grace on registration day in order to maintain consistency of style, color, and quality. Items that can only be purchased through Nunes iPartner are: Logo polo shirts, plaid jumpers, and plaid skirts. Items purchased elsewhere must match the standard item from Nunes iPartner School Uniforms.

It is your responsibility to purchase only those items that match Nunes iPartner School Uniforms in style and color. Any questions on acceptable uniforms can be brought in to the school office for approval. Please remember to label ALL clothing with your child’s name.

**Uniforms must be worn every day except for designated free dress days.
Uniforms should have a traditional fit; neither too tight nor too loose.**

Chapel days

All students are encouraged to wear a Grace logo polo shirt.

Pants and shorts

Pants must be navy or khaki-colored and of the Nunes School Uniforms style.

Skirts, Jumpers, or Skorts

These may be navy, khaki, or Nunes iPartner School Uniforms plaid. Skirts must be gathered or pleated. They should be no shorter than two inches above the knee. Short-sleeved white blouse or uniform-colored polo shirt/turtleneck must be worn under a jumper.

Shirts

Students may wear forest green, navy blue, light yellow, or white, plain-collared, short-sleeved polo shirts. Students may purchase a Grace Christian School logo polo shirt from Nunes iPartner School Uniforms.

Leggings

Leggings must be solid, non-patterned in uniform color (forest green, navy blue, light yellow, white) gray, or black and may only be worn **under** skirts, skorts, and shorts.

Layering

Solid color forest green, navy blue, light yellow, white, grey, or black turtleneck shirts, long-sleeved t-shirts, or short-sleeved t-shirts may be worn underneath the uniform shirt.

Sweatshirts, jackets or sweaters can be pull-over, buttoned, or zippered.

- Navy with Grace Christian logo.
- May be a uniform solid color: forest green, navy blue, light yellow, white. Plain gray or black outerwear is also acceptable.
- Non-Grace logos may not be larger than the size of a quarter.
- Exceptions include Washington D.C. or Catalina class sweatshirts.

Shoes and Socks

Students must wear properly fitting athletic shoes and socks. These shoes should be suitable for outdoor play, P.E., and other school activities.

Friday T-shirts and Field trip T-shirts

On Fridays any official Grace T-shirt may be worn with uniform bottoms. This year's current Friday T-shirt will also be worn for field trips. The Friday T-shirt is included with your registration fee.

Hair

- Styles should reflect moderation. No extreme styles may be worn.
- Hair must be a natural color, neat, clean, and may not hang in the student's face.
- Hats and head coverings must be removed when inside.

Jewelry/Accessories

- Students are allowed to wear modest jewelry, but jewelry that compromises safety will not be permitted. Examples include but are not limited to chains, dangling jewelry, large earrings, or spikes.
- No more than two earrings per ear may be worn.
- No ear plugs or piercing of body parts other than the ears.
- No markings on the body are allowed.
- As a general rule, we are asking parents to use sound judgment in what they are allowing their children to wear to school. If a piece of jewelry/headband could be a distraction or a safety hazard to your child or others, please ask your child to remove it before coming to school.

Makeup

- Makeup is not permitted.

Nails

- No "fake" fingernails.

Free Dress Guidelines

On special “Free Dress” days, all participating students must adhere to the following guidelines. Students with inappropriate dress will be sent to the office, and parents will be required to bring appropriate clothing.

Clothes should have a traditional fit, neither too tight nor too loose.

- Skirts / Dresses
 - No shorter than two inches above the knee
 - No spaghetti straps – straps should be at least 2” in width
 - No see-through, low-cut, or lacy tops allowed
 - Any logo should reflect a Christian perspective

- Pants / Shorts / Skorts
 - No shorter than mid-thigh
 - No cut-off or ragged jeans
 - No rips, holes, tears, slits, or mesh may be present above mid-thigh.
 - No baggy or saggy pants, shorts, or skorts
 - No undergarments should be visible

- Shirts / Blouses
 - No inappropriate language or advertising
 - No spaghetti straps – straps should be at least 2” in width
 - No “drop shoulder styles” without a 2” wide strap underneath
 - No short tops (midriffs need to be covered when arms are raised.)
 - No see-through, low-cut, or lacy blouses allowed
 - Any logo should reflect a Christian perspective

- Shoes / Socks
 - Same guidelines under School Uniform Specific Requirements apply.

- Hair, Jewelry, Makeup, Nails, Belts
 - Same guidelines under School Uniform Specific Requirements apply.

All clothing items must be maintained in good repair,

clean and appropriate in size, fit, and length.

Uniform Resale

The Parent Teacher Fellowship (PTF) will coordinate a uniform resale program to allow the sale and/or purchase of uniform items.

COMMUNICATION

Paw Prints

Paw Prints is a weekly publication containing information about chapel, sports, hot lunch, a calendar of events for school/church functions, and family service opportunities. *Paw Prints* is emailed weekly to parents and is also available on our website: www.graceschoolcondido.org.

Newsletters from Teachers

Most teachers send home or e-mail a newsletter or news and study sheet to inform the parents about specific events and activities going on in their classroom. Assignments can be found on the Google Classroom.

Parent Teacher Fellowship (PTF)

The purpose of the PTF is to unify parents and teachers to enrich the spiritual and educational growth of our students. The PTF provides support to the day school and preschool by raising funds through various activities and events throughout the year. These funds are allocated towards classroom enrichment, campus enhancement, parent education, and teacher development. All parents and teachers are members of our PTF. Your help is needed for the success of these programs. Please look for sign-ups at registration, and in Paw Prints.

Conferences

Parent-teacher conferences are held during the first trimester. Parents are asked to sign-up online for an appointment time. Other conferences can be scheduled at the discretion of the parent and/or teacher.

Proper Order of Authority

Grace Christian School is an integral part of Grace Lutheran Church and is an outreach of the church's ministry to both its membership and the surrounding community. The school associate principals are responsible for the day-to-day operations of the day school and are directly responsible to the Superintendent, who is directly responsible to the Senior Pastor, who is accountable to both the Board of Elders and the Administrative Council.

We ask that any concern or disagreement with a teacher be directly discussed with the teacher first. Discussing it with others often leads to gossip and is contrary to God's directive for His people.

Ephesians 4:25-32

25 Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. 26 Be angry and do not sin; do not let the sun go down on your anger, 27 and give no opportunity to the devil... 29 Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. 30 And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. 31 Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. 32 Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.

The associate principals are available to meet with parents at their convenience during, before, and after school hours.

Church Council Members

Jenn Woodmansee	President
Larry Berkel	Vice President
Jill Saliba	Secretary (acting)
Brian Miliate	Treasurer
Carla Santro	Member at Large

DISCIPLINE PHILOSOPHY AND POLICY

Grace Christian School has been established by God's grace and blessing for the purpose of leading children to Christ through proper Biblical instruction. Grace Christian School holds the philosophy that all men live under the grace and mercy of our Almighty God, and that we receive love and forgiveness from Him, even though we do not deserve it, by the redemptive work of Jesus Christ. *"As God loves and forgives us, we are to love and forgive each other."* (Colossians 3:12-13)

Grace Christian School believes that our responsibility in bringing children up in the *“training and instruction of the Lord”* (Proverbs 22:6; Ephesians 6:4) includes teaching and maintaining a standard of behavior consistent with that of training and instruction. All students of Grace Christian School are therefore expected to conduct themselves in a God-pleasing manner and to set an example as *“living sacrifices”* according to the principles set forth in Romans 12.

Discipline Procedures

All teachers have an individual classroom discipline policy that will be distributed to you at the beginning of the year. Additionally, we have a school-wide detention policy as outlined below.

Detentions and Behavior Reports

When three behavior detentions are accumulated, a Behavior Report is received. The principal, teacher, and student involved sign each detention and/or Behavior Report. Each form is then sent home to the parents/guardians for their signature. Finally, each signed form must be returned the following school day to avoid further penalties.

Behavior Detentions

Behavior detentions are given to students who:

- are on the third step of correction as stated on the previously listed discipline procedures.
- are on the third step of correction as stated on the following listed dress code violations.
- or because of the severity of the misbehavior.

Behavior detentions are served on Thursdays after school from 2:15 p.m. – 3:00 p.m

At the conclusion of detention, your student needs to be picked up at the gate by Extended Care. If you are not at the gate by 3:00 p.m., he/she will be checked into Extended Care.

K-5 detentions may be served M-F during lunch period.

Behavior Reports

Behavior Reports are given to students who:

1. Accumulate 3 behavior detentions
2. Or because of the severity of the misbehavior

2nd Behavior Report

When a student receives his/her second Behavior Report, the student is put on probation. Probation is defined as a period of observation during which the student may lose privileges he/she would ordinarily be allowed such as field trips or special school activities. A student on probation will not be allowed to represent Grace Christian School in any outside events (track meet, spelling bee, sports team, talent show, etc.).

3rd Behavior Report

The third Behavior Report requires suspension from school. The length of the suspension is to be established by the associate principal. Suspension may precede any of the above steps at the principal's discretion. Additionally, any combination of the above steps may be taken as a result of a single incident or infraction. The student will then be expected to make up all work. The time allowed for this make-up work will equal the length of the suspension.

4th Behavior Report

The fourth Behavior Report may result in expulsion. In the event of expulsion, parents will be notified immediately of the student's removal from school and will have ten days in which to appeal to the Church Administrative Council for a hearing. There will be an evaluation after five days of expulsion.

CODE OF CONDUCT

Students involved in the following practices on or off campus may jeopardize their privilege of attending Grace Christian School:

- Undermining the philosophy and objectives of the school
- Leaving the campus or any school-sponsored activity without proper permission
- Defiance, willful disrespect, or insubordination (not following instructions) of any school or classroom policy or to any staff, faculty member, or adult during any school activity or event
- Wearing, displaying, or having in one's possession anything that indicates gang affiliation
- Using profane or indecent language, improper conduct involving persons of the same or opposite sex, practicing lewd conduct or suggestive activity, possessing or displaying obscene literature, pictures, or articles
- Possessing or using weapons of any size, firearms, matches, lighters, explosives of any type, or any instrument used as a weapon to threaten or injure others while on campus
- Vandalism and/or careless use of school property or that of another student
- Tampering with school fire equipment or fire alarm equipment, along with unauthorized use of keys and facilities
- Gambling and/or betting
- Possessing, using, or furnishing to others, on or off campus, any form of tobacco, alcoholic beverages or other intoxicants, illegal drugs, or drug paraphernalia.
- Dishonesty and/or deception in any form, including theft, cheating on examinations, class work, or any phase of school business.
- Conspiracy to or participation in hazing, initiations, committing any act that injures, degrades, or disgraces a fellow student or faculty member.

Regulations adopted and published by the faculty or administration during the school year are as binding as those printed in the Family Handbook.

Serious Injury or Threat of Serious Injury

When a child seriously injures or threatens another student (i.e. requiring immediate medical attention or with obvious mal-intent), the student who inflicted the injury will be removed from the situation immediately while a preliminary investigation of the incident is conducted. The student will be suspended from school pending the results of this investigation. A school-wide behavior plan may need to be developed for the student. The student will be expelled if the staff (teachers, counselor, and principal) feels that their further presence at the site constitutes a safety concern for other students.

Dress Code Violation Consequences

Each trimester:

- 1st violation – dress violation form home to parents
 - 2nd violation – dress violation form home to parents.
 - 3rd violation – behavior detention
- Every 3rd dress code violation is a behavior detention.

If a student uses uniform violations as an act of defiance, consequences will include additional behavior detentions, Behavior Report, or suspension. Records for dress code violations are wiped clean at the end of each trimester.

The principal, teacher, and student involved sign each dress code violation. The form is then sent home to the parents/guardians for their signature. The signed form must be returned the following school day to avoid further penalties.

School Telephone Policy

Students are not encouraged to use the telephone at school. For the chronic student who forgets, it becomes a crutch to get mom or dad to bring something to school that was left at home. This does not help the child learn responsibility. Only emergency calls will be permitted. If you find it necessary to contact your child during the day, please call the school office (760) 747-3029 ext. 7115 and every effort will be made by the office personnel to get the message to your child.

Cell phones, smart watches , and any other communication devices

Although parents may find it necessary for their children to have a cell phone for after school activities, there is no need for students to use a phone during school hours. As stated above, students may use the school phone in an emergency or with their teacher's permission. Cell phones, smart watches, and any other communication devices may not be used while on campus. If you feel your child must have a cell phone or communication device, it must remain in their backpack, TURNED OFF while at school and during Extended Care. Camera use and texting are not permitted anytime during the school day. Failure to follow these guidelines will result in detention and confiscation of the phone. The cell phone may be retrieved by the parent at the end of the day. This policy is in effect throughout the entire school day including extended care.

Requests to use the phone or cell phone will be screened and the conversation monitored. Students should make arrangements to go to a friend's home BEFORE they arrive at school that day.

Gum

Students may not chew gum while on campus. This violation will result in a detention.

Personal items on campus

Students are not permitted to bring items to school that will interfere with classroom learning.

Lost-and-Found

A lost-and-found department is maintained near the Extended Care Center. All articles found should be taken there and can be claimed by the owners. Smaller items should be taken to the school office. Articles not claimed within four weeks are given to a charity or donated to uniform resale. Any item brought to school by your child should be clearly labeled with your child's name.

SCHOOL COUNSELOR AND COUNSELING SERVICES

Our Counselor/Assist. Principal, Kara Warner, provides the coordination of the following services for students:

- Counseling – individual and crisis
- Conflict mediation
- Standardized testing – annually
- Counseling and testing services – coordination with outside agencies
- Homework Club – an after-school program
- Tutoring program
- Student Study Team (SST)
- Individual accommodation plans
- Speech services for K through 3rd grade students
- High school registration assistance for 8th grade students and parents

Please contact Kara Warner at ext. 7108 if you have any further questions.

Definition of Bullying

Bullying is a form of behavior that involves one or more individuals using power to control (repeatedly over time) and/or intentionally demean, embarrass, or physically harm another individual or group (California Department of Education, 2003). Bullying may be physical (hitting, kicking, spitting, destroying property), verbal (taunting, name-calling, insults, threatening), or social and emotional (spreading rumors, excluding others from activities, humiliating, or intimidating). Bullying may occur face to face or through the internet, cell phones, or other electronic means (cyber-bullying).

Please note that multiple reports of bullying behavior and eye-witness accounts can be used as evidence of proof even if the student denies the behavior.

Definition of Cyberbullying

Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, or jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, damaging the individual's property, or disrupting the orderly operation of the school will not be tolerated.

The online activities and technologies often used by students engaged in cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and webcams. As new technologies emerge, they, too, may be included in the above forms of electronic communication.

Disciplinary Steps for Bullying Incident(s):

- 1st Step: Focus is reporting (documentation), listening, apologizing. If behavior warrants a detention, student will complete bullying information packet while in detention. Parents will be contacted.
- 2nd Step: Focus is parental involvement based upon tenets of Matthew 18. Parents of bully and victim will come in for individual meeting/phone call with the principal. Victim will have "check-in/check-out" time with school counselor to get feedback on a daily basis.
- 3rd Step: In-school suspension/Out-of-school suspension – depending on the severity of the behavior, either in school or out of school suspension will be issued. Student will need to complete bullying informational videos during suspension. Associate Pastor will be notified of the incident and be involved as needed.
- 4th Step: All incidents will be reviewed by the Senior Staff for determination regarding further intervention and the possibility of expulsion.

Consequences for Harassment, Bullying and/or Cyberbullying

Education Codes 48900.4 and 48900 (r) strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences:

Minimum: 1 day suspension

Maximum penalty: Expulsion

*** Education Codes 48900.4: *"Harassment, threats, or intimidation creating an intimidating or hostile educational environment"*

*** Education Code 48900 (r): *“Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”*

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The administration may also report the cyberbullying or harassment to the police.

Harassment Policy

Grace Christian shall maintain an educational environment free from harassment, intimidation, or insult on the basis of an individual’s gender. This can cause embarrassment, feelings of powerlessness, and loss of self-esteem and self-confidence, as well as affecting one’s ability to perform schoolwork.

It is also directly contrary to God’s will and the value Christ places on each individual as a redeemed child of God. Sexual or any other form of harassment is prohibited between students, employees and students, and between others affecting the smooth operation of the school.

Any student who feels that he/she is being sexually harassed should immediately contact his/her teacher or the principal. The teachers will discuss this policy with their students in age-appropriate ways to assure them that they should not endure any form of harassment.

Child Abuse Reporting Obligations

In accordance with California State Law, all of our teachers and support staff are classified as “mandated reporters.” This means that we are obligated under penalty of a fine and jail term to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and narrowly defined area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. School staff will make such reports in the best interests of the child and do not, once reasonable suspicion is established, have any legal alternative.

LUNCHES

Hot Lunch Program

Grace Christian offers a hot lunch program to our families as an alternative to the traditional sack lunch. Our objective is to provide choices for the students at a fair price without sacrificing taste or nutritional value.

Our Hot Lunch Program is provided by Choice Lunch five days a week. Orders are taken up to 9:00am the day before service.

Grace Christian uses Choicelunch.com as our lunch provider.

The process is simple. Just follow these easy steps:

- Go to <https://www.choicelunch.com/> and create your account. There will be easy to follow instructions on the website.
 - (1) Register your child’s name, grade, and allergies (if they have any).
 - (2) Preload your account with payment information.
 - (3) Start ordering!! It really is as easy as 1- 2- 3!!

You can log in to your <https://www.choicelunch.com/> account anytime to see when your child has hot lunch. You can also print the menu from <https://www.choicelunch.com/>

If you need a computer to complete your order, laptops are available in the school office for your use. Please contact the school office if you have any further questions.

If not ordering from Choicelunch.com, students are expected to bring their own lunch at the start of the school day. Please provide a nutritious lunch that will help your child be at their best. Lunches need to be able to be eaten outside; there will be no refrigeration or heating of meals available. Also, caffeinated beverages are not permitted to be consumed during snack or lunch times.

Late/Forgotten Lunches

- Bring late/forgotten lunches to the school office by 11:45 a.m.
- Students will be given (and charged for) an Emergency Lunch if their lunch is not here by 11:45 a.m.
- This service is to be used on an emergency basis only. (See Emergency Lunches heading for explanation)
- Please do not bring late/forgotten lunches after 12:00 p.m.

Emergency Lunches

On the occasion a child is missing their lunch, they need to inform their teacher. If this happens early enough in the day, the parent will be contacted so they can provide a lunch for their child.

This lunch needs to be in the school office by 11:45 a.m. If for some reason the parent is unable to be reached or if the child does not realize he/she has forgotten their lunch until late in the morning, an emergency lunch will be provided by Choice Lunch (Limited amounts available)

- **The cost for this emergency lunch is \$6.50**
- A notice of payment for this lunch will be due to Choice Lunch, you will be invoiced.
- This service is to be used on an emergency basis only and is limited based on the number of lunches we receive.

GRACE CHRISTIAN EXTENDED CARE

Grace Christian Extended Care is an extension of our Church and School Ministry. It works in close partnership with the entire staff and faculty. We welcome you to this important ministry as we strive to reflect Christ and His Word while we work, learn, and play together. We appreciate the opportunity to serve your family and look forward to sharing in a partnership of nurturing and caring for your child outside school hours.

Since we are an extension of Grace Christian School, we are guided by the policies and procedures laid forth in the Grace Christian Family Handbook. The following information will help you become familiar with the routines and expectations of Extended Care. Please read it thoroughly and share the contents with your child. If you have any further questions, please contact the Director of our Extended Care Ministry.

Hours of Operations

- Before School Care: 6:30 a.m. – 8:00 a.m.

Students must be checked into Extended Care at the Gym doors. between the hours of 6:30 a.m. and 8:00 a.m.

- After School Care - Full Day: 2:00 p.m. – 6:00 p.m. ***No charge until 2:45 p.m.**

On full school days, Extended Care begins at 2:00 p.m. All children on Extended Care will be in Study Hall from 2:15 to 2:45 p.m. Pick-up from Extended Care will be through the glass gym doors on 13th Avenue. An authorized adult must sign-out all students.

- On some non-school days and all half days, Grace offers Extended Care.

Non-School Days: 6:30 a.m. – 6:00 p.m.

Half Days: 12:00 p.m. – 6:00 p.m.

Hours of Non-Operation

We are closed for all major holidays plus a few additional days for preparation and/or refurbishing. Please refer to the weekly *Paw Prints* and website calendar for changes and/or additional closures.

Payment Schedule

Billing cycles will run from the first to the end of the month. Invoices will be issued for the total time used during that time period and will be sent home by the second Friday of each month. If you should need a breakdown of your hourly usage, a copy of your student's sign in/out sheet will be made available. Please see Extended Care for a copy. If your account becomes more than 60 days overdue, your child may not be able to use Extended Care until the balance is brought current.

One Child Rate	
Hourly	\$7.00
Monthly Maximum	\$175.00
Family Rate	
Hourly	\$10.00
Monthly Maximum	\$250.00

Late Pick-Up Fee

If your child is picked up after 6:00 p.m. a late pick-up fee will be assessed. The fee for late pick-up from 6:00 p.m. to 6:15 p.m. is \$1.00 per minute. From 6:16 p.m. on, the late fee charge is \$5.00 per minute. Continuous problems with late pick-up may result in the inability to use Extended Care. This policy is strictly enforced.

Drop-Off and Pick-Up Procedures

Extended Care drop off and pick up will be at the Gym Doors between 6:30 a.m. and 8:00 a.m. and 2:15 p.m. and 6:00 p.m. People who are authorized to pick-up will be assisted by Extended Care staff or be instructed to use a radio stationed outside the Gym doors to call for their student.

Phone Policy

Students are to make arrangements to go to friends' homes before they arrive at school that day. Requests to use the phone will be screened and the conversation will be monitored. Please remember to update your contact numbers if they have changed.

Dress Code

The school dress code, which is outlined in the Family Handbook, will be enforced on school days and half days. Students may not change into free dress clothes after school unless it is for a sporting event. On non-school days, the free dress guidelines in the Family Handbook will be followed.

Discipline

Consequences for inappropriate behavior are handled with "time-outs" and loss of privileges. Discipline is handled within Extended Care time/setting and is supported by the school administration. If an incident is serious or our regular methods of discipline are not eliciting the desired effect, documentation of incidents will be made and a copy given to the parents to sign. Matters of a more serious concern or that have a connection to the day school may be brought to the principal. Serious infractions of the rules may result in a school detention, suspension, or expulsion from Grace Christian Schools.

Lunch

Please make sure to pack a lunch for your child on half days and non-school days. Lunch is not offered on these days. If your child does not have a lunch, we will phone you to provide him/her with one.

Proper Use of School Equipment

Equipment is provided for all children to use and share. Equipment does get worn out and may break during regular play. However, if a child destroys a toy and/or equipment intentionally, he/she will replace the item at his/her own expense.

Bicycles, Roller Blades, Scooters, and Skateboards

These items are allowed on non-school days only. Helmets must be worn at all times and cannot be shared. As with all wheeled equipment, ramps, rail sliding, curbing, stairs, and jumping will not be allowed. These items are to be used on the blacktop only. Rules will be strictly enforced for the other children's safety and will be supervised appropriately.

SIGNATURE PAGE FOR FAMILY HANDBOOK

The Family Handbook is available on our website: www.graceschoolscondido.org. You may also request a copy from the school office. After reviewing the handbook, please complete this form and return it to the school office.

As a condition of your child's enrollment at Grace Christian School, the parent and child are committed to adhere to the rules, regulations, policies, and procedures of the Family Handbook. Although as a practical matter, it is impossible to provide clear, concise, and complete guidance on each and every issue that may arise during your child's attendance at school, this Family Handbook has been created so that the goals and the Christian culture of the school are communicated to each parent. By making the decision to enroll your child in our school, you have made a commitment to your child's education, and you have made a financial commitment. It is in the spirit of these commitments that we ask that you, the parent, familiarize yourself with the contents of this Family Handbook.

By your signatures below, you and your child are making the commitment to read the Family Handbook and discuss it with one another. Grace Christian School reserves the right to modify, amend, change, addend, and/or append any or all of this handbook and will communicate such changes in the weekly *Paw Prints* newsletter.

After reviewing the Family Handbook with your student(s), please sign and return this form to the school office on or before the first day of school.

I hereby acknowledge receipt of and agree to the commitment set forth above in the Family Handbook for the current school year.

Please PRINT student name(s)

Student signature(s)

Date

Please PRINT parent name(s)

Parent Signature(s)

RETURN this entire form to the SCHOOL OFFICE