

Grace Brethren Church & Schools



POLICY MANUAL
2016-2017



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I. ORGANIZATION

Grace Brethren School of Simi Valley

Grace Brethren School (GBS) is a non-profit, private religious school of the Grace Brethren Church Corporation of Simi Valley. The School Council is a committee of the Grace Brethren Church Elder Board, and is the governing and policy-making body of Grace Brethren Schools. The organization is primarily governed by the Grace Brethren Church Statement of Faith and bylaws, which have been developed by the church as a result of their desire to adhere to Biblical truth.

Grace Brethren School was specifically organized to provide and foster:

- Superior academic and Christ-centered education.
- Instruction in the use and knowledge of Biblical growth and spirituality.
- To love God and become His disciples.
- To grow academically.
- Maturation in each student's Christ-like daily walk.



II. SCHOOL GOVERNANCE AND HISTORY

The governing body of GBS is made up of six to ten dedicated Christian men who are members of Grace Brethren Church. This is in keeping with the vision of the outreach ministry of the Church to the greater Simi Valley community. These men give unselfishly of their time and energies to provide the direction necessary for the school.

Under the leadership of the School Council, the school is administered in the spirit of the Church's Mission Statement, "To honor Christ by making disciples and teaching them to love God and people." The seven priorities of Grace Brethren Ministries are: Evangelism, Teaching, Fellowship, Prayer, Shepherding, Leadership Training, and Worship. These priorities are woven into the fabric of the school's mission.

The Council's primary responsibility is to set policy, and then to govern the implementation of these policies through the school Executive Director. The Council is a self-perpetuating body that appoints new members initially for a three-year term, normally beginning July 1st and ending June 30th, by a unanimous vote of those currently sitting on the Council. Each year officers are elected at the August meeting. The Council President is approved to that position by the Church's Board of Elders.

It is the Elders' responsibility to uphold these men in prayer that they will have the wisdom of the Lord in every decision.

A. History of Grace Brethren School at Arcane

Grace Brethren Church of Simi Valley established a preschool facility on the church campus in the 1970s. The preschool program grew rapidly under the leadership of Janice Conner and Kim Munday. By the early 1980s many of the preschool children were ready for kindergarten, and thus began Grace Brethren Elementary School (GBES) in the basement of the church campus on Avenida Simi.

Soon the school outgrew the church building, and the school board realized the urgent need to expand beyond the church into a larger facility. The board members, including Brian (Mitch) Saline, Steve von Reich, and Paul Twichell, approached Pastor John Gillis about the need for a new facility. In 1982 a congregational business meeting approved the establishment of GBES at the Arcane Campus. The school board and Principal, Lloyd Woolman, were energized to press forward.

The preschool, kindergarten, and first grade had grown to over 200 students on the church campus. Parents encouraged the board to step out in faith to expand the elementary school. At this same time the Simi Valley Unified School District decided to offer leases at some school facilities, including the Arcane Campus. The school board was excited about the possibilities this represented. The board prayed for God's guidance, and discussed pooling individual personal resources. The contract cost to lease Arcane was over \$20,000.

However, through an unforeseen misfortune \$20,000 was generously donated from an esteemed board member, which established the Arcane campus. The school doubled the first year under Richard Jensen's leadership, and grew to over 500 students within ten years. At this point thousands of children have had the opportunity for a Christian education and many accepted Christ. The emphasis on a quality Christian education continued as new grades were added each year.

B. History of Grace Brethren School at Cherry Campus

The elementary school grew rapidly during the 1980s. As the initial class approached 6th grade the school board wrestled with establishing a high school. Although many private Christian high schools grew and were successful throughout Southern California, many others failed. Larry Bowen was the School Board President during this period, and a major force in exhorting the board to trust God and push forward. God had blessed our church with a thriving elementary school and large population of parents who wanted us to establish a high school.



Mr. Bowen presented the case for a high school at a congregational business meeting. The congregation approved. John Boal provided administrative leadership establishing 7th and 8th grade classes at the church facilities prior to moving to the Cherry Avenue campus. Establishing a high school would be a difficult undertaking: an excellent college-prep curriculum and teaching staff would be needed to maintain the necessary critical mass of students. The financially successful elementary school provided the necessary student-base and financial resources to grow the high school.

God had blessed our schools from their beginning in the church basement to two public school campuses.

God indeed caused “...all things to work together for good for those who are called according to His purpose.” (Romans 8:28).

C. History of the Grace Brethren Preschool

In 1977 Grace Brethren Church had a vision to start a Christian school. Sponsored by the church, the preschool was started in 1978 in the church basement with anticipation of adding kindergarten and grades 1-6 in the following years. During the subsequent years the school grew steadily until, in 1984, a new campus was leased for the elementary students. The new campus was located at 1717 Arcane Street. In 1989 a second campus, located at 1350 Cherry Avenue, was leased and the preschool was transferred there along with the junior and senior high schools.

In 1999 the preschool at the Cherry Avenue campus had grown to such a capacity that more space was needed to accommodate the waiting list. In the spring of 1999 the decision was made to open a second campus by leasing a building from another local church in town. This was the beginning of Grace Brethren Preschool East. In August of 2001, the East Campus was able to relocate to the facilities at Grace Brethren Church at 2762 Avenida Simi.

During the summer of 2015, the preschool campuses merged onto one campus at the Grace Brethren Church facility. This merger occurred in part because of the needs of a growing secondary school.



III. PHILOSOPHY

A. Vision Statement

To honor Jesus Christ by making disciples and teaching them to love God and people.

B. Mission Statement

Grace Brethren Schools, in partnership with church and family, proclaim Christ in all we do. We will nurture the whole student in an academic environment through a Biblical world view, providing an opportunity for each one to mature in Christ and to accurately handle the Word of truth in a secular world (2 Tim 2:15).

C. Statement of Philosophy

Verses: *1 Corinthians 8:6, Colossians 1:16-17*

The education process is dependent upon a basic philosophy to provide the right viewpoint, basic truths, and principles for interpreting the facts encountered in life through the study of all subject matter.

We believe that the concepts foundational to this truth are:

- God is the Creator and Sustainer of all things, and the Source of all Truth.
- God maintains control over His entire universe.
- True meanings and values can be ascertained only in the light of His person, purpose and work.
- Since all truth extends from God and the person of Jesus Christ (as defined in our “B. Statement of Faith” Section), all truth must be obtained from a Christ-centered position.

We, at Grace Brethren School, fully trusting the power of God, have set ourselves to the task of teaching children that in life we must seek a proper relationship with God. This teaching is concerned not only with the counsels of God revealed in His Word, but also in the counsels revealed in His world. We desire to teach that ALL truth is God’s truth, and Jesus Christ is CENTRAL in all truth- again, not simply in the Word, but in history, in geography, in music, in arts, and in the universe (*John 14:6*).

D. Statement of Faith

We Affirm and Believe in the Following:

BIBLE:

The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (2 Timothy 3:16; 2 Peter 1:21). The One True God: existing eternally as three persons—the Father, Son and Holy Spirit (Luke 3:22; Matthew 28:19; 2 Corinthians 13:14).

LORD JESUS CHRIST:

His preexistence and deity (*John 1:1-3*), incarnation by the virgin birth (*John 1:14; Matthew 1:18-23*), sinless life (*Hebrews 4:15*), substitutionary death (2 Corinthians 5:21), bodily resurrection (*Luke 24:36-43*), ascension into heaven and present ministry (*Hebrews 4:14-16*) and coming again (*Acts 1:11*).

HOLY SPIRIT:

His personality (*John 16:7-15*), deity (*Acts 5:3-4*) and His work in each believer, baptism and indwelling at the moment of regeneration (1 Corinthians 12:13; Romans 8:9) and filling (*Ephesians 5:18*) to empower for Christian life and service (*Ephesians 3:16; Acts 1:8; Galatians 5:22-23*).

**MAN:**

The direct image of God, created male and female as determined by God, unchangeable by human intervention (*Genesis 1:26-28, 2:18-24*); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (*Genesis 3:1-24, Romans 5:12, John 3:3-5*).

SALVATION:

A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (*Ephesians 2:8-9; Titus 3:5-7; 1 Peter 1:18-19*).

CHURCH:

One true Church, the body and bride of Christ (*Ephesians 1:22-23, 5:25-32*), composed of all true believers of the present age (*1 Corinthians 12:12-13*) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (*Ephesians 4:11-16*).

CHRISTIAN LIFE:

A life of righteousness, good works and separation unto God from the evil ways of the world (*Romans 12:1-2*), manifested by speaking the truth (*James 5:12*), maintaining the sanctity of the home (*Ephesians 5:22-6:4*), settling differences between Christians in accordance with the Word of God (*1 Corinthians 6:1-8*), not engaging in carnal strife but showing a Christ-like attitude toward all men (*Romans 12:17-21*), exhibiting the fruit of the Spirit (*Galatians 5:22-23*) and maintaining a life of prayer (*Ephesians 6:18; Philippians 4:6*), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (*James 5:13-18*).

SEXUAL PURITY:

God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts and practices are sinful and outside of God's revealed will. (*Genesis 1:27,28, 2:18-25, Leviticus 18:22-24, Proverbs 5:15-23, Matthew 5:27,28, Romans 1:24-32, 1 Corinthians 5:9-13, 6:9-11, Ephesians 5:22-33*).

ORDINANCES:

The Christian should observe the ordinances of our Lord Jesus Christ which are: (1) baptism of believers by triune immersion (*Matthew 28:19*) and (2) the threefold communion service, consisting of the washing of the saints' feet (*John 13:1-17*), the Lord's Supper (*1 Corinthians 11:20-22, 33-34; Jude 12*) and the communion of the bread and the cup (*1 Corinthians 11:23-26*).

SATAN:

His existence and personality as the great adversary of God and His people (*Revelation 12:1-10*), his judgment (*John 12:31*) and final doom (*Revelation 20:10*).

SECOND COMING:

The personal, visible and imminent return of Christ to remove His Church from the earth (*1 Thessalonians 4:16-17*) before the tribulation (*1 Thessalonians 1:10; Revelation 3:10*) and afterward to descend with the Church to establish His millennial kingdom upon the earth (*Revelation 19:11-20:6*).



FUTURE LIFE:

The conscious existence of the dead (*Philippians 1:21-23; Luke 16:19-31*), the resurrection of the body (*John 5:28-29*), the judgment and reward of believers (*Romans 14:10-12; 2 Corinthians 5:10*), the judgment and condemnation of unbelievers (*Revelation 20:11-15*), the eternal life of the saved (*John 3:16*) and the eternal punishment of the lost (*Matthew 25:46; Revelation 20:15*).

E. Educational Philosophy

The process of Christian education includes the integration of scriptural truth in every academic discipline and in every activity of school life as a primary goal. More specifically, our program seeks to provide evidence of how God revealed in His Word and in creation how to trust and live by His Divine Will. The ultimate objective is that God be glorified in the life of the student (*Romans 11:36*).

In order to realize these foundational goals, the following educational objectives are emphasized:

1. The Spiritual and Moral Growth of Our Students Is To:

- a. Teach the essential doctrines of the Christian faith.
- b. Build a knowledge of God and help them develop a consistent Christian philosophy of life.
- c. Develop an understanding of the Bible as the Final Authority in all matters of faith and practice.
- d. Develop a Biblical sense of right and wrong and teach a reverence toward God and all authority.
- e. Present Christ as Savior and Lord who offers a personal, saving relationship by grace through faith.
- f. Encourage them to develop a desire to know and to do the will of God.
- g. Teach consistent daily Christian living and service, equipping and encouraging them to witness for Christ.

2. The Academic Achievement of Our Students Is To:

- a. Promote academic excellence.
- b. Help them gain a thorough comprehension and command of the fundamental processes of communication.
- c. Develop creative and critical thinking skills.
- d. Teach them how to research and use the scientific method in drawing appropriate conclusions.
- e. Promote the proper use of Biblical criteria for evaluation and application.
- f. Impart knowledge of the world and current affairs in all fields, including technology, and relating it to God's revealed will for humankind.
- g. Teach and encourage the formation of good study habits

3. The Personal and Social Development of Our Students Is To:

- a. Develop a Biblical understanding and acceptance of self.
- b. Foster wholesome, personal relationships through the development of social skills based on the Christian concept of love.
- c. Promote good citizenship through developing an understanding and appreciation for our Christian heritage of freedom and human dignity as they are expressed in the American experience.
- d. Teach a realistic, Biblical view of life, work, and leisure by providing skills for future endeavors.
- e. Develop the proper attitudes, understanding, and skills needed to establish God-honoring homes.
- f. Promote care of the body as the temple of God.
- g. Impart a Biblical attitude toward possessions and encourage their wise use for the glory of God.



4. We Are In Collaboration With the Parents or Guardians of Students To:

- a. Foster cooperation with their parents or guardians in every phase of the their child's development, especially as it relates to the school program.
- b. Assist families in making their homes God-centered.
- c. Provide a resource for families to assist them in present and future decisions.

F. Expected School-Wide Learning Results

Our Expected School-wide Learning Results (ESLR) represent a condensed version of our Statement of Philosophy and Educational Philosophy. In order to replicate our ESLR and to maintain a commitment to them, we have adopted the acrostic "GBS". Each letter represents the future of Grace Brethren School students' success as they matriculate to the next level of learning and life:

- Growing in the grace and knowledge of Jesus Christ
- Building competence through academic excellence
- Serving Christ through a lifetime of obedience



IV. ASSOCIATIONS

A. Association of Christian Schools International

The **Association of Christian Schools International (ACSI)** is a professional service organization for Christian schools. Founded in 1978 by a group of Christian school leaders through the merger of a number of state and regional Christian school organizations, its purpose is to promote the cause of Christian schools throughout the world. Grace Brethren Schools have benefited greatly from its various services. Reference is made regularly throughout this manual to association activities in which we participate. Grace Brethren Schools are accredited by ACSI.

B. Western Association of Schools and Colleges

The **Western Association of Schools and Colleges (WASC)** is the regional accrediting agency for the states of California and Hawaii. Its purpose is to promote the welfare, interest, and development of elementary, secondary, and higher education through improvement of educational programs, close cooperation among the schools, colleges, and universities it undertakes to serve. Grace Brethren Schools are accredited by WASC.



V. GRACE BRETHREN SCHOOL COUNCIL POLICY AND PROCEDURES

A. The School Council

1. Composition and Appointment

- a. The School Council is composed of six to ten individuals. This comprises the voting members of the Council.
- b. Appointments to this School Council is by nomination of the School Council Executive Committee. Final approval of all nominees is by the School Council and Elder Board.
- c. The School Council is a self-perpetuating body and vacancies will be filled as needed with qualifying persons.
- d. The initial term-of-office is for three years, normally beginning July 1st and ending June 30th.
- e. Election of Council officers is held each July with officers assuming their positions during that meeting.
- f. School Council selected individuals may be on the School Council as ex-officio members without voting privileges.

2. Member Qualifications/A School Council Member Must:

- a. Be a born-again Christian, and a member of Grace Brethren Church of Simi Valley.
- b. Be mature in the faith when called upon for counsel and judgment.
- c. Lead a disciplined life exhibiting self-control in his daily walk.
- d. Be so indwelt by the Spirit of God the he has a gentle and kind reputation throughout the community.
- e. Not be argumentative.
- f. Assume a School Council position with positive motives.
- g. Have his own household under control.
- h. Have the respect of those in the community at large.
- i. Be dedicated to the purpose of the school ministry.
- j. Be a visible worker in school activities, specific projects, and attend regular school meetings.
- k. Demonstrate strong support for Christian education.
- l. Be able to make clear decisions.
- m. Allocate time and energy to devote to the work of the School Council.
- n. Be able to accept and promote the will of the majority.
- o. Have courage.
- p. Communicate well with others.
- q. Maintain a positive attitude.
- r. Resist reacting to a rumor.
- s. Retain proprietary confidences.
- t. Share responsibility for School Council decisions.
- u. Have the ability to weather criticism calmly.

In addition, a council member's spouse must be able to exhibit discretion, self-control, and maintain the respect of the faculty members and administrators.



3. Responsibilities of the School Council Are To:

- a. Be the policy-making body of the school.
- b. Pray for the school.
- c. Approve the annual school budget.
- d. Review non-budgetary expenditures over \$5000.
- e. Review and approve the staff and parent handbooks as required.
- f. Remove ineffective members.
- g. Have corporate authority over the Executive Director. In the absence of an Executive Director, the School Council will have corporate authority over Junior/Senior High, and Elementary Principals, and Preschool Directors.
- h. Approve financial aid applications.
- i. Have the final appeal over personnel terminations and student expulsions.
- j. Approve all stipends that are proposed by the Administration.
- k. Approve Dress Code changes for the School.

4. School Council Committees

The School Council consists of committees which are determined annually and chairmen are assigned by the School Council President.

Each committee will maintain a document stating their purpose and objectives. This document is to be reviewed annually and presented to the School Council for approval.

a. Executive Committee

This committee is designed to handle personnel issues involving the Executive Director and chief administrators. This committee will also handle sensitive administrative issues that need review before coming to the full council.

b. Finance

This committee is responsible for working with the Executive Director in review and oversight of the school's annual budget.

c. Spiritual Development

Mission: Ensure the teaching and practical application of sound Biblical doctrine in Grace Brethren Schools through overseeing of curriculum, missions, outreach, spiritual leadership, and development.

d. Policy

This committee's purpose is to keep centralized policy documents up-to-date and accessible to all school personnel. This committee will also assist with new or changing policies

5. Meetings

Regular meetings of the School Council are normally held on the last Thursday of each month. Special meetings may be called by the Council President whenever deemed necessary. Arrangements can be made by any person, if warranted, through the Council President to make a presentation. The Council President initiates the agenda. Personnel and other confidential matters will be handled in executive session, which is closed to the public and staff.



a. Quorum

A simple majority of the Council members shall constitute a quorum.

b. Minutes

All Council actions are recorded in the minutes book as the official permanent record. The minutes are on file in the Executive Director's office.

Previous Council meeting minutes are presented by the secretary or designee. Any corrections, deletions, or changes may be incorporated with Council approval.

B. Administration: Executive Director (Qualifications—See Job Description)

1. Council Relations

The Executive Director position is not a mandatory position. The School Council may operate the school with this position vacant.

The Executive Director attends all meetings of the School Council except those meetings, or portions thereof which deal with his/her evaluation, salary or contract consideration.

At each meeting, the Executive Director presents a written report on the progress and status of the school.

2. Performance and Evaluation

An annual performance evaluation will be conducted by the executive committee.

The salary of the Executive Director is reviewed annually by the School Council. Factors to be considered are: Experience, Training, and Merit.

3. Benefits

See the Benefits Chart: **Grace Brethren Schools Benefit Summary*

C. Operating and Capital Budget

Annual Budget Preparation and Approval

This policy outlines budgetary deadlines that must be adhered to by senior administrators and those with primary budget responsibilities, including but not limited to, the High School Principal, Elementary School Principal, Preschool Director, Athletic Director, Director of Facilities, The Grace Academy Principal, Marketing Director, IT Director, and GBYS Director.

Budgetary time-table for School Council approval is as follows:

- September 30th – The Final Annual Budget is Due
- The last Thursday in October – the School Council Approves Final Budget
- November – Administrators are required to submit their Tuition and Fees recommendations to the School Council for the following school year. The Preliminary Budget for each department is required. Any Budget Change Proposals would also have to be submitted at that time.

The beginning discussions for Staff Salary Scales will occur.

- March 15th – Year-End Projections are due based on actual year-to-date information. Expected actual income and expenses will also be requested for each line item in each Department.



- April 30th – The Preliminary Budget is due, and any additional increases to the budget from the previous year needs to be approved by the Executive Director by this date. The method of documenting this increase approval is using the Budget Change Proposal Form.
- The last Thursday in May – The School Council Approves the Preliminary Budget.

Additional Budget Information:

- The Preparation of the Budget is a shared responsibility held in conjunction by the Executive Director and Finance Committee of the School Council.
- The General and Administrative budget will be prepared by the Controller in conjunction with the Executive Director.
- The School Council will vote on the acceptable change in cash reserves. The change in cash reserves is the projected annual budgeted cash to be added for future organizational growth and potential liabilities. The School Council has the authority to release such funds with a majority vote.

The Cash Reserve calculation is as follows: **surplus + depreciation – capital purchases = change in cash reserves**

D. Finance Administration

1. Student Fees

All policies and finance information are stated in writing for the benefit of parents and school.

2. Financial Agreement

Grace Brethren School has a no refund policy on registration fees. The registration fee paid for each student is to offset services rendered in connection with processing a student's application for admission to the school. However, if the school rejects an applicant, a portion of the registration fee will be refunded as determined by current procedure as set forth by the School Council. Additionally, any student who withdraws in good-standing and re-enters the school in the same school year, that student will only be charged a nominal processing fee.

Parents will pay Grace Brethren School all registration, tuition, late fees, and other school related fees for their child/children, as stated in the Tuition and Fees brochure and financial information sheets for each campus.

Full tuition is due for the student in the highest grade, 8% discount for the second child, 25% discount for the third child, and 50% discount for the fourth child and all thereafter. Multiple student discounts will be determined on an annual basis. This includes all grades from K through 12th.

Tuition and all related fees are billed on a monthly basis according to the payment plan selected at time of enrollment, and are due on the 1st of the month and must be received by the Finance Office NO LATER than the 10th of each month or a \$35 late fee will be assessed on unpaid balances. All financial obligations must be current in order for any student to participate in athletic activities, take final exams at the end of either semester, utilize before and after-school Child Care, and/or to participate in any graduation ceremony. If tuition and all related fees are still delinquent 30 days after the due date, GBS reserves the right to suspend services to the child(ren) until the account is brought current, unless arrangements have been made with the Finance Office.

Report cards may be withheld until all moneys due the school, including Day Care, are paid in full.

If tuition and/or Day Care payments are still delinquent 30 days after the due date, Grace Brethren School reserves the right to suspend the child from classes or Day Care until the account is brought current unless acceptable arrangements are made with the Site Administrator.



A fee is charged for all returned checks. A replacement check (Cashier's Check or Money Order) must be submitted to the School Office within five (5) business days.

Tuition for K-12 is charged by the year. However, for the student who enrolls after the beginning of the year or withdraws during the school year, charges will be computed by the month. Tuition is prorated by the week beginning October 1st. Attendance during any part of a month will require payment for the entire month. All withdrawal notifications must be made in writing and are effective when such notice is delivered to the school office. When a family withdraws from the school, overpaid tuition will be refunded in full.

For any family leaving K-12, an exit interview will be conducted by the school Principal or Vice-Principal. The interview will be documented and submitted to the Executive Director.

The Financial Agreement must be signed by both parents, except in the case of a single parent with legal custody, or another qualified person, including a guardian or other appointee with appropriate legal authority, who chooses to enroll a child or children and accept financial responsibility for the payment of fees.

The Administrator has the authority and follow-up responsibility to contact and disenroll the students of any family who has made a financial agreement plan, but did not follow it.

The Executive Director is authorized to write-off up to \$500 in uncollectible family accounts. Such action is to be continually reported to the School Council subsequent to the actual adjustment of the accounts. Amounts over and above \$500 must be approved by the School Council prior to the adjustment of the accounts.

3. Fees

Registration fees are due at the time of registration and are non-refundable. A student will only remain registered if all fees are paid in a timely manner. If payment is not received as scheduled, the student will automatically be placed on the waiting list. Registration and tuition are set by the School Council upon the recommendation of the Finance Committee. The fee structure is approved by the School Council and published by mid-January for the following school year.

a. Day Care

Day Care hours are 6:30 a.m.-7:45 a.m. and 3:15 p.m.-6:00 p.m. The rates and late pickup fees are outlined in the Daycare brochure. (K through 6th grades only)

b. Insurance

Accident insurance is provided for each student. The premium is included in the registration fee. This insurance does not cover team sports. All students participating in extra-curricular sports must provide proof of current medical insurance, which must be maintained through the time the student participates

c. Book Fees (K-12)

Curriculum costs are included in the tuition and registration fee for the Elementary School. However, these costs cover only the use of the texts and these texts may be re-issued to students the next year. An additional fee will be charged for lost or damaged books.

d. ISP (Independent Study Program, High School-Only)

Grace Brethren School offers families the resources and guidance to encourage a young learner to become a life-long learner. GBS offers support to families who desire an independent study program

An independent student must take a minimum of four (4) classes on campus and attend chapel on Wednesdays. Bible study is one (1) of the four (4) required classes that must be taken by all ISP



students. The classes taken on campus must be approved by administration and scheduled within the block system. The graduation requirements are the same as GBS full-time students. The ISP student must meet all the requirements that have been approved by the School Council and Administration in order to apply for graduation from Grace Brethren High School. Only the classes taken at GBS are approved under our certification. The courses of study taken at home or elsewhere will appear on the transcript under the heading of the ISP, college, or school only if approved documentation has been provided to the Guidance Office. "ISP" will appear on the diploma.

Students that take less than the four (4) required classes are not ISP students and are classified as extension students. They may use GBS as an extension of their home school group. GBS will not be responsible for any records or transcripts, only a report card at the end of each grading period. Extension students are **not** eligible for extra-curricular activities.

Proof of class work and grades not taken at GBS, must be the responsibility of the parents; however grades and proof of classes taken must be given to the Guidance Counselor within the specified deadlines.

The ISP tuition for five (5) or less classes = $((\text{full tuition} \times 1.25) / 7) \times (\text{number of classes taken})$. Six (6) classes or more constitutes a full-time student and requires full tuition.

e. Report Cards (K-12)

All current term accounts must be paid-in-full before report cards and test results will be issued. All unsettled financial accounts will be so noted on the student's permanent record and will be noted on any transcript.

4. Pastor/Shepherd Discounts

All qualified pastors of the Gospel whose applications are approved by the Grace Brethren School Council receive a special tuition discount of 50% off the base tuition. 100% of the pastor shepherd's income ministry income must come from ministry employment.

Grace Brethren Church and Schools defines a pastor / shepherd as a man who is called to full time ministry for the purpose of shepherding the Church (the body of Christ).

Some tax information and action by the local church body is required as certification of meeting the qualifications set forth herein. IRS recognition of individual and his organization is also required.

All other fees are payable in full. Other discounts are not allowed . This discount applies only to pastors of students in K-12th grades.

Note: The tuition discount only applies towards the part of fees corresponding to tuition and not any other fees (i.e., there is no discount on elective, book, testing fees, etc.)

5. Administrative

a. Student Accounts

The Financial Administrator is responsible for keeping student billing and collections records current.

b. Moneys

All moneys received are kept in a fireproof safe secured area under lock and key. Stamps shall likewise be secured under lock and key.



Each evening all moneys shall be transferred to the safe. All checks shall be stamped with the school endorsement.

Cash, including checks, shall be properly receipted and deposited regularly.

The Finance Administrator is also responsible for maintaining all accounting and financial records in compliance with the policies established by the School Council and with generally accepted accounting principles.

E. Fund-Raising

It is the policy of Grace Brethren Schools that all fund-raising activities must have a clearly stated purpose that:

- 1. Is approved by the School Council in ADVANCE**
- 2. Must be communicated to all participants**
- 3. Must be communicated to all donors**

All fund-raising activities must be approved in advance by the School Council. For purposes of this section, "fund-raising activities" includes "solicitation of funds from sources other than teachers under the name of, and for, the benefit of Grace Brethren Schools."

a. Budget

An annual budget for operating and fundraising expenses will be submitted to the School Council for approval.

b. Accountability

The PTF is accountable to the School Council. The charter of the PTF is continuous, but not to exceed the existence of Grace Brethren Schools.

c. Expenditures

Expenditure recommendations will be approved by the Principal and the Committee Chairman. The PTF will be responsible to cover their operating and fundraising expenses.

4. Lancer Booster Club

The Grace Brethren School Lancer Booster Club Charter was established in October of 1993.

a. Purpose

The Lancer Booster Club is to be the fundraising arm of the Grace Brethren School Athletic Program.

b. Accountability

The Lancer Booster Club is accountable to the School Council. The charter of the Lancer Booster Club is continuous, but not to exceed the existence of Grace Brethren High Schools.

c. Membership

There is a maximum of ten members on the Executive Committee of the Lancer Booster Club. The membership of the Executive Committee is comprised of one appointee from the High School Principal. Five members must have children enrolled at Grace Brethren School. Officers of the Executive Committee will be a Chairman, Vice-Chairman, and Secretary. The Executive Committee may establish other committees as needed. Members must be approved by the School Council.



d. Meetings

The Executive Committee must meet at least two times a quarter and submit minutes to the School Council. Decisions must be approved by a majority. At least one of the following must be present: the school representative, the Chairman, or Vice-Chairman.

e. Budget

An Annual Budget for operating and fundraising expenses will be submitted to the School Council.

f. Fundraising

All fundraising will comply with the established School Council Policy.

g. Expenditures

Expenditure recommendations are to be submitted to the School Council for review, along with LBC minutes supporting the expenditures. All moneys raised by the Lancer Booster Club will be used exclusively for School Athletics. The Lancer Booster Club will be responsible to cover their operating and fundraising expenses.

F. Financial Aid Procedure

Students (K-12) may seek financial aid by completing an online financial assistance application from the organization chosen by the School Council to collect such information. The organization will determine initial need and make recommendations to the GBS Finance Committee. The intent of financial aid is to assist those families experiencing temporary or unforeseen financial circumstances.

Considerations for Financial Aid

There should be vacant positions in the grade being sought.

If there are vacant positions in the grade being sought then the following factors should be considered before acceptance is made:

- a. The applicant must define his/her hardship. Only hardship caused by outside sources will be considered.
- b. The applicant must provide a complete application and financial disclosure.
- c. Data must be verified prior to determining status (i.e., tax records, pay stubs, etc.).
- d. The applicant must be the legal guardian.
- e. All students are expected to be exemplary in their character and behavior. (Student aid will be terminated at the point of a second suspension.)
- f. Repeating families receiving financial aid will have the latest aid reduced by 10% beginning with year two (2) and 10% each returning year (not necessarily consecutive years).
- g. Students attending Junior & Senior High Schools must maintain a GPA of 2.5 to qualify for financial aid.

G. Alcoholic Beverages At GBS Functions

The following describes the policy of Grace Brethren Church and Schools pertaining to alcoholic beverages at GBS events. Those who wish to partake in the consumption of alcohol are not condemned. However, in the desire to not cause another to stumble and to present the best possible example to students and parents, it is not a practice that will be supported at GBS events. Therefore, alcohol should not be made available (by the host/hostess, or otherwise) at any exclusive Grace Brethren School event. Sites for Grace Brethren School



events should be chosen to avoid the temptation and conflict that would be caused by the presence or the sale of alcoholic beverages.

If this policy causes the cost of an event to increase, GBS would be authorized to pay the additional amount

H. Policy On Social Security Numbers

When registering their child(ren) the GBS policy **REQUIRES** that parents provide Social **Security Numbers on each registration form each year.** Without a Social Security Number, GBS cannot collect past due accounts.

GBS complies with legal and current technological standards in regards to the security of computer information.

SSNs are only used when parents are considerably behind on their account(s); and, do not return phone calls, or attempt to make payments, or payment arrangements. The account is then turned over to a collection agency.

The Social Security Administration publishes the following information:

GN03325.001 Use of Social Security Number (SSN)

“The private sector may refuse service or credit, deny admission or membership, etc. to anyone unwilling to furnish his/her SSN.”

“Section 208 (g), (h) of the Social Security Act makes the misuse of the SSN a felony. Some examples include:

The misuse by one individual of the SSN belonging to another individual.

Using false documents to obtain a SSN under an assumed identity.

Buying, selling, or counterfeiting Social Security Cards.

Refer any potential violation involving the misuse of the SSN to the Office of the Inspector General through either the RO Privacy Coordinator or Security Officer.”

Policy on SSN requirement on registration forms:

SSNs are required from all parents except in the following cases:

Those whose accounts have been prepaid with no checks bounced or any delinquent activity of any kind for a period of two years.

Those who prepay the entire school year in advance, as long as no delinquent activity takes place with regard to other additional account charges (i.e., field trips, athletics, lunch program, etc.). This policy is a privilege for those parents requiring no contact for payment of any kind at any time by the account representative.



VI. PERSONNEL

A. Benefits and Policies

1. Tuition Discount

- a. Full-time employees (a minimum of thirty (30) hours per week, year-round or 1560 hours per fiscal year) are allowed 50% of base tuition discount for their children in Preschool through twelfth grade. Full-time, year-round staff (30 hours per week or more), or teachers teaching during the summer session will receive a 50% tuition discount for summer school. Designated school administrators, as part of their compensation package, are eligible to receive 100% base tuition discount. However, all other fees, including registration, are payable in full.
- b. Part-time employees are not eligible for a discount on tuition for their children. However, they may apply for financial aid and receive up to 50% of base tuition assistance, predicated on a need-based qualification.
- c. Full-time and part-time employees are allowed 100% extended day care fee discount for their children while they are engaged in their job either before or after regular school hours.

2. Grandparent Full-Time Tuition Benefit Criteria

- a. A Grandparent-Employee must be a full-time employee.
- b. Benefit will be equivalent of Full-Time Staff Discount.
- c. The Grandparent-Employee must sign a Financial Responsibility form (in addition to both Parents). GBS will supply a 2nd copy of the form to the Grandparent.
- d. The Grandparent-Employee will be liable for non-payment as if he/she were directly financially responsible should the parents default.
- e. ****The student must be a biological child of the Grandparent-Employee (not a step-child),**** unless the student is a step-child who has been legally adopted by the parents, then the discount applies.
- f. Payroll Deductions will be available to the Grandparent-Employees for tuition only, no extra-curricular activities or sports, etc.
- g. Should a Grandparent-Employee leave prior to end of year, the discount will be prorated.
- h. The student does not need to live with Grandparent-Employee.
- i. Benefit is Tuition only – Excludes: Camp Champion, Extended Care, Summer School, etc.

3. Medical Insurance

- a. Medical insurance is provided for all full-time employees (a minimum of thirty (30) hours per week, year-round or 1560 hours per fiscal year), minus a nominal premium. The employee may pay for insurance premiums through a pre-tax payroll deduction. The employee is responsible for the premium difference should he/she choose to upgrade his/her insurance plan or add dependents.
- b. Designated school administrators, as part of their compensation package, are eligible to receive medical insurance, minus a nominal premium, for their entire family.
- c. All employees electing not to be covered by the insurance offered by the school must annually sign a waiver form of such coverage.

4. Group Life Insurance

Group Life Insurance, in the amount of \$15,000, is extended to all full-time employees (a minimum of thirty (30) hours per week year round or 1560 hours per fiscal year).



5. Group Dental Insurance

Group Dental Insurance is also provided for all full time employees (a minimum of thirty (30) hours per week year round or 1560 hours per fiscal year). The employee must pay for insurance for family members. Designated school administrators, as part of their compensation package, are eligible to receive dental insurance for their entire family.

6. Worker's Compensation Insurance

All employees of Grace Brethren School are covered by Worker's Compensation, as required by law. All intentionally self-inflicted injuries are exempted. An employee who is injured, or misses work as a result of an injury or accident, which occurs during the performance of his/her job, will be covered by Worker's Compensation Insurance benefits. Employees will be credited three (3) sick day credits upon acceptance of an employee's injury claim by Workman's Compensation.

7. Disability Insurance

Disability insurance is provided for all full-time employees. Please note that Grace Brethren Schools does not participate in State Disability benefits. If the employee is disabled or cannot work, they will have medical and dental coverage for the remainder of the current month, plus one more month. Once that period has passed, the employee has the opportunity to buy back their current insurance through COBRA.

8. Disability Leave

- a. If you are or expect to be absent from work for an extended period of time, you must submit a written request to the Director, accompanied by a statement from your physician regarding the nature of the disability, date of onset, and expected date of return to work.
- b. All accrued sick, vacation, and personal leave will be paid continuously from the first date of disability.
- c. Unpaid leave of absence will commence after the accrued leave has been exhausted.
- d. At least two weeks prior to your expected return, you should notify the applicable administrator to make arrangements for your reinstatement. A statement from your attending physician certifying that you are able to return to work without restrictions must be submitted upon your first day back to work or earlier.

9. Professional Loan Program

An employee may request a loan of up to \$1,500 per year, up to a maximum of \$3,000 at any one time, for the purpose of professional development. Forms and information are available from the business Office. There must be a clear benefit to Grace Brethren Schools to receive an affirmative recommendation from the campus or site Administrator. Final determination for approval/denial will be made by the Executive Director. This program will be re-evaluated on an annual basis and provided if viable.

10. Leaves of Absence

a. Illness (see Benefits Chart)

- i. For teachers (K-12), any sick leave earned during the normal school year may not be used during summer school, nor does the summer session have any leave benefits.
- ii. Teachers (K-12) may use the current year's sick days, with approval of Administration, for personal reasons.
- iii. At the point that all sick leave has been exhausted, Teachers (K-12) will have deductions at the rate of 1/(# of days in the school year) for each day of additional absence.



b. Bereavement

Applicable upon the death of a member of the immediate family; spouse, child, father, mother, brother, sister of the employee or spouse, father-in-law or mother-in-law, grandparent of the employee or spouse, guardian, or other relative living in the immediate household of the employee.

Three (3) days leave may be granted without loss of pay.

c. Personal Leave

Full-time employees (a minimum of thirty (30) hours per week year round or 1560 hours per fiscal year) are allowed two (2) personal days each year. These days do **not** accumulate from year to year.

Requests for personal leave must be submitted to the campus or site administrator in writing two (2) weeks prior to the requested day.

d. Professional Leave

Full-time teachers may be allowed professional time away from regular duties at the discretion of the campus or site administrator, with the approval of the Executive Director. Requests for professional leave must be submitted to the campus or site administrator in writing two (2) weeks prior to the requested day(s).

e. Jury Duty

Employees are not paid for service on Municipal or Superior Court jury duty. If selected to Grand Jury service for the Federal or State Court, teachers will continue to receive pay for days of service conflicting with the contracted teaching schedule. However, all compensation for services on the jury must be paid to the school, excluding payment for travel allowance.

f. Maternity/Family Leave

In accordance with Family Leave and Medical Act requirements, any employee may request and receive maternity/family leave without pay, subject to the following conditions:

- i. Requester must submit to the campus or site administrator a timely written notification of confirmed pregnancy and the “intent” of the employee to continue employment following “reasonable leave.”
- ii. Request specific dates for the maternity/family leave for approval of the campus or site administrator within the confines of the law.
- iii. Accumulated leave may be used at the beginning of the leave period with the remainder of the leave period being unpaid.

g. Vacation Time Note

Extra vacation time in an applicable category in the Benefits Chart, is earned after five (5) or ten (10) years of any full-time employment at Grace Brethren Schools.

h. Lengthy Illness

If an illness or another condition that interrupts employment exists, leaves of absence that are approved by the Council may be applied to allow the teacher to resume employment thereafter.



i. Multiple Day Field Trips

Full-time employees may elect (with administrative approval) to accompany their child on only one (1) per school year of GBS' multiple day field trips as parents, not as an employee. In this case, full-time teachers will maintain their current year salary as long as they have enough accumulated sick/benefit days that can be used.

j. Catastrophic Leave Sick Time Donation Policy

- i. Applicable upon a unique situation due to illness or injury that is not job-related, and that would have catastrophic affects on the employee and/or their family.
- ii. This catastrophic sick policy would allow for other Grace Brethren employees to donate a maximum of five (5) days of sick time to the affected employee once his/her sick bank has been depleted.
- iii. All cases must be brought to the Executive Director or Church Administrator. They will determine if it is considered catastrophic in nature and at that point "may" approve for donation of sick time.

k. Return From Leave of Absence

Upon return from any absence, all teachers must sign an employee absence form, and place it in the Administrator's box.

Table 1: *Grace Brethren Schools Benefit Summary

Benefit	Year Round Maintenance/ Clerical/ Support and Administrators	Preschool Teachers	Contract Elem and High School Teachers	Senior **Administrator	Full Time Modified Year Support Staff (1,560 hours annually, not year round)
Health & Dental Insurance***	Employee at lowest HMO	Employee at lowest HMO	Employee at lowest HMO	Employee + Family at lowest HMO	Employee at lowest HMO
STD, LTD, Life and A & D	Yes	Yes	Yes	Yes	Yes
Federal & State Unemployment Insurance	None	None	None	None	None
Work comp	Required	Required	Required	Required	Required
Bereavement	3 Days	3 Days	3 Days	3 Days	3 Days
Vacation (Earned Benefit paid upon departure)	10 days up to 5 years. Beginning 6 th year, 15 days, cumulative to 25 days total	10 days up to 5 years. Beginning 6 th year, 15 days, cumulative to 25 days (None for 10 mo. employee)	None	10 days, Cumulative to 25 days. After 5 yrs, 15 days. After 10 years, 20 days.	None



Benefit	Year Round Maintenance/ Clerical/ Support and Administrators	Preschool Teachers	Contract Elem and High School Teachers	Senior ** Administrator	Full Time Modified Year Support Staff (1,560 hours annually, not year round)
Sick Days Not paid upon departure (unless specified).	7 days Cumulative to 21 days	7 days Cumulative to 21 days (5 days for 10 mo. employee)	7 days Cumulative to 21 days (accumulated sick time paid on departure)	7 days Cumulative to 21 days	7 days Cumulative to 21 days
Professional Days	None	Senior Administrator Discretion	Senior Administrator Discretion	Answer to Executive Director or Principal	None
Personal	2 Days	2 Days	2 Days	2 Days	2 Days
Jury, Local	None	None	None	None	None
Jury, Federal	Organization pays the difference	Organization pays the difference	Organization pays the difference	Organization pays the difference	Organization pays the difference
Tuition	50% Discount	50% Discount	50% Discount	100% Discount	50% Discount
Maternity	See notes on Family Leave Act.	See notes on Family Leave Act.	See notes on Family Leave Act.	See notes on Family Leave Act.	See notes on Family Leave Act.
<p>*Vice-Principals receive 100% Tuition Discount since 1999.</p> <p>**The Current Senior Administrative Positions are as follows: Preschool Director, Elementary Principal and Vice-Principal, Jr. High & High School Principal and Vice-Principal, Controller, Athletic Director, Maintenance Supervisor, and Executive Director.</p> <p>***Insurance terminates June 30th for employees not returning full-time in the fall. Employees working less than 1,560 hours per year during the school year, and more than 30 hours per week, receive four (4) personal days paid, non-cumulative and no other benefits.</p>					

11. Meal Break Regulations

Meal break regulations for Grace Brethren Church, and School hourly, and standard hours (salaried) employees (Excludes: Elementary, and Jr./Sr. High School Teachers, and Administrators).

In keeping with California Labor Code all employees that work more than six (6) hours/day are required to take a 30-minute meal break. The meal break cannot be waived.

- The meal break must begin by the 5th hour of work (i.e.,: An employee who begins work at 8:30 a.m. must take meal break by 1:30 p.m.).
- The meal break cannot be skipped to shorten the day.
- The meal breaks must be recorded on time cards.
- The meal break must be duty-free. The employer must enforce that the employee does not work during the meal break.

Employees who work less than six (6) hours/day may waive the meal break, in writing, but can revoke the waiver at any time.

Employees that work less than 5 hours/day do not have a required meal break.



To ensure compliance, the next time card form will be modified to include a statement that the employee will be required to sign as part of the normal signature process. The statement will read "I confirm that I have taken all non-working meal breaks due to me within this time card period."

All employees who are paid by salary and are the following classifications: clerical, including administrative assistants, and support staff, must fill out a time card to document their meal breaks as well as their hours worked. This protects you the employee and the organization.

12. Miscellaneous Benefits

- a. Vacation time: See Campus Addendum
- b. 401K Retirement Plan is available for designated administrators and full-time teachers. Information is available in the business Office.
- c. 403b Retirement Plan is available for all employees. Information is available in the business Office.

13. Holidays

Only regular full-time employees are eligible to receive holiday pay from their date of hire. However, to receive holiday pay, you must work both the day before and the day after the holiday, unless a leave was previously approved by the Director. As regular, full-time employees, you will receive a prorated amount of holiday pay based on your normally scheduled budgeted hours.

Paid Holidays Annually Are:

- a. New Year's Day, Martin Luther King Jr.'s. Birthday,
- b. President's Day,
- c. Good
- d. Friday, Memorial Day,
- e. Independence Day,
- f. Labor Day,
- g. Veterans' Day,
- h. Thanksgiving (Thursday and the following Friday),
- i. Christmas Eve and Day.

***THIS DOES NOT APPLY TO CONTRACT TEACHERS FOR ADDITIONAL PAY. ADDITIONALLY, SUPPORT STAFF WHO HAVE ALL OF CHRISTMAS AND EASTER BREAK OFF ARE NOT PAID ADDITIONALLY FOR THESE HOLIDAYS.**

- a. A holiday which falls on a Saturday is observed on the preceding Friday, a holiday which falls on a Sunday will be observed on the following Monday.
- b. If a holiday comes during vacation, the holiday will be substituted for a vacation day.
- c. Teachers will be off work on all regular legal holidays observed by the school.
- d. Teachers (K-12) will receive approximately two weeks off at Christmas, and one week at Easter.

14. Travel and Meal Reimbursement Policy

a. Travel

All travel must fall within the scope of the duties of the employee involved. If it is for educational purposes, such as conferences or seminars, the material must directly affect the job descriptions or future job goals of the employees attending. There must be a specific benefit to the organization.

The Executive Director must approve all travel. The School Council must approve the Executive Director's travel. Approval must be requested 30 days in advance of the travel. Day travel does not fall



under this policy. All covered travel must take the employee away from his/her normal workplace for one or more evenings and not be close enough to reasonably commute.

GBS will pay the current established rate-per-mile traveled in personally owned vehicles. Carpooling shall be covered. The vehicle driver will provide evidence of insurance to the school.

b. Per Diem Rate

\$90.00 for hotel per night. If a conference is at a specific hotel, and it is unreasonable to use an alternative hotel, GBS will reimburse dollar for dollar. GBS will pay for the room rate only. There will be no added charges to the room, such as room service or in-room movies. On these occasions, receipts must be submitted prior to reimbursement. If two or more employees are attending an event, and an employee wishes to take his/her spouse, GBS will pay half of the room rate.

c. *Meals

- i. \$6.00 for breakfast. Travel must commence by 8am.
- ii. \$10.00 for lunch. Travel must commence by 11am.
- iii. \$18.00 for dinner. Travel must commence by 5pm.
- iv. *Per Diem for meals will only be paid for overnight travel.

Business meals may be expensed to GBS if they are with members of the public outside of the GBS/GBC family who have, will, or may show favor towards GBS. The benefit to GBS must be documented. Receipts must be submitted with the name of the party involved and subject matter that was discussed. In general, business meals may not be expensed with other GBS or GBC employees. Meals are not be expensed when they are with family members unless it involves travel.

B. Employment

1. Objectives

This section deals with uniform guidelines for the hiring of teachers so that all applicants for teaching positions are treated equitably. Also, minimum standards are necessary to enable the school to establish a level of attainment that must be reached before an applicant will be considered.

2. Employment Procedures

- a. As soon as a vacancy is expected, the administration will seek to make it known to surrounding colleges, ACSI, sister schools, and our own organization in order to find the most qualified candidate.
- b. Applicants will complete an Application for Employment, forward copies of transcripts and confidential files. Applicants who falsify information create grounds for dismissal.
- c. Applicants who complete interviews with campus administrators may then be recommended to the Executive Director who may ask the prospective employee to meet with him/her. In all cases the Executive Director will make the final hiring decision.
- d. All teachers (K through 12) of the Grace Brethren Schools must have a contract that has been approved and signed by the Principal, Executive Director, and the Teacher.
- e. All employees (K through 12) will undergo formal evaluations by the administration of the school at least once each school year before the administration provides a declaration of intent to return to the Executive Director by March.

3. Equal Employment Opportunity

- a. The school is committed to equal employment opportunity for all qualified persons, without regard to



race, color, ancestry, national origin, gender, marital status, physical disability, mental disability, medical conditions, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

- b. We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the schools equal opportunity objectives. If you observe a violation of this policy, please report it immediately to your supervisor.

4. Violations of this policy may result in disciplinary action, up to and including possible termination.

- a. **Employment of Minors:** Minors under 18-years-old are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency, before granting employment. The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.
- b. **Immigration Reform and Control Act of 1986:** The school is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, each employee is required to provide documentation verifying his/her identity and legal authority to work in the United States.

5. Discrimination, Harassment and Retaliation Prevention Policy

a. Equal Employment Opportunity

Grace Brethren Church and Schools is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on their actual or perceived: race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), age (40 and over), sexual orientation, Civil Air Patrol status, military and veteran status and any other consideration protected by federal, state or local law (sometimes referred to, collectively, as “protected characteristics”).

For purposes of this policy, discrimination on the basis of “national origin” also includes discrimination against an individual because that person holds or presents the California driver’s license issued to those who cannot document their lawful presence in the United States. An employee’s or applicant for employment’s immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law. Our commitment to equal employment opportunity applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee (including supervisors and co-workers), agent, client, customer, or vendor.

b. Prohibited Harassment

Grace Brethren Church and Schools is committed to providing a work environment that is free of illicit harassment based on any protected characteristics. As a result, the Company maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration



status or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination on the basis of “national origin” also includes harassment against an individual because that person holds or presents the California driver’s license issued to those who cannot document their lawful presence in the United States. All such harassment is prohibited.

This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, clients, vendors, customers, or any other third party interacting with the Company (“third parties”) and prohibits proscribed harassing conduct by any employee or third party of Grace Brethren Church and Schools, including nonsupervisory employees, supervisors and managers. If such harassment occurs on the Company’s premises or is directed toward an employee or a third party interacting with the Company, the procedures in this policy should be followed.

c. Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee’s body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual’s body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if the Company had no knowledge of such conduct.

d. Other Types of Harassment

Prohibited harassment on the basis of any legally protected classification, including, but not limited to: race, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including domestic partnership status), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration status or any other consideration



protected by federal, state or local law, includes behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected status.

e. Abusive Conduct Prevention

It is expected that the Company and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations during working times, and that they refrain from any malicious, patently offensive or abusive conduct including, but not limited to, conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

f. Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by Grace Brethren Church and Schools for using the Company's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

g. Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

Any employee who believes that he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with Grace Brethren Church and Schools in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to his or her supervisor, any other member of management or Human Resources. Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to Human Resources who will attempt to resolve issues internally. When a report is received, the Company will conduct a fair, timely, thorough and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The Company expects all employees to fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Company policies. The Company will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

Upon completion of the investigation, the Company will communicate its conclusion as soon as practical. If the Company determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.



The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at www.eeoc.gov or www.dfeh.ca.gov.

6. Secondary Employment Policy

a. Policy

It is the Policy of Grace Brethren Church and Schools that any employee who works full-time for Grace Brethren Church and Schools must obtain approval and permission prior to engaging in secondary employment.

b. Definition

Secondary Employment is defined as any activity which occurs in addition to full-time employment at Grace Brethren Church and Schools, which will result in a 1099 or W-2 Form being issued to the employee to report compensation.

c. Purpose

- i. To ensure that employees who are contemplating secondary employment are meeting the performance standards for their primary employment responsibility.
- ii. To ensure that any secondary employment is consistent with the philosophy and character expectations of the Grace Brethren Church and Schools.
- iii. To ensure that the employment is consistent with the theological integrity of Grace Brethren Church and Schools.
- iv. Approval for secondary employment requests shall be for a maximum period of one (1) year.

d. Procedure

- i. Any employee considering secondary employment shall submit a completed Request Form, a minimum of thirty days in advance, which states the name of the secondary employer, number of hours to be worked per week, the anticipated duration of employment, a complete job description and reason for engaging in secondary employment.
- ii. The completed form shall be reviewed by the employee's immediate administrator and given a recommendation for approval or denial.
- iii. The completed and signed form shall then be submitted to the Church Administrator/Executive Director for a final decision.
- iv. The requesting employee should be notified in writing of the final decision within ten (10) days.
- v. Secondary employment requests shall be reviewed each year at the time of the annual review.
- vi. If there is a desire to extend the previously approved secondary employment, a full approval process must be initiated.
- vii. Approved secondary employment requests may be terminated by the Administrator or Executive Director at any time.

e. Other Requirements:

- i. Secondary Employment activity is not to occur in the primary employment workplace.
- ii. Resources of Grace Brethren Church and Schools are not to be utilized for Secondary Employment



purposes such as email, computers, paper, envelopes, facilities, telephones, rosters, copiers, fax machines, postage machines, etc.

7. Personal and Spiritual Qualifications for Certification and Appointment

All employees employed by Grace Brethren Church and Schools shall give evidence verbally, and through references, of a vital personal relationship with Jesus Christ. They shall be able to articulate by testimony their ability to be a Christian role model before their students and the parents of their students.

- a. Employees are expected to both guard and cultivate our most valuable public relations asset, namely: the good will and loyalty of parents, students, and friends of the school. This is done by working heartily as for the Lord, rather than for men, knowing it is the Lord Jesus Christ whom they serve (*Romans 12*).
- b. Employees of Grace Brethren Schools are expected to at all times adhere to Biblical Standards, morally, ethically, and behaviorally.
- c. All employees should be regularly attending and actively involved in an evangelical church.
- d. No employee of Grace Brethren Schools is to have been convicted of child abuse of any kind.
- e. All employees are to be in agreement with, and support the, stated purposes and doctrine of the school as outlined in the Contract of Employment/Memorandum of Expectations, the Policy Manual and the Campus Addendum.
- f. The requirements listed above are by way of example of the conduct prohibited and the conduct required from all employees at Grace Brethren Schools. Because each employee provides a unique spiritual role, his/her moral and ethical standards must be above reproach and consistent with the Statement of Philosophy set forth in the school's policy manual. Failure to adhere to these standards are grounds for dismissal.
- g. Employees must have their school-aged children attend Grace Brethren Schools, or provide a reason as to why this is not doable through site Administration to the Executive Director.
- h. K through 12 teachers must have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university. This requirement may be waived by the Executive Director or Principal under special circumstances.

8. Mandated Reporter Policy

As required by California law, employees of Grace Brethren Schools are "Mandated Reporters", and as such, are required to report known or suspected child abuse (California Penal Code 11164-11174.3). Upon discovery of abuse, or suspicion of abuse, the Mandated Reporter must contact the appropriate agency immediately by telephone as well as with a written report within 36 hours. Abuse, or suspected abuse, that must be reported include the following:

- a. Physical injury (non-accidental).
- b. Sexual abuse (sexual assault/exploitation of a child).
- c. Neglect (negligent treatment, lack of treatment, or maltreatment).
- d. Willful harming or injuring or endangering a child.
- e. Unlawful corporal punishment.
- f. Injury willfully inflicted upon a child and resulting in a traumatic condition.

9. Physical Requirements

- a. Must be physically able to move from student to student in supervision of individual and group assignments and activities.
- b. All employees must have physical stamina to remain alert in the fulfillment of job obligations for a



normal eight hour work day plus share in extracurricular responsibilities.

- c. All employees shall give evidence of adequate physical and mental condition for the demands and expectations of excellence for the job. The school council may require a physical examination at any time to provide evidence of acceptable physical and mental ability to meet the demands of the position.
- d. In addition, teachers are required to comply with all immunization requirements as imposed by the State of California.

10. Contract of Employment

a. Objectives

In keeping with legal requirements for the clear articulation of the relationship between the employer (Grace Brethren Schools) and the employee (individual faculty), an actual contract of employment, or a statement of performance expectations, is used to formalize the conditions of employment, services to be rendered, and agreed upon compensation.

b. Personnel Required To Have Contracts

Teachers K through 12 of Grace Brethren Schools must have a contract that has been approved by the Executive Director. All additional staff must have an annual review/statement of employee performance expectations.

11. Terms

All contracts/statements are for one (1) year unless specifically altered by the administration. Contracts of returning teachers not signed and returned within fifteen (15) working days of issuance may be considered rejected.

Teachers K through 12 will be notified by March 15th if their services will not be required the following school year. The reason for non-renewal may be given. Teachers are to notify the campus, or site administrator, in writing by February 15th as to their intent to return for the following year. This is necessary so that adequate plans may be made in the area of staffing. The campus, or site administrator, retains the right to withdraw an offer any time prior to its final approval.

The School Council annually reviews and adopts all salary schedules.

The School Council establishes salary ranges.

Salary adjustments are determined annually for units earned above a Bachelor's of Science Degree, Bachelor's of Arts Degree, Master's Degree, or Doctorate. Verification of units must be submitted to the campus administrator no later than September 1st of each year in order to qualify for an adjustment. Any course taken during the fall and winter quarters/semester will be granted credit in consideration of contracts for the following school year. Courses taken during the spring and summer quarters/semester must meet the September 1st verification date if they are to be considered. Adjustments are made on the basis of semester units above the Bachelor's Degree in 15 unit increments.

College courses taken, either by correspondence or at post secondary institutions, which are transferable to other colleges for college credit, will apply as credits recognized on the salary schedule. Only courses that have received prior approval or are directly related to a degree in education will qualify.

Continuing Education Units (CEU) are used to meet certification renewal requirements for either ACSI or a State credential and not for salary advancement.

a. Grievance Procedure



i. Intent

This procedure is intended to establish effective means of communication by which personnel may channel problems and concerns. In all cases of grievance, between brothers and sisters in Christ, Matthew 18:15-20 is to be the basic guideline for conduct.

ii. Individual Solution

This procedure is in no way intended to deny the right of any individual to seek a satisfactory solution by him/herself.

iii. Base of Grievance

A grievance is based upon an event or situation which affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of established policies or regulations.

iv. Process Time

It is important that grievances be processed as rapidly as possible.

v. Resolution Steps

Step One: The party shall bring all grievances, or suggestions of interest, to his/her immediate supervisor or principal, whomever has the authority to deal most effectively with the grievance. The employee and the supervisor or principal shall confer on the grievance with the view to arriving at a mutually satisfactory solution to the problem. Following the conference, the supervisor or principal will communicate the decision to the aggrieved employee within a reasonable amount of time.

Step Two: If the grievance is not resolved at Step One, the aggrieved employee may appeal in writing to the Executive Director (or Council President in the absence of the Executive Director) and set forth specific reasons for the appeal, including why the decision at Step One was unacceptable. The Executive Director and aggrieved employee will then meet to confer what possible resolutions may be taken to arrive at a mutually satisfactory solution. Notice of the conference will be given to the supervisor or principal who rendered the decision at Step One. All parties to the grievance shall be present at the conference to state their views. Following the conference, the Executive Director will communicate his decision in writing, together with supporting reasons, to all parties of interest within a reasonable amount of time.

b. Mediation and Arbitration

- i. Purpose: One of the principle purposes of Grace Brethren Schools and the employment contract is to glorify God. This purpose will be defeated if any lawsuit is filed by an employee of the school against the school or against any other employee of the school (*1 Corinthians 6:1-8*).
- ii. Therefore, the following arbitration agreement is included in the contract of employment only to be used when all other means of resolving grievances have been exhausted:

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or relating to, this agreement or any aspect of the employment relationship, including statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement



has the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Association of Christian Conciliation Services will be asked to provide the name of a qualified person who is able to serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute of Christian Conciliation as printed in the Christian Conciliation Handbook. (406) 256-1583.

The parties agree that these methods are the sole remedy for any controversy or claim arising out of the employment relationship, or this agreement, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Scriptural References:

"If any of you has a dispute with another, do you dare to take it before the ungodly for judgment instead of before the Lord's people? Or do you not know that the Lord's people will judge the world? And if you are to judge the world, are you not competent to judge trivial cases? Do you not know that we will judge angels? How much more the things of this life! Therefore, if you have disputes about such matters, do you ask for a ruling from those whose way of life is scorned in the church? I say this to shame you. Is it possible that there is nobody among you wise enough to judge a dispute between believers? But instead, one brother takes another to court—and this in front of unbelievers! The very fact that you have lawsuits among you means you have been completely defeated already. Why not rather be wronged? Why not rather be cheated? Instead, you yourselves cheat and do wrong, and you do this to your brothers and sisters." 1 Corinthians 6:1-8 NIV

"Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift." Matthew 5:23-24 NIV

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. zzzzz where two or three gather in my name, there am I with them." Matthew 18:15-20 NIV.



12. Personnel Files

For the purposes of this policy, “employee” includes administrators, teachers, support staff, coaches, assistant coaches (including directors and coaches of GBYS).

- a. All active personnel files and packages are kept in a locked filing cabinet at their respective campus. Authorized access is only by an Administrator, or his/her executive assistant, or a designated school council member.
- b. All administrators’ files and packages are kept in a separate locked filing cabinet in the Executive Director’s office. Authorized access is granted only to the Executive Director or a designated school council member.
- c. The Executive Director’s files and packages will be maintained in a locked cabinet at the Senior Pastor’s Office. Authorized access shall be by the School Council Chairman or his designate.
- d. All separated employees’ files and packages are kept in separate locked filing cabinets. Authorized access is only by the Executive Director or a designated school council member. Request for information contained in a separated employee’s package and/or file is to be directed to the HR department.
- e. All filing cabinets contain one (1) “model” package demonstrating necessary documents and document order. Packages include but are not limited to the following:
 - i. Application (including statement of faith).
 - ii. Finger print clearance card (if applicable).
 - iii. Copies of applicable transcripts, certificates, degrees, teaching certificate, temporary certificate, evidence of Master’s Degree (if applicable).
 - iv. A running “comment card” entry form.
 - v. Reviews, observation notes, mentor notes.
 - vi. Commendation and discipline records.
 - vii. Contract or Statement of Performance Expectations (if applicable).
 - viii. Photograph.
 - ix. A sign-in/sign-out sheet.
- f. There shall be no duplicate employee files. All observations made by administrators, mentor teachers, or department heads, shall be placed in the permanent files within five (5) business days.
- g. There shall be no destruction of records, unless a letter of discipline specifically states that it is to be removed after a given period of time with no re-occurrences.
- h. There shall be no duplicate employee files. All observations made by administrators, mentor teachers, or department heads, shall be placed in the permanent files within five (5) business days.
- i. There shall be no destruction of records, unless a letter of discipline specifically states that it is to be removed after a given period of time with no re-occurrences.

13. Termination of Employment

a. Positive Discipline Process

The school practices a positive approach in situations where correction is necessary. As an employee you are expected to do your job in such a way as to ensure effective, concerned, and uninterrupted care and services to our students. This includes arriving promptly as scheduled, knowing the requirements of your job, and giving it your full attention while you are here. When there are problems



with attendance, performance, failure, or inability to follow established procedures, discipline may take the form of coaching, counseling, verbal reminder, written reminder, and/or possible discharge.
(Gal. 6:1-4)

b. For Cause

Regardless if an employee is contracted or non-contracted, when severance of the contract is warranted GBS will articulate in writing the specific reasons for the termination.

- i. **Right to Suspend:** The Campus or Site Administrator is authorized to suspend, upon the approval of the Executive Director, any employee (with pay) from his/her duties for such a period of time necessary to investigate and/or to establish the facts for any of the following acts of misconduct:
- ii. Insubordination including, but not limited to, refusal to do assigned work.
- iii. Dishonesty.
- iv. Drinking alcoholic beverages on the job, alcoholism, or reporting to work intoxicated. Consumption of alcoholic beverages immediately preceding or during normal school hours is prohibited.
- v. Use of illegal narcotics.
- vi. Arrested for any crime involving moral turpitude.
- vii. Arrested for sex offenses as defined in the Education Code Section 12912,
- viii. Arrested for a felony.
- ix. Arrested for any reasons not specified above, except minor traffic offenses, until the matter can be investigated.
- x. Failure to report to work without notification.
- xi. Physical or mental condition that endangers the students or other employees of the school.
- xii. Any other reason not specified above, deemed sufficient by the school administration and School Council.

c. Reasons for Termination:

- i. Generally reasons shall relate only to the welfare of the school and the students therein.
- ii. Incompetence or inefficiency in the performance of duties or in the use of school property.
- iii. Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public.
- iv. Personal conduct unbecoming of an employee of Grace Brethren Schools including, but not limited to, proof of involvement or conviction of any of the above suspendable actions.
- v. Repeated and unexcused absences or tardies.
- vi. Abuse of sick-leave privileges.
- vii. Falsifying information supplied to the school including, but not limited to, information stated on application forms, employment records, or any other school records.
- viii. Continual violation or refusal to obey school rules and/or regulations made by the council or any appropriate state or local government.
- ix. Willful or persistent violation of the Policies and Procedures of Grace Brethren Church and Schools,
- x. Advocacy to overthrow the federal, state, or local government by force, violence, or other unlawful means.



- xi. Physical or mental inability to perform the duties required for the classification/position the employee holds.
- xii. Any other reason, not specified above, deemed sufficient by the school administration and School Council.

All staff shall demonstrate a personal relationship with Jesus Christ, and must maintain a lifestyle consistent with Christian moral standards as defined by God's Word. This includes, but is not limited to, sexual conduct, sobriety, respect for individuals, and adherence to the laws of the land as ordained by God.

Notice of Dismissal: Will be in writing and delivered in person or by certified mail to the last known address of the employee.

Appeal: A hearing with the council may be requested if it is done in writing within seven (7) calendar days and given to the person issuing the notice. Failure to request a hearing within that time frame shall waive that person's right to such a hearing.

d. Resignation and Abandonment of Contract

Objective: Regardless of how well plans are made, at times they must be interrupted. For that reason, the school has established a dignified manner in which a separation can be handled.

- i. If it becomes apparent that a teacher under contract, or otherwise, is unable to complete his/her commitment of employment, or accept a contract for the following year, a written letter of resignation must be submitted to the campus or site administrator. During the time of employment, and for two weeks prior to the beginning of employment, it is reasonable for the campus or site administrator to receive one (1) month of continued employment in order to fill the resigned position.
- ii. When an employee is absent without due notification and/or approval for more than five (5) consecutive days, the campus or site administrator may rule that the terms of employment have been breached and declare the position vacated. All employees must recognize that this behavior will negatively affect the schools recommendation for future employment.
- iii. In the event that an employee resigns, the Director of the school will conduct an exit interview. The interview will be documented and submitted to the Executive Director within five (5) days. An original copy will be kept in the Executive Director's Office.

e. Loyalty Requirements

Objective: Scripture indicates that believers need to show strong loyalty to the Body of Believers, which is the Church. The school, as a ministry of the Church to our community, requires that same loyalty.

- i. By virtue of a signed contract, all employees declare their loyalty and support of the Statement of Faith, Philosophy, and Purpose as stated in the Policy Manual, and the Parent/Student Handbook.
- ii. Should a teacher find that he/she is no longer in harmony with the stated purposes and objectives, as outlined above, it is his/her Christian duty to notify the administration and seek release from his/her contract.

f. At Will Employees

Non-Contracted employees are hired with the mutual consent of the employee and the school. Consequently, both, the employee and the school, have the right to terminate the employment relationship at any time, with proper notice and articulated cause. This employment at-will relationship



will remain in effect throughout the employment with the school unless it is specifically modified by an expressed written agreement signed by the employee and the School Council.

14. Injury and Illness Prevention Program (IIPP)

Grace Brethren School is committed to providing employees with a safe and healthy work environment. To ensure safety in the work place, Grace Brethren Schools has established an Injury and Illness Prevention Program (IIPP) in accordance with the State of California Labor Code, Section 6401.7, and the California Code of Regulations, Title 8, General Industry Safety Order 3203.

a. Responsible Person

The campus or site administrator is responsible for implementing and maintaining the IIPP and ensuring that all employees adhere to the schools safety and health standards.

b. Need for Compliance

All employees are required to comply with the schools safety and health requirements, including the provisions of this IIPP. If an employee violates or disregards the schools safety and health requirements, appropriate disciplinary action will be taken by the school.

c. Inspections To Identify and Evaluate Potential Work Place Hazards

The campus or site administrator will ensure that quarterly inspection of the work place occurs to identify and evaluate potential work place hazards. All employees will be notified of any potential or actual safety and health hazards that are identified during the inspections. Hazards include any work practice or common area within the school that poses any possibility of danger or physical harm to any employee.

d. Correction of Hazardous Conditions

When it has been determined that an unsafe or unhealthy condition, work practice, or work procedure exists, the campus, or site administrator, and the maintenance personnel will take appropriate steps to rectify and monitor the “hazardous” area or activity in a timely manner. If an imminent hazard exists that cannot be abated immediately without endangering one or more employees or property, it may be appropriate to remove exposed employees from the area in which the hazard exists, unless they are necessary to correct the existing condition. When employees are found necessary to correct the hazardous condition, they will be provided with appropriate safeguards. If an employee is observed engaging in unsafe work activity, the employee will be promptly informed and a solution or alternative will be developed by that employee and the campus or site administrator.

e. Health and Safety Training and Instruction

The school will provide training and instruction to employees under the IIPP:

- i. As a component of all regularly scheduled employee training sessions.
- ii. As part of the orientation provided to new employees.
- iii. To employees provided new job assignments for which training was not previously received.
- iv. When new substances, processes, procedures, and/or equipment are introduced into the work place and represent a new hazard.
- v. When the school becomes aware of a new hazard previously unrecognized.
- vi. To supervisors who must be familiar with safety and health hazards to which employees under their immediate direction and control may be exposed.



f. Communicating A Hazard Or Potential Hazard

- i. Employees will be notified of occupational safety and health matters from time to time. Communication may be in the form of posted notices, memos, personnel policy statements or safety guidelines. Issues regarding safety may also be raised during employee meetings and training sessions.
- ii. Employees are encouraged to raise questions regarding safety and health issues with the campus or site administrator. It is the responsibility of each employee to inform the campus or site administrator immediately of any hazard or unsafe working condition. Such notifications may be reported anonymously and without fear of reprisal.

g. Occupational Injury Or Illness

- i. The school will retain records of inspections and training under the IIPP. Such records will include inspection documentation, the person conducting the inspection, what was identified, and actions taken to correct the unsafe or unhealthy conditions or work practices identified.
- ii. The school will also document safety and health training records for each employee, including names, training dates, types of training, and who conducted the training.
- iii. The school will also maintain, in personnel files, documentation of individual violations of the IIPP.

15. Compensation Policies

a. Pay Period

All employees are paid on the 15th and the last day of each month. Should the normal payday fall on a weekend or holiday, checks will be issued on the last business day prior to the normal payday. (Note: for non-exempt employees, the pay period ends approximately five (5) business days prior to the actual pay day).

b. Compulsory Deductions

Employees are subject to four (4) compulsory pay deductions:

- i. Federal Withholding Tax
- ii. Social Security Employee Contribution
- iii. Medicare
- iv. State Withholding Tax

c. Overtime

Overtime is defined as any time over 8 hours in one (1) day or 40 hours in one (1) work week. Occasionally, an employee may be required to work beyond regularly scheduled hours. If these hours are determined to be overtime, he/she will be paid for them at a rate of time and a half. Each case of overtime must be authorized in advance by the Director.

All overtime for non-exempt employees must be approved by an administrator in advance. Approved overtime hours may be compensated by either overtime pay or compensatory time off at the discretion of the administrator. Compensatory time off is to be given at the rate earned. Two (2) hours of work over 40 hours per week equals three (3) hours of compensatory time off. Compensatory time must be used by the end of the next pay period. Employees may not be compelled to stay after hours, unless compensation is offered.



VII. OPERATIONS

A. Diabetic Procedures

Please follow these procedures when responding to a diabetic student attending Grace Brethren Schools:

The purpose of these procedures are directed toward staff in giving care to students attending Grace Brethren Schools with Type 1 or Type 2 Diabetes.

1. The Target Blood Glucose Range Must Be Determined By the Student's Physician.

- a The School must have on file an official notification signed by the physician of each affected student's Target Blood Sugar Range.
- b An authorization signed by the physician must be on file to allow staff to be trained (qualified trainer) and conduct the testing for blood sugar levels.

2. Clear Guidelines Are To Be Set-Forth By the Physician for Testing Procedures.

- a. Designated school personnel will follow the protocol set-forth by the doctor.
 - i. At no time are school personnel expected to provide any kind of insulin injections.
 - ii. Glucagons will only be administered in the case of a loss consciousness (due to a low reading) by the trained personnel while waiting for the paramedics to arrive.
 - iii. Parents will be given access to provide the necessary injections at the appropriate time.
 - iv. Students that self-medicate by injection or pump, must provide the school with an authorization provided by his/her physician.
 - v. Students that self-medicate will have access to food or drink at all times and communication with his/her parent(s) via cell/telephone.

3. Clear Guidelines Are To Be Set Forth By the Parents and Physician for Controlling Low/High Blood Sugar.

The standard range for determining a student's low/high sugar will be set on individual bases and recorded in his/her emergency file. The following are general guide lines for school response:

- a. Staff is to be aware of the symptoms of hypoglycemia (low): behavioral changes, pale complexion, hunger, nausea, sweating, sudden weakness, headache, confusion, drowsiness, non-responsiveness to questions, unconsciousness or seizures.
 - i. If a student is below his/her normal base-range after testing: some fast acting fluids (i.e., 4 oz juices or non-diet soda) will be given and the student will be retested in 15 minutes.
 - ii. If a student remains below 70 after re-testing, the parent will be contacted immediately. If communication is not returned within 10 minutes or symptoms deteriorate, 911 will be called.
- b. Staff is to be aware of the symptoms of hyperglycemia (high): excessive thirst, frequent urination, dry mouth, headache, nausea and vomiting, agitation, fatigue, lack of concentration or blurred vision.
 - i. If a student is above 250 after testing: the parent will be called immediately. Procedures will be followed to lower through treatment options.
 - ii. Based on the student's individual range, all strenuous activity should cease until levels are in the "normal" range., i.e., physical education, recess, music, etc.
 - iii. A parent must communicate within 10 minutes. Correction shot of insulin may be necessary (staff will not administer).



- c. 911 and parent will be called if a seizure, convulsion, or loss of consciousness occurs, including inability to drink or swallow.

B. Internet Agreement

Grace Brethren Schools provides internet access for students and staff in a supervised classroom or library setting. The use of the internet enhances learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking. Access includes emailing with people all over the world as well as gathering information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of other sources.

With access to computers, and people all over the world, also comes the availability of some material that are unacceptable and objectionable. GBS provides a filtered (firewall) Internet on student accessible computers.

Please be responsible, and follow these guidelines when your students are using the internet: If any user violates any of these provisions, his/her account or access privileges may be terminated, appropriate disciplinary action taken, and all future access, could be denied.

1. Acceptable Use

The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of GBS. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privileges

The use of GBS network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges. The site and/or system administrator(s) will deem what is inappropriate use, take appropriate action and determine consequences. Also, the site and/or system administrator(s) may close an account or deny access at any time as required. The site administration and/or staff of GBS may request the system administrator to deny, revoke, or suspend a specific user's account.

3. Network Etiquette

The use of an account/access requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- a. BE POLITE. Do not send abusive messages to ANYONE.
- b. USE APPROPRIATE LANGUAGE. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that emailing is not guaranteed to be private. All files and communications are subjected to review by GBS administration.)
- c. PRIVACY. Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private.
- d. CONNECTIVITY. Do not use the network in such a way that would disrupt the use of the network by others.



4. Services

GBS will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence, or your errors, or omissions. Use of any information obtained via the GBS network services is at your own risk. GBS denies any responsibility for the accuracy or quality of information obtained through network services.

5. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the GBS network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages, or post anonymous messages. Attempts to login to the system as any other user may result in cancellation of user privileges. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the GBS network services.

6. Vandalism

Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion, or reconfiguration of data or degradation of system performance in any way.

C. Background Checks

The following is a policy recommended for adoption for both the Church and Schools as it relates to involvement in the academic or spiritual life of a child.

1. A signed release will be obtained from all volunteers, employees, parents, and non-parents to perform a Criminal Records Check, and check of public records by a private company authorized to perform such checks per (15 U.S.C. §§1681 et seq.) and (CA Civil Code §1786). This will freely enable Grace Brethren to access such records, as it deems necessary.
2. All Staff members must have a Department of Justice Finger Print check (or Live Scan) performed upon application to the organization.
3. A Criminal Records Check will be processed on all adults involved in overnight activities or one-on-one counseling with children. One-on-one counseling will only be conducted in a place visible by others.
4. There will be a 6-month waiting period to participate in activities with children for volunteers for the church department and non-parents for the school department.
5. Two (2) adults will be required in an activity when only one (1) child is involved, otherwise one adult may be present with multiple children, i.e., classroom setting, etc.

Practical procedures will be developed to carry out a revised policy. For the most part, existing forms will be modified to obtain needed authorizations and information. When criminal records checks are appropriate, designated staff at each location will be required as adherence to the organizations policy to follow-up.

D. Employment Verification Inquiries

1. Grace Brethren Church and Schools is contacted frequently by potential employers seeking employment verification/recommendation regarding former/active employees of this organization. When an employment contact requesting verification/recommendation regarding a former/active employees occurs, the following procedures are followed:



- a. Inquiries should normally be referred to the business Office and handled by the Human Resources coordinator.
- b. Inquiring individuals or organizations shall be informed that any release of information regarding a former/active employee of Grace Brethren Church and Schools is strictly governed by organization policy.
2. Only the following information is authorized for release:
 - a. Confirmation that the former/active employee was or is employed by Grace Brethren Church and Schools.
 - b. The date the former/active employee began working for GBC&S.
 - c. The date the former employee ceased working for GBC&S.
3. Inquiries related to candidates for Pastoral positions outside of Grace Brethren Church of Simi Valley will be handled by the Senior Pastor and the Chairman of the Elder Board.

E. Contracts for Services

1. Grace Brethren Church and Schools enters into contracts for service as a regular course of business. When contract services are necessary, or required, the following procedures are followed:
 - a. No employee or agent of Grace Brethren Church and Schools is authorized to enter into or sign a contract for service which obligates the organization or any of its auxiliary components to terms of payment or performance.
 - b. All contracts for service must be signed by the Executive Director of the schools or the Church Administrator in order to be authorized and no contract service may commence without final authorization.
 - c. The Executive Director or Church Administrator will ensure that the applicable Board, or Council, is properly informed and will seek advice and approval when appropriate.
 - d. The Executive Director, or Church Administrator, may at his discretion require a nonbinding bidding procedure to verify the value of any contract under consideration.
 - e. The Executive Director or Church Administrator may appoint an individual to sign a specific contract for service in his absence.

F. Professional Attire

One of the responsibilities of the faculty and staff of any Christian school is that of leadership through example in all areas of life. We need to be examples in our attitude and behavior, as well. We should dress professionally, attractively, modestly, and in simple good taste. Specific dress code statements are not necessarily statements of permanent rightness or wrongness nor are they to imply degrees of spirituality. They are attempts to express generally accepted Christian and cultural principles in ways that seem appropriate at a particular time and place. Practicing a particular dress code may be hypocritical, or it may be an expression of caring for the conscience of others.

1. Women employees will set an example in modesty of dress and in posture. Dress slacks or pants (no jeans or sweat pants), skirts, or dresses of modest length (at least fingertip length subject to the administration) are appropriate for the classroom and office. Leggings are permissible provided the shirts worn over it is fingertip length. Shirts and blouses should fit appropriately – neither too tight nor cut too low. Shirts must cover the entire midriff area, even when bending and moving. Backless attire, crop tops, and halter-type necklines are not permitted. Bra straps must not be visible.
2. Men set an exemplary standard by having their hair neatly trimmed and no longer than that allowed by students. Clean, neatly pressed dress slacks and a shirt with a tie are preferred attire and appropriate for the



classroom. Polo or other types of shirts, when authorized by the administrator, must have a collar.

3. Graphic tee shirts and logo tee shirts are not considered professional dress attire. On spirit days only, GBS tee shirts are appropriate.
4. Appropriate personal hygiene is expected at all times.
5. Hairstyles and colors must not be extreme and must be representative of the conservative Christian environment that we seek to maintain at all times. Additionally, hats are not to be worn indoors.
6. No visible tattoos or body piercings are permitted at any time. The only exception is that women may wear earrings that are not excessive or do not pose a distraction.
7. Footwear must be professional in appearance and appropriate for the assigned job duties. Footwear that interferes with assigned job duties, and/or compromises staff and/or student safety, is not permitted. Beachwear is not considered professional (i.e., waterproof shoes).
8. Please have access to a pair of tennis shoes and change of clothes in the event of an emergency. As a staff member, you are required to remain at school for up to three (3) days in the event of a disaster.
9. Staff participation in "school spirit" days is expected. Spirit Days will be designated at each campus by the administrator. On Spirit Day staff members may wear jeans that are in good condition (no holes or fraying) provided that a "Spirit Wear" shirt is worn. Spirit Wear includes Grace Brethren logo shirts or tee shirts, or a shirt that demonstrates school colors (red, black).

G. Progressive Documentation of Court Documents

In a case in which there are legal documents pertaining to a student, it is the sole responsibility of the parent to provide the school with such documents. Upon receipt of a restraining order or court order:

1. Date-stamp the document with the date received.
2. Initial the document.
3. Send a copy of the document to the Executive Director's office.
4. Send a copy of the document to applicable campus administrators.
5. The campus administrator will communicate applicable information to affected personnel within the campus.
6. Maintain internal communication between campuses as needed.
7. Place a copy of the document in the student's file.
8. Restraining orders must be shredded upon expiration.
9. Court orders are to be maintained cumulatively in the student's file.
10. Upon receipt of an updated court order, the campus administrator must review the document for applicable changes and communicate those changes accordingly with the Executive Director's office and campus administrators.

Additional instructions...

1. In the 2014-2015 school year, all incoming students will be required to provide a copy of the child's birth certificate.
2. Current policy at the preschool and elementary campuses is that students are released only to authorized individuals with proper ID. At the high school campus, students are released on their own accord upon completion of the school day.



3. Custodial parents, as identified in the student's admission paperwork, will have access to all information pertaining to their child unless otherwise denoted by a court document.

H. Prevention of Release of Students/Children to Intoxicated Individuals

1. Contact a supervisor or administrator to make a definitive evaluation.
2. If an individual is impaired/or under-the-influence he/she may not transport the child, the individual should be given options, which may include:
 - a. Give the individual an opportunity to regain the ability to safely transport the child/student.
 - b. Food or a nonalcoholic beverages may be offered (Note: coffee alone is not sobering).
 - c. Contact another authorized person to take the child from school.
3. If the individual becomes persistent or belligerent, explain to the parent we are following written policy regarding pick-up and the supervisor/administrator has concerns.

I. Tobacco/Alcohol Free Policy

Grace Brethren Schools is a tobacco and alcohol free environment! Therefore, no individual will be permitted to use tobacco or alcohol on any campus at any time.

J. Policy for Grading Records and Grade Marking

When a grade is given for any course of instruction taught in at Grace Brethren Schools, the grade given to each pupil shall be the grade determined by the teacher of record for that course. In the absence of a clerical or mechanical error, fraud, bad faith, or incompetency, that grade shall be final.

Purpose and Procedure

To ensure the integrity of Grace Brethren Schools' academic credibility:

1. The Registrar shall perform a random audit of grades after every grading period.
2. Audits will ensure that only authorized grade entries by the teacher of record are entered.
3. The finding of each audit shall be submitted to the Executive Director for review within 5 days of the completion of the audit.
4. When a grade change is appropriate, it shall be the responsibility of the teacher of record to initiate such an action.
5. If a family appeals a student's grade to an administrator, the teacher of record will be consulted. After evaluating all presented information, an administrator may reach a conclusion that is in conflict with the teacher's decision. The administrator may initiate a change consistent with the above stated policy.
6. After the decision to change a grade has been made, the action will be documented on the proper form and will be submitted to the Office of the Executive Director for review and signature. The grade change form will then be forwarded to the registrar. The registrar will then execute the grade change unless he/she identifies a deviation from policy or procedure. Any perceived or detected deviation from policy or procedure shall be discussed with the Executive Director.
7. The registrar is the only individual authorized to change a grade after grades have been submitted by a teacher.



K. Policy Management Memorandum

Throughout the school year new policy memorandums are written and implemented. These policy memorandums shall be collected in a management memorandum file, and they shall be kept in the business office. At the end of the school year when the policy manual is revised these memorandum shall be added where appropriate in the official policy manual. These policy additions shall be approved by the school council and added to policy by the school council secretary. This process will allow for the implementation and addition of policy without ongoing revisions to the official policy manual being necessary. The memorandum's are considered policy immediately after they are approved by the School Council and should be distributed to staff as such.

Grace Brethren Preschool



TEACHERS' MANUAL
Addendum A
2018-2019



A. Introduction

Welcome to Grace Brethren Preschool. We are a non-profit organization owned and operated by the Grace Brethren Church of Simi Valley. The church has assigned a School Council to work with the pastor in overseeing the operation of the school. While the Director is responsible for the daily operations of the school, a Council designee meets monthly with the Director to review the ongoing developments and activities taking place in the school.

Our school has been established as a ministry to the community to meet the preschool and daycare needs of its residents. We are pleased that you feel called by God to be a part of our ministry team in fulfilling that mission. Working as a team, we are able to offer quality education and training in accordance with Scriptural principles as mandated in the book of Proverbs:

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

Working effectively with others depends on knowing what is expected of you, and what you can expect in return. This Preschool policy and the Grace Brethren Schools Faculty’ Handbook will serve as a brief introduction to the school and the personnel policies and procedures it has adopted to assure you of a fair, consistent, safe, healthy, and productive workplace.

B. Preschool Philosophy

1. Philosophy of Ministry (see Section III, A, of Policy Manual)

Purpose

Grace Brethren Preschool was established as a ministry of Grace Brethren Church as a service to the families and children in this community. This service has grown from sincere love for children and a desire to help them in the proper adjustment to our modern world. It is equipped and staffed to give the best possible care for children.

Our purpose is to provide children ages 2-5 with an environment that is safe and conducive to good health, where they can assemble, work, and play together while being guided toward a happy, wholesome, and spiritual development. All are welcome, regardless of race, color, or religion.

The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God’s world. Each child is encouraged to progress at his/her own rate of speed toward enriched experiences, self-discipline, and the ability to make good choices.

2. Educational Philosophy

Grace Brethren Preschool operates on the philosophy that the early years of a child’s development are important. During these formative years, the need to establish a solid foundation in the life of the child is critical.

While human development progresses in a predictable pattern, children do learn at different rates. The preschool curriculum is designed to meet the needs of the whole child, providing meaningful experiences using play as a means for learning.

Our aim is to develop the total personality of each child by providing hands-on educational experiences of lasting value:

Intellectually—by encouraging an enthusiasm for learning, exploring, and firsthand experiences of lasting value.



Physically—by encouraging experiences which will develop large and small muscle coordination and motor skills.

Socially—by encouraging participation in group activities, getting along with others, and developing a feeling of security and belonging.

Spiritually—by having a daily time of devotion as well as integrating Biblical concepts throughout all learning experiences, giving each child an awareness of God's love for him/her.

3. Curriculum Philosophy

The curriculum has been designed to specifically meet the needs of the students enrolled in the program. For each class there exists a curriculum guide with objectives that are developmentally appropriate for that age group. Using the curriculum guides, the teachers are able to provide opportunities for growth in all areas of development. Appropriate materials and resources are implemented into the curriculum to achieve the expected outcomes. On a regular basis each of the curriculum guides are reviewed by the teaching staff and adjusted accordingly.

4. Intended Outcomes

The goal of Grace Brethren Preschool is to partner with parents to their prepare children for formal education by addressing their development spiritually, cognitively, socially, and physically. Upon completion of our preschool program, it is intended that each child should:

a. Spiritual

- i. Understand that God is a loving God.
- ii. Understand that the Bible is God's Word, instructing His people how to live.
- iii. Use prayer to communicate with God, sharing thoughts, needs, and feelings.
- iv. Share with others about God, Jesus, and the Bible.
- v. Have a desire to know more about God.
- vi. Comprehend that the world, and everyone in it, was created by God.
- vii. Begin to develop a sense of intrinsic rewards for behaviors.

b. Cognitive

- i. Exhibit an ability to explore, observe, create, experiment, plan, analyze, and reason.
- ii. Express self creatively through a variety of mediums.
- iii. Have an understanding of math concepts related to counting, sorting, and comparing.
- iv. Demonstrate an ability to use receptive and expressive language skills to communicate with others.
- v. Have developed pre-writing skills, exploring with different writing utensils, and the meaning of print.
- vi. Have developed pre-reading skills, becoming aware of visual and auditory differences of letters and their sounds.

c. Social

- i. Be able to initiate friendships and enjoy interactions with a variety of individuals.
- ii. Begin to exhibit character traits of kindness and empathy towards others.
- iii. Begin developing an ability to share objects and thoughts with peers and adults.
- iv. Utilize language skills to navigate interactions with others.



- v. Begin to demonstrate the ability to control him/herself, acting appropriately without direct instruction from an adult.
- vi. Gain self-confidence, mastering skills through age-appropriate activities, and positive adult interaction.
- vii. Feel comfortable taking part in group activities and discussions.

d. Physical

- i. Explore and begin to develop gross motor skills and fundamental movements such as balance, movement, touch, and coordination.
- ii. Acquire and refine fine motor skills.
- iii. Understand the need to care for his/her body and begin to have an awareness of how to accomplish that.

C. Employment

1. Professional Qualifications for Certification and Appointment

All employees must be fingerprinted and cleared by both the FBI and Department of Justice. Preschool teachers must have a minimum of 12 Early Childhood Education ECE units to be considered a fully qualified teacher. All preschool employees must also be First Aid and CPR certified.

2. Orientation Period

Your employment begins with a (3) three-month Orientation Period in which you and the Director can decide whether you are sufficiently interested and competent to do the job. The Director will discuss your work record and will give you a written performance evaluation no later than one week prior to completion of your probationary period. If your performance has not been satisfactory during this period, your employment may be terminated at any point without notice and without recourse to a grievance process. If your performance has been satisfactory and you wish to continue employment, you may become a regular part-time or full-time employee at the end of the Orientation Period.

D. Employee Expectations

1. Staff Orientation

This is typically held the last week of August, annually. All employees are expected to attend and participate in teacher-orientation and preparation. Attendance at all training meetings is mandatory.

2. Staff Meetings

Staff meetings are held weekly during the workday. Employees are expected to attend all staff meetings, unless they are scheduled not to.

3. Telephones

The telephones within the building are for school business only. Please ask your friends and family not to call you at work, except, of course, in an emergency situation. If you need to make a call during your break period, you may request to use the phone in the school office.



4. Reporting Personnel Data To the School Office

Keeping your personnel records up-to-date is essential for a number of reasons, from assuring that your income tax deductions are correct, to confirming that you can be reached by phone, or mail if necessary. You must notify the office if you have a change of address, phone number, marital status, number of dependents, or any other pertinent information. Should you terminate employment, notify the school office of any upcoming change of address so that you will receive your yearly income tax statements.

5. Cost Consciousness

Making our resources go farther at a time of high costs and limited resources is a responsibility all share. Being careless can shortchange our children, and the program as a whole. Therefore, please use the class manipulatives and play equipment only for their intended purposes. Order only the supplies you need and use them appropriately.

E. Job Descriptions

1. Director

The Preschool Director is in charge of the preschool at all times, and as such, is expected to be on the premises for eight (8) or more hours per day. Should the Director be absent, his/her responsibilities are designated to the Assistant Director, who assumes all duties of the Director.

The Director shall be available to staff, parents, and children.

The Director is responsible for the daily program and appropriately delegates responsibilities to other personnel.

The Director must report monthly at to the Superintendent.

The Director is responsible for compliance with all policies of the Council and with Title 22 of the California Administrative Code for preschools.

A complete physical examination by a licensed physician is required prior to beginning work. This must verify freedom from tuberculosis and other communicable diseases. The TB test will be kept current.

a. Qualifications

- i. Must be a mature, born-again Christian.
- ii. Must be at least twenty years of age.
- iii. Education and experience must meet the requirements in Title 22.
- iv. Must believe to be called to work with children by God.
- v. Must be able to demonstrate patience and self-control.
- vi. Be a leader of adults who relates warmly but with appropriate authority.
- vii. Must provide a gracious Christian example.
- viii. Must have, or be working toward, a BA Degree or higher.
- ix. Must be willing to serve on the administrative staff of the school.
- x. Must be in harmony with the sponsoring church, and attend classes and/or seminars as required by the church.
 - Finding the truth.
 - Spiritual Authority.
 - Leadership (by invitation of church).



- xi. Must have an impeccable reputation without a criminal record of any kind.
- xii. Maintain a valid First Aid and CPR Certificate.
- xiii. Must demonstrate the ability to calmly handle crisis situations, especially where children are involved, including being able to respond immediately in any emergency situation.
- xiv. Must be a U.S. citizen or show eligibility to work in the U.S.
- xv. Physical demands required include the ability to hear the conversational voice with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs, and feet, with or without corrective devices to accomplish the job, including evacuation of the building during emergencies. Also required is the ability to bend and stoop to child level as well as the ability to sit on the floor with groups of children and in “child-sized” chairs.

b. Responsibilities

The Director’s responsibilities include, but are not limited to, the following:

Spiritual

- i. Maintaining a high spiritual tone within the school.
- ii. Meeting with staff daily for prayer and support.
- iii. Providing motivation for a high spiritual and ethical nature of the school.
- iv. Modeling godliness and serving as an inspiration to the staff.
- v. Maintaining other relationships within the schools and church in a spirit of cooperation and unity.
- vi. Service shall be the number one responsibility.

General

- i. Contacting and maintaining communication with state and local regulatory agencies.
- ii. Conforming to health, safety, and licensing requirements.
- iii. Handling all problems related to the administration of the school and to specific aspects thereof.
- iv. Keeping records that pertain to the administration of the school.
- v. Defining policies of admission, attendance, tuition, and educational goals.
- vi. Continual evaluation of one’s own work as an administrator.
- vii. Planning and implementing a program for professional growth.
- viii. Keeping abreast of research and new developments in the field of early childhood.
- ix. Playing an active role in professional organizations.
- x. Planning the yearly calendar of school holidays.
- xi. Planning and scheduling administrative responsibilities.
- xii. Supervising the management of classroom schedules.
- xiii. Scheduling the use of classroom space and equipment.
- xiv. Scheduling the responsibilities of the teaching staff.
- xv. Assist the school in scheduling entry testing for Kindergarten.



Fiscal

- i. Developing a budget in conjunction with the School Superintendent.
- ii. Operating the school within the budget.
- iii. Purchasing equipment and supplies.
- iv. Arranging for repairs and maintenance.
- v. Collecting enrollment fees and tuition.
- vi. Responsible for handling of petty cash.
- vii. Maintaining all financial records for review by State Department of Social Welfare.
- viii. Maintaining the appropriate number of students and employees to maximize income while remaining within the requirements of the law.

Staff

- i. Preparing job descriptions.
- ii. Recruiting applicants to fill staff vacancies.
- iii. Selecting staff members (subject to Superintendent/Council approval).
- iv. Recommending staff members for permanent status or non-hire after probationary period.
- v. Arranging for substitute help as needed.
- vi. Conducting regularly scheduled staff meetings.
- vii. Planning and implementing an in-service training program for the staff.
- viii. Assisting the staff in preparing daily, weekly, and yearly plans.
- ix. Assisting the staff in developing a workable plan for using the outdoor play space.
- x. Planning and implementing procedures that lead to wholesome interpersonal relationships between staff members.
- xi. Assisting staff in planning individual programs for professional growth and career development.
- xii. Implementing procedures for meeting with individual staff members to solve any problems that may occur.
- xiii. Planning and implementing procedures for keeping accurate classroom records.
- xiv. Preparing and maintaining an up-to-date staff handbook.
- xv. Keeping personnel records/files.
- xvi. Being responsible for an annual written evaluation of each employee under his/her direction.
- xvii. See that appropriate spiritual nurturing is being given to the children.

Enrollment

- i. Enrolling children.
- ii. Interviewing parents of prospective students.
- iii. Planning for orientation of newly enrolled students.
- iv. Familiarizing the parents of newly enrolled students with school policies.
- v. Being alert to enrollment needs at all times.



- vi. Being accountable for the placement of each child.
- vii. Developing and maintaining a system of check-in and check-out for all students.

Parents

- i. Maintaining an active system of parent-school relationships and communication.
- ii. Planning for the orientation of parents-to-school policies and procedures.
- iii. Planning and administering a parent education/participation program.
- iv. Communicating with the parents in a wide variety of ways.
- v. Maintaining a parents' library.

Health

- i. Planning and implementing a safety program for the school.
- ii. Keeping informed of the schools legal responsibilities and liabilities.
- iii. Implementing a program of playground safety.
- iv. Planning for and conducting fire and earthquake drills.
- v. Preparing activities to teach the children traffic safety.
- vi. Regularly have inspection checks of the physical facilities to be certain they are safe and suitable for children's activities.
- vii. Maintaining a system of reporting accidents to parents, and administration when applicable.

Children's Programs

- i. Organizing procedures for the management of the children's programs.
- ii. Planning procedures for the management of children's routines.
- iii. Planning and implementing field trips.
- iv. Planning educational, chapel, and other school programs.
- v. Planning for the evaluation of the students in relation to their school progress, abilities, and special needs.
- vi. Arranging for rest and relaxation (naps, etc.)

Community Relations

- i. Welcoming visitors to the school.
- ii. Working in cooperation with local educational institutions to plan a student teaching program.
- iii. Being available to community groups for public events that pertain to early childhood and family life as a whole.
- iv. Attending and participating in professional conferences, lectures, and other educational events.
- v. Arranging for events sponsored by the school as a service to the community.

Food Management

- i. Planning and implementing a snack program based on sound nutritional principles.
- ii. Meeting state and local regulations regarding snack preparation facilities.



- iii. Communicating with parents regarding lunches/meals sent from home.
- iv. Including nutritional information in newsletters to parents.
- v. Planning and implementing control over food supplies to prevent wastefulness.
- vi. Maintaining and serving food in a sanitary manner that meets Health Department requirements for proper storage and handling.

In addition to the above, the Director shall meet all qualifications, requirements, and responsibilities as listed on the Teacher job description.

2. Assistant Director

a. Hours of Duty

As Assigned.

b. Principle Function

The Assistant Director helps the Administrator plan and implement the program, curriculum, and aims/goals of the preschool department.

c. Qualifications

See attachment.

d. Responsibilities

The Assistant Director is under the direct supervision of the Administrator of the preschool and will:

- i. Assist in the supervision of all teachers and aides in the preschool.
- ii. Assist in the supervision of all the children.
- iii. Plan and coordinate with staff and teachers, daily and weekly experiences for the children.
- iv. Obtain and/or prepare all supplies needed to carry out the program.
- v. Plan and coordinate with other staff members, bulletin board ideas and care responsibilities.
- vi. Oversee and/or help to prepare each classroom with an environment conducive to learning.
- vii. Attend all staff meetings, workshops, and conferences.
- viii. Participate in activities designed to include parents and/or staff.
- ix. Coordinate with other staff members a requisition for yearly teaching materials and supplies to be turned in by December 1st.
- x. Plan, coordinate, and implement with other staff members physical fitness activities for indoor and outdoor play.
- xi. Present to the Administrator a written comment sheet on any staff difficulties or parent conferences where problems arise.
- xii. Complete (2) two copies of the "Accident/Incident Report" form in case of student injury.
- xiii. Assist in the enrollment of new students with the supervision and approval of the Administrator.
- xiv. Assist in the initiation and/or coordination, with other staff members, all available field trips and/or guests, calling ahead to schedule dates and times with the area to be visited or guest(s) to be secured.
- xv. Coordinate snack and lunch processes with other staff members.



- xvi. Help train and orient new staff by assigning them to a particular staff member.
- xvii. Be responsible for any other duties that may be assigned.

e. Procedures

Areas of timeline significance:

- i. A Notice for all field trips or special events must be posted at least three (3) weeks in advance.
- ii. "Field Trip Organization" forms are to be in the Administrator's office three (3) weeks prior to the field trip.
- iii. Parent notices for field trips are to be sent out immediately after approval (at least two (2) weeks prior to the activity).
- iv. When field trips involve parent participation, schedule parent meetings in advance of trip.

f. Plans and Objectives

All plans and objectives are to be presented in written form to the Administrator two (2) weeks in advance of each week prior to the week in which they will take effect.

g. Supplies

A requisition for supplies is to be presented in written form to the Administrator two (2) weeks in advance of the date needed.

h. New Staff

- i. Continually check to see that the new staff member is finding supplies and his/her needs are being met.
- ii. Help acquaint the new staff member with the teachers' lounge, daily breaks, supply room, and other areas pertinent to the position.

i. ACSI Conference

Various staff will be given time off from work to attend the yearly Association of Christian Schools International Conference. Employee will receive a stipend of \$160 with full attendance at the conference. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.

3. Lead Teacher

a. Hours of Duty

As Assigned.

b. Principal Functions

The Lead Teacher is under the direct supervision of the Director and is responsible in helping to plan and implement the preschool program.

c. Qualifications

See Attachment.

d. Responsibilities

The Lead Teacher is responsible for the overall management of the classroom. The Lead Teacher is also responsible to help each student reach the aims and goals of the preschool.



The Lead Teacher will:

- i. Be responsible for the supervision of the Teacher's Aide and Teacher who are working in the classroom.
- ii. Be responsible for the training of any teacher-in-training as assigned by the Director.
- iii. Be responsible for the supervision and teaching of the children for whom he/she is responsible by:
 - Maintaining orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (this may require changing clothing.)
 - Assist children in preparing for lunch.
 - Assist children in preparing for naptime by helping them cover their mats with the sheets and blankets. Aid children in putting away their belongings after nap.
 - Assist children with morning and/or afternoon snacks, making certain each child is served.
- iv. Implement daily and weekly learning experiences for the children to allow for the aims/goals of the preschool to be met.
- v. Design lesson plans with Teachers and be responsible for presenting them to the Director in written form each Friday prior to the week they will be used. In addition, be responsible for posting a copy of the weekly lesson plan on the parent board each week.
- vi. Obtain and/or prepare all materials needed to carry out the program.
 - Present a list of items to the Program Coordinator one (1) week in advance.
 - Prepare all patterns and materials for a teaching project in advance.
- vii. Be responsible for the planning and preparing of the bulletin boards on a monthly basis, using monthly themes.
- viii. Be responsible for preparing the classroom with an environment conducive to meeting the aims/goals desired.
- ix. Attend staff meetings, workshops, and conferences.
- x. Help plan and participate in activities designed for parents such as: Open House, parent conferences, and other special programs.
- xi. Keep the Director informed of any parent difficulties by written memo.
- xii. Complete an accident/incident report form in cases of student injury.
- xiii. Set-up conference times with the Director in cases of staff difficulties.
- xiv. Help coordinate, implement, and participate in all field trips planned for the individual class or total school by:
 - Helping complete field trip permission forms.



- Posting notices two to three (2-3) weeks in advance of field trips.
- Participating in possible pre-field trip meetings with parents.
- xv. Be responsible for parent communications by such means as:
 - Newsletter articles.
 - Contacting parents regarding discipline problems.
 - Posting signs and memos regarding upcoming events.
 - Having Parent-Teacher conferences
- xvi. Will be given time off from work to attend the yearly Association of Christian Schools International Conference. The employee will receive a stipend of \$160 with full attendance at the convention. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.
- xvii. Present yourself as a Christian professional in dress and actions at all times.
- xviii. Help train and acquaint any new staff member(s) assigned to you, showing him/her the teacher lounge, restroom, and supply areas.
- xix. Design the curriculum for the class in advance for upcoming year.
- xx. Be responsible for any other duties that may be assigned to you by the Director.

4. Teacher

a. Hours of Duty

As Assigned.

b. Principal Function

The Teacher is under the direct supervision of the Lead Teacher in the classroom, and is responsible to help plan and implement the preschool program.

c. Qualifications

See Attachment.

d. Responsibilities

The Teacher is responsible to help each student reach the aims/goals of the preschool.

The Teacher will:

- i. Be responsible for the supervision and teaching of the children for whom he/she is responsible.
 - Maintain orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (This may require changing clothing.)
 - Assist children in preparing for lunch.



- Assist children in preparing for naptime by helping them cover their mats with the sheets and blankets. Aid children in putting away their belongings after nap.
- Assist children with morning and/or afternoon snacks, making certain each child is served.
- ii. Implement daily and weekly learning experiences for the children to allow for the aims/goals of the preschool to be met.
- iii. Design lesson plans with the Lead Teacher each week for the following week.
- iv. Obtain and/or prepare all materials needed to carry out the program.
 - Present a list of items the Program Coordinator one (1) week in advance.
 - Prepare all patterns and materials for a teaching project in advance.
- v. Assist in the planning and preparing of the bulletin boards on a monthly basis, using monthly themes.
- vi. Assist in preparing the classroom with an environment conducive to meeting the aims/goals desired.
- vii. Attend staff meetings, workshops, and conferences.
- viii. Participate in activities designed for parents such as: Open House, parent conferences, and other special programs.
- ix. Keep the Director informed of any parent difficulties by written memo.
- x. Complete an accident/incident report form in cases of student injury.
- xi. Set up conference times with the Director in cases of staff difficulties.
- xii. Help prepare for and participate in all field trips planned for the individual class or total school.
- xiii. Full-time teachers will be given time off from work to attend the yearly Association of Christian Schools International Conference. The employee will receive a stipend of \$160 with full attendance at the convention. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.
- xiv. Present yourself as a Christian professional in dress and actions at all times.
- xv. Help train and acquaint any new staff member(s) assigned to you, by showing him/her the teachers' lounge, restroom, and supply areas.
- xvi. Be responsible for any other duties that may be assigned to you by the Lead Teacher or Director.

5. Teacher's Aide

a. Hours of Duty

As Assigned

b. Principal Function

The aide is under the direct supervision of the Lead Teacher in the classroom and is to assist in the implementing of the preschool program.

c. Qualifications

See attachment.

d. Responsibilities

To assist the teachers in helping each child reach the aims of the preschool.



The Aide will:

- i. Assist in the supervision and teaching of the children for whom he/she is responsible.
 - Help maintain orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (This may require changing clothing.)
 - Assist the children in preparing for lunch.
 - Assist children in preparing for naptime by helping them cover their mats with the sheets and blankets. Aid children in putting away their belongings after nap.
 - Assist children with morning and/or afternoon snacks, making certain that each child is served.
- ii. Assist the Teacher in implementing daily and weekly learning experiences for the children to allow for the aims/goals of the preschool to be met.
- iii. Assist the Teacher in obtaining and/or preparing the materials needed to carry out the program.
- iv. Assist in the planning and/or preparation of the bulletin boards, using monthly themes.
- v. Attend staff meetings, workshops, and conferences.
- vi. Participate in activities designed for parents such as: Open House and other special programs.
- vii. Keep the Director informed of any difficulties by written memo.
- viii. Complete an accident/incident report form in cases of student injury.
- ix. Set up conference time with the Director in cases of staff difficulties.
- x. Assist with and participate in all field trips planned for the individual class or total school.
- xi. Full-time aides will be given time off from work to attend the yearly Association of Christian Schools International Conference. Employee will receive a stipend of \$160 with full attendance at the convention. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.
- xii. Present yourself as a Christian professional in dress and actions at all times.
- xiii. Be responsible for any other duties that may be assigned to you by the Lead Teacher or Director.

6. Afternoon Staff

a. Hours of Duty

As Assigned.

b. Principal Function

To care for and provide activities for children enrolled in the afternoon or all day program.

c. Qualifications

See attachment.



d. Responsibilities

The Afternoon Staff will:

- i. Greet parents as they arrive to deliver or pick up children.
- ii. Assist in the supervision and teaching of the children for whom he/she is responsible.
 - Help maintain orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (This may require changing clothing.)
- iii. Make sure an authorized adult is picking up the child. If there are any questions, send the adult to the office.
- iv. Make certain children are checked in/out when they arrive or leave the classroom or grounds.
- v. Know how many children are in your care, either on the playground or in the classroom, at all times.
- vi. Become familiar with the times that each child arrives or leaves in the afternoon.
- vii. Treat a hurt child with first aid, but be certain that all of the other children are properly supervised first.
- viii. Clean up dirty children before they are scheduled to go home.
- ix. Supervise and/or oversee the gate, doorways, the parking lot, and playground areas.
- x. Encourage organized games such as hopping, skipping, jumping rope, races, follow the leader, circle games, and other such group or individual activities.
- xi. At the end of the day, bring attendance charts, trashcans, toys, and tissue containers in from the playground and/or replace all indoor toys properly.
- xii. Double check attendance charts to make certain that every child has been checked out.
- xiii. If a child is picked up after 6:00 p.m., fill out the parent late fee form.
- xiv. Be responsible for any other duties that may be assigned to you by the Supervisor on Duty or the Director.

F. Job Qualifications

All employees are responsible for meeting the following qualifications for employment.

(see Section VI, B, 6, ET SEQ. of Policy Manual)

1. Skills and Abilities

- a. Have the ability to communicate with children.
- b. Have the ability to plan and organize.
- c. Have the ability to control the group.
- d. Have the ability to be flexible enough to change plans if the situation warrants it.



- e. Keep the room neat and attractive.
- f. Have the ability to handle an emergency.
- g. Be professional in relationships at all times and in your attitude toward the job.
- h. Cooperate with the staff.

2. Experience and Education

- a. Have some experience in working with children.
- b. Be at least 18 years of age.
- c. Have a minimum of 12 E.C.E. units for all teachers, or begin courses related to early childhood education. Lead Teachers should have, or be working toward, an AA Degree in Child Development or the Certificate in Early Childhood Development.
- e. Have a positive attitude toward education and an eagerness to continually further one's education.

G. Performance Appraisal

Criteria-Based Job Evaluations

Knowing how well you are handling your job is as important to you as it is to the school. The performance appraisal program offers you the opportunity to measure your personal accomplishments, set new goals, and gives us a sound basis for determining your suitability for a raise, promotion, or further training.

At the end of the school year (June), you will get a formal appraisal by the Director. During your appraisal both successes and shortcomings will be pointed out to you, and possible suggestions for improving your overall performance will be made.

You may expect your first informal evaluation upon completion of your Orientation Period and, thereafter, annually. This process does not take the place of everyday contacts with your school administrators, but rather offers a formal means of focusing on your progress toward meeting goals within your classroom.

H. When You Leave Employment

Voluntary Separation (see Section VI, B, 10, b, of Policy Manual)

Grace Brethren Church and Schools is an at will organization, and when you leave the organization you are expected to return any resource materials and school keys.



I. Health Procedures

1. General

You will need to become acquainted with any health problems or allergies of all students under your supervision. An allergy/medical alerts list will be provided by the office. Ensure that this list is posted in the classroom. Ask the Director if you are unsure about the health of the children. No medicines are to be stored in the child's book bag or in the classroom. All medications must be in the original container, labeled with the child's name and are to be turned in to the office for safe keeping. For medication to be administered to a child, it must first be authorized by a physician and the parent. The prescription label or a doctor's note must be provided by the parent. The parent must then fill out a Medication Authorization Form for each week that the medication is to be given. While administering of the medication will be designated to one person, it is the teacher's responsibility to ensure that the child has received the necessary medication. The person administering will then sign the Medication Authorization Form.

Incidental Medical Services (IMS) may be provided by the preschool staff in accordance with regulations set forth by the state licensing agency. IMS includes EpiPen injectors, inhaled medications, blood glucose testing, and Glugagon administration.

2. Diapering Procedures

Diapering children is a frequent activity in the two-year-old room. It is extremely important to follow correct procedures when changing diapers. To reduce the risk of spreading germs that can cause infections, especially those who have gastrointestinal diseases, the following procedure has been established:

- Take a clean diaper and everything else that is needed from the child's bag or cubby. Make sure a fresh changing paper has been placed on the previously disinfected changing table pad.
- Pick up the child and place him/her on the changing paper.
- Put on disposable latex or vinyl gloves.
- Remove the soiled diaper and clean the child with pre-moistened Towelettes, or diaper wipes.
- Hold the diaper with the gloved hand. Put the dirty diaper, the Towelettes, and the plastic glove all into the appropriate diaper pail.
- Put a new diaper on the child and dress him/her again. Use clean clothes if the others have been soiled or are wet.
- Wash the child's hands with a pre-moistened Towelette, and return the child to the play area.
- Dispose of the changing paper in the diaper pail
- Disinfect the changing table pad, using the disinfectant in the spray bottle.
- Wash your hands thoroughly.

NEVER LEAVE THE CHILD OUTSIDE OF YOUR REACH ON THE CHANGING TABLE!

3. Sickness

Our health policy states that any child with a contagious disease should remain at home after being on antibiotics for 24 hours for the following:

- Tonsillitis
- Strep throat
- Ring worm
- Pin worm
- Scarlet fever



If a child has chicken pox, he/she must be out of school a minimum of seven (7) days and cannot return until all open sores have scabs on them.

If during school, students develop a fever of 100 degrees or more, vomiting, reoccurring diarrhea, or upper respiratory infections, please let someone in the office know at once. The parents will then be called, and they **MUST** take the child from the school.

Watch the child in your class who is unusually listless or in any other way deviates from his/her normal behavior. If you are not sure if the child is well, please take the child's temperature and then a decision can be made whether he/she is well enough to remain in school. If a child is not well enough to participate in the program (i.e., go outside for recess) he/she is not well enough to be in school.

4. Safety and Security Measures

The most important principle in caring for children safely is to maintain proper supervision. **Children should NEVER be left unsupervised, even for a very short period of time.** Children of staff members must be supervised in the same manner as all others enrolled in the center. They will not be left in classrooms unattended at any time. They will report to their appropriate age group unless, prior approval has been given by the Director on a case-by-case basis.

Proper staff/child ratios should be maintained at all times, both in the classroom and on the playground. Do not allow children to climb on furniture, or shelves, throw toys, or in any way misuse equipment in the center. Do not accept wild or chaotic behavior.

Be alert to any condition in the center that could pose a safety threat to the children, and alert the director as soon as possible so that repairs can be made. Be especially careful when opening and closing doors, as fingers can easily be pinched. Be sure that all electrical outlets in your room have been capped with safety covers.

Be careful to properly store teacher equipment, such as sharp scissors and cleaning cans. These items are **ALWAYS** to be kept on a high shelf in the cabinet out of reach of children.

The office maintains a file on each child enrolled in the center. This file tells who has been authorized by the parent to pick up that child. Only those persons listed in this file will be allowed to take the child from the center. Please introduce yourself to, and become familiar with, the people who pick up children in your care. If someone unknown to you comes to take a child home, you **MUST** check with the office **BEFORE** you release that child to the that person. If it is discovered that the individual has not been previously authorized to pick up the child, the parent **MUST** be contacted before the child can be released. Even if the child recognizes the individual, do not assume the parent has authorized this person for pick up. Failure to picture ID an unfamiliar person picking up a child will be cause for disciplinary action.

5. Accident Procedures

If an accident occurs or other emergency situations, the first priority is to stay calm. Keep the well-being of the child, emotional as well as physical, in mind at all times. Call loudly for help if needed. Do not under any circumstances leave your class unattended.

In a case of serious accidental injury, notify the Director or the Supervisor on Duty immediately. The Director/Supervisor on Duty will then immediately notify parents. If the parents cannot be reached, the child's physician will be contacted, and if necessary, the school will call 911. The Director/Supervisor on Duty or the designated persons in charge will make ALL decisions about the care of the child until the parent arrives.

Non-serious injuries will be handled at school with proper first aid treatment, and an Accident/Incident



report is to be completed and given to the parents. Parents should be informed of even minor accidents, such as a bump on the head, a bite, or a scraped knee. The original copy of the accident report is to be turned into the office; one copy is to be put in the student's Parent File. Again, the Director/Supervisor on Duty is to be notified. Sometimes an accident report will be sufficient, but at other times, the Director/Supervisor on Duty will want to notify the parents immediately by phone. The parents may or may not choose to come at that time for the child, but this eliminates them being "surprised" with unpleasant news at the time of pick up. This also eliminates the risk of the parents receiving partial, or inaccurate, information from staff not fully aware of the situation; thus, the importance of always notifying the Director/Supervisor on Duty even in the event of a minor accident. Remember to ALWAYS fill out an accident report, immediately.

All staff members are required to take Standard First Aid and Infant/Child CPR courses given by the Red Cross in order to be properly prepared to handle emergencies.

6. Fire and Drill Procedures

All fires must be reported IMMEDIATELY!

- a. Pull the lever on nearest fire alarm box.
- b. Call 911, or have someone in the office call for you.
- c. Gather your class together and follow the fire exit plan posted in your classroom and the procedure that you have practiced during the monthly fire drills.

Each month a scheduled fire drill will be conducted. They will be scheduled on different days of the week at different times of the day so that all classes and teachers will experience a fire drill in different settings. The procedure for the fire drill is as follows:

- a. Upon hearing a fire alarm, all children and staff must evacuate the building immediately, but in an orderly fashion.
- b. Teachers should stop whatever they are doing and line up children immediately wherever they are in the building. Coats and books and all other possessions are to be left in the building.
- c. Teachers are to follow the evacuation routes posted in each classroom, and also have a secondary route established in case the primary route is blocked. Talking and shoving is prohibited.
- d. Class roll sheets are to accompany the class, and roll is to be taken immediately after the class is lined up outside at the designated location. All children must be accounted for. Children must be at least 150 feet away from building. After ascertaining that all are present the teacher shall signal that fact by a wave of hand to the office personnel.
- e. Teacher's aides, or those not class-responsible, should check the bathrooms and close all doors as children exit.
- f. Wait for an all-clear signal from the director, principal or fire fighters before re-entering the building.

The following are some different fire-precautionary procedures that can be followed when necessary:

- a. Upon identifying a fire, close all doors surrounding the fire.
- b. If the fire can be extinguished, use the fire extinguisher or water, provided that the fire does not contain chemicals, (i.e., that may be in paints, etc.), or a metal lid, or thick blanket to extinguish flames.
- c. Always close doors when leaving a room. Do not attempt to close windows.
- d. If halls are filled with smoke, crawl to safety if there is clean air near the floor. Otherwise, close the door and place clothing around the door so that smoke cannot enter the room and then exit the children through the windows.
- e. If a child's hair or clothing catches fire, remember to stop, drop, roll and cover the child with a blanket to extinguish the flames.

Grace Brethren Preschool



PARENT/STUDENT HANDBOOK Addendum A 2018-2019

www.gracebrethrenschools.com



GRACE BROTHERN PRESCHOOL PARENT/STUDENT HANDBOOK ADDENDUM (A)

A. Affiliation

Grace Brethren Preschool is part of a non-profit corporation in the State of California, owned and operated by the Grace Brethren Church and Schools as a ministry to the community. Grace Brethren Preschool is an accredited school and a member of the Association of the Christian Schools International.

Grace Brethren Preschool is licensed by the State of California Department of Social Services (License Number 566208209).

B. Philosophy

1. Philosophy of Ministry

The Philosophical basis for the school is the biblical, God-centered view of man and truth (*1 Corinthians 8:6; Colossians 1:16-17*). Ultimate truth is God's truth through a personal relationship with Jesus Christ (*John 14:6*). Therefore, Grace Brethren Preschool seeks to bring students into fellowship with God through a Christian education. The following objectives are derived from this philosophy:

a. To Reveal and Glorify God

"You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." Matthew 5:14-16

b. To Train and Educate Children Spiritually

"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." Deuteronomy 6:6-7

c. To Bring Students To A Personal Knowledge of Jesus Christ

"But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness." 2 Timothy 3:14-16

d. To Offer A Superior Academic Education Within A Loving Christian Environment

"A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another." John 13:34

2. Purpose

Grace Brethren Preschool was established as a ministry of Grace Brethren Church as a service to the families and children in this community. This service has grown from a sincere love for children and a desire to help them in the proper adjustment to our modern world. It is equipped and staffed to give the best possible care for children.

Grace Brethren Preschool's purpose is to provide children ages 2-5 with an environment that is safe and conducive to good health, where they can assemble, work, and play together while being guided toward a happy, wholesome, and spiritual development. All are welcome, regardless of race, color, or religion.



The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Each child is encouraged to progress at his/her own rate-of-speed toward enriched experiences, self-discipline, and the ability to make good choices.

The process of Christian education includes the integration of scriptural truth in every academic discipline and in every activity of school life as a primary goal. More specifically, the program seeks to show God revealed in His Word and in creation and to guide the student into conformity with His revealed will. The ultimate objective is that God be glorified in the life of the student (*Romans 11:36*).

3. Educational Philosophy

Grace Brethren Preschool operates on the philosophy that the early years of a child's development are important. During these formative years, the need to establish a solid foundation in the life of the child is critical. While human development progresses in a predictable pattern, children do learn at different rates. The preschool curriculum is designed to meet the needs of the whole child, providing meaningful experiences, i.e., using play as a means for learning. Grace Brethren Preschool's aim is to develop the total personality of each child by providing hands-on educational experiences of lasting value:

a. Intellectually

By encouraging an enthusiasm for learning, exploring, and first-hand experiences of lasting value.

b. Physically

By encouraging experiences, which will develop large and small muscle coordination and motor skills.

c. Socially

By encouraging participation in group activities, getting along with others, and developing a feeling of security and belonging.

d. Spiritually

By having a daily time of devotion as well as integrating Biblical concepts throughout all learning experiences, giving each child an awareness of God's love for him/her.

4. Curriculum Philosophy

The curriculum has been designed to specifically meet the needs of the students enrolled in the program. For each class there exists a curriculum guide with objectives that are developmentally appropriate for that age group. Using the curriculum guides, the teachers are able to provide opportunities for growth in all areas of development. Appropriate materials and resources are implemented into the curriculum to achieve the expected outcomes. On a regular basis each of the curriculum guides are reviewed by the teaching staff and adjusted accordingly.

5. Intended Outcomes

The goal of Grace Brethren Preschool is to partner with parents to prepare children for formal education by addressing their development spiritually, cognitively, socially, and physically.

Upon completion of our preschool program, it is intended that each child should:

a. Spiritual

- Understand that God is a loving God.
- Understand that the Bible is God's Word, instructing His people how to live.
- Use prayer to communicate with God, sharing thoughts, needs, and feelings.



- d. Share with others about God, Jesus, and the Bible.
- e. Have a desire to know more about God.
- f. Comprehend that the world, and everyone in it, was created by God.
- g. Begin to develop a sense of intrinsic rewards for behaviors.

b. Cognitive

- a. Exhibit an ability to explore, observe, create, experiment, plan, analyze, and reason.
- b. Express self creatively through a variety of mediums.
- c. Have an understanding of math concepts related to counting, sorting, and comparing.
- d. Demonstrate an ability to use receptive and expressive language skills to communicate with others.
- e. Have developed pre-writing skills, exploring writing utensils and the meaning of print.
- f. Have developed pre-reading skills, becoming aware of visual and auditory differences of letters and their sounds.

c. Social

- a. Be able to initiate friendships and enjoy interactions with a variety of individuals.
- b. Begin to exhibit character traits of kindness and empathy towards others.
- c. Develop an ability to share objects and thoughts with peers and adults.
- d. Utilize language skills to navigate interactions with others.
- e. Begin to demonstrate the ability to control him/herself, acting appropriately without direct instruction from an adult.
- f. Gain self-confidence, mastering skills through age-appropriate activities and positive adult interaction.
- g. Feel comfortable taking part in group activities and discussions.

d. Physical

- a. Explore fundamental movements such as balance, movement, touch, and coordination as well as develop gross motor skills.
- b. Acquire and refine fine motor skills.
- c. Understand the need to care for his/her body and begin to have an awareness of how to accomplish that.

"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."

Deuteronomy 6:6-9

C. Hours of Operation

1. Preschool is in session from 8:30 a.m. to 12:30 p.m.
2. The School is open daily for childcare from 6:30 a.m. to 6:00 p.m., Monday through Friday. (Students and parents will not be admitted into the facility prior to 6:30 a.m.)
3. For special events the preschool will occasionally close early. Please check the preschool calendar for dates and times that the preschool is closed.



D. Admission Policy and Procedure

Grace Brethren Preschool does not discriminate on the basis of race, color, national, or ethnic origin. Registration is based on available space within the child's developmental level. Developmental level is determined by the child's chronological age as well as how the child fits into the academic and social framework of the school. Grace Brethren Preschool accepts the obligation to work with each child and family to determine the proper placement of each child.

Each child admitted must be determined by the School Administrator to be able to benefit from the program offered and that his/her needs are being met.

The school maintains a waiting list in general chronological order to applications as received, giving preference to siblings of enrolled children in the Grace Brethren School system.

E. Admission Procedures

1. An orientation time will be held with a member of the preschool staff and the parents to discuss goals, purpose, philosophy, school policy, and general information pertinent to both the child and the school.
2. A registration packet must be fully completed online to be accepted. The packet will include ,but is not limited to, the following forms:
 - a. Enrollment Agreement (regarding tuition rates)
 - b. Identification and Emergency Information
 - c. Pre-Admission Health History
 - d. Notice of Parents Rights
 - e. Notice of Personal Rights
 - f. Consent for Medical Treatment
 - g. Field Trip Consent Form
 - h. Acknowledgment Statement
 - i. Birth Certificate
3. In keeping with the California Health & Safety Code 120335, which states that schools may not unconditionally admit students unless they have been fully immunized, Grace Brethren Schools requires that each child's parent/guardian must present proof of proper immunization prior to admission. Per allowances articulated in Section 120365 of the California Health & Safety Code, upon appropriate documentation, students with exemptions from immunizations for medical reasons or because of personal beliefs will be admitted. Students with exemptions from immunizations will be temporarily excluded where there is cause to believe that the student has been exposed to a communicable disease (California Health & Safety Code 120365).
4. Each family must have a Parent Interview with the Preschool Administrator. The Parent Interview will be scheduled once the completed registration packet and registration fee have been submitted, prior to the child's admittance to the program.

F. Family Preference Registration

Each year Grace Brethren Schools offers "Family Preference Registration" to all returning Preschool students. Preference is granted if the registration documents are received and the dues are paid prior to the deadline. Information regarding the specific dates will be sent home.



“Family Preference Registration” is also extended to Kindergarten students at the Grace Brethren Elementary School in accordance with vacancies available and the following priority schedule:

First: All are members of Grace Brethren Church.

Second: All siblings of existing Grace Brethren students in the Preschool, Elementary, or Jr./Sr. High School, or Grace Brethren Youth Sports.

Third: Registration Packets MUST be turned in and Registration Dues MUST be paid PRIOR TO THE DEADLINE. Priority is also based on the DATE STAMPED on the envelope. (Information regarding the specific dates will be sent to the home.) Any student who could not be accepted into the elementary school will be placed on a waiting list.

G. Programs Offered

And he said to him, *“You shall love the Lord your God with all your heart and with all your soul and with all your mind.”* Matthew 22:37

Children may attend 2, 3, 4, or 5 half or full days. Half day hours are from 8:30 a.m. to 12:30 p.m. Full-day care is from 6:30 a.m. to 6:00 p.m. However, it is suggested that in the interest of the child, they are left no longer than necessary.

Any half-day student may spend an occasional afternoon at school as space allows. Half-day and hourly rates are listed on the included schedule of Tuition Rates.

Based on a developmental approach to learning, the child is exposed to various forms of stimuli to develop his/her readiness in the following areas:

1. Curriculum (2-3 Year Olds)

- Language Arts: circle times, books, pictures, group discussion, and puppets.
- Cognitive Learning: learning and listening centers, monthly themes, science and math centers, and cooking.
- Creative Development: art, music, dramatic play, blocks, learning centers.
- Social/Emotional Development: daily interaction, home living, monthly themes, field trips, teaching health and hygiene.
- Motor Skills: playground equipment, activity records, lacing, threading beads, coloring, working with scissors, dressing and undressing dolls, puzzles, cutting and pasting.
- Spiritual/Moral Development: Bible stories, art projects, chapel services, Bible in felt, “God loves me”, Gospel Light, and “Scripture Bites” curriculums.

2. Curriculum (4-5 Year Olds)

- Language Arts: circle times, share time, and group discussion.
- Reading Readiness: Story book journals, begin formation of letters and numbers through various mediums, reading and writing centers, and other school resources and tenets.
- Math Readiness: “Math Their Way”, math learning centers, and math manipulatives.
- Creative Arts: Art projects, music, dramatic play, movement, and learning centers.
- Social/Emotional Development: Daily group interaction, monthly themes, class parties, learning centers, field trips, and school projects.
- Motor Skills: Playground equipment, exercise/activity records, and learning centers.



- g. Spiritual/Moral Development: Association of Christian Schools International (ACSI) Bible Curriculum, "Scripture Bites" and "Bright Beginnings" curriculums, object lessons, chapel, scripture memorization, and Bible in Felt.

3. Field Trips

Field Trips will be scheduled monthly. Notices will go home to parents to be signed before the day of the field trip. If the field trip is scheduled on your child's regularly scheduled day, and you do not wish for him/her to attend, you are responsible to make alternate arrangements for the care of your child since all teaching staff will attend the field trips. If it is not your child's regularly scheduled day and you and your child would like to join us on the field trip, you are welcome to do so.

Transportation for off-site events will be provided by bus or by teachers and parents over 21 years of age who have working seat belts in their cars and carry comprehensive insurance. Car seats must be provided for children as applicable by state law.

4. Progress Reports

Preschool developmental progress reports are sent home twice annually to reflect the child's behavior observed in class for each area of emphasis taught.

Parent/Teacher Conferences may be scheduled during these times to discuss your child's individual progress and needs.

5. Sample Daily Routine

Please note that class-time begins promptly at 9:00 a.m. It is best if your child arrives prior to that time so as to establish a consistent routine for your child and to not interrupt class already in progress.

Morning Schedule:	
6:30 – 7:30	Arrival and combined class
7:30 - 8:30	Free play
8:30 - 9:00	Outdoor time/Bathroom
9:00 - 9:15	Arrival and opening exercise (roll call, calendar, flag salute, weather, introduction to learning centers)
9:15 - 10:00	Learning Centers (cognitive)
10:00 - 10:15	Snack Time
10:15 - 10:45	Recess
10:45 - 11:00	Bible
11:00 - 11:40	Learning Centers (creative)
11:40 - 12:00	Language Development/ Share Time
12:00 - 1:00	Lunch
Afternoon Schedule:	
1:00 - 3:00	Nap time
3:00 - 3:30	Bathroom and snack time
3:30 - 4:30	Outdoor play
4:30 - 5:30	Centers and special projects
5:30 - 5:45	Story time
5:45 - 6:00	Clean-up and closing



H. Financial Policies

1. Registration Fees

A non-refundable registration fee is due before a child is admitted or re-enrolled.

2. Tuition

Tuition is paid in advance on a monthly payment schedule. The monthly tuition charge is due on the first (1st) of the month and is to be paid-in-full regardless of the child's attendance, illness, teacher in-service days, or holidays therein. If tuition is not paid by the tenth (10th) of the month, a \$35.00 late fee will be assessed.

Money will be accepted anytime during school hours.

Tuition is as follows for illness:

- If a five-day student is out for 5 days, ½ week tuition credit will be given.
- Absences must occur in the same week and cannot be accumulated.
- There is no illness credit for students who are scheduled to attend school for less than five (5) days a week.
- If a child should miss a portion of a week, tuition must be paid-in-full for that week.

Checks may be left in the tuition box or given to the Administrator or Administrative Assistant. Please get a receipt for all cash payments. **In the memo field of the check please write the Family I.D. code listed on the monthly statement.**

Please put cash in a sealed envelope and provide the following information:

- Your child's first and last name.
- Amount being paid.
- Date.
- Month you are paying for.
- Any additional charge(s) you are paying for, such as an extended day or extra hours.

3. Overtime Fees

A child left after the closing time of 6:00 p.m. will be charged \$1.00 per minute, with a minimum charge of \$10.00. When the Preschool closes prior to 6:00 p.m., late fees will apply at the stated time of closure.

The preschool's clocks are set by official Pacific Standard Time. This can be verified by the staff upon request.

4. Vacation Policy

If a child is out for a complete week the parent may request "Vacation Credit" for that week.

A maximum of two weeks credit may be permitted in each calendar year (July – June). To receive credit, a parent must submit a "Change of Information" form prior to the 15th of the month. Vacation credit will only be credited the month following the vacation time taken so it can be verified by the attendance records.

Partial days or weeks will not receive any credits.

5. Withdrawal Policy

At the time that enrollment is terminated, the parent must give notice, in writing, at least two (2) weeks prior to date of withdrawal. Parents are responsible for tuition during the two-week notice.

6. Additional Days Or "Make-Up" Days

There are no make-up days for any holidays or teacher in-service days when the school is closed. There are



no make-up times or credits available for full-time students. Part-time students may request a make-up day for illness only. Permission may be granted if space is available. When the school's enrollment capacity is full each day, this may not be an option at all. Permission must be asked within one week of the illness and granted only by the administrator.

Parents may add extra days to their schedule if space is available. This may be done by checking with the administrator first. The parent will be billed an additional daily charge for each additional day requested.

On Field Trip days or "Party" days that do not fall on your child's regularly scheduled days, the parent has either of the following options available:

- a. Bring your child that day and participate as a volunteer on the trip or in the classroom at no additional tuition cost. Fees for the activity/event will apply.
- b. Ask permission to add an extra day to your schedule (if space is available) at the additional daily rate.

7. Schedule Change Policy

If parents find that a change is needed in regard to their child's schedule, the preschool will do its best to accommodate the need. The parent must first contact the preschool office to verify availability, and then submit a "Change of Information" form prior to the 15th of the month for the change to be reflected on the next billing statement. Schedule changes will become effective only on the 1st of each month.

8. Delinquent Account Payments

There will be a \$35 late charge for payments received after the 10th day of the month. If your tuition is not paid by the 25th of the month, and you have not contacted the Administrator regarding this delinquency, services may be terminated.

Your child may be reinstated if there is a spot still open in your child's age group. The unpaid delinquent amount prior to termination and an additional re-registration fee of \$25.00 will be due before he/she can be re-admitted. The first month's tuition must then be paid in advance.

9. Returned Check Policy

The following policy is set for all checks returned "NSF" or "ISF":

- a. The first check returned will be picked up and paid for by cash. Future personal checks will still be accepted.
- b. The second check returned will be picked up and paid for by cash. Personal checks will then NO LONGER be accepted and payment for tuition must be made with either a Cashier's Check, Money Order, or cash, for a period of 6 months before personal checks will be accepted.
- c. There will be a \$25.00 service charge for all returned checks.

I. School Policies and Procedures

1. General Health Policy

Because Grace Brethren Preschool is concerned about the well-being of all children, PLEASE KEEP YOUR CHILD HOME if he/she is ill. It is imperative that precautions are taken to prevent the spread of illnesses amongst the other children and staff. The school retains the right to send home any child that displays symptoms of illness as well as the right to require a doctor's note for a child's re-admittance to school following an illness or suspected illness.

Please notify the office if your child may have exposed others to contagious illnesses. The school staff will take the necessary precautions, but will never release information about a specific child's health without parent consent.



This sick policy is designed for the health and well-being of all students and staff. It needs to be understood, however, that there are cases which may not fall into any of the situations specified below. Parents are encouraged to discuss the specifics of their child's health with the school's administration to determine the most appropriate course of action.

- a. A child with any contagious disease may return to school after being on antibiotics for at least 24 hours, and be free of symptoms, for the following:
 - i. Conjunctivitis/pink eye (the student may return after 48 hours)
 - ii. Tonsillitis
 - iii. Strep Throat
 - iv. Ring Worm
 - v. Pin Worm
 - vi. Scarlet Fever
 - vii. Ear Infection
 - viii. Skin Rash
 - xiv. Lice (the student may not return until all nits/lice are removed)
- b. If, during school, a student develops a fever of 100 degrees F or more, vomiting, diarrhea, or upper respiratory infection, they **MUST** be taken from the school within one hour of when the parent is called by the staff member. Alternative arrangements are the responsibility of the parents in cases where they are unable to pick up the sick student.
- c. A child with an uncontrollable, persistent cough or congestion, and/or wheezing, will be sent home. The student must be symptom-free before returning to school, or provide a doctor's note stating that the child is not contagious. Students with known cases of asthma need to provide the office with necessary medications to treat an asthma occurrence at school. In the case that an asthma occurrence cannot be controlled at school, the child will be sent home.
- d. A child with thick, colored mucus from the nose will need to be on antibiotics for 24 hours before returning to school, or provide a doctor's note stating that the child is not contagious. Students with allergy symptoms will need to provide the office with a note from the doctor stating that the child's symptoms are not contagious.
- e. A child with diarrhea should remain at home until there has been 24 hours free from loose bowel movements. If a child develops reoccurring diarrhea at school, the parents will be notified and arrangements for the child to be removed from the school will be made.
- f. Children must be fever free for a 24-hour period before returning to school.
- g. Children must be vomit free for a 24-hour period before returning to school.
- h. A child with CHICKEN POX may return to school **ONLY** after **ALL** the lesions are scabbed and no new ones have formed (a minimum of 7 days).

IF A CHILD IS NOT WELL ENOUGH TO GO OUTSIDE, THEN HE/SHE IS NOT WELL ENOUGH TO BE IN SCHOOL.

2. Dispensing Individual Medication

- a. All medication can only be dispensed by a staff member with written permission of a physician and the parents. This includes both prescription and non-prescription medicines. Please be aware that many over-the-counter products are technically medicated.



- b. A Medication Permission Form **MUST** be completed and signed by a parent **WEEKLY**, before medication can be given to the child.
- c. Medication must be provided by the parent, in the original container, dated, and labeled with the child's name. Expired medications will not be given.
- d. The parent must provide the appropriate measuring tool for the dispensing of medication.
- e. Parents must hand over all medications directly to the preschool staff to be properly secured. Medications must **NOT** be left in backpacks, lunchboxes, etc. (This includes medications such as vitamins and supplements.)
- f. Medications must be taken home as soon as the course of treatment is completed. Medications not picked up will be discarded by the preschool staff.
- g. Incidental Medical Services (IMS) may be provided by the preschool staff in accordance with regulations set forth by the state licensing agency. IMS includes EpiPen injectors, inhaled medications, blood glucose testing, and Glugon administration.

3. Reporting Accidents At School

- a. In case of a serious accidental injury, the parent will be notified immediately.
 - i. If a parent cannot be reached, the child's physician may be contacted and, if necessary, the school will call an ambulance or paramedic.
 - ii. The Administrator, or designated responsible personnel in charge, will make ALL decisions about the care of the child until the parent arrives.
 - iii. Non-serious accidents will be handled at the school, and an Accident Report Form will be completed and given to the parent.

4. Emergency Procedures/Staff CPR and First Aid

Preschool staff members have CPR and First Aid certifications and update these certifications on a regular basis.

5. Disaster Supplies

As part of the enrollment process for each student, a \$10 disaster supplies fee is collected annually. This fee goes toward the purchase and maintenance of disaster supplies, including a 3-day supply of food and water for each student.

6. Disaster Drills

In preparation of potential emergencies, the staff is trained in disaster drills. Fire drills are conducted monthly and the teachers regularly review earthquake procedures with students.

7. Severe Allergic Reactions

In the event of a severe allergic reaction, emergency medical services will be contacted. The reactions for these types of allergies can be quite severe, potentially leading to anaphylaxis, a life-threatening reaction. In the event that a child with identified allergies is exposed, or may have been exposed, to the known allergen, the staff will call 9-1-1. Additionally, in the case that a child without any known allergies exhibits symptoms of a severe allergy, the paramedics will be called.

8. Evacuation Plans

In the event of an emergency on the preschool premises, students may be evacuated to preserve their safety. Should the need ever arise, students would be evacuated to one of the other Grace Brethren School



Campuses or Grace Brethren Church.

9. Emergency School Closures

In the event that there is an emergency school closure, the preschool staff will seek to notify parents, and keep them updated, in the following ways:

- a. Phone Calls to Parents.
- b. Website Updates.
- c. Answering Machine Messages.
- d. Posted Signs on the Buildings.

10. Signing In and Out Procedure

In order to provide a safe learning environment, it is imperative that ALL children are signed in and signed out in the school roster book DAILY. Each child has his/her own page for the RESPONSIBLE ADULT to sign and write in the child's arrival and departure times. Siblings signing a child out must be at least thirteen (13) years old, must be listed on the student's Identification and Emergency Information form, and must be known to the preschool staff.

Only those individuals on the child's Identification and Emergency Information form will be allowed to pick up the child. Unfamiliar persons will have their ID checked and verified. Be sure to list all people who might possibly be picking up your child.

All changes of information on the Identification and Emergency form must be submitted in writing. Verbal changes will be made only upon the confirmation of the Family Password. If there is no Family Password, no changes may be made verbally. Please be sure to keep the information current.

Any school correspondence needing to be picked-up by the parent will be in the child's Parent File located at the sign-in desk. Please check this daily.

In cases where there exists a custody situation, the responsible party must provide the school with copies of court documents (i.e., restraining order) in which the other party has restricted access to the child.

If an individual is impaired/or under-the-influence he/she may not transport the child, the individual should be given options, which may include:

- a. Give the individual an opportunity to regain the ability to safely transport the child/student.
- b. Food or a nonalcoholic beverages may be offered (Note: coffee alone is not sobering).
- c. Contact another authorized person to take the child from school.

11. School Visits

Grace Brethren Preschool welcomes parents to visit the school and be involved in their child's preschool experience. Please communicate with your child's teacher to coordinate your participation in the classroom.

- a. All parent volunteers, visitors, and other volunteers MUST report to the school office first.
- b. All visitors need to sign in and receive a visitor's badge prior to going to the classroom.
- c. Volunteers (outside of parents) will be required to fill-out a volunteer application prior to beginning volunteer service at the preschool.
- d. Children will remain under the direct supervision of preschool staff, unless otherwise directed by the child's parent.



12. Parent Participation

A. Volunteers

Parents are encouraged to participate in the preschool, however, there is not a requirement to do so. For parents who seek to volunteer within the school, there are a number of ways in which that might occur. Please speak with your child's teacher or the Administrator should you desire to become involved in this way.

B. Parent Seminars

It is our desire to partner with parents in the raising of their children. As such, from time to time the preschool will offer Parent Seminars. Seminars offered will be based upon the needs and interest levels of the parents.

13. Toys From Home

Grace Brethren Preschool requests that your child not bring any toys from home.

14. Meals and Snacks

Learning to eat the right foods is a necessary part of every child's education. A snack will be provided before the morning and afternoon recess times that will include two of the four (4) basic food groups. Lunch for each child is the responsibility of the parents. You may send a lunch or purchase a hot lunch. When sending a lunch from home, please do not send candy or soda. Candy and soda that are sent will be put in the child's Parent File to be taken home. Please do not send lunches that need refrigeration or heating.

To assist your child in developing nutritional eating habits, the following recommendations are made for lunch:

- Sandwich or Main Course (peanut butter and jelly, ham and cheese, pizza, chicken).
- Fruit or Vegetable (carrots and dip, applesauce, celery and peanut butter, strawberries).
- Cheese (cubed, string, or sliced).
- Yogurt.
- Juice.
- Dessert – please only one (cookie, Twinkie, cupcake).

****The teachers will not allow your child to eat dessert until a portion of the healthier foods has been eaten. If a child has food allergies and will need specialized snacks, it is the parents' responsibility to provide the necessary items. It is recommended that you place extra snacks in your child's lunch box. A snack menu is available for your review.**

Please feed your child breakfast prior to coming to school. Children who arrive at school between 6:30 a.m. and 7:30 a.m. may sit at one of the tables to eat breakfast provided by the parent. All breakfast activities must be completed by 7:45 a.m. so as to not impede classroom routines and activities. When sending a child with breakfast, the parents must provide all the necessary supplies (i.e.: spoons, bowls, milk).

Birthday parties are welcome! The students love a birthday party. You are free to bring party favors, snacks, and balloons if you desire. Please let your child's teacher know in advance if you wish to celebrate your child's birthday.

Hot lunches are catered in 5 days per week. Menus and sign-up sheets are located at the sign in desk. Lunch orders must be signed-up by 9:00 a.m. You may pay with cash each day or buy a lunch ticket for 10 lunches. You must sign-up either way if you wish for your child to have hot lunch. Change will not be given (nor partial credits tracked) for over payment.



15. Attendance Conduct

- a. The parent is expected to notify the school by telephone if their child will not be attending his/her normally scheduled program for that day.
- b. Attendance at our school is a privilege. Any parent/student whose conduct or attitude in or out of Grace Brethren School shows him/her to be in opposition to the basic principles and purpose of the school, or who maliciously destroys school property, will be dismissed or asked to withdraw from the school.

16. Discipline

A. Basic School Expectations: The following basic expectations will be introduced the first few weeks of school, and reinforced the remainder of the year.

- Classroom:
 - i. Walk in the classroom.
 - ii. Use inside voices (talking not yelling).
 - iii. Keep toys and games in the appropriate areas.
 - iv. Use toys, games, and art supplies appropriately.
- Circle Time (Five Checks On The Rug):
 - i. Folded legs (pretzel).
 - ii. Folded hands.
 - iii. Quiet mouth.
 - iv. Raise your hand to talk.
 - v. Listen when the teacher talks.
- Nap Time (Before Laying Down):
 - i. Go to the restroom.
 - ii. Wash hands.
 - iii. Lay still and quiet on mat.
- Restroom:
 - i. Knock when door is shut.
 - ii. One person at a time.
 - iii. Wash hands when finished.
- Outside:
 - i. Use equipment properly
 - ii. No standing on swings; sitting on bottoms only.
 - iii. No twisting on swings.
 - iv. Sitting, face forward on the slide.



- v. No throwing sand or woodchips.
- vi. Use toys appropriately.
- Lunch Time:
 - i. Stay seated while eating.
 - ii. Raise hand for help.
 - iii. Empty lunch box of trash when finished.
 - iv. Put your lunch box away when finished.
 - v. Keep food and drinks away from carpet area.
- Lining Up:
 - i. Stand one behind the other facing forward. Keep hands to yourself.
 - ii. Corporal punishment or humiliating or frightening techniques are never used.
 - iii. Punishment is never associated with food, rest, isolation for illness, or toilet training.

B. Classroom Discipline/Positive Discipline

At the preschool positive discipline is to be the approach, always expressed in the staff's attitudes and actions. Tools, such as a color coded chart, will be used to supplement positive discipline approaches and interactive discipline techniques. Teachers strive to implement discipline techniques that will result in long-term changes to behavior by changing the child's character. Keys to Positive Discipline include:

1. Build A Relationship With The Child

- i. Encourage the child's sense of initiative.
- ii. Take advantage of teachable moments.
- iii. Clearly state expectations, using a tone of voice that is kind, yet firm.
- iv. Set reasonable goals.
- v. Offer appropriate choices.
- vi. Look for win-win solutions.
- vii. Always follow through.
- viii. Celebrate successes.

2. Incentives

Incentives will be used by the teachers to motivate the children toward positive behavior. Incentives will be genuine and available to all students. Some incentives include:

- i. Marble Jars (class incentive).
- ii. Special Activity or Party (class incentive).
- iii. Sticker Charts (individual incentive).
- iv. Treasure Box (individual incentive).
- v. Awards (individual incentive).
- vi. Treats (individual incentive).



3. Visual Tools

In each class, there is a color coded chart to be used as a visual tool to help the children know how their day is going. Each of the classes may modify the system for their class in order to meet the developmental needs of the specific age group. Within the chart, each color signifies a specified level of reward or discipline, with age appropriate incentives and consequences associated to promote appropriate behavior.

4. Individualized Approach

No discipline system, approach, or tool is perfect for every child in every situation. While the teachers will follow these general guidelines for discipline, they will also tailor their classroom management to meet the needs of their students.

If the staff and parents cannot work out a successful behavior modification plan, the child may have to withdraw from the school.

The following suggestions are ways in which parents can assist their children in becoming more comfortable with developing a positive attitude toward school:

- Make going to school a pleasurable experience.
- Send your child regularly and promptly.
- Tell the teacher anything about your child that will help him/her understand him/her better.
- Be interested in what your child brings home from school, never belittle it.
- Ask your child about his/her day and listen to what he/she has to say.
- Put your child's first and last name on everything that is brought to school.
- Try to be involved in the classroom. Parents are always welcomed guests to all of our special events, or just to visit the class on occasion.
- Please keep in mind that the time your child is at school is a learning experience and needs to have the opportunity to give it his/her full attention.
- Let your children see your confidence in the teacher.
- Never discuss the teacher, school, or church negatively in the presence of your child.
- If your child is ill or has symptoms of an illness, keep your child home from school.
- Please read all correspondence/newsletters sent home from school so as to be informed of upcoming activities involving your child.

17. Personal Needs of Children

- a. Grace Brethren Preschool is not responsible for any personal items that are damaged, lost, or stolen at the preschool. **Please label everything in permanent marker.**
- b. Children need to come to school dressed in comfortable clothing that is okay to get soiled. Children should wear closed-toe and closed-heel shoes or tennis shoes at all times. Girls need to wear shorts under their dresses for climbing and playing. Elastic waist bands and snaps are preferred for shorts and pants. Items that depict scary or violent scenes will not be allowed.
- c. Each student staying for nap needs a fitted crib size sheet and lightweight blanket for naptime. (Parents are responsible for taking the bedding home weekly and laundering it.) Please no pillows.
- d. All children need at least two (2) complete changes of clothing in a large plastic zip-loc bag for when



accidents and spills occur. Be sure that spare clothes are labeled and are appropriate for the current weather and size of the child.

- e. For children who are still in the process of potty training, the parents are responsible for providing the preschool with:
 - i. Diapers (plan on at least 5 diaper changes a day).
 - ii. Wipes.
 - iii. Several changes of clothes (easy for the child to manage).

It is the parents' responsibility to monitor the supply of these items and replace them as needed.

Potty Training is defined as being in the process of learning to care for one's bathroom and toilet needs. A child who is to be considered "potty trained" has met a reasonable level of self-sufficiency to be determined by the staff. Criteria include: consistently urinating in the toilet, consistently having bowel movements in the toilet, being able to properly wipe one's own bottom, being able to dress and undress oneself for bathroom usage, no use of diapers or pull-ups, and having only an occasional accident.

18. Parent – School Communication

Parents will be informed of the latest announcements relating to the school through notices on the parent bulletin boards and in student files as well as through e-mails and/or postings on the website. Please read all information thoroughly so that your child will not miss important events.

Parent/Teacher Conferences will be held twice a year. If a parent requests a special conference, an appointment should be made through the Administrator. Teachers are not allowed to conference with parents while they are in the classroom or on the playground.

Leaving the children unsupervised violates the school safety code and can be disruptive to the class.

J. Staff Requirements

"So we, though many, are one body in Christ, and individually members one of another." Romans 12:5

1. Staff Qualifications

All employees must be Christians who have had experience working with children. Preschool teachers must meet state requirements, which includes college units in Early Childhood Education. However, a number of our teachers have, or are pursuing, an AA, or a Bachelor Degree in Early Childhood Education. Ongoing staff training opportunities are available through teacher conventions, guest speakers, and staff in-service training.

2. Medical

All employees at Grace Brethren Preschool must have a Health Certificate certified by a practicing physician, and be free from any disability which would prevent him/her from caring for the children under his/her supervision.

3. Criminal Clearance Check

All employees at Grace Brethren Preschool must be cleared through California Department of Justice in Sacramento.

4. Staff Evaluation

All teachers and childcare providers will be observed on a regular basis, and formally evaluated annually to determine if they are meeting expected standards of performance.



K. Statement of Faith

We Affirm and Believe in the Following:

BIBLE:

The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (2 *Timothy* 3:16; 2 *Peter* 1:21). The One True God: existing eternally as three persons—the Father, Son and Holy Spirit (*Luke* 3:22; *Matthew* 28:19; 2 *Corinthians* 13:14).

LORD JESUS CHRIST:

His preexistence and deity (*John* 1:1-3), incarnation by the virgin birth (*John* 1:14; *Matthew* 1:18-23), sinless life (*Hebrews* 4:15), substitutionary death (2 *Corinthians* 5:21), bodily resurrection (*Luke* 24:36-43), ascension into heaven and present ministry (*Hebrews* 4:14-16) and coming again (*Acts* 1:11).

HOLY SPIRIT:

His personality (*John* 16:7-15), deity (*Acts* 5:3-4) and His work in each believer, baptism and indwelling at the moment of regeneration (1 *Corinthians* 12:13; *Romans* 8:9) and filing (*Ephesians* 5:18) to empower for Christian life and service (*Ephesians* 3:16; *Acts* 1:8; *Galatians* 5:22-23).

MAN:

The direct image of God, created male and female as determined by God, unchangeable by human intervention (*Genesis* 1:26-28, 2:18-24); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (*Genesis* 3:1-24, *Romans* 5:12, *John* 3:3-5).

SALVATION:

A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (*Ephesians* 2:8-9; *Titus* 3:5-7; 1 *Peter* 1:18-19).

CHURCH:

One true Church, the body and bride of Christ (*Ephesians* 1:22-23, 5:25-32), composed of all true believers of the present age (1 *Corinthians* 12:12-13) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (*Ephesians* 4:11-16).

CHRISTIAN LIFE:

A life of righteousness, good works and separation unto God from the evil ways of the world (*Romans* 12:1-2), manifested by speaking the truth (*James* 5:12), maintaining the sanctity of the home (*Ephesians* 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 *Corinthians* 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (*Romans* 12:17-21), exhibiting the fruit of the Spirit (*Galatians* 5:22-23) and maintaining a life of prayer (*Ephesians* 6:18; *Philippians* 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (*James* 5:13-18).

SEXUAL PURITY:

God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts and practices are sinful and outside of God's revealed will. (*Genesis* 1:27,28, 2:18-25, *Leviticus* 18:22-24, *Proverbs* 5:15-23, *Matthew* 5:27,28, *Romans* 1:24-32, 1 *Corinthians* 5:9-13, 6:9-11, *Ephesians* 5:22-33).

**ORDINANCES:**

The Christian should observe the ordinances of our Lord Jesus Christ which are: (1) baptism of believers by triune immersion (*Matthew 28:19*) and (2) the threefold communion service, consisting of the washing of the saints' feet (*John 13:1-17*), the Lord's Supper (*1 Corinthians 11:20-22, 33-34; Jude 12*) and the communion of the bread and the cup (*1 Corinthians 11:23-26*).

SATAN:

His existence and personality as the great adversary of God and His people (*Revelation 12:1-10*), his judgment (*John 12:31*) and final doom (*Revelation 20:10*).

SECOND COMING:

The personal, visible and imminent return of Christ to remove His Church from the earth (*1 Thessalonians 4:16-17*) before the tribulation (*1 Thessalonians 1:10; Revelation 3:10*) and afterward to descend with the Church to establish His millennial kingdom upon the earth (*Revelation 19:11-20:6*).

FUTURE LIFE:

The conscious existence of the dead (*Philippians 1:21-23; Luke 16:19-31*), the resurrection of the body (*John 5:28-29*), the judgment and reward of believers (*Romans 14:10-12; 2 Corinthians 5:10*), the judgment and condemnation of unbelievers (*Revelation 20:11-15*), the eternal life of the saved (*John 3:16*) and the eternal punishment of the lost (*Matthew 25:46; Revelation 20:15*).

L. Lifestyle Statement

As an extension of the Statement of Faith, Grace Brethren Schools affirms the authority of God's Word as it applies to all aspects of life. Grace Brethren Schools exist to provide an educational environment that is based on a Biblical worldview. Organizational values, and all aspects of the school, are based upon Biblical truths and morals. While the preschool operates as a ministry open to the community, it is our expectation that parents would be supportive and respectful of the principals and values upon which the program is founded.

1. Personnel

All staff shall demonstrate a personal relationship with Jesus Christ, and must maintain a lifestyle consistent with Christian moral standards as defined by God's Word. This includes, but is not limited to, sexual conduct, sobriety, respect for individuals, and adherence to the laws of the land as ordained by God.

2. Curriculum

The curriculum chosen for the school reflects the Biblical worldview and Biblical principals upon which the program is founded. Students at all levels are taught to think critically about what God's Word says in regard to their lives. As such, we affirm God's authority as it relates to the structure of the home, the components of marriage, and the need for repentance of sin.

3. Operational Integrity

All school policies and procedures are based upon Biblical values of integrity, good stewardship, and equitable treatment of all people.



Grace Brethren Elementary School



TEACHERS' MANUAL Addendum B 2018-2019

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GRACE BRETHREN ELEMENTARY SCHOOL TEACHERS' MANUAL ADDENDUM (B)

A. Introduction

Welcome to the faculty of Grace Brethren Elementary School. We are excited about the 2017-2018 school year. We believe that nothing in God's kingdom happens by chance; therefore your partnership with Grace Brethren Schools has been pre-ordained. It is so exciting to see God's perfect plan unfold in your life and in the life of our school. As we work together, may you "grow in the grace and knowledge" of our Savior and Lord, Jesus Christ.

This manual is provided to assist you in the performance of your duties at Grace Brethren Elementary School. Embodied within are the policies, regulations, and guidelines that have evolved over the many years of the schools existence. As these procedures continue to change and develop, they will continue to reflect who Grace Brethren Elementary is as an educational team. Your input is always valued. Please feel free to share your ideas and suggestions for improving our ministry to young people and the families we serve. Throughout the school year proposed changes will be discussed. As changes are made, please keep your manual up-to-date with the newest revisions.

All information in this manual is for the use of our teachers ONLY. Portions are incorporated into the Parent/Student Handbook, and may be quoted to parents or students should the need arise.

"Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth." II Timothy 2:15

B. Admissions

The philosophy of GBS Elementary is one of outreach and evangelism. While being sensitive to the "age of accountability" in students and remaining open to God's will, our desire is for both students and parents to come to the saving knowledge of Jesus Christ. All incoming students and parents shall demonstrate the following attributes:

1. Students and parents shall be accepting of the schools Statement of Faith.
2. They are open to attending church on a regular basis.
3. They must agree to support and respect the authority of the administration of GBS.

GBS philosophy also states that we exist to assist and support parents, in a partnership, as they bring up their children in the discipline and instruction of the Lord. Grace Brethren Elementary School does not discriminate on the basis of race, color, national or ethnic origin.

C. Auxiliary Organizations

Parent Teacher Fellowship (PTF)

The PTF is an association comprised of the parents and teachers of all students attending GBES. Its purpose is two-fold:

1. A means for the school to communicate important information in support of the parents, faculty and administration.
2. To provide the parents, and school staff an opportunity where they can support the educational programs, development projects, and goals of the school.



D. Salaries

1. Payroll Procedures (see section VI, B, 12 of policy manual)

a. Salary Payments

Teachers under contract may select either 20 or 24 equal payments as an employee option. The first check is issued on September 15th. The final check is issued on June 30th or August 31st. This option, expressed in writing, at the beginning of the contract-period, is binding for the balance of the contract-period unless the School Council approves of a change for a good cause.

b. W4 Forms

These forms, used for declaring the number of personal and dependent exemptions for tax withholding purposes, are available from the school finance office. Teachers are required to fill out a new W4 annually during teacher orientation. Any change in dependent status (marriage or addition of a child) must be reported to the finance office and a new W4 must be filled out as soon as possible.

E. General Policies

1. Philosophy

Grace Brethren Schools, as a Christian institution, owes to its employees the very best remuneration that it can afford to pay. Every attempt shall be made to maintain competitive salaries within the Christian School industry.

2. Employee Stipends

Employees will receive a pre-determined stipend for the school year. These will be granted for activities such as drill team, student council, and athletics.

3. Evaluations

a. Purpose

The primary purpose of evaluations are for the improvement of instruction, to meet the stated objectives of Grace Brethren Schools, and to encourage greater job satisfaction.

b. Evaluations

Evaluations are made from broad-based observations, and not limited to classroom visits.

Evaluation Schedule:

- i. New teacher observations will begin in September.
- ii. First formal observations for all teachers will be completed by November 30th.
- iii. Second formal observations for all teachers will be completed by February 28th.
- iv. Annual Evaluations will be completed by March 15th.

c. Formal Observation Procedure

Pre-Conference:

- i. To take place preceding the observation.
- ii. Observation objective set and agreed to by principal and teacher.
- iii. Teacher shares lesson plans and objectives.



F. Faculty Job Description

1. General Job Expectations

- a. Attend all regularly scheduled faculty meetings, including devotionals, prayer meetings, and grade/department meetings.
- b. Arrive to work on time at the prescribed hours established by the administration during Orientation Week, minimum days, and the last day of school for faculty members as well as during the normal school year.
- c. Attend all P.T.F. functions as assigned.
- d. Accept teaching assignments established by the administration.
- e. Accept extra-curricular responsibilities as assigned by the administration.
- f. Readily support student activities throughout the school year.
- g. Be actively involved in public relations with the community through written articles, conferences, visits, involvement, and church membership, etc.
- h. Active involvement in the spiritual life of the school through participation in weekly chapels, classroom, and faculty devotions. Exemplify a consistent Christ-likeness attitude and manner in the daily contact with students and fellow faculty members. When possible develop a discipleship relationship with students.
- i. Communicate with the administration regarding appropriate details of student behavior.
- j. Support the regulations established by the school board and administration through active enforcement.
- k. Respect the worth, dignity, and individuality of each student, fellow faculty and staff members.

2. Classroom Expectations

- a. Have long-range, weekly, and daily lesson plans for submission to the administration.
- b. Have clear and specific objectives for teaching assigned subject matters.
- c. Individualize assignments to the needs of each student.
- d. Is competent in academic knowledge of subjects being taught.
- e. Provide opportunities for students to work independently on meaningful tasks.
- f. Use a balanced variety of non-textual and non-print materials.
- g. Provide a physically attractive environment for learning:
 - i. Neat and orderly desk.
 - ii. Regularly changes bulletin boards.
 - iii. Avoids a cluttered appearance by storing unused materials.
- h. Participate responsibly in the following academic-oriented routine of activities:
 - i. Prepare and record lesson plans as well as student assignments (such preparation will include speakers, field trips, and audiovisual materials).
 - ii. Check and evaluate student performance on all issued assignments.
 - iii. Average and record all grades.
 - iv. Maintain weekly updates on school webpage, if appropriate.
- i. Maintain classroom discipline in conformity with school-wide discipline standards.



- j. Be responsible for periodic appraisal of student-used equipment and books (i.e., issue book covers when needed, check that students have their own previously assigned books, prevent defacement of school property, etc.)
- k. Act as an agent for the school by collecting required forms and, in the timely distribution of school-related information, i.e., hand-outs.
- l. Be responsible for distribution, collection, and inventory of all texts and supplemental materials for each assigned class.

3. Extra-Curricular Responsibilities

- a. Supervise and control students' conduct at Chapels, assemblies, games, field trips, and special school activities.
- b. Schedule time as advisors to address student needs, when applicable.
- c. Plan to support and attend, whenever possible, activities and events sponsored by the various departments throughout the school year, i.e., speech meets, plays, science fairs, math contests, athletic events, music performances, etc.
- d. Assume responsibility for organization and cleanliness in all common areas (lounge, copy room, etc.).

4. Physical Requirements

- a. Must be physically able to move from student to student in supervision of individual and group assignments and activities.
- b. Have the physical stamina to remain alert in the fulfillment of job obligations for a normal eight (8) hour work day, plus share in extra-curricular responsibilities.
- c. Please see Section VII, F of this policy manual for professional attire requirements.

5. Teacher-Staff

- a. Each teacher should sincerely attempt to work in complete harmony with his/her fellow workers in the spirit of Christian love.
- b. Most teacher-to-teacher problems can be quietly resolved if each individual involved will approach the problem objectively, honestly, and with an unselfish desire to work together in cordial fellowship. (*Matthew 18*)
- c. Do not discuss teacher-to-teacher problems with or in the presence of other teachers, parents, or students.
- d. If a problem with another teacher or staff member cannot be resolved by a simple private conversation, that matter should be discussed with a site Administrator. The Administrator will discuss the problem with the other party if he/she feels it is necessary, or he/she may call a special meeting of the parties involved, both of whom are required to attend. (*Matthew 18*)

6. Teacher-Parent

- a. The teacher, in the presence of the parents, is expected to perform in a manner consistent with the high standards of the teaching profession and the even higher standards of a responsible Christian worker. Every parent must be treated with the utmost patience and courtesy.
- b. NEVER talk to parents about your personal problems or difficulties you may be having with other parents, students, teachers, or the administration.
- c. If possible, all conversations with parents, relative to the students in your class, should be held in private. Do not discuss with the parent his/her child's academic, social, or spiritual problems in the presence of the child--EVEN IF THE PARENT STARTS THE CONVERSATION. There may be times, at the discretion of the teacher, when a follow-up conference with the parent and student would be helpful.



- d. If a teacher finds that an unfavorable situation exists between him/herself and a parent, and feels it is beyond his/her area of responsibility, refer the matter to the principal.
- e. Do not allow a parent to “put you on the spot” regarding his/her child. Instead always schedule a conference in order to be properly prepared to determine how to best approach the parent(s) about his/her child.
- f. By 8:00 a.m. every Monday the parent/student letter must be posted on the website with assignments, activities, and other reminders of news pertaining to their classroom.

G. Duties and Responsibilities

1. Teachers' Hours and Responsibilities

- a. Teachers are expected to arrive on time for work. Consistent tardiness is unacceptable.
Daily hours: 8:00 a.m. – 3:30 p.m.
- b. **Tardies:** It is required that all faculty and staff arrive “on time” each day and for all meetings. The following steps have been implemented regarding staff tardiness: Attendance is documented. All tardies and/or absences must have approval from Site Administration.
- c. Meetings are a necessary part of faculty responsibilities. You will be notified in advance, allowing sufficient time to be present. If unavoidably absent from the meeting, it is the teacher’s responsibility to learn what information was missed. Normally, faculty meetings will be Monday (after school), 3:30 p.m. to 4:45 p.m.
- d. AM meetings will be as follows:
 - i. Mondays 8:00 a.m. Monday as designated, all others open
 - ii. Tuesdays 8:00 a.m. Small Group Prayer/Fellowship
 - iii. Wednesdays 8:00 a.m. Department/Grade Level Meetings
 - iv. Thursdays 8:00 a.m. Staff Devotions
 - v. Fridays Open
 - Morning Devotions / Prayer Groups
Faculty meetings are held most mornings. These meetings are for the purposes of spiritual edification and information sharing. Everyone involved should guard against using the time to discuss school-related problems. On Thursday mornings, God’s Word will be looked into to share its blessings as the day is started together. All meetings will begin promptly at 8:00 a.m. and continue until 8:15 a.m.
 - Regular Department Meetings
On select Wednesday mornings, time is set-aside for department meetings, as needed. All faculty members are responsible for reading the minutes of the meetings and understanding what business has been transacted. Discussions and actions at faculty meetings are CONFIDENTIAL! As brothers and sisters in Christ, we have been promised the “mind of Christ.” As a team, striving for common goals, we can therefore wholeheartedly interact with each other in the exchange of ideas and the airing of problems with the confidence that the Holy Spirit will channel these exchanges into constructive solutions to specific problems.
- e. On rainy days, pick up your students from the MPR or room 21 no later than 8:15 a.m. Teachers will be responsible for their students after this time because the MPR cannot hold that many students. Morning meetings will be shortened or canceled to accommodate.



- f. Departure time shall be no earlier than 3:30 p.m. Monday through Friday. Permission to leave early may be granted by the principal.
- g. The following list of annual activities requires all faculty to attend. Advance permission by the principal must be obtained to miss any required activity. This does not preclude other activities.
 - i. Staff Orientation (August).
 - ii. GBS Staff/Board/Family Bar-B-Q (August).
 - iii. Back-To-School Night (September)
 - iv. Teacher in-service during Thanksgiving week (November).
 - v. Christmas Musical (December).
 - vi. ACSI District Speech Meet (May).
 - viii. PTF Representation (rotated).
 - ix. Monthly teacher meetings (1st Monday @ 3:30 p.m.).
 - x. Staff Appreciation (year-end).
 - xi. Sixth Grade Graduation (May/June).
 - xii. Carnival (October).
 - xiii. Open House/Evening on the Green (May).
- h. All teachers are allotted a duty-free lunch period of not less than 30 minutes. In the event you must leave the campus for any period of time, advise the School Office and use the Sign-Out sheet on the receptionist's desk.
- i. Orientation: At the beginning of each school year, the entire school staff will meet under the direction of the Executive Director for a time of spiritual challenge and encouragement. In separate sessions, the administrators will meet with their respective staff members to review the faculty and student handbooks, orient the new teachers to the campus, and provide time to prepare for individual classes for the coming year. This week is very beneficial in starting the new school year off on the right foot. Emphasis is placed throughout the week on the awesome responsibilities placed upon our shoulders to help the Christian home and church train up students in the nurture and admonition of the Lord.
- j. Handling of Money by Staff Members
 - i. Each member of the staff must remember that as servants of the Lord, we must be good stewards of all that has been entrusted to us. Therefore, as occasions arise where individuals may be called upon to handle money by virtue of their responsibilities (i.e., advisor ship, collection of fines, field trip fees, etc.). They are expected to exercise diligence in seeing that moneys are transferred daily to the principal's secretary who will receipt it and deposit it in the proper accounts with the business Office.
 - ii. Any fines or penalties must first have the approval of the administration. No teacher should assume that he/she has the authority to levy such without authorization.

2. In-Service Growth of Teachers

- a. Professional development of faculty holds a position of importance to Grace's administration. Although funds are limited for this, several opportunities do exist.



- b. Each teacher's professional folder on file in the school office contains a "Professional Development" form. This form has a recorded history of each teacher's professional development at GBS, including, but not limited to, books read, tapes listened to, conferences attended, presentations made, courses taken, and memberships held in professional organizations. Each teacher is to update the form in May of each school year. (These forms will be released to the teacher upon termination of employment from Grace).
- c. Faculty meetings are a means of professional growth for teachers. Some of the meetings are specifically planned for such stimulation.
- d. The school library houses professional books that teachers are invited to check out. Professional magazines will be available in the teachers' lounge. The lounge should be maintained as a place for only such materials as are directly relevant to the professionalism of the Christian teacher.
- e. Teachers are encouraged to take advanced work in their fields to enhance the quality of their teaching. In order to advance significantly on the salary scale, teachers are encouraged to take a balance of courses for either semester college credit or continuing education units (CEU's). College or seminary Bible studies are required to provide a background to aid the teacher in integrating Christian truth into the general subjects taught.
- f. Teachers are also encouraged to hold membership in at least one professional organization and attend a professional conference or seminar in their field of interest. Teachers who desire to visit other school systems should make arrangements through the principal. One professional day per year is provided for this purpose.

3. Staff Communication

- a. Each staff person receives announcements and mail in a designated box and through email in the school office. It is the responsibility of each teacher to daily check his/her box and email for bulletins and announcements. Teachers must check their boxes after lunch for any materials to be sent home with the students.
- b. The schools weekly word is used to communicate with members of the staff and student body.
- c. The handheld radios is also used in case of emergencies.

4. Professional Attire (see Section VII, F, of policy manual)

5. Correspondence

- a. Teachers are permitted and encouraged to use school stationary for school business. A copy of all such correspondence should be approved by administrators and filed in the school's office prior to mailing or distribution.
- b. Specific forms (i.e., interim reports, etc.) are available in the school office and on RenWeb.

6. Staff Lounge/Work Areas

- a. The staff lounge is for your use for relaxing, studying, reading mail, eating snacks or , having lunch, etc. It is not a room for students to enter. Please use one (1) of the classrooms for student interviews and conferences. (Neither is it a place to gossip.)
- b. The care and cleaning of the staff lounge floor, tables, sink, counter, coffee makers, microwave, and refrigerator are the responsibility of assigned staff. Each faculty member is to keep work areas clean and free of excess papers, books, etc.



7. Substitutes

- a. We have a limited substitute teacher list so when necessary, administrators may be called upon to cover classes until a substitute teacher is found.
- b. Teachers who must be absent from school due to illness or an emergency should report their intentions to the principal's administrative assistant the evening before or at 6:30 a.m. so that a substitute may be obtained. Whenever possible substitutes should be obtained ahead of time. Teachers must complete and sign a Leave of Absence form whenever they plan to be absent from the workplace (including personal or professional leave, field trips, athletic or music events). The Leave of Absence form initiates the process for finding a substitute. Return the completed form to the principal's secretary. Only in cases of sudden illness or an emergency may the paperwork be completed after the absence. Please attempt to speak directly with someone.
- c. The Class record book, lesson plans, and all necessary curriculum materials must be left in an accessible place for the use of the substitute teachers.
- d. Remember that personal and professional leave days must be requested in writing two (2) weeks prior to the planned absence. No personal or professional days will be approved after Memorial Day. Approval must be secured by the Principal.
- e. Current and accrued sick leave may be used to cover the cost of a substitute while an employee (teacher) attends the Historical Studies Tour, SAC/SF or Nature Camp with his/her students. This results in a permanent reduction of the sick day bank.

8. Calendar of School Events

The school secretary maintains the official (master) calendar of all school events. A printed calendar is made available to the school community at the beginning of the year. Monthly updates are provided and should be reviewed carefully for changes. Even the "official" calendar cannot be guaranteed accurate unless all members of the staff communicate with the secretary in a timely fashion whenever there are changes in the events scheduled under their areas of responsibility.

The proper procedure for having events placed on the official (master) calendar is as follows:

- a. This calendar must be checked before requesting approval of an event. The school secretary will add it to the master calendar.
- b. Student events, both during and after school, must be approved by the administration. Normally, two (2) weeks notice is required.
- c. Events sponsored by official school groups (choir, band, athletics) must have the approval of the administration (use the Activity Request Form). Any activity requiring student absences from regularly scheduled classes requires a Consideration Absence for all students involved.
- d. The administration must approve all activities, which take place after school hours. No students will be allowed to place any activity on the calendar without written approval from this process.

9. Beginning/End of the Day

- a. On Mondays (or on Tuesdays following a Monday holiday) the bell rings at 8:25 a.m. and the students line up by class on the blacktop in front of the 70's building. An Administrator will open the day with any announcements and flag/Bible salutes. Please greet your students at that time and visually scan for dress code violations. Fill out a dress code violation form to keep, send home with the student, and give a copy to the vice-principal. (See Appendix B.1)
- b. On Tuesday through Friday, at the 8:30 a.m. bell, the students will lineup in front of your classroom door, quiet and ready to enter class. Please assist this process by being at your door ready to greet



your students. Opening Prayer and Salutes will be in the classrooms Tuesdays through Fridays unless otherwise notified.

- c. Once the students are in line, the teacher must note tardies and absences and record them on RenWeb. These slips are placed in a class envelope and sent to the office by 8:45 a.m. All tardy students that enter the classroom after the attendance slip has been collected must be sent to the office to check in. (See Appendix Q)
- d. At 2:50 p.m., teachers must have the class ready for dismissal. Students will be called to carpool via 2-way radio.
- e. At the end of carpool, when announced on the radio, teachers will walk remaining students to the extended care playground and hand slip to the designated extended care worker.
- f. Students must remain seated and working quietly at their desks until the teacher crosses the student off the list to depart to the waiting area by the last crosswalk (K1 building). Parents should be politely told that this is not the time for conversations and that supervision is of the utmost importance.
- g. On rainy afternoons, dismissal procedure will remain the same as daily dismissal.
- h. Teachers are required to clean up the coffee area, refrigerator, and sink in the teachers' lounge at the end of each day. Check the refrigerator on Fridays and discard any items not marked with a name/save date. A schedule will be posted outside the lounge.
- i. End of Day Procedures
 - i. **Before Dismissal:**
 - Read and distribute any bulletins.
 - Have students arrange furniture in preparation for the next school day.
 - Police the room for paper, etc., on the floors and desks. No student books are to be left on top or under desks or in the middle of the classroom overnight.
 - ii. **Before Leaving:**
 - Check the thermostat.
 - Close and lock open windows.
 - Turn off the lights and lock door.
 - Check the mailbox in teacher's lounge (please clean it out daily).
 - Teachers are to be available and on campus until 3:30 p.m.
 - Close blinds securely.

10. Student Supervision

- a. Teacher supervision and control of students must begin at the beginning of each class period and continue throughout the day of instruction. Students are to respond immediately when called to attention by the teacher from any position in the classroom. It is the teacher's responsibility to correct inattentive or disruptive behavior during any instructional activity.
- b. Faculty must also take responsibility for student behavior during recess, and in chapel, or assemblies. The responsibility for supervision extends throughout the school day as well as assigned extracurricular activities and demands support and cooperation of one another. It is not limited to the classroom or your particular class.

11. Recess Duty

- a. Teachers are required to organize a rotation schedule to supervise morning recess. Please note this



- schedule on your daily routine schedule that is turned into the administration for substitute purposes.
- b. When on duty, teachers are to make added effort to be on the playground with a whistle at the very start of recess.
 - c. Students may not return to the classrooms or loiter around the classroom area during recess. Doors should be locked during this time. If a teacher needs a student to be in the room during lunch recess, he/she must give written permission to the yard duty prior to the recess.
 - d. Teachers should check both restrooms at least once during recess.
 - e. Teachers are to be stationed on the playground while on duty (see Appendix G.1). Do not stand in groups and visit or become involved in an activity that reduces supervision capability.
 - f. School-Wide signals for ending morning and lunch recess.
 - i. Goal: To train students to use their time wisely and responsibly.
 - ii. Grades 1-2: 1st whistle is 5 min. warning, then 3 distinct whistles is signal to squat and freeze, teachers scan and direct students to pickup balls and trash, then final whistle for students to line-up at spots to be picked up by teachers.
 - iii. Grades 3-6: 3 distinct whistles is signal to freeze, teachers scan and direct students to pickup balls and trash, then final whistle for students to line-up at spots to be picked up by teachers.
 - iv. No drinking fountain or restroom use after the 3 whistles until the students are picked up by the teachers.
 - v. Students should be in line by the time the teacher that is farthest out is in.
 - vi. All equipment should be carried in without being played with.
 - vii. Consequences for playing, restroom or drinking fountain use after the 3 whistles
 - Writing standards – age appropriate determined by grade level teachers. To be completed during next recess. If not completed, automatic detention.
 - Running to a determined spot within a predetermined time.
 - g. Non-duty teachers should be on the playground to pick up their students promptly when recess is over.
 - h. All accidents/injuries should be referred to the office for immediate attention. If an injury is serious, the teacher should accompany the student to the office or administer first aid if necessary. Please fill out a Student Accident Report (see Appendix F) form for all injuries.
 - i. It is the responsibility of the teacher supervising the playground to exercise control over ALL the children regardless of the grade they are in. Those who continually break playground rules are to be reported to the classroom teacher using a discipline referral form (see Appendix G). If you receive this form on one of your student's playground, music, cafeteria, or PE misbehavior, move him/her to the next level of classroom discipline.
 - j. If a serious infraction occurs, accompany the student to the office and fill out a discipline referral form (see Appendix G).
 - k. Students are not allowed to go to the office during recess without permission from a supervisor or teacher. Other than an injury, a permission slip must accompany each student to the office (see Appendix G).

12. Fire Drills

- a. The chief purpose of fire drills is to thoroughly instill in the mind of the student the correct procedure of clearing the building so that in case of emergency it may be done with no confusion. They should



be brisk, quiet, and orderly in manner. Running and talking are prohibited. In case there are students who are physically incapable of holding their places in a line or moving at a reasonable speed, provision should be made to have them move independently of the line of march, under the supervision of a responsible student or adult. All school personnel and visitors are required to leave the building.

- b. There will be a monthly fire drills directed by the maintenance department. The signal for a fire drill will be the consistent ringing of the fire alarm system. At the ringing of the signal, students are to stop work immediately, stand up, and quickly file out of the classroom in single file to the predetermined areas (See classroom wall chart for location and doors to exit.). The first student to the door should prop it open. The teacher should pick up the black emergency backpack, exit last, and close door/shut off lights. Students are to stand silently and orderly with their classes beyond the edge of the blacktop while the teacher either calls roll or the student's number off. When all are accounted for, the teacher will raise a hand so that the Administrator can see it. Once dismissed by the Administrator, students will return to their rooms the same way they left them.

13. Earthquake Drills

- a. Once a quarter, on fire drill days, all teachers are to conduct an earthquake drill. In case of an earthquake, the U.S. Department of Interior advises children to crawl under their desks (head first) with one hand over their heads and one hand holding the desk leg. Give "DROP, TAKE COVER" command to trigger this. If there is no desk, then go into fetal position on floor with hands overhead. STAY AWAY from windows and glass. Should an earthquake occur while the children are outside, they should move into open areas, away from electrical wires and buildings.
- b. In case of real earthquake, a teacher's responsibility is as follows:
 - i. Give "Drop, Take Cover" command.
 - ii. Render first aid.
 - iii. Evacuate students to fire drill location when informed to do so.
 - iv. Take roll when class relocates, report any missing students to administrator, and update roll when students are picked up.
 - v. Remain with students and/or cover another teacher's supervision of their class until instructed otherwise.

14. Publicity and News Releases

Grace Brethren Schools is interested in maintaining good community relations and a sound Christian testimony before the public. In keeping with this goal, all news releases must have administrative approval. Faculty are asked to refrain from giving impromptu interviews to members of the press without prior approval or knowledge of the administration. Proper response to any reporter is a polite referral to the office.

15. Use of School Facilities

Any use of campus facilities after school hours is to be cleared by the administration. After school use of facilities should be requested on the [Building Use & Equipment Request Form](#) in conjunction with the scheduled activity. This form is also used to request special arrangements such as use of the portable sound system or other A/V equipment, tables, chairs, kitchen, etc.

16. Titles of Address for Teachers

- a. Teachers should strongly encourage all students to use titles of respect for all staff persons. Student use of first names to address staff members is unacceptable. The commonly used titles are Mr., Mrs., Ms., or Miss.



- b. Personal taste and custom largely determine modes of address among colleagues. At GBS, we wish to encourage the freedom of first name relationships within the staff. However, colleagues need to be sensitive to the use of the respectful titles when speaking to one another in the presence of students.

17. Christian Integration of Classroom Instruction

All truth comes from God. The temptation, even in a Christian school, is to teach general truths about the universe without relating to God. One of the most important tasks of the Christian teacher is the integration of academic work and of daily life with the Word of God.

- a. Goals

In a Christian school all students and activities should be God-centered and related to His spiritual realm. The goal is to promote a God-consciousness in the students and make them realize that He cannot be separated from any area of life or truth and must not be separated from any part of their lives.

Creating and developing a Christian mind is a foremost goal of the Christian school.

- b. Methods

Teachers must be alert in preparation and teaching to think through their lessons carefully as to the Christian approach and God-relation to the subject at hand and present their findings to the students. In seeking to do this, the teacher should not be preachy or stretch the imagination in order to find some correlation. In presenting any lesson the Christian teacher should be aware that he/she is dealing with God's truth. Throughout the year the students should become convinced of this fact both by the teaching and attitude of the teacher. Further correlation can be found between the particulars of each subject and the Bible. These should be explored and explained to the students. We must be aware of trying to find a Scripture verse or illustration for everything we teach. This may not always be possible nor necessary. We must remember, however, that since God is revealed in all His creation (*Psalms 10:1*), His wisdom and handiwork are seen in all subjects. The teacher's task is to bring the student face to face with God at every turn of study.

- c. The Teacher's Place

True integration of subject matter hinges on the teacher's personal devotional study of the Bible. As we live in the Word of God and in our subject fields, we will find much common ground and God's truth will become integrated in our thinking. As our lives and thoughts thus become integrated spiritually, we will be enabled to naturally convey this to the students without straining. Integration must not be forced.

18. Committee Assignments

Teachers are assigned to one or more committees during each school year. The chairman of each committee will direct the meetings and report to the administration.

Accreditation visit years require additional demands on all faculty. Each teacher will serve on various assigned committees responding to the accreditation instrument. Teachers may request to be placed upon one of the various committees of interest.

19. Chapel

Chapels are an important part of the educational process of a Christian school. All teachers are expected to attend Chapel each week.

- a. Every effort should be made to be on time and upper grade students to have their Bibles on hand.
- b. Every effort should be made to not schedule field trips on Chapel days.



Your enthusiastic participation in Chapel will go a long way toward establishing an attitude of positive expectancy among the observing student body.

20. Field Trips

Each class is encouraged to take at least four (4) field trips per year, and have a published list, whenever possible, for “Back to School Night”. However, prior to arranging and/or announcing any field trip, please discuss and coordinate at grade level meetings the academic value and application of the field trip to your curriculum. Then complete and submit an Activity/Field Trip Request Form (Appendix L) for Administrative approval, i.e., the Principal or his/her designee, **one (1) month prior to the event**. A properly planned field trip can be of great benefit to both students and staff. However, field trips should not be taken too frequently and interfere with the normal day-to-day operations of the class.

- a. Children are to dress as they normally would for a regular school day unless other clothing would be more suitable. Approval for different attire must be obtained one (1) week prior to the field trip.
- b. Carpools are the preferred method of transportation. However, if for longer trips, the school bus is preferred; please make your request known in advance to ensure availability. A separate form must be filled out when requesting the school bus.
- c. All students must have parental or guardianship permission prior to going on a field trip. Field trip permission slips must be sent home to allow enough time for proper completion and return. When sending home the permission slips please include all necessary information such as: the date, location, time of departure, and approximate time of return, as well as lunch requirements. Students without completed/signed permission slips will NOT be allowed to go on the field trip. (If necessary, verbal permission, via the telephone, may be given once.) Alternative arrangements must be made in advance for any student unable to go on the field trip.
- d. If necessary, contact your Room Mother Chairperson for assistance. On some trips, you will want to take one adult for every eight (8) students, or for the lower grades, one adult for every six (6) students. Remind your adult supervisors that the students must obey them, and that all problems must be referred to you immediately.
- e. Prepare your children for the field trip with planning and discussion, and then have a follow-up time after. Use lessons to prepare students for what they will learn and to reinforce what they have learned.
- f. Student Accident Insurance coverage applies to the children on field trips; however with carpools, the driver’s automobile insurance takes precedence in case of accident. This insurance is excess coverage for the child. A copy of the driver’s proof of insurance must remain with the teacher during the field trip. We recommend minimum insurance of \$100,000-\$300,000.
- g. For carpooling, each driver needs to carry with them a copy of the Authorization to Treat a Minor form and directions to the location. These must be supplied by the teacher and collected after the field trip.
- h. Private vehicles must be driven by a responsible adult and have an individual vehicle check form filled out by the teacher and signed by the driver/parent. **Siblings may not drive students other than their siblings even with a permitting note from home.**
- i. When setting up carpools, the teacher must ask how many seatbelts are available, **not** how many students does their vehicle accommodate. No “Double Buckling” allowed... only **one child per seatbelt**.
- j. Car seats are necessary for students under 8 or 4’9”.
- k. Parents will be given a chaperone guideline to be signed and returned to the office before the field trip. It is imperative that each driver is given a map and explicit directions.



- l. The teacher in charge of the field trip is responsible for the discipline of the students. It should be remembered that the conduct of the group while on the trip very definitely makes a lasting impression of Grace Brethren Elementary School upon the minds of their hosts.
- m. If the school bus is to be used for a field trip it must be authorized in advance and dependent upon the availability of a qualified driver with a valid school bus driver endorsement. The school bus must also be reserved and approved by the principal on the Field trip/Activity Request Form available through the front office.
- n. Teachers are responsible for explaining the school bus rules to their class, and support the bus driver in maintaining proper control by enforcing the rules.. One teacher, other than the school bus driver, must accompany students on the school bus.
- o. School bus rules are to be reviewed with the class prior to the field trip and are as follows:
 - i. Students must accept the authority of the school bus driver at all times.
 - ii. After boarding and taking their seats in the school bus, students are to remain seated until they have reached their destination.
 - iii. Talk in a normal manner (softly). No yelling or whistling.
 - iv. Do not harass or molest other passengers in any way.
 - v. Hands, arms, head, etc., must be kept inside the school bus at all times.
 - vi. Do not throw anything from the school bus or inside it.
 - vii. Eating, chewing gum, or drinking are not permitted on the school bus.
 - viii. Yelling outside of the windows (even if the school bus is stopped), or yelling inside the school bus is strictly prohibited at all times.
 - ix. Windows will not be lowered below the third notch.
 - x. Do not play with or open emergency doors.
 - xi. Parents will be responsible for damage to the school bus caused by their child.
 - xii. Clean up all personal belongings and trash before exiting the school bus.
 - xiii. When exiting the school bus remind the children to always thank the bus driver.

21. Class Parties and Activities

Class parties must be scheduled in accordance with Field Trip/Activity policies while on campus and have the approval of the principal or his designee. **An Activity/Field Trip Request Form must be completed, submitted and approved one (1) month prior to the event. School sponsored pool or home parties are not permitted.**

22. Lesson Plans/Goals

Teachers receive a planning book during orientation, or plans may be created on the computer.

The planning book is a vital part of effective teaching as well as creating and developing instructional goals and directives. The lessons must be completed one (1) week in advance, and must be thoroughly detailed to provide the intended instructional sequence, use of supplementary materials, and learning and/or reinforcement activities. Please turn in your lesson plans to the office, or email them, by 2:00 p.m. every Friday. It is imperative that your name and the appropriate lesson date is on each age.

The lesson plans for the first (1st) week of school are due on Thursday afternoon of Orientation Week. Please have the class rules, class schedules, attendance slips, sign-out sheets, and sign-out slips and special



notes available in the event that a substitute teacher is needed. Please do not indicate, in any manner, students who have disciplinary problems.

Current substitute-packets should be left with the lesson plans in the substitute folder. This can be drill sheets, puzzles, or other fun activities. However, this should only be supplemental material, please make every effort to insure that the substitute teacher can continue where you left off the day before.

All homework must be published on RenWeb by Monday by 5:00 p.m.

Letters and bulletins will also be posted on the website every Monday by 5:00 p.m.

23. Cumulative Records

- a. The Cumulative Record of a student is a history of the student's development throughout his/her school experience. These records are very useful in informing the teacher of any special problems and/or needs the student may have or has had in the past.
- b. Several new developments have changed the method of handling of cumulative records; they are as follows: According to federal law: Any student 18 years of age or older and/or his/her parents or legal guardian, may have access to the records/files upon request. California state law further stipulates that any student 16 years of age or older may have access to his/her records/files upon request.
- c. Many educators have expressed concern that this may cause teachers to be less forthright in their evaluative comments; however Grace Brethren Schools maintains that an honest evaluation of students is a must if we are to maintain Christian ethics and professional integrity. Therefore, each teacher is expected to be open and honest when evaluating students. Rebuttals to evaluations, by parents or students, will be filed in the records/files, but the teachers will not be required to change their evaluations.

24. General Information About Cumulative Records

- a. Teachers are expected to check the cumulative records of his/her students to be acquainted with each student's background.
- b. Also, for a better understanding to those who may be counseling the student, teachers are asked to provide helpful information and insight to the cumulative records.
- c. Student school records are kept in fireproof file cabinets in the Student Services Office.
- d. Pursuant to the California State Department of Education:

"Consistent with California Education Code Section 49069, parents and legal guardians have the right to access any and all pupil records related to their children that are maintained by school districts. The CDE makes student data in CALPADS available for parental or legal guardian inspection through the LEA or the independently-reporting charter school in which the student is enrolled. Parents or legal guardians should contact the appropriate district office or charter school office to initiate this procedure."

Furthermore, parents of former students also have an absolute right to access any and all pupil records related to their children that are maintained by school districts or private schools. The editing or withholding of any such records, except as [specifically] provided for [by law]... is prohibited. (Section 49069)

25. Interim Reports

- a. Updates and regular communication on the progress and performance, or lack thereof, with the parents is essential to effective Christian teaching as well as the growth and well-being of the student. This becomes compulsory when a student is struggling and needs more guidance and/or is unable to do the expected work. The parent of any student with an average grade below 72% in any subject must receive written notices at the end of the 3rd, 5th, and 7th weeks of each quarter by phone, through RenWeb, or by email.



- b. Additional progress reports and updates on improved or achieved performance expectations may be sent to the home by a written report, or via RenWeb, email, or a telephone call. (However, if by telephone, please make notations in the student's records/files of the call including which parent was spoken to and any comments that he or she had as well as the date and time of the call.)

26. Records and Grading

- a. Grades 1 - 6: Teachers should record at least two (2) grades per subject in his/her grade book each week. This does not include tests, quizzes, or projects. At the end of the quarter, there should be 30-40 grades in each subject. Each student should have a fair assessment of his/her progress.
- b. Achievement grades are computed:

99% – 100% = A+
93% – 98% = A Superior
90% – 92% = A-
88% – 89% = B+
83% – 87% = B Above Average
80% – 82% = B-
78% – 79% = C+
73% – 77% = C Average
70% – 72% = C-
68% – 69% = D+
63% – 67% = D Below Average
60% – 62% = D-
59% and BELOW = F Failure
I = Incomplete

- c. Grading papers is the only way to know if you are teaching effectively; therefore it is imperative that you grade your papers weekly. Be very cautious regarding aides and/or volunteers assisting in grading papers. Children should never be allowed to correct or grade other children's tests. All student work will be looked at and given a mark only by the teacher. Students should recognize the work they do is of value.
- d. The Achievement Testing is given to Grades 1-6 in April. Times for distributing tests will be set up by the administration. Test results will be mailed to parents in the summer.
- e. Social Adjustment, Conduct, Physical Education, Music, Art, and Penmanship

Teachers will give grades for character development as follows:

Elementary	Kindergarten	1 st through 6 th (PE)
(E) Excellent	(O)	A= Superior
(G) Good	(O)	B= Above Average
(S) Satisfactory	(S)	C= Average
(N) Needs Improvement	(N)	D= Below Average
(U) Unsatisfactory	(N-)	F= Failing



In addition to the letter grades, teachers are expected to comment in writing areas of special strength, growth, or weakness combined with positive comments about the student's behavior.

Comments are expected for S- or C- grades and below.

All Report cards are due the Tuesday following the **end of the quarter** to an Administrator for review. The Honor Roll is determined at the end of each semester for Grades 3-6, and certificates of achievement will be sent home to eligible students with reports.

Report cards will be available on RenWeb at the end of each Quarter (approximately nine (9) weeks). The report card will include conduct grades and attendance information. Quarter four (4) report cards will be mailed to students' homes. Interim reports will be sent home for students with a "C-" average or below.

Parents may schedule in-person or telephone conferences with faculty. Teachers may also request in-person or telephone conferences with parents. First Quarter parent/teacher conferences are **mandatory**. "Grading Period" for participation eligibility purposes is defined as each quarter reporting period (quarter reports and semester reports). Hard copies will only be mailed home at the end of the school year.

27. Honor Roll and Awards

- a. Honor Roll: To be placed on the honor roll the student's academic grade point average (GPA) will be based on each class for the previous semester. The academic GPA does not include physical education, music, or computers.

Highest Honors All "A's" in each subject for the semester

Honors All "B's" or above in each subject for the semester

(Students with a D or F in any subject for the semester will be automatically excluded from the honor roll. Students with a U in conduct for any quarter will be disqualified from the Honor Roll.)

NOTE: Math and reading intervention grades are equal to all other academic subjects when factoring in if a student will be placed on the honor roll.

- b. **Christian Character Award:** A student who receives an E for having all excellent marks by displaying Christian character and good conduct during the 2nd-4th quarters in ALL areas and who has earned the VIP award will receive the Christian Character Award at the end of the school year. However, it is important to note that every area is significant; including behavior on the playground, during physical education, while in the library, and/or in the computer lab, etc.
- c. **Principal's List:** Students who maintain straight "A's" (93% or higher) in all subjects including P.E., music, and computer for all grading periods will be rewarded with a placement on the Principal's List.
- d. **Perfect Attendance Award:** Students who do not miss a single day of school for the entire year and who do not have more than four (4) unexcused tardies in the calendar year will receive the Perfect Attendance Award.
- e. **Student of The Month and VIP Awards:** Academic and Citizenship awards are given on a monthly basis, and are presented to the students during the 1st chapel of the month. Parents are welcome to attend and take photos. They are just asked to remain in the back until the students are seated. At that time they may fill in the remaining open seats.

28. Interim Notices

Interim Notices are sent home by the 5th week of each quarter (approximately 4-5 weeks into each quarter), if necessary. After this time period, Interim Notices will be sent home if a student's grades are at



the C- level or below to identify the problem, with comments to help the parents work with their child. An Interim Notice will be sent home any time a grade slips drastically.

29. Academic Probation

Students are required to have a C- or above in each subject to graduate from GBES. Should a student's grades fall below a C-, he or she will be placed on academic probation for the following quarter. At the end of the second probationary quarter, the student's grades must be at a C- level or above in order to continue at GBES. The duration of academic probation is two (2) quarters or one (1) semester.

30. Academic Standards/Attendance for Athletics, Choir, Band, Student Government, and All Other Extra-Curricular Activities

A GBS student must maintain a "C" average with no "F's", "N's", or "U's" (unsatisfactory conduct). This is known as the "minimum standard" to both tryout or participate for extra-curricular activities. The grades are based on the most recent grading period: First quarter, first semester, third quarter, second semester. A student will be eligible for four (4) academic weeks of probation per school year. To maintain eligibility during the interim following the quarter, grades that made the student ineligible, must be above the "minimum standard". Also, "U's" and "N's" will be handled the same as grades.

The student may request a meeting with the Principal to appeal for special probationary status for a limited time due to unexpected life altering circumstances. In consultation with GBS administrative staff, the Principal has the discretion to extend or deny any student the opportunity for a probationary period. The Principal's discretion is applicable to all extracurricular activities. Applicable league rules of eligibility must also be met.

(see Section I for Attendance Policies and Procedures)

31. Attendance Requirements

To be eligible for extra-curricular activities, students must be in attendance for at least half of their classes on the day of the activity. This includes, but is not limited to, sports practice and games, music practices and performances.

32. Parent-Teacher Conferences

A parent-teacher conference is required in November after the conclusion of the first quarter. The parents are given their child's report cards at that time. These conferences are scheduled two weeks ahead of time (see appendixes H and H.1). Academic, behavior, and social development will be discussed.

In addition to the scheduled parent-teacher conferences in November, conferences are held whenever deemed necessary by either the teacher or parents. Parent-teacher conferences are a very valuable tool to both the parent and teacher and serve as an excellent source for keeping the parents or guardians updated and involved in their child's academic career. If you are unavailable for a parent requested conference, and cannot re-schedule it in a reasonable timeframe, please bring the matter to the principal's attention for a directive.

The teacher coordinates the scheduling of conferences and takes into consideration families who have more than one child enrolled at GBS; therefore all conferences are limited to a twenty (20) minute segment and must be scheduled ahead of time.

These conferences will be limited to two sessions.



Teachers are to let the principal know about serious problems to be discussed prior to conferencing with parents. Teachers are not to suggest class or grade changes to parents without first discussing it with the principal.

33. Sixth Grade Promotion Requirements

6th graders must pass with a “C” average each semester.

In order to participate in the Promotion Ceremony a 6th grader must have:

- Completed all requirements and passed all courses necessary for promotion.
- All financial obligations to the school must be paid in full.
- Any student receiving an average grade of 50 % or below (Fail) in any subject for the year must receive remedial tutoring by an approved GBES Administrator in order to promote to the 7th grade.
- Upon completing classes, a Grace Brethren Diploma will be presented to the student.
- Hair length/Make-up/Dress code:** All dress code/grooming standards must be met to participate in the promotion ceremony.

34. Promotion and Retention of Students

When it becomes necessary to think of retaining a student, the following procedures should be followed:

- The teacher should discuss academic/behavioral/maturity issues with the principal and parents as soon as a negative pattern is noted.
- Consideration should be given to the child’s intellectual capacity, the home environment, his/her possible growth pattern, his/her social skills, and emotional condition.
- If the teacher and principal agree on retention, the parents are consulted after the end of the first semester. At this conference, samples of the child’s work are presented and discussed. A comparison is made between average level of work and the work that the child is presently doing. After consultation, a decision is made by the principal on the placement of the child after the third quarter.
- Some students may be promoted on condition of attending summer math or reading intervention. This notice will go home at the middle of the fourth quarter after an Administrator and the teacher have agreed on “promotion on condition”.

35. Visitor Observations

Parents or other visitors who desire to observe classrooms while school is in session must make an appointment twenty-four (24) hours prior to the day they would like to observe. They must check into the Office first and will then be escorted to the classroom and introduced to the teacher and class. Teachers will be notified of a scheduled observation so they might prepare for the guest.

36. Audio-Visual Equipment and Materials

Teachers should transport any equipment for the younger grades and no less than three (3) upper grade students should carefully transport it.

Proper audio-visual aids, used with wisdom and discretion, can be of real value in the classroom. For best results the class should be highly motivated before being shown a DVD., and its contents should be reviewed and discussed. The following are guidelines which teachers should adhere to in the use of these materials:

- These materials will be used to supplement a unit of study or activity, which the teacher is presently using in his/her instructional program.



- b. The teacher must review the media before using it. One teacher may preview the medium to be used by more than one teacher. The teacher doing the preview should meet with the other teachers and discuss its contents.
- c. Each teacher using the media will need to conduct student activities to be used before or after the viewing. These activities may be in the manner of class discussion, introductions, and/or assignments.
- d. Preview and review all DVDs, CDs, or downloaded music before using them in class. All entertainment movies rated “PG” or higher must have administrative approval before use. A DVD form is available for this purpose.
- e. Movies used solely or partly as entertainment or reward should not exceed a “G” rating since parental guidance is not available.

37. Bulletin Boards

- a. Bulletin boards are to be changed once every 2 months. Each grade level is to determine frequency together.
- b. At least one (1) bulletin board should be devoted to a Christian concept.
- c. Do not use pictures of Halloween items. Harvest items are fine. Keep the true meaning of Christmas before the children. Pictures of Santa Claus are not to be displayed.
- d. There is to be no use of staples or tape on the doors or exterior walls. Areas above 8’ on interior walls are to remain free and clear of staples and tape.
- e. Light fixtures are to remain free and clear of items hanging from them.

38. Cleaning Rooms

Keeping the classroom clean is both the job of the classroom teacher and the custodian. The custodian’s responsibility is to sweep the floors, empty the wastebaskets, and clean the windows periodically. The maintenance personnel do repair work. The teachers are responsible for all other cleaning of the classroom, including dusting, cleaning chalkboards, keeping desks neat and in order, and other general cleaning. Teachers should strive to keep their entire rooms neat and orderly at all times. All unused textbooks and teaching materials should be stored in designated areas and not on the top of counters or desks.

39. Copying of Teaching Materials

Copy Machine

There are currently two (2) copy machines and one (1) Risograph on campus. Teachers are requested to utilize the machines located in Staff workroom. **(The front office copier is dedicated to the front office staff from 8 a m – 3:30 p m.)** These copiers may also be used as printers. Information can be sent from your classroom computer to the workroom and may then be picked up at your convenience. When picking up copies, please make sure that you have only picked up your own copies.

Do not use the clerical staff to copy your material. It is your job to plan ahead. Once in awhile on an emergency basis, they may be used, but it should be the exception.

Due to the high cost of paper, please review the material you are copying and when possible, use both sides of the paper.

40. Audio Visuals

Use of Equipment

All audio-visual equipment is checked out through the front office. Students may only use A/V equipment with proper supervision. Equipment must be signed in and out on a reservation sheet located in the library.



The date and period must be stated. Failure to sign out equipment may result in losing the opportunity to use it for that period. Check equipment out through the front office if you wish to use it for an extended period of time. Please report all needed repairs to the front office. Reservation of any A/V equipment should be made in advance by filling out the reservation sheet.

41. Withdrawal of Students

Parents must notify GBES in writing submitted to the front office in the event of a student withdrawal.

42. School Telephone

The school telephone may be used for school or personal business. Students are allowed to use the school telephones only with permission by the office or teacher.

Cell phones are an important tool. However, they need to be used wisely and appropriately. Teacher cell phones should be used only during breaks. If there is a special situation or circumstance, please advise the principal as to the reason and approximate length of your call. Cell phones should be off or on silent mode when with students and checked on during breaks and not during class time.

Students are not allowed to have their cell phones on during school hours or they will be confiscated. Students may use their phones before and after school only in the presence of school staff to call their parents.

43. Mail Box

Please check your mailbox and email BEFORE SCHOOL, at LUNCH, and AFTER SCHOOL. Do not use your box for storage. Also, have a student check your box at 2:30 p.m. for information that may have been placed in it after lunch.

44. Homework

Homework should be drill, review, enrichment, or project work. New concepts should be presented in class. When a reading assignment is made, instructions or questions should accompany it so that the reading will be purposeful. Students should be taught that reading, study, and thought assignments are just as important as written work. Try to find ways to stimulate and encourage study. Avoid busy work. Homework is not an END unto itself but must have a purpose.

The amount of work should vary and be appropriate for the students' age and grade level. Teachers must avoid heavy assignments over weekends and holidays. Due dates for major projects shall not be set for the first several days following the end of Christmas or Easter vacations. No homework shall be assigned over breaks and major holidays.

As much as possible, homework should be analyzed on the basis of its appropriateness for each individual student. Teachers should work at tailoring the work in type and amount to each student.

- a. For grades K-2, assignments will be written out for the students to be taken home. For grades 3-6, the students are required to maintain a daily assignment notebook to record the assignments written on the board/overhead projector by the teachers. Assignments books are given to each student at the



- beginning of the school year. (Additional notebooks may be purchased from the classroom teachers or in the school office if lost).
- b. Work not completed in class will become homework for that day. The average amount of time assigned is as follows (normally Monday through Thursday):
 - i. Grade 6..... 75 minutes per night
 - ii. Grades 4-5..... 60 minutes per night
 - iii. Grades 2-3..... 45 minutes per night
 - iv. Grades K-1..... 20 minutes per night
 - c. Homework assignments must be updated on the Grace Brethren website in a timely manner.

45. Standards for Written Work/Late Work

Students are learning responsibility. One area of great importance is turning in work on time. Every late paper a teacher receives, takes the teacher away from his/her primary duty, which is to teach. Students need to understand the importance of timeliness in all that they do. This requires organization and preparation. Late work is any assignment that is not turned in when the teacher requests it. Work that is turned in late will receive 50%. Two days late will receive 0%.

H. Student Conduct and Discipline

1. Introduction

GBS attempts to be a redemptive community of love in which discipline is meant to be helpful to the individual and wholesome for the school. This reflects the heart of Scriptural teaching regarding discipline (*Heb. 12:5-13; Prov. 13:24 and 29:15, 17*). When properly administered and rooted in wise counsel, a positive change in attitude and behavior often result. It should be understood that any behavior, either on or off campus, that indicates a student has little desire to live a life honoring to God, or whose conduct gives evidence of disregard for the spirit of the schools standards, would be sufficient reasoning to ask him/her to withdraw.

- a. Teachers are responsible for their own classroom discipline. All teachers are expected to adhere to their approved classroom plan and school-wide discipline plan.
- b. Teachers are required to regularly communicate with parents of students in cases of repeated misconduct or disrespect.

2. Student Conduct Code

- a. Although self-discipline is stressed at GBS, a just system of rules and regulations is necessary if a group of individuals is to live and work together in unity. Grace's code of conduct attempts to reflect a spirit of consideration for one another, a respect for tradition, and a conformity to Scriptural teachings and principles. Although the presentation of behavioral policies often appears negative, GBS hopes to build a lifestyle that is positive in its focus. The administration, faculty, and staff are dedicated to the development of a code of conduct, (lifestyle) which reflects Christ's teachings, and thus benefits the student, school, home, church, and community.
- b. By virtue of their enrollment, students agree to live within the schools standards of conduct, even though they may not personally endorse all of the schools standards. Those who find it difficult to follow the code of conduct are advised to seek admission at other schools where patterns of conduct may be more compatible with their own. Hopefully, each year the Lord will continue to bless GBS by bringing us more families who are in alignment with His standards and who fully endorse GBS principles.



3. Lifestyle Code

The GBS expectations for student conduct tend to fall within two (2) major categories-Biblical absolutes and community expectations. (The word “community” refers to the “Grace Brethren School community,” i.e., all on-campus personnel, including students, faculty, staff, and administration.)

4. Biblical Absolutes

- a. The Bible speaks clearly with regard to standards for human behavior, attitude, and integration. Because GBS is a Christian institution that values the Scriptures as final authority on such matters, practices, and attitudes unacceptable in Scripture are viewed likewise by GBS. Examples of this would include all forms of dishonesty, including lying, stealing, and cheating, as well as profanity, drunkenness, lawlessness, and sexual immorality.
- b. God’s Word also condemns destructive attitudes such as greed, pride, envy, bitterness, social and racial discrimination, and an unforgiving spirit. Therefore, these types of attitudes are also unacceptable for members of the Grace community.
- c. Those who choose to engage in the above behavioral practices and/or destructive attitudes are subject to disciplinary action, up to and including dismissal.

5. Community Expectations

- a. These expectations are based on both Biblical principles and Grace Brethren tradition. They are intended specifically for members of the Grace community and are not set up as standards for all Christians. Some of the more visible social practices seen as harmful to the common good at GBS include the following: Possession or use of alcoholic beverages, infringing on the rights of others (includes harassment of any kind), possession or use of narcotics or hallucinogenic drugs, including marijuana, gambling, the use of tobacco in any form, the improper display of affection for another person. In addition, students under the supervision of their parents are to exercise discretion in their choice of entertainment and recreation.
- b. Disregard for these community standards will result in disciplinary action up to and including dismissal.

6. Conduct Probation

- a. When there is clear evidence that a student’s behavior has fallen below the minimum GBS behavioral standards he/she may be placed on Conduct Probation, and if so, he/she will remain on conduct probation for the remainder of the current quarter as well as the following quarter. Conduct Probation students will have a conference with their teacher and the administration and will be evaluated weekly on their current progress.
- b. Students on Conduct Probation are ineligible for extracurricular activities for 4th-6th grades. However, a student may be reinstated if each of the following criteria are met: 1) He/she has not previously been on conduct probation during the current school year. 2) The teacher may grant eligibility if he/she continues to witness improved satisfactory behavior from the student on a weekly basis. Students will be informed on Monday (or the first [1st] school day of the week) as to their status for that week. All decisions made will be in the best interest of the student as determined by the administration.
- c. If a student does not show the necessary improvement to meet school standards, the administration will require that the student be withdrawn at the end of the probationary period. Most often this is in the student’s best interest as well as the schools. The student is eligible to reapply after one (1) full year away from GBS.



7. Academic Probation

Students are required to have a C- or above in each subject to graduate from GBES. If a student's grades fall below C-, the student will be placed on academic probation for the following quarter. At the end of the second probationary quarter, the student's grades must be at C- or above in order to continue at GBES. The duration of academic probation is two (2) quarters or one (1) semester.

8. Disciplinary Procedure

Discipline is every teacher's job. The effectiveness of discipline is the consistency with which every teacher corrects what he/she considers to be out of line with school policy and procedure. Whenever a problem occurs, a teacher should feel free to discipline any student whose behavior is not up to GBS standards.

Keep a written record of unacceptable behavior and actions so that objective information will be available for conferences and report cards (conduct grades). Consult with the administration promptly when the need arises.

9. Assertive Discipline Plan

Each teacher is expected to develop and maintain a classroom atmosphere, which will lend itself to good discipline. We, at Grace Brethren School, will use a modified Assertive Discipline Program, emphasizing meeting the needs in the classroom while giving positive reinforcement to the students. Each teacher will write a 4-step discipline plan for his/her class, outlining rules with corresponding consequences, and positive reinforcement. A copy of the plan will be given to the vice-principal at the end of Orientation Week for returning teachers. For new teachers, a copy will be given to the administration.

Teachers are cautioned not to let problems build. The best time to deal with unruly and disrespectful behavior is NOW. Give specific instructions. Your degree of consistency and follow-through will determine, to a large extent, how successful your disciplining approach will be. Be positive. Do not forget the quiet students. Strive to "catch your students being good." Do not be discouraged if one approach doesn't work with every child. Use variety, and press on!

10. Guidelines for Discipline

- a. Start all disciplinary situations as though they were going to be followed to completion. Do not operate with the idea of giving the problem to the principal if things are not quickly resolved.
- b. Try reasoning with the student and understanding his/her problems before coming to conclusions.
Refrain from sarcasm, yelling, criticizing, or ridiculing students.
- c. Schedule a parent-teacher conference if the conduct does not improve. SEE DISCIPLINE PROCEDURE.
- d. Bring students to the office when you have been unable to bring about improvement with your methods.
- e. Bring serious disciplinary problems to the office immediately (blatant disrespect, fighting, profanity, theft, vandalism, etc.).
- f. Send for an Administrator if the situation is serious and you cannot leave the room.
- g. Students should be encouraged to pray, asking forgiveness for their wrongdoing and forgiving others who have wronged them.
- h. Teachers or staff should speak with or discipline students on the school premises whenever their conduct degrades the prestige or image of the school as an arm of the church of our Lord Jesus Christ.

11. Three-Step Discipline Plan

A thorough explanation of the school and classroom rules should precede the implementation of this plan for the students to be successful in following the rules and making right choices.



Step 1: A successful discipline plan seeks to correct wrong choices, **not** punish wrongs done in ignorance. The greatest affect on a child's misbehavior or irresponsibility should be your disappointment. Getting to know each child and his/her idiosyncrasies will help you choose the appropriate penalty for a particular offense.

Step 2: When a student misbehaves, the sample process is as follows:

VERBAL WARNING: No loss of credit. (But Be sure that the student knows his/her wrongdoing.)

FIRST INFRACTION: A partial time-out during recess.

SECOND INFRACTION: A longer time-out during recess.

THIRD INFRACTION: The time-out will be doubled, and the student may be moved to a different location in the classroom. Also, the parents will be notified/called.

Please post the discipline plan and/or infractions visibly in the classroom as well as in each student's daily discipline status report. After proper teacher discipline and contact with the parents, the next step is to fill out a Discipline Referral Slip, which is to be sent to the administration for further discipline and instruction.

NOTE: Any child sent to the office must have a referral slip accompanying him/her.

Step 3: Administrative Intervention—Should be used if the student has repeatedly demonstrated a lack of cooperation with the classroom teacher, a negative, unrepentant, or critical attitude, defiance toward authority, or has been involved in physical or verbal altercations (fighting), and/or used profane or vulgar language.

Assuming that all other levels of discipline have failed to correct the inappropriate behavior or attitude, or that reactions/outbursts to perceived injustices has brought the student to the office, the administrator will attempt to counsel the student regarding the particular incident or offense. The selected method of discipline will depend upon the severity and frequency of the offense. The administrator may utilize any of the tools of correction available to the teachers as well as suspension (in school or at home), conduct probation, any of which may be coupled with a required parent/teacher, parent/teacher/student, or parent/teacher/student/administrator conference.

NOTE: Please do not give the responsibility of punishing a student during the lunch recess to the yard duty staff. They must supervise over 100 children at this time.

****The Administrative Process: (Varies with age)***

FIRST PROCESS: Counseling by an administrator and parents are notified by letter and/or a telephone call.

SECOND PROCESS: Work crew or detention, recess isolation, possible telephone conference, and a referral sent home.

THIRD PROCESS: After school detention, administrative conference.

FOURTH PROCESS: In-School suspension (up to 3 days) and administrative conference.

FIFTH PROCESS: Suspension from school (up to 3 days) and a recommendation to Council for expulsion.

SIXTH PROCESS: Expulsion

*Applies for the same offense within an 18-week period.

12. School Rules ***"Treat Others as You Would Like to be Treated."***

- a. Follow directions the first time.
- b. Respect everyone and their property.



- c. Keep your hands and feet to yourself at all times.
- d. Use wholesome language.
- e. Think “Safety”: Will what I do hurt myself, others, or damage property?
- f. YOU are responsible for the choices YOU make.

13. Positive Reinforcement Awards

- a. **The VIP:** Each teacher will select one (1) student per month as a VIP, that is, a student whose behavioral choices reflect the high ideals of Christian character. The award is designed to recognize the (approximate) top one-third students in each class in this category. Students should receive this award only one (1) time per year. Those students will be rewarded with a special luncheon hosted by the principal and/or vice-principal. The names should be submitted according to the schedule outlined.
- b. **The Student of The Month:** Each teacher will select one (1) student per month as the Student of The Month, that is, a student whose work exemplifies academic excellence. The award is designed to recognize the (approximate) top one-third students in each class in this category (students should receive this award only one time per year). The teacher may select this student based on any or all of the following criteria: GPA, work ethic, effort, neatness, organization, etc. Those students will be recognized and rewarded in chapel each month. The names should be submitted according to the schedule.
- c. **The Student of The Week:** Is an opportunity for every student to be honored with an award one week of the year. The basic criteria for selecting a “Student of the Week” depends on attitude, attention, respect, politeness, and responsibility. Those students will be rewarded with ice cream each Friday.
- d. **Positive Reinforcement:** Is primarily the responsibility of the classroom teacher. The above “awards” are simply meant as an adjunct to help support and strengthen the techniques utilized by the individual instructor.

14. Disciplinary Options

These options are listed in order of seriousness and should be used in this order. It is expected that each teacher will handle the disciplining of students him/herself. If the teacher does not do so, a degree of student respect is lost. The administration is available to help where needed. Evaluation of teacher competence in the classroom will partially be connected to classroom management and decorum.

15. Available Teacher Options

Counseling, and praying with students, is always appropriate when discipline of students takes place. Warning students regarding their inappropriate action or attitude.

Means of correction should be in keeping with the offense:

- a. Loss of break time.
- b. Loss of classroom privileges.
- c. Various writing assignments.
- d. Detention after school.
- e. Work crew at lunch, during recess, or after school.
 - i. Correspondence with parents by telephone or in writing. These communications must be logged on a parent contact form and turned into the office.
 - ii. Student referred to administration for correctional action.
 - iii. School personnel will **not** administer corporal punishment on campus.



16. Administrative Procedure

Serious misconduct is handled by referral to the administration who:

- a. Investigates the facts of the complaint.
- b. Meets with the individual making the complaint, witnesses, and the student(s) accused of misconduct.
- c. Meets with parent(s) of student(s) when appropriate.
- d. Reaches a determination of facts in the incident and implements corrective action when appropriate.

In cases of expulsion, the Principal recommends action to the Executive Director. Willful disobedience, a rebellious attitude, truancy, physical violence toward another person, profanity, destruction of school property, smoking, stealing, lying, and disrespect to a teacher or other adults, are examples of serious problems, which may result in suspension or expulsion. Repeated incidents of serious problems may result in expulsion when it becomes clear that the student chooses not to conform to school standards. Drug or alcohol abuse will result in immediate expulsion or required withdrawal from the school whether occurring on or away from the campus. Students expelled will be considered for re-enrollment on a case-by-case basis. Normally students are not considered for return prior to one (1) year from the date of withdrawal. The contents of the letter of expulsion sent to the family will contain wording in regard to on-campus restrictions. Administration will also obtain a receipt of an acknowledgement signature by the parents and/or a copy of the signed receipt of registered mail.

17. Guidelines for Detention, and In-School Suspension

The individual teacher will determine when, and at what point, the student's behavioral pattern will necessitate a detention.

- a. Detention of a student following regular school hours will constitute a form of punishment for misbehavior.
- b. Detention will be administered by the teaching staff for the following reasons:
 - i. Consistent failure to complete homework assignments.
 - ii. Unacceptable behavior or attitude anywhere on the school campus.
- c. When a student is assigned a detention, their parents will be notified by phone call or email of the date and time of the detention. If there are extenuating circumstances, the teacher should work with the parent to alleviate the issues.
- d. It will be the student's responsibility to make the necessary arrangements for transportation if he/she misses his/her regular ride as a result of the detention. Detention is to be served even if assigned in conflict with athletic events.
- e. If a student misses an assigned detention, without a notification from the parents the teacher will notify them that the detention is now doubled. Missing a second detention will result in referral to the administration.
- f. Detentions will be held any day after school for one hour after the dismissal bell at the end of the day.



18. Suspension

Students suspended are the responsibility of the parents for the duration of the suspension. The length of suspension is determined by the severity of the offense in the judgment by the administration. The length is normally one to five (1-5) days. It is also the responsibility of the student and parents to obtain assignments from the instructors during the suspension period, and to have all assignments completed on time when the student returns. Students who are suspended at home may earn a maximum grade of 60% for work completed during the in-home suspension. Failure to complete all work will result in a grade of zero (0) for all work missed.

19. Student Expulsion

- a. Any student who persists (or any student whose parent or guardian persists) in an antagonistic or rebellious attitude toward Biblical principles or community standards (school rules), after reasonable efforts of instruction and correction, will be expelled. The attitude requirement applies both on and off campus.
- b. Repeated incidents of serious problems may result in expulsion when it becomes clear that the student chooses not to conform to school standards. Drug or alcohol abuse will result in immediate expulsion or withdrawal from the school whether occurring on or off campus.
- c. Parents are to be notified that the attitude or behavior of their child warrants consideration of expulsion. A parent conference with the principal and executive director will be set-up to go over the infraction(s).
- d. The decision must be fair to all parties involved, with ample opportunity given for comments. It is the responsibility of the principal to document all aspects of the proceedings for a full report to the Council.
- e. If expulsion is the final decision at the parent conference, the parents will be notified that they may appeal the decision to the entire Council if they bring evidence that is new after the meeting with the principal.
- f. The acceptance, rejection, or expulsion of any student, while normally done by the administration, is the ultimate prerogative and responsibility of the School Council.
- g. Students expelled will be considered for re-enrollment on a case-by-case basis. Normally students are not considered for return prior to one (1) year from the date of the expulsion.

20. Conclusion

- a. It is recognized that rules and regulations are necessary if order and unity are to prevail. Similarly, discipline is essential if personal growth is to be encouraged and love and concern expressed.
- b. *"All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness."* Hebrews 12:11 NIV

I. Student Attendance Policies and Procedures

1. Goal

Effective student attendance policies will be developed, communicated, and followed by the school administration.

2. Purpose

GBS requires students to attend school daily. Parent support is essential in the matter of attendance. There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion and participation and teacher lecture and comments are of vital



importance and cannot ever be adequately made up by a student. Daily attendance equates directly to the attainment of educational goals. Also, parents have a legal responsibility to see that their student attends school regularly.

3. Record Keeping and Rules

Attendance is to be taken at the beginning of the day and an accurate record must be kept. Absent students will be marked with the letter "A." Tardies are recorded with the letter "T."

Attention to detail is important when filling out the attendance-reporting sheet each period. The teacher's name, date, and period must be clearly marked on each attendance sheet and turned into the office.

4. Absences

GBS requires students to attend school daily and to be on-time. Parent support is essential in the matter of attendance. There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion, and participation, and teacher lecture and comments are of vital importance and cannot ever be adequately made up by a student. Daily attendance equates directly to the attainment of educational goals. Also, parents have a legal responsibility to see that their child attends school regularly. Please read the following attendance guidelines carefully.

When it is necessary for a student to miss school, the following steps should be followed.

- The parent **must** call the school office between 8:30 a.m. to 9:30 a.m.
- On the day of his/her return, parents are to provide a note to the teacher as to the reason for the absence. The work done on those days will not be accepted without a note.
- When the student reaches five (5) unexcused absences per quarter, a form letter will be sent to the parents noting the dates missed.
- For a prolonged illness, an explanation letter from a doctor or parent will be required.
- Students must be fever free for 24 hours before returning to school.

Examples of excused absences are as follows:

- Sickness with parent verification by note.
- A medical appointment that requires the day with verification by note from doctor or parent.
- Court appearances.
- Auto accidents, direct involvement.
- Unique, unavoidable circumstances, as approved by administration.

Examples of unexcused absences are as follows:

- Completing homework assignments or projects (a long-term project is still due and will be counted as late).
- No transportation.
- Trip to Disneyland.
- Too tired.
- Family vacations.

The administration will be responsible to determine whether an absence or tardy is excused or unexcused.



a. Non-Promotion Due To Absences

A student who for any reason is absent twelve (12) times per semester will risk non-promotion. Exceptions may be granted at the discretion of the administration for such matters as personal illness, (must be validated by physician's statement) or personal or family problems. In order to avoid non-promotion, a student with excessive absences due to a re-occurring illness, must provide a doctor's note verifying the illness and describing subsequent treatment. In all cases, academic work missed must be completed.

b. Pre-Arranged Absences

Students who plan to be absent for more than one (1) day during the school year due to a family vacation, church retreats, or mission efforts, must petition the administration for prior approval of the absence. The student must obtain a pre-arranged absence form from the front office, which is to be signed by the parent. If approved, a copy of the request will be given to the parent and teacher. Administrative approval must be obtained two (2) weeks in advance of the intended absences. These absences will be counted in the student's excused absence total and will eliminate the chance to receive the Perfect Attendance Award. Approval will be granted for one (1) such activity, others may be granted as an unexcused absence. Failure to receive pre-arranged approval may result in these absences becoming unexcused. All unexcused absences will not be able to receive assignments until the student returns then the make-up policy will apply.

c. Tardiness

GBS is very concerned with the problem of tardiness and the consequent disruption of the classroom as well as the loss in participation time for the students. Students and parents need to understand that they have a responsibility to the class and to themselves to be on time.

All students who are not in line with their class when the bell rings are considered tardy. **Students who are 15 or more minutes late to class will be considered absent rather than tardy.** All tardies are unexcused unless a note from a parent is presented to their teacher or the school office.

Examples of excused tardies are as follows:

- Sickness with parent verification by note or phone call.
- Medical appointment with verification by note from the doctor or parent.
- Auto accidents, direct or indirect involvement (subject to verification).
- Unavoidable breakdowns (flat tire, dead battery, etc.). Running out of gas is not an unavoidable breakdown.
- Unique, unavoidable circumstances, as confirmed by administration.
- School bus delays or breakdowns.

Examples of unexcused tardies are as follows:

- Oversleeping.
- Running out of gas.
- Normal traffic problems.
- Completing a homework assignment.
- Alarm did not go off.
- Late getting home the night before because of school activity

The administration will be responsible to determine if an absence or tardy is excused or unexcused.



d. Tardy Policy

All tardies will be recorded and processed by the classroom teacher as part of his/her classroom management. The school office will notify parents by letter after five (5) unexcused tardies.

Upon receipt of the 15th unexcused tardy: the student will receive a one (1) day out-of-school suspension, and a parent conference is required before the student is admitted back to class. The maximum grade received for missing work will be 60%.

After the 20th unexcused tardy: expulsion may be recommended.

At the end of each semester, students will start over with a clean record.

e. Make-Up Work

Students with **excused** absences will be allowed the number of days absent for make-up work. For example, a student absent three (3) days who returns on a Monday will have until Thursday to complete homework and/or tests. A student absent only on the day of a test or the day prior to a test may be required by the teacher to take the test immediately upon his/her return.

Teachers will not allow students to make up any work missed during an **unexcused** absence if the absence is not cleared with a note within three (3) school days. Assignments will be graded as a “zero”.

4th–6th Grade Students may get their assignments and homework from RenWeb. All books must be requested before 9:00 a.m. on the day of absence.

6th Grade Students are responsible to determine what work or tests were missed and to initiate arrangements with the teacher. A lower grade or (0) zero will be given for work not turned in on time.

Physical Education Exemptions: Physical education is an important subject for all students. One-day exemptions from PE may be made on the basis of a note signed by the parent; but a written note from a physician is needed for any exemptions over one (1) day. Any student without a note must take PE unless the PE teacher or administrator acknowledges the student’s physical inability to participate. A student who has a doctor’s note for an extended exemption will be placed on Contract PE that will include a requirement to write a one-page report for each week of Contract PE. The PE teacher will determine the topic for the reports.

4. Cleanliness of School

- a. Teachers must emphasize the cleanliness of the school, especially students’ desks, restrooms, playground. TREAT YOUR ROOM AND OUR CAMPUS LIKE OUR SAVIOR IS DUE TO VISIT US TODAY. A student should not be allowed to leave the room with a messy desk/floor. It is admirable to assign special student “Housekeepers” and reward the neatest students.
- b. End-of-day clean-up by teacher and student helpers:
 - i. Pick up papers and pencils from the floor.
 - ii. Rows of desks straightened.
 - iii. Put chairs up on desks.
 - iv. All classroom supplies returned to proper places.
 - v. Teacher’s desk orderly.
 - vi. Lights off, windows closed, locked, drapes drawn, fans off, and doors locked.
 - vii. Clean desks and sinks and back counter.



- viii. Clean chalk/white boards and trays. Monitors may clean erasers on eraser paddles ONLY.
- c. Students are to use newspapers or newsprint when gluing, pasting, or painting. Use butcher paper or some protective covering on the floor or counter prior to student participation in painting. Clean up all paint over-splash or any other spills immediately before it dries. After cleaning brushes and containers in sink, fill sink with water and let it flow out to clear waste lines. Only liquids may be emptied into the sink.
 - Lunch tables are not to be used for art projects without proper protective covering for tops and benches. All effort is to be made to keep floors as clean as possible in the classroom.
- d. No wastebaskets, dustpans, brooms, and bench brushes are to be loaned out to another room. Cleaning supplies should remain under the sink and can be requested if something runs out. A vacuum cleaner is kept in the office for your use for area rugs, etc. (see Appendix Q.1).
- e. Upon notice of a maintenance problem, (i.e., light burned out, leaky faucet, etc.) please fill out a NCR maintenance slip and put it in the principal's box. (See Appendix Q.1)
- f. Students should not be allowed to take food or drink (except water) into the classroom except on a rainy day schedule. Nor should it be left outside due to ant problems. Make sure all food products are sealed properly.

5. Teacher Supplies

- a. Supplies will be given to each teacher upon request. Teachers should request supplies using a request for supplies slip (see Appendix Q.1) that is put in the receptionist's box. If done a day in advance, he/she will have the supplies ready.
- b. Teachers should not have to use personal income for supplies. However, if prior permission is not received from the campus administration, you may be liable for any unauthorized purchases. Outside supplies can be purchased with prior approval using a purchase order form in advance of the purchase or through each teachers project account. (See Appendix E)
- c. The roll-type-laminating machine is to be used only by trained/designated personnel. Attach a request for lamination form (see Appendix Q.1) and leave it in the TA work area. Requests will be filled. Unfortunately, individual student items (i.e., art projects, nametags, placemats) may not be laminated due to cost.
- d. All textbooks are currently consumables. Consumables must bear the student's name.

6. Schedules

All teachers should create their own classroom schedule (working around the master schedule of PE, music, library, math and reading intervention, lunch, and recess) and give a copy to the office within two (2) weeks after school starts. (See Appendix I)

7. Calendar

Any additional dates, classroom activities, field trips, sporting events, special parties, or performances must be cleared through the principal's office.

8. Teacher Observations/Evaluation

- a. Periodically, an administrator and/or guests will informally visit the classroom to check on the environment, teacher methodology, rapport with students, student behavior, cleanliness, etc.
- b. All teachers will be officially observed/evaluated once before Christmas (new teachers, twice) and formally evaluated during the second semester before the School Council offers a new contract.



9. Curriculum Guides and Evaluation

Teachers are responsible under the direction of the administration.

10. ACSI Competitions

Grace Brethren Schools participates in the ACSI activities such as Spelling Bee, Speech Meet, and Math Olympics. Teachers are required to lead classroom competitions, and submit the winners' names to the committee chairpersons at the appointed dates.

11. Miscellaneous Rules and Items

- a. If a teacher must leave the classroom for an emergency situation he/she must call to the office for someone to supervise the class or have a partner cover the class until a replacement can be found.
- b. Cumulative records are NOT to be removed from the school grounds. All files are checked out by the teacher only. They must be updated and re-filed before the last teacher checkout day.
- c. All objects left inside or outside a teacher's classroom should be taken to the Cafetorium's "Lost and Found" can. Teachers should encourage their students to label their belongings.
- d. Due to "traffic" in the office between 8:00 a.m.- 8:25 a.m., teachers are expected to socialize in the faculty lounge or staff patio.
- e. **Summer School Teaching Policy:** Summer school teachers are needed based upon the number of students enrolled. A teacher with a desire to teach summer school should make the principal aware of this in writing at the beginning of the 4th quarter. Priority is given to the previous year's summer school teachers and then as the need arises is given by seniority.
- f. The emergency radios in each classroom must be enabled daily.

12. Continuing Education Units

Teachers are encouraged to continue their learning by taking education-related classes on their own time. The salary scale is based on years of experience and semester credits beyond the degree. The school is authorized to grant CEUs by offering classes on campus for professional growth. Three (3) CEUs = 1 semester credit. Other seminars are posted in the faculty lounge or are available at local colleges. Faculty are required to keep their personnel file updated with the classes/CEUs that they have taken.

13. Student Restroom Use

Children should be reminded to get drinks and use the restroom at recess time. However, there are times when exceptions must be made. A child should always be allowed to use the restroom, but a small time penalty should be assessed to those who do not go at the proper time in order to train them in the right use of time.

J. Injury Policies and Procedure (see Section VI, B, 11 of Policy Manual)

Grace Brethren Elementary School



PARENT/STUDENT HANDBOOK Addendum B 2018-2019

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GRACE BRETHERN ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK ADDENDUM (B)

A. Vision Statement

To honor Jesus Christ by making disciples and teaching them to love God and people.

B. Mission Statement

Grace Brethren Schools, in partnership with church and family, proclaim Christ in all we do. We will nurture the whole student in an academic environment through a Biblical worldview, providing an opportunity for each one to mature in Christ and to accurately handle the Word of truth in a secular world (2 Tim 2:15).

C. Statement of Philosophy

Verses: I Corinthians 8:6, Colossians 1:16-17 The education process is dependent upon a basic philosophy to provide the right viewpoint, basic truths, and principles for interpreting the facts encountered in life through the study of all subject matter.

We believe that the concepts foundational to this truth are:

1. God is the Creator and Sustainer of all things, and the Source of all Truth.
2. God maintains control over His entire universe.
3. True meanings and values can be ascertained only in the light of His person, purpose and work.

Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered position. We, at Grace Brethren School, fully trusting the power of God, have set ourselves to the task of teaching children that in life we must seek a proper relationship with God. This teaching is concerned not only with the counsels of God revealed in His Word, but also in the counsels revealed in His world. We desire to teach that ALL truth is God's truth, and Jesus Christ is CENTRAL in all truth; again not simply in the Word, but in history, in geography, in music, in arts, and in the universe (*John. 14:6*).

D. Educational Philosophy

Grace Brethren Elementary School adopts the historic, Christian view of life as presented in the Bible: since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. However, humans, being sinners by nature and choice, cannot, in this condition, glorify or know God. They can do this only by being recreated in God's image through committing their lives to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically. It must present all truth as God's truth and must be interpreted and integrated with God's Word. Such education is primarily the parents' responsibility and the school should function as an extension of the home to aid the parents in giving this education.

From this purpose stems certain educational objectives for the spiritual and moral growth of the student and as such Grace Brethren Elementary School seeks the following:

1. To teach the essential doctrines of the historic Christian faith
2. To lead the students into a personal, saving relationship with Christ as Lord and Savior
3. To develop a desire to know and to do the will of God



4. To teach the students consistent daily Christian living and service, equipping and encouraging them to witness for Christ
5. To develop a Biblical sense of right and wrong and teach the students reverence toward God and all authority
6. To build in the students a God-consciousness and help them develop a consistent Christian philosophy of life by integrating all subjects with the Bible

For The Students' Personal and Social Development, GBS Aims:

1. To develop a balanced personality based on a proper understanding and acceptance of self as God made him/her and on the full development of his/or capabilities
2. To foster wholesome personal relationships through development of social skills based on the Christian concept of love
3. To prepare the students for wholesome and Christian use of leisure time
4. To show a realistic and Biblical view of life and work, and provide skills for future endeavors in college and an occupation
5. To develop the proper attitudes, understanding, and skills needed to establish God-honoring homes
6. To promote fitness, maintenance, and skillful use of the body as the temple of God
7. To impart the Biblical attitude toward material things and promote the wise use of them for God's glory

Academically, GBS Endeavors:

1. To promote high academic standards and help the students gain a thorough comprehension and command of the fundamental processes used in communicating with others
2. To teach and encourage the formation of good study habits
3. To teach the students how to research and use the scientific method
4. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation
5. To promote good citizenship through developing an understanding and appreciation for our Christian freedom and human dignity, and its expression in the American experience
6. To impart knowledge of the world and current affairs in all fields and relate them to God's plan for humankind.

Working With the Homes From Which Students Come, GBS Desires:

1. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program
2. To aid families in making their homes God-centered.

E. Expected School-Wide Learning Results

Our Expected School-wide Learning Results (ESLR) represent a condensed version of our Statement of Philosophy and Educational Philosophy. In order to replicate our ESLR, and maintain a commitment to them, we have adopted the acrostic of GBS. Each letter represents the future of Grace Brethren School students' success as they matriculate to the next level of learning and life, which includes:

1. Growing in the grace and knowledge of Jesus Christ
2. Building competence through programs of excellence
3. Serving Christ through a lifestyle of obedience



F. Doctrinal Statement

We Affirm and Believe in the Following:

BIBLE:

The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (2 *Timothy* 3:16; 2 *Peter* 1:21). The One True God: existing eternally as three persons—the Father, Son and Holy Spirit (*Luke* 3:22; *Matthew* 28:19; 2 *Corinthians* 13:14).

LORD JESUS CHRIST:

His preexistence and deity (*John* 1:1-3), incarnation by the virgin birth (*John* 1:14; *Matthew* 1:18-23), sinless life (*Hebrews* 4:15), substitutionary death (2 *Corinthians* 5:21), bodily resurrection (*Luke* 24:36-43), ascension into heaven and present ministry (*Hebrews* 4:14-16) and coming again (*Acts* 1:11).

HOLY SPIRIT:

His personality (*John* 16:7-15), deity (*Acts* 5:3-4) and His work in each believer, baptism and indwelling at the moment of regeneration (1 *Corinthians* 12:13; *Romans* 8:9) and filing (*Ephesians* 5:18) to empower for Christian life and service (*Ephesians* 3:16; *Acts* 1:8; *Galatians* 5:22-23).

MAN:

The direct image of God, created male and female as determined by God, unchangeable by human intervention (*Genesis* 1:26-28, 2:18-24); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (*Genesis* 3:1-24, *Romans* 5:12, *John* 3:3-5).

SALVATION:

A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (*Ephesians* 2:8-9; *Titus* 3:5-7; 1 *Peter* 1:18-19).

CHURCH:

One true Church, the body and bride of Christ (*Ephesians* 1:22-23, 5:25-32), composed of all true believers of the present age (1 *Corinthians* 12:12-13) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (*Ephesians* 4:11-16).

CHRISTIAN LIFE:

A life of righteousness, good works and separation unto God from the evil ways of the world (*Romans* 12:1-2), manifested by speaking the truth (*James* 5:12), maintaining the sanctity of the home (*Ephesians* 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 *Corinthians* 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (*Romans* 12:17-21), exhibiting the fruit of the Spirit (*Galatians* 5:22-23) and maintaining a life of prayer (*Ephesians* 6:18; *Philippians* 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (*James* 5:13-18).

SEXUAL PURITY:

God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts and practices are sinful and outside of God's revealed will. (*Genesis* 1:27,28, 2:18-25,



Leviticus 18:22-24, Proverbs 5:15-23, Matthew 5:27,28, Romans 1:24-32, 1 Corinthians 5:9-13, 6:9-11, Ephesians 5:22-33).

ORDINANCES:

The Christian should observe the ordinances of our Lord Jesus Christ which are: **(1)** baptism of believers by triune immersion (*Matthew 28:19*) and **(2)** the threefold communion service, consisting of the washing of the saints' feet (*John 13:1-17*), the Lord's Supper (*1 Corinthians 11:20-22, 33-34; Jude 12*) and the communion of the bread and the cup (*1 Corinthians 11:23-26*).

SATAN:

His existence and personality as the great adversary of God and His people (*Revelation 12:1-10*), his judgment (*John 12:31*) and final doom (*Revelation 20:10*).

SECOND COMING:

The personal, visible and imminent return of Christ to remove His Church from the earth (*1 Thessalonians 4:16-17*) before the tribulation (*1 Thessalonians 1:10; Revelation 3:10*) and afterward to descend with the Church to establish His millennial kingdom upon the earth (*Revelation 19:11-20:6*).

FUTURE LIFE:

The conscious existence of the dead (*Philippians 1:21-23; Luke 16:19-31*), the resurrection of the body (*John 5:28-29*), the judgment and reward of believers (*Romans 14:10-12; 2 Corinthians 5:10*), the judgment and condemnation of unbelievers (*Revelation 20:11-15*), the eternal life of the saved (*John 3:16*) and the eternal punishment of the lost (*Matthew 25:46; Revelation 20:15*).

G. Admissions

Grace Brethren Schools, in partnership with church and family, proclaim Jesus Christ in all we do. We will nurture the whole student in an academic environment through a Biblical world-view, providing an opportunity for each one to mature in Christ and to accurately handle the word of truth in a secular world.

In order to do this, our school requires students to:

1. Be receptive to instruction in and through a Christian worldview as well as desirous of learning more about a personal relationship with Jesus Christ.
2. Be submissive to the policies and procedures set forth by Grace Brethren Church and Schools.
3. Have parents/guardians who support the philosophy and educational process of Grace Brethren Schools, its administration, teachers, and staff.

Grace Brethren Schools does not discriminate on the basis of race, color, national or ethnic origin.

H. Auxiliary Organizations

1. Parent Teacher Fellowship (PTF)

The PTF is an association comprised of the parents and teachers of all students attending Grace Brethren Elementary School. Its purpose is two-fold:

- a. To provide a means of communicating information that the school believes is important to know in support of the parents, faculty, and administration.



- b. To provide parents, and the school staff, a vehicle by which they can support the educational programs, and goals of the school.

2. Moms' In Prayer (MIP)

The MIP is an association comprised of the parents of all students attending Grace Brethren Elementary School. Its purpose is two-fold:

- a. To intercede for our children and their school.
- b. To pray that our school be guided by biblical values and high moral standards.
- c. Meetings are every Wednesday from 8:30 – 9:30 a.m.

I. Academic Information

1. Grading Policy

A standard percentage scale is used school wide:

93% – 100% = A (4.00) EXCELLENT
90% – 92% = A- (4.00)
87% – 89% = B+ (3.00)
83% – 86% = B (3.00) ABOVE AVERAGE
80% – 82% = B- (3.00)
77% – 79% = C+ (2.00)
73% – 76% = C (2.00) AVERAGE
70% – 72% = C- (2.00)
67% – 69% = D+ (1.00) BELOW AVERAGE
63% – 66% = D (1.00)
60% – 62% = D- (1.00)
59% and BELOW = F (0.00) FAILURE

2. Report Cards

Report cards are available on RenWeb at the end of each Quarter (approximately 9 weeks). Quarter 4 report cards are mailed to the home at the end of the school year. Interim reports are sent home for students with a “C-” or below. Report cards will include core academics, including Accelerated Reader, and co-curricular such as P.E., music, library, computer, character and attendance. Parents may schedule conferences any time with faculty. Teachers may also request conferences with parents. First Quarter parent/teacher conferences are mandatory for all families. “Grading Period” for participation eligibility purposes is defined as each quarter reporting period (quarter reports, semester reports). Hard copies will only be mailed home at the end of the school year.

3. Interim Notices

Interim Notices are emailed by the 5th week of each quarter (approximately 4-5 weeks into each quarter), if necessary. After this time period, Interim Notices will be available on RenWeb if a student's grades are at a “C-” level or below to identify the problem, with comments to help the parent work with the student. An Interim Notice will be sent home at any time if a grade slips drastically. Interims will be emailed if a co-curricular grade is an A- or below.



4. Tutoring

Parents may inquire through teachers or the front office how to obtain tutoring for students in need.

5. Promotion Requirements for 6th Graders

6th graders must pass with a “C” average each semester.

Additionally, in order to participate in the promotion ceremony a 6th grader must have:

- Completed all requirements and passed all courses necessary for promotion.
- All financial obligations to the school must be paid in full.
- Any student receiving an average grade of 50% or below failure in any subject for the year must receive remedial tutoring by an approved GBES Administrator in order to promote to the seventh grade.
- Upon completing all classes, a Grace Brethren Diploma will be presented to the student.
- Hair length/Make-up/Dress code: All dress code/grooming standards must be met to participate in the promotion ceremony.

6. Character Development Grades

Students will be given grades for character development as follows:

Elementary Kindergarten

(E) Excellent (O)

(G) Good (G)

(S) Satisfactory (S)

(N) Needs Improvement (N)

(U) Unsatisfactory (N-)

7. Honor Roll and Awards

HONOR ROLL: Inclusion on the honor roll is based on the student’s academic grade average for each class in the semester just completed. The academic GPA does not include physical education, music, or computers.

- Highest Honors All “A’s” in each subject for the semester
- Honors All “B’s” or above in each subject for the semester

Students with a D or F in any subject for the semester are automatically excluded from the honor roll.

Students with a U in conduct for any quarter will be disqualified to be on the Honor Roll.

NOTE: Math and reading intervention grades are equal to all other academic subjects when computing honor roll.

CHRISTIAN CHARACTER AWARD: Any student who receives all excellent (E) marks in character for 2nd through 4th quarter and VIP or S.O.M. Awards in the course of the school year will receive the Christian Character Award at the end of the year. Students also need to display excellent Christian Character in all areas such as displaying good conduct on the playground, during music, P.E., in the library, and computer lab, etc., to receive this award.

PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE: Students in sixth grade who maintain all “A’s” for the last three years in all academic subjects and demonstrated high mastery in either math or reading on the sixth grade standardized test.

PRINCIPAL’S AWARD: Students who maintain straight “A’s” (93% or higher) in all academic subjects for all grading periods will be rewarded with a place on the PRINCIPAL’S AWARD. Students with a U in conduct for



any quarter will be disqualified from receiving the Principal's Award.

PERFECT ATTENDANCE AWARD: Students who do not miss a single day of school for the entire year and do not have more than four 4 unexcused tardies in the calendar year will receive the Perfect Attendance Award.

STUDENT OF THE MONTH AND VIP: This is an academic and citizenship award that is awarded on a monthly basis; and are presented to the students at the 1st chapel of the month. Parents are welcome to attend and take photos. They are just asked to remain in the back until the students are seated. At that time they can fill in open seats.

8. Late Work Policy

Students are learning responsibility; and therefore one area of great importance is turning in work on time. Every late paper a teacher receives, takes the teacher away from his/her primary duty to teach. Students need to understand the importance of timeliness in all that they do. This requires organization and preparation. Late work is any assignment that is not turned in when the teacher requests it. One day late of turned in work will receive 50%. Two days late will receive 0%. The late work policy is based on teacher discretion and clarified in the classroom contract at the beginning of the school year.

9. Student Records

Student school records are kept in fireproof file cabinets in the school office. According to the California State Department of Education:

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children, which are maintained by school districts or private schools. The editing or withholding of any such records, except as [specifically] provided for [by law], is prohibited. (Section 49069)

Parents who wish to view their student's school records must make an appointment with a school administrator to view those records.

When transferring to a new school, once enrolled, the new school will request your child's file from our office. Once the request is received, our office will mail the complete file to the new school.

10. Testing Standards/Cheating

In the administration of any test the following standards will be maintained. Students will receive a failing grade if they are seen:

- a. Revealing answers to other students
- b. Turning around in their seats
- c. Passing notes or texting
- d. Possessing notes under, around, or on their desk
- e. Making hand or mouth communications
- f. Copying homework, reports, projects, cyber-cheat
- g. Plagiarism

Discipline for cheating on homework assignments and during normal testing cycles in the daily classroom will be handled by the classroom teacher. Second offenses will be referred to the office for administrative action and may result in conduct probation.

ACHIEVEMENT TESTS: Achievement Testing is given annually to help identify the student's level of achievement. Results are available to parents with the second semester report card, on RenWeb, or soon thereafter.



J. Attendance Policies

GBS requires students to attend school daily and on-time. Parental support is essential in the matter of attendance. There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion, participation, teacher lectures, and comments are of vital importance and cannot ever be adequately made up by a student.

Daily attendance equates directly to the attainment of educational goals. Also, parents have a legal responsibility to see that their student attends school regularly. Please read the following attendance guidelines carefully.

1. Absences

When it is necessary for a student to miss school, please abide by the following steps to receive an excused absence:

- The parent **must** call the school office between **8:30 a.m. to 9:30 a.m.** if requesting classwork or homework.
- On the day of his/her return, provide a note to the teacher as to the reason for the absence. The work done on those days will not be accepted without a note.
- When the student reaches five (5) unexcused absences per quarter, a form letter will be sent to the parents noting the dates missed.
- For a prolonged illness, an explanation letter from a doctor or parent will be required.

Examples of excused absences are as follows:

- Sickness with parent verification by note (Students must be fever free for 24-hours before returning to school).
- Medical appointment that requires the day with verification by a note from the doctor or parent
- Court appearances
- Auto accidents, direct involvement
- Unique, unavoidable circumstances, as approved by administration
- Pre-arranged absences.

Examples of unexcused absences are as follows:

- Completing homework assignment or project (a long-term project is still due and will be **counted as late**)
- No transportation
- Trip to Disneyland
- Too tired
- Family vacations (not pre-arranged)

The administration will be responsible to determine whether an absence or tardy is excused or unexcused.

2. Non-Promotion Due To Absences

A student who for any reason is absent twelve (12) times per semester will risk non-promotion. Exceptions may be granted at the discretion of the administration for such matters as personal illness, (must be validated by physician's statement) and personal or family problems. In order to avoid non-promotion, a student with excessive absences due to a re-occurring illness, must provide a doctor's note verifying the illness and describing subsequent treatment. In all cases, academic work missed must be completed.



3. Pre-Arranged Absences

Students who plan to be absent for more than three days during the school year due to family vacation, church retreats, or mission efforts must petition the administration for prior approval of the absence. The student must obtain a pre-arranged absence form from the front office, which is to be signed by the parent. If approved, a copy of the request will be given to the parent and teacher. Administrative approval must be obtained two weeks in advance of the intended absences. These absences will be counted in the student's excused absence total and will eliminate the chance to receive the Perfect Attendance Award. Approval will be granted for one such activity, others may be granted as an unexcused absence. Failure to receive pre-arranged approval may result in these absences becoming unexcused. Make-up work may be provided based on a teacher's discretion.

4. Tardiness

GBS is very concerned with the problem of tardiness and the consequent disruption of the classroom as well as the loss in participation time for the students. Students and parents need to understand that they have a responsibility to the class and to themselves to be on time.

All students that are not in line with their class when the bell rings are considered tardy. All tardies are determined excused or un-excused by the school office upon arrival.

Examples of excused tardies are as follows:

- a. Sickness with parent verification by note or phone call
- b. Medical appointment with verification by note from doctor or parent
- c. Auto accidents, direct or indirect involvement (subject to verification)
- d. Unavoidable breakdowns (flat tire, dead battery, etc.). Running out of gas is not an unavoidable breakdown
- e. Unique, unavoidable circumstances, as confirmed by administration
- f. School bus delays or breakdowns

Examples of unexcused tardies are as follows:

- a. Oversleeping
- b. Running out of gas
- c. Normal traffic problems
- d. Completing a homework assignment
- e. Alarm did not go off
- f. Late getting home the night before because of school activity

5. Tardy Policy

After eight (8) un-excused tardies, students may receive an after school detention.

6. Make-Up Work

Students with **excused absences** will be allowed the number of days absent for make-up work. For example, a student absent three days. Upon return will have 3 days to complete homework and/or tests. A student absent only on the day of a test or the day prior to a test may be required by the teacher to take the test immediately upon his/her return.

Teachers will not allow students to make up any work missed during an **unexcused absence** if the absence is not cleared with a note within three (3) school days. Assignments will be graded as a "zero". Students with



unexcused absences will be responsible to obtain any missed work upon their return and will have equal amount of days to complete assignments. Failure to complete any missed assignments will result in a zero.

4th – 6th Grade Students may get their assignments and homework from RenWeb. All books must be requested before 9:00 a.m. on the day of absence.

6th Grade Students are responsible to determine what work or tests were missed and to initiate arrangements with the teacher. A lower grade or zero will be given for work not turned in on time.

7. Physical Education Exemptions

Physical education is an important subject for all students. One-day exemptions from PE may be made on the basis of a note signed by the parent; but a written note from a physician is needed for any exemptions over one day. Any student without a note must take PE unless the PE teacher or administrator acknowledges the student's physical inability to participate. A student who has a doctor's note for an extended exemption will be placed on Contract PE that will include a requirement to write a one-page report for each week of Contract PE. The PE teacher will determine the topic for the reports.

8. Illnesses

Students must be fever and vomit free for 24 hours before returning to school.

K. Code of Conduct

1. Dress Code

Grace Brethren Schools (GBS) dress and grooming code is designed to reflect good taste, cleanliness, and Christian character. This school year continues the tradition of Campus Wear. We believe that this standard provides regulation in clothing neatness and modesty. Example: Thin spaghetti straps and writing on bottoms are not acceptable. Personal grooming must be consistent with the aforementioned standards and not attract undue attention, be disruptive to school procedures, or offend Christian sensibilities.

2. Dress and Grooming Standards for Young Ladies

- a. **Dresses, pants, skirts, and shorts:** The length and fit of pants, skirts, and shorts are regulated by our **official school vendor, Sue Mills. Please visit their website at: www.millswear.com**. With the exception of sizing problems, i.e., too long or too short, alterations would violate GBS general criteria and are not permitted. **Pants, skirts, and shorts are also available via www.dickies.com in the Dickies School Uniform Section. Pants and shorts must conform to the following standards: be plain or pleated front Twill. The length of dresses, skirts, and shorts must reach the tip of the middle finger when the student's hands are placed at her side.**
- b. **Shirts:** All short sleeved elementary polo shirts must have the Grace Brethren School logo. Those that are designed to be worn out must be long enough to extend to wrist level. School logo shirts (i.e., *Camp Champion*, *Stampede*, etc.) are acceptable and may be combined with the *Campus Wear* clothing on Fridays and/or "spirit days" established by administration.
- c. **Shoes:** rubber soled athletic shoes with no heels and covered toes are acceptable. Footwear is required to be practical and safe for school-related activities. Socks **must** be in *Campus Wear* colors and be worn every day. Tights and leggings are permitted in solid *Campus Wear* colors only and with no lace or other fringes and may only be worn under skirts, shorts, or dresses.
- d. **Sweaters and sweatshirts:** (zip-up and pullovers) Sweatshirts are permissible from *Campus Wear*. These can be worn at any time during the school day. All sweatshirts, other than *Campus Wear* sold by Sue Mills or GBS, must be in *Campus Wear* colors: red, white, black, or grey. Logos on outerwear may not



be any larger than 2-inches in diameter. Exceptions may be 6th grade Outdoor Camp sweatshirts.

- e. **Jackets and coats:** Defined as follows: jackets have a lining and fill material, and coats are heavy in nature and generally with a lining. They may be any color and may have appropriate writing or designs.
- f. **Long sleeved undershirts:** Long sleeved undershirts must be *Campus Wear* colors (solid) with no additional writing or designs. As an undershirt, it must be tucked in or shorter than the Polo shirt.
- g. **Hair coloring:** Hair color must be natural with no chemical alterations such as tinting, coloring, bleaching or tipping.
- h. **Sports jersey uniform:** Students may wear her sport jersey uniform on game days, but must wear school uniform bottoms.
- i. **Cosmetics:** Cosmetics and makeup such as lipstick, eye shadow, eye liner, mascara and blush **is not permitted**. Only studded earrings are allowed due to safety issues-**if hoops or dangling earrings are worn they will be confiscated immediately and may be picked up in the office at the end of the day.** Multiple ear piercings are not permitted due to safety issues.
- j. **Friday Wear:** Students may wear spirit wear on Fridays with uniform bottoms only (shorts, pants, skorts, and skirts).

3. Dress and Grooming Standards for Young Men

- a. **Pants and shorts:** The length and fit of pants and shorts are regulated by **our official school vendor, Sue Mills. Please visit her website at: www.millswear.com**. ALL pants and shorts must be of adequate length and **may NOT be worn below the waist. Pants and shorts are also available via www.dickies.com in the Dickies School Uniform Section, and must conform to the following standards: be plain or pleated front Twill and must be khaki or black, with no extra pockets and may not be baggy.**
- b. **Shirts:** All short sleeved polo shirts must display the Grace Brethren School logo. Button-up shirts must be tucked inside the pants and buttoned up to just below the collar. School logo shirts (i.e., *Camp Champion*, *Stampede*, etc.) are acceptable and may be combined with the *Campus Wear* clothing on Fridays and/or “spirit days” when established by administration.
- c. **Footwear:** Footwear is required and must be practical and **safe** for school-related activities. Rubber-soled athletic shoes only are permitted.
- d. **Sweaters and sweatshirts:** (zip-up and pullovers) Sweatshirts are permissible from Campus Wear. These can be worn at any time during the school day. All sweatshirts, other than *Campus Wear* sold by Sue Mills or GBS, must be in *Campus Wear* colors: red, white, black, or grey. Logos on outerwear may not be any larger than 2-inches in diameter. Exceptions may be 6th grade Outdoor Camp sweatshirts.
- e. **Jackets and coats:** Defined as follows: jackets have a lining and fill material, and coats are heavy in nature and generally with a lining. May be any color and may have appropriate writing or designs.
- f. **Undershirts:** All long sleeved undershirts must be *Campus Wear* colors (solid) with no additional writing or designs. Undershirts must be tucked in or shorter than the Polo shirt.
- g. **Hair:** **Hair must not extend below the middle ear, into the eyes (below the eyebrow) or over the top of the shirt collar. Hair may not be spiked or extended out for more than 2 inches. Shaved heads are not allowed. Hair length is to be a minimum Number 1 cut. Hair tinting, coloring, bleaching, or tipping is not permitted.**
- h. **Accessories:** Accessories identifying with gang lifestyle are strictly forbidden. Earrings are prohibited on campus or at any school function on or away from the campus. Caps must meet the general criteria outlined above and worn only outdoors.



- i. Students may wear their sports jersey uniform on game days, but must wear school uniform bottoms.
- j. **Friday Wear:** Students may wear spirit wear on Fridays with uniform bottoms only (shorts, pants, skorts, and skirts).

4. Exceptions

From time to time there will be occasions when “dressing down” or “free dress” may be permitted. Dress attire must be appropriate (no skulls, spaghetti straps, printed wording across bottoms) and modest at all times. Leggings, work out pants and tights are not permissible unless worn under shorts, skorts, or an appropriate skirt. Skirts, shorts, skorts and dresses must adhere to dress code policy (length must reach the tip of middle finger when hands are at their side.) Students will be notified in advance by the teacher or administrator if such a change in dress standards is required or acceptable. Do not take the word of another student regarding dress changes without checking with the school. The cooperation of students and parents in conforming to the Campus Wear dress and grooming standards is both expected and appreciated. The less time spent on these issues, the more time spent on academic pursuits. The administration reserves the right to change or adjust the dress code at any time during the school year in order to address any issue related to modesty, good taste, cleanliness, or health and safety.

5. Dress and Grooming Code Enforcement

GBS reserves the right to make the final decision in regard to dress. Students may be withheld from class when not in proper dress or grooming and the missed class time is unexcused. Parents will be notified and will be required to bring the student proper clothing. Parental review and support before a student leaves for school is an important aspect of meeting dress and grooming standards. This is an opportunity for all students to learn submission to authority as it is a life long skill.

Repeated violations of dress and grooming codes in a school year will result in detentions, suspensions, and/or expulsions. Students whose attire or grooming does not meet the standards at a school function may be asked to leave. Dress and grooming code violations are cumulative for the year.

1st VIOLATION: A notification will be sent home to inform the parent of the violation. If the dress code violation is a modesty issue, students will be required to change clothes. If the violation relates to hair standards, parents will have 2 days to comply. If the violation pertains to makeup, the student will be asked to wash his/her face.

2nd VIOLATION: A telephone call will be made to the parents and the student will serve detention. Please refer to Detention Policy in Student Handbook.

3rd VIOLATION: A telephone call will be made to the parents and the student will be suspended (refer to Suspension Policy) the remainder of the day or the next day.

Further violations may be subject to expulsion.

6. Assemblies and Chapels

Chapel attendance is required for all students. Complete respect and undivided attention for speakers and performers is expected. Complete respect, including the removal of caps/hats worn by the boys and young men is also expected during the playing of the national anthem, flag salutes, the reading of God’s Word, and prayer whether in an assembly or in the classroom. Anything else would be dishonoring to our Lord and to our country.

7. Church Attendance

Students are strongly encouraged to attend church regularly with their parents.



8. Student Behavior

Students are expected to:

- a. Respect all adults, other students, and visitors at all times.
- b. Follow directions given to them by any of the GBS staff.

Public Display of Affection

Public displays of affection are inappropriate and not permitted. This includes holding hands, kissing, and inappropriate caressing. The discipline process is as follows:

1st OFFENSE: warning by verbal notification

2nd OFFENSE: detention by teacher

3rd OFFENSE: 1 to 3-days suspension with parent conference and conduct probation

9. Harassment

Any form of harassment, including sexual harassment, and bullying is absolutely prohibited. Any incident of possible harassment is to be immediately brought to the attention of an administrator who will thoroughly investigate the matter in confidence. If it has been determined, after reviewing the facts, that a student has been harassed; the GBS administration or School Council will determine the disciplinary action, including possible dismissal.

Sexual Harassment Includes:

- a. Unwanted sexual advances
- b. Making or threatening reprisals after a negative response to sexual advances
- c. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- d. Verbal conduct such as making derogatory comments, epithets, slurs, and jokes
- e. Verbal/written abuse of a sexual nature, graphic commentaries about an individual's body, sexually degrading verbiage, including embarrassing and humiliating statements, used to describe an individual, suggestive or obscene letters, notes, texts, emails, or invitations
- f. Physical conduct such as touching, assaulting, impeding or blocking movement

10. Food In the Classroom

Gum chewing is **never** allowed on campus. Food is not allowed in classrooms unless specifically permitted by the teacher for special events. Water bottles may be brought to class, with the understanding that if at any time they are disruptive to the progress of the class, the teacher, at his/her discretion, may refuse to allow further drinks in the class.

11. Prohibited Materials

All audio/video/electronic/digital equipment, toys, playing cards, and other material not related to the curriculum are prohibited on campus and the school buses unless permission has been granted by GBS staff for a specific event. Unauthorized items will be confiscated. Parents may retrieve the items from the office at the end of the day. Bicycles, skateboards, and rollerblades are not to be used on the sidewalks of the campus. They are hazardous to both user and pedestrians.

Guns, knives, firecrackers, or any other weapons of any description are not allowed on ANY school campus. Suspension or expulsion will be determined by the administration and/or school council.



Cell phones will be confiscated if they are found outside of their backpacks or disrupting class. There will NOT be a warning. If a cell phone is confiscated, the parent is required to pick up the phone from the front office. If the cell phone is confiscated a second time, a parent and the student must meet with administration before the phone is returned. The third time, the student will be suspended for one day and will lose the privilege of having a phone on campus. Please see: **Reasons For Suspension.**

Medications:

Medications must be left in the office with physician instructions on dosage and use. Students are not permitted to carry medications with them in school without a written directive from a physician. Medication must be brought to the front office and checked in with parental instructions. Inhalers may be carried by students. Epi-pens may be kept in classrooms.

12. Property Damage

Breakage of, or damage to, school facilities, equipment, or supplies (i.e., desks, lockers, textbooks, etc.), must be paid for by the responsible party(ies) whether intentional or accidental.

It is the decision of Grace Brethren School to forbid any form of school pranks by students at any time.

If any prank interrupts the schools schedule or causes any form of destruction, the responsible student(s) will not receive any form of reports, certificates, or diplomas until the cost to repair have been recovered. If need be, a report and charges will be filed with the proper authority.

13. Consequences

The teacher has complete authority over students at school and in the classroom. Students are expected to be respectful, cooperative, courteous, orderly, and respond properly to correction (*Hebrews 13:17*). There are different levels of correction used to help students develop their own personal self-discipline and responsible behavior, as unto the Lord (*Ephesians 6*).

14. Search and Seizure Policy

As part of the endeavor to maintain a safe environment, GBES administration may conduct random searches of students and their backpacks, desks, and cell phones. Furthermore, students may be asked to open their social networking page such as Facebook and allow the administrator to examine its contents. In those situations where a student's person is to be searched, care and consideration is taken by the school to make the search process as comfortable and convenient as possible for the student. A parent or guardian will be notified immediately following such a search. All prohibited material found in a search are seized and confiscated.

15. Administrative Procedure

Serious misconduct is handled by referral to the administrator who will:

- a. Investigate the facts of the complaint.
- b. Meet with the individual making the complaint, witnesses, and the student(s) accused of misconduct.
- c. Meet with parent(s) of student(s) when appropriate.
- d. Reach a determination of facts in the incident and implement corrective action when appropriate.

16. Conduct Probation

Students may be placed on conduct probation whenever there is clear evidence that the student falls below the minimum GBS behavioral standards. Students placed on conduct probation will remain on probation for the remainder of the current quarter, and the entire next quarter. Probation students will be



evaluated weekly on their current progress.

Students on Conduct Probation are ineligible for extracurricular activities (SAM Club, Worship Band, Drill Team, Student Council, and intramural sports.) However, they may be reinstated if each of the following criteria are met:

- a. The student has not previously been on conduct probation during the current school year.
- b. His/her teacher may issue eligibility on a weekly basis if his/her current behavior record is satisfactory. The student will be informed on Monday (or the first school day of the week) as to his/her status for that week.
- c. It is in the best interest of the student as determined by the administration.

If the student fails to demonstrate the necessary improvement to meet school standards, the administration requires that the student be withdrawn at the end of the probationary period. Most often this is in the student's best interest as well as the schools. The student is generally eligible to reapply at GBS after one full year.

17. Detention Policies

Students assigned detentions, whether by the classroom teacher or the administration, are to report to the assigned area at 3:15-4:15 after the close of the school day and remain for 60 minutes. Tardiness to detention will result in the assignment of an additional day of detention.

Students in detention are not allowed to communicate in any manner with other students during their detention period unless exception is made for a service project to be fulfilled during detention time. Students are to bring work to make the time productive. Failure to comply will result in an additional day of detention.

Detentions must be served on the day assigned, regardless of work, family plans, extra-curricular or co-curricular activities, or transportation inconvenience. Parents will be notified in time to make arrangements.

18. Suspension Policies

Suspended students are the responsibility of the parents for the duration of the suspension. The length of suspension is determined by the severity of the offense by the judgment of the administration. The length is normally from one to five days. It is also the responsibility of the student and parents to obtain assignments from the teachers for the suspension period, and to have all assignments completed on time when the student returns. Students who are suspended may earn a maximum grade of 60% for work completed during suspension. Failure to complete all work and turn it in upon the student's return to school will result in a grade of zero (0) for all work missed. Students will receive a grade of zero (0) for all quizzes and tests that occur during his/her suspension. A suspended student is automatically placed on conduct probation for the remainder of the quarter and the following quarter. See details of Conduct Probation (page 133).

19. Expulsion Policy

In cases of expulsion, the Principal recommends action to the School Council. Willful disobedience, a rebellious attitude, bullying, physical violence toward another person, profanity, destruction of school property, smoking, stealing, lying, and disrespect to a teacher or other adult, are examples of serious misconduct requiring disciplinary action such as: detention, suspension or expulsion.

Repeated incidents of serious problems may result in expulsion when it becomes clear that the student chooses not to conform to school standards. Drug or alcohol abuse will result in immediate expulsion or required withdrawal from the school whether occurring on or away from the campus. Expelled students



will be considered for re-enrollment on a case-by-case basis. Normally, students are not considered for return prior to one year from the date of withdrawal.

Internal school procedures are available to give the necessary help for which the parents' effort and cooperation are critical to a successful intervention.

L. Student Activities

1. Intramural Sport Participation

Students who wish to participate in elementary athletics must have a parent permission form turned in to the athletic director prior to tryout and/or practicing for a team. Students must also have medical insurance that will cover the student if an injury occurs while playing on a team. The cost of the insurance and the physical examination is the responsibility of the parent and is not included in the athletic fee. If a student needs insurance, information can be obtained from the GBS business Office.

There is a fee for participation in all elementary team sports. Participation in second or third season athletics will be denied if past athletic fees have not been paid-in-full.

2. Science and Math Club (SAM CLUB)

SAM Club was designed to provide students in the 5th and 6th grades who excel in school an additional challenge in science and math. The criteria is based on the student's standardized testing scores in math, science, and thinking skills and must be recommended by a teacher. Once this information is acquired, students are ranked and then invited to the program. Class size is limited.

3. Student Council

Student Council is a group of students from 3rd – 6th grade who work in partnership with school administrators, staff, and parents to benefit the school and its students. Student Council members are chosen and voted upon by their classmates. Once appointed positions, students meet monthly to share ideas, interests, and concerns. They often help raise funds for school-wide and community projects and social events. (See specific Eligibility Standards for Extra Curricular Activities provided in the front office.)

4. Drill Team

The Drill Team is for girls from 3rd – 6th grade. This program trains them in performing basic marching and choreographed routines. The team performs at school events as well as in the local community.

5. Band

Band is available to all 6th grade students as a part of their music pullout. Lower level grades can take lessons with the band instructor on a case by case basis. In order for all participants to work for the glory of God, students must provide commitment, dedication, and time to the group. Participation in outside concerts and activities is expected. Meeting times are determined by the conductors and their availability. Classes will meet twice a week, generally during their music pull out and at another time specified by the conductor. Students must be able to maintain academic excellence while participating.

6. Choir

This class is open to all 3rd – 6th grade students. In order for all participants to work for the glory of God, students must provide commitment, dedication, and time to the group. Participation in outside concerts



and activities is expected. It meets for the full school year. Performances include a Christmas program, spring concert, and other functions. Attendance at all performances is required.

7. Eligibility Standards for Extra-Curricular Activities

Academic Standards for Athletics, Choir, Band, Student Council and all other Extra-Curricular Activities are as follows:

A GBS student must maintain a “C” average in core subjects with no “F’s”, or “N’s” or “U’s” (unsatisfactory conduct). *This is known as the “minimum standard” to both participate or tryout for extra-curricular activities.* The grades are based on the most recent grading period: *first quarter, first semester, third quarter, second semester. *A student will be eligible for four (4) academic weeks of probation per school year. To maintain eligibility, at the interim following the quarter grades that made them ineligible, grades must be above the “minimum standard”. Also, “U’s” and “N’s” will be handled the same as grades.*

The parent may request a meeting with the Principal to request special probationary status for his/her child. In consultation with GBS administrative staff, the Principal has the discretion to extend or deny any student the opportunity for a probationary period if deemed appropriate. The Principal’s discretion is applicable all extracurricular activities. Applicable league rules of eligibility must also be met.

8. Attendance Requirements

To be eligible for extra-curricular activities, students must be in attendance at school per attendance policy.

9. Payment of Extra-Curricular Fees

The student’s account will be billed.

M. Policies and Programs

1. Emergency/Illness Procedures

If a student is injured or becomes ill during the day, the school will attempt to contact the parents for instructions in dealing with the problem. In the event the parents cannot be reached, the school will employ the directions given on the emergency medical form. If necessary, students will be taken to the nearest hospital for emergency treatment. It is vital for each student to have a current emergency form on file with up-to-date emergency contact phone numbers.

2. Closed Campus

GBS is a closed campus educational environment. In order to insure campus safety and security, school personnel follow specific procedures. Students and visitors must comply with the following requirements or will be asked to leave the campus.

- Any parent picking up students during school hours must come to the front office to have the student called out of class. In order to avoid disruption to the classroom, parents will not be allowed to visit classrooms during school hours unless prior approval from the teacher is obtained.
- Student Passes:** To leave the classroom during class time or the playground for any reason to go to the office, the student needs permission from the teacher. A pass from the office is also needed to be readmitted to the class.
- Visitor Passes:** Visitors are welcome on the GBS campus as long as they are students or parents, guardians, or relatives of a student(s), or someone who is seriously considering enrollment in our school. Student visitors must be approved by the administration at least one day prior to the visit. To be approved,



both the GBS student and the visiting student must submit a note from their parents to the office requesting permission for the visit. All student visitors must abide by GBS dress and conduct standards.

- d. Any visitor (student, alumnae, parent, youth pastor, etc.) must obtain and wear a visitor's pass issued by the office. Visitors must report to the office immediately upon entering the school grounds and are not allowed to sign students out to go off campus.

3. Library

Library books may be checked out for two weeks. There is a one-day grace period after the due date. However, if the book is not returned until after the one-day grace period, fines will be counted from the due date. Payment is required for lost and/or damaged books. At the end of the year, yearbooks will be withheld until overdue books are returned and/or fines are paid. The librarian will use discretion in allowing students to check out books if they have overdue books or unpaid fines.

4. Lost and Found

All articles left in the classroom, or school grounds will be placed in the lost and found located in the MPR. Valuables (i.e., cameras, jewelry, rings, etc.) will be turned in to the front office. Quarterly, items not claimed will be donated to a local ministry.

NOTE: Student books and personal items left at school inside/outside the buildings are the sole responsibility of the student. The school is not liable for lost books and personal items.

5. Dance Policy

Dancing is not permitted on the GBS campus, nor is it sanctioned or sponsored by the school at any of its activities. Pursuant to educational and developmental programs, certain aspects of folk and ethnic dance, aerobic exercise, and movement and use of choreography in theater and musical productions may be deemed appropriate (*1 Corinthians 10:31*).

6. Lice Policy

Students who are sent home because they have nits or actual head lice may not return to school until all nits are gone. Upon readmission students must be checked by school staff or may require a doctor's note or clearance. Parents will be notified if there has been a student with lice in their student's specific classroom.

7. Lunch Program

Students may bring their lunch or buy pre-packaged lunches available through the lunch vendor. Menus are distributed mid-month for pre-ordering. Emergency lunches are available at a higher cost to students who forget their lunches or unforeseen morning events at home. At the end of the year, yearbooks will be withheld until past due payments are paid.

8. Medication

If prescription or non-prescription medication needs to be taken at school or at sports activities, it must be left at the office until the time it is to be taken. In order for the office staff to dispense prescription or non-prescription medication, a physician's statement (Form H2) must be on file stating the medicine prescribed and its purpose. This includes aspirin, Tylenol, or other over-the-counter pain or cold medicine. Inhalers and Epi-pens may be kept with the student. The school does not give out pain medication to students.

9. Extended Care



The school provides extended care supervision on campus from 6:30 a.m. until the start of school, but there is no charge for students arriving after 7:45 a.m. Then extended care continues from 3:15 p.m. to 6:00 p.m. Students are not to be on campus before 7:45 a.m. without checking into Extended Care. Students must go to, and stay with, where the daycare supervision is located. This is for your child's safety. Students found on campus or on the sidewalks around campus without adult supervision prior to the 7:45 a.m. will be checked into extended care and be charged from 6:30 a.m. to 7:45 a.m. We do not bear the liability for students not properly checked into extended care. Parents are responsible in checking in their students.

The school does not accept the responsibility to supervise students who are not checked into extended care, except for those students participating in extra or co-curricular activities which are supervised by assigned advisors or coaches. Students must be picked up at the end of the activity, on time, in order to release the coach/advisor from responsibility.

10. Cell Phone Policy

Students may have cell phones. However, during the school day when students are under the schools supervision, cell phones MUST be turned off and in their backpacks. Failure to comply with this standard may result in a temporary confiscation of the student's cell phones by school administration. When the use of the cell phone is necessary, it must be used in the presence of school staff. **Please see the discipline consequences under Prohibited Material.**

11. Textbook Procedures

Students must not write in their textbooks or fold pages. Acceptable covers are required. Students MUST NOT cover books with self-adhesive contact paper. Student accounts will be charged for any abnormal wear, damage or lost textbooks at the end of the course. If a lost textbook is found and returned to the school, your account will be credited the fee charged minus a \$10 processing fee. Promotion Certificates (grade 6) will be withheld pending settlement of such fines. All textbooks must be turned in at the end of the school year. Students bring their own Bibles, English Standard Version (ESV), and items on the supply list for your particular grade level. All classroom textbooks are provided from tuition funds. In consumable textbooks, which is the majority of elementary texts, the student must write his/her name and the classroom number on the inside front cover. This is to prevent loss of the book. Students are allowed to write in the textbook as directed by the teacher. The student is responsible for his/her books.

12. Transportation

Transportation team sports or other extra-curricular events will be by carpool. Generally, parents will be asked to drive. They must have proper insurance and must fill out the necessary forms to become a school-approved driver for school activities.

13. Guidelines for Drivers and Chaperones

- a. Drive safely!
- b. Be sure to arrive on time.
- c. Know the route designated by the teacher and use it. Please make no unscheduled stops with students in the car.
- d. Drivers must know the designated drop-off point, pick-up point, and parking area before leaving for the field trip.
- e. Make sure students are belted in properly and remain belted in their seat during the entire trip.
- f. You are in charge in your car. Do not allow students to do anything distracting or unsafe.



- g. After parking the vehicle, instruct the students to wait by their car doors so that you can escort them to the field trip destination.
- h. Watch all students that you are responsible for at all times, and be aware of other students.
- i. Stay on the schedule that the teacher determines, and be on time to meeting areas.
- j. Help students to remain focused on the learning experience.
- k. Take the same students back to school after the field trip as you transported to the field trip, unless specifically instructed otherwise by the adult (teacher/coach) in charge.
- l. Please make sure you have a full tank of gas before field trips.
- m. Keep emergency forms and required medications with you at all times.
- n. Please submit a copy of your current insurance card to the teacher.

14. Student Pick-Up:

In order to protect the safety of students/children, if an authorized individual attempting to pick up a student is suspected of being impaired and/or under the influence, GBS may deny the release of the child/student.

N. Emergency/Disaster Procedures

Introduction

The possibility of natural or man-made disasters requires that this school maintain a DISASTER PREPAREDNESS PLAN providing for instructions, training, and drills covering emergency action plans. This plan is devoted to the welfare and safety of the students and staff.

The Major Objectives Are:

- a. To provide for effective action to minimize injuries and loss of life among students and staff in case of disaster during school hours.
- b. To provide for maximum utilization of school personnel and facilities to care for disaster victims.
- c. To secure and protect school property.
- d. To provide a line of communication between all parties involved in the incident.

A Full Plan is located in each classroom and the office.

1. Procedures for Parents and Guardians

In the event of a disaster, our first objective is to secure the campus and care for the students and staff. All emergency services will be contacted. **The school is prepared to operate for up to three (3) days or more after a disaster. All teachers and administrators are required by law to remain for up to three days or until the students are picked up or transported by emergency services to local hospitals.**

In the event of an emergency, students and staff move to their pre-assigned assembly area on the athletic field. Roll call is taking of the students and staff. Then all students will move to their assigned areas until a parent, guardian, or acting-guardian picks the student(s) up.

All students will be released through the Student Release Center, which is located off Arcane Street on the field east of Building 40. The parking lot will not be accessible as it is reserved for emergency vehicles. Please find parking on the streets and park safely, mindful of the need to keep the roads open. Your children will be safe and cared for, and it is important that you, and the other parents following, arrive safely too.



The student release center will know where your child(ren) is located and will bring them or him/her to you. Please follow the school staffs' directions and allow them to do their jobs without hindrance. In order for staff to release your child(ren) to you, you must have a picture ID and be on the student's emergency contact or pick-up list. **Please keep your information updated. We will only release the student to those authorized to pick them up.**

In the event of a lockdown as determined by the school or police department, the school will not allow parents or students in or out of the school. Do not attempt to come to school to pick up your child(ren) no one will be allowed in or out of the classrooms or office. If there is a dangerous situation in the area, you will not want to be exposed to the danger by coming to the school. This is for every ones safety.

If emergency services ask that we evacuate the school premises, we will move the students to Hollow Hills Elementary School, which is directly south of our school on Gibson Ave., **or to Grace Brethren Jr./Sr. High on Cherry Avenue as the secondary location.** We will leave a sign if we are forced to move the school in the event of an emergency or disaster.

The Following Rules Apply:

2. During School Hours:

- a. Your child will be kept at school.
- b. Your child will only be released to persons listed on your school emergency card-make sure it is up-to-date. Anyone attempting to pick up your child will be asked for picture identification.

3. Recommendations To Review With Your Child—What To Do At School:

- a. **REMAIN CALM, THEY ARE IN GOOD HANDS.**
- b. **FOLLOW THE DIRECTIONS OF THE SCHOOL STAFF.**
- c. **BE PATIENT, MOM OR DAD WILL BE THERE AS SOON AS THEY CAN.**
- d. Tell your child of your location during the day, so they can understand that it may take time to get to them.
- d. Understand the emergency procedures of the school and recognize that all that is done is for the safety of your child in mind.
- e. Know where to park with safety in mind and where to pick up your child.
- f. If you have children in more than one school, know which school you will go to first, and let your children know as well.
- g. Have a family disaster plan and practice it.

Grace Brethren Jr. & Sr. High School



TEACHERS' MANUAL
Addendum C
2018-2019



GRACE BRETHREN JR. & SR. HIGH SCHOOL TEACHERS' MANUAL ADDENDUM (C)

A. Introduction

Welcome to the faculty of Grace Brethren Jr. & Sr. High School. We are excited about the 2016-2017 school year. We believe that nothing in God's kingdom happens by chance; therefore, your partnership with Grace Brethren Schools has been pre-ordained. It is so exciting to see God's perfect plan unfold in your life and in the life of our school. As we work together, may you "grow in the grace and knowledge" of our Savior and Lord, Jesus Christ.

All information in this manual is for the use of teachers ONLY. Portions are incorporated into the Parent-Student Handbook and may be quoted to parents or students should the need arise. The administration reserves the right to add to, detract from, alter, or amend this manual at any time during the school year. Such action will be well-communicated.

B. Administrative Structure

PRINCIPAL'S ADVISORY COMMITTEE

The purpose of the council is to maintain seamless communication through all entities of the organization. The council will also convene ad hoc for disciplinary considerations. Teachers who wish to conduct a field trip or other activity that impacts student attendance, or other school schedules, must submit their request to the council one (1) month prior to the event.

The Principal's Council is an advisory council to the principal. While serious consideration is given to each individual's input, final decisions on all matters of the school are solely those of the principal.

C. Admissions

Grace Brethren Schools, in partnership with the church and family, proclaim Jesus Christ in all we do. We will nurture the whole student in an academic environment through a biblical world-view, providing an opportunity for each one to mature in Christ and to accurately handle the Word Of Truth in a secular world. To accomplish this our school requires students to:

1. Be receptive to instruction from a Christian worldview as well as a desire to learn how to have and cultivate a personal relationship with Jesus Christ.
2. Be submissive to the policies and procedures set forth by Grace Brethren Church and Schools.
3. Have parents/guardians who support the philosophy and educational process of Grace Brethren Schools, its administration, teachers, and staff.

Grace Brethren Schools does not discriminate on the basis of race, color, national or ethnic origin.

D. Auxiliary Organizations

1. Parent Teacher Fellowship

The PTF is an association comprised of the parents and staff of students attending Grace Brethren Jr. & Sr. High School. Its purpose is two-fold:

- a. To provide a means of communicating information that the school believes is important to know in support of the parents, faculty, and administration.
- b. To provide parents, and the school staff, a vehicle by which they can support the educational programs



and goals of the school.

2. Lancer Booster Club (LBC)

Those participating in this organization are committed to working toward the improvement of the schools athletic programs by encouraging participatory support by parents and students at games and events. They accomplish this goal by developing fundraising activities to provide non-budgeted “extras” for the various teams and to provide an example of spectator sportsmanship at all times.

E. Faculty and Staff Expectations

1. Daily Attendance

Daily Hours: 7:30 a.m. – 3:30 p.m.

a. Leaving the Campus:

Teachers are to remain at the school during school hours. When it becomes necessary for a teacher to leave the school grounds during the day, it is required to sign out/sign in, in the school office.

b. Punctuality:

It is required that all faculty and staff arrive to school on time daily as well as to each class and to all meetings. It is important to understand that the beginning of class time constitutes the beginning of an instructor’s legal responsibility to oversee the students in his/her class. Therefore, promptness is essential. Teachers with excessive tardies will be dealt with by the administration and such instances will be documented.

2. Meetings/Conferences/Evening Events

Attendance at faculty meetings, conferences, as well as certain evening and off campus events are considered part of an instructors’ contractual duties. In addition to those listed below; instructors may be asked to attend certain functions throughout the year, as determined by the principal.

a. Orientation:

At the beginning of each school year, the entire school staff will meet under the direction of the Executive Director for a time of spiritual challenge and encouragement. In separate sessions, the administrators will meet with their respective staff members to review the faculty and student handbooks, orient the new teachers to the campus and provide time to prepare for individual classes for the coming year.

b. Faculty Meetings:

Faculty meeting will be held once per month. All faculty are required to attend these meetings, regardless of other school-related duties (including coaching and/or club moderation).

c. Morning Devotions & Faculty Meetings:

Every Tuesday and Thursday morning, from 7:30 a.m. to 7:50 a.m., faculty devotions and meetings are conducted. Each faculty member is required to attend these meetings.

d. Department Meetings:

Department meetings will be held twice a month on Wednesday mornings.



Please be mindful that ALL Discussions, and Actions at faculty/staff meetings, and Devotions are **CONFIDENTIAL!!**

d. Professional Development:

Faculty are expected to stay current in their field of study. As a result, they may be called upon to attend various professional development activities. These are required events. Also, please be aware that such opportunities may require overnight stays.

e. Other Events:

Required attendance at other events include, but is not limited to: Open House (as well as other admissions events), Parent/Teacher Conferences, Back to School Night, Graduation, and Promotion.

f. Internal Communications:

Faculty are expected to check their mail box each morning and throughout the day, as is convenient. Additionally, faculty are expected to check their email and voicemail frequently throughout the day. The majority of formal school communications will occur via email. Faculty are expected to listen to and stay apprised of the daily announcements.

3. Parent Communication

Faculty are required to respond to parent inquiries via email or voicemail within a 24-hour period. Teachers may use the staff lounge or the conference room.

4. Staff Lounge/Work Areas

The staff lounge is a public gathering place for teachers to conduct social activities.

5. Substitutions

Teachers who must be absent from school for an unplanned reason such as illness or an emergency should report their intentions to the principal's secretary the evening before or by 6:30 a.m. the morning of the absence.

Planned absences such as a field trip, a personal day, or an athletic/activities related event, must be reported to the principal's secretary no later than one-week prior to the absence. In some cases, these requests may be denied.

In the case of any absence, teachers must leave their class roster, lesson plans, and all necessary curriculum materials with the principal's secretary or in an accessible place for use by the substitute teacher.

6. Supervisory Duties

Teachers will be assigned certain supervisory duties as part of their contractual duties. These assignments include:

On-Call Blocks: You may be asked to sub for a class during your on-call block.

Lunch/Break/Grounds Duty: Report to your assigned area on time and monitor student activity.

Centerpoint Duty: Report to your assigned location at CTP and monitor student activity.

Athletics Supervision: Attend at least three (3) pre-assigned athletics events throughout the year.



7. Field Trips and Other School Events

Any school event, including field trips and professional development classes, must be submitted to the Principal's Council at least one (1) month prior to the event. The Principal's Advisory Committee will consult the master calendar and determine if the event may occur. No event whatsoever may occur without the Principal's approval.

8. Publicity and News Releases

Grace Brethren Schools is interested in maintaining good community relations and a sound Christian testimony before the public. In keeping with this goal, all news releases must have administrative approval. Faculty are asked to refrain from giving impromptu interviews to members of the press without prior approval or knowledge of the administration.

9. Use of School Facilities

Any use of campus facilities after school hours are to be cleared by the principal or his/her designee. After school use of facilities should be requested on the Building Use & Equipment Request Form in conjunction with the scheduled activity. This form is also used to request special arrangements such as use of the portable sound system or other A/V equipment, tables, chairs, kitchen, etc. The procedure for placing activities on the school calendar is set by the Principal's Council (see above).

10. Student Organization Funds

Advisors to student organizations are asked to require strict accounting of funds and careful bookkeeping by the treasurers of their organizations. All funds are to be deposited immediately with the business office and withdrawn as needed with written authorization of the advisor. **No teacher or student is to keep organization funds in his/her possession.** Please refer to the Principal's Assistant for cash box procedures.

11. Tutoring

Faculty are expected to be available for their students daily from 2:30-3:30 which is within contractual hours. Faculty may tutor students one-on-one for pay only if the tutoring exists outside the contractual hours of 7:30 a.m. to 3:30 p.m., and as long as the student is not on teacher's roster. School facilities may be used for tutoring with prior approval.

12. Teacher Appearance

One of the responsibilities of the faculty and staff is that of leadership through example in all areas of life. As a result, our dress should reflect good modeling and should be professional, attractive, modest, and tasteful. If outwear has a logo, it must be Grace Brethren. The additional following dress regulations are therefore strictly enforced:

Women: should set an example of modesty. Dress pants, skirts, or dresses of modest length are appropriate for the classroom. Shirts and blouses should fit appropriately – neither too tight nor cut too low. Dresses with spaghetti straps, low backs or low cut fronts are not appropriate. Sandals are allowed, provided they have a heel strap—flip flops are not allowed. Piercings, other than the ears, should not be visible. Tattoos, should they exist, must not be seen while on campus. Hairstyles and colors must be conservative and not extreme.

Men: set an exemplary standard by having their hair neatly trimmed and no longer than that allowed for the students. Clean, neatly pressed dress pants and a shirt with a tie are required attire and appropriate for



the classroom. Polo or other types of shirts may be worn on Fridays and must have a collar. Dress shoes are preferred. Flip flops are not allowed. Tattoos and piercings should not be visible to students at any time.

Teachers are welcome to participate in “dress down” and “spirit days” along with students.

F. Classroom Practices and Procedures

1. Biblical Integration

All truth comes from God. The temptation, even in a Christian school, is to teach general truths about the universe without relating to God. One of the most important tasks of the Christian teacher is the integration of academic work and daily life with the Word of God.

2. Goals

In a Christian school all activities should be Christ-centered and focused on honoring the Lord in all we do. The goal is to promote a Christ-consciousness in the students and help them realize God cannot be separated from any area of life or truth.

Creating and developing a Christian mind is a foremost goal of the Christian school.

a. Methods:

Teachers must be alert in preparation and teaching to think through their lessons carefully as to the Christian approach to the subject at hand and present their findings to the students. In seeking to do this, the teacher should not be preachy or stretch the imagination in order to find some correlation. In presenting any lesson the Christian teacher should be aware that he/she is utilizing God’s truth. Throughout the year the students should become convinced of this fact both by the teaching and attitude of the teacher. Further correlation can be found between the particulars of each subject and the Bible. These should be explored and explained to the students. Teachers should have in-depth biblical integration in their lessons at least once a week. This may not be possible nor necessary. We must remember, however, that since God is revealed in all His creation (*Psalms 10:1*), His wisdom and handiwork are seen in all subjects. The teacher’s task is to bring the student face-to-face with God at every turn of study. **ALTHOUGH TEACHERS MAY ADHERE TO VARYING OPINIONS REGARDING SECONDARY THEOLOGICAL ISSUES, ALL EMPLOYEES OF GRACE BRETHREN SCHOOLS ARE EXPECTED TO SUPPORT AND RESPECT THE THEOLOGICAL VIEWPOINTS OF GRACE BRETHREN CHURCH.**

b. The Teacher’s Responsibility:

True integration of subject matter hinges on the teacher’s personal devotional study of the Bible. As we live in the Word of God, and in our subject fields, we will find much common ground and God’s truth will become integrated in our thinking. As our lives and thoughts thus become integrated spiritually, we will be enabled to naturally convey this to the students without straining. Integration must not be forced.

3. Classroom Decor

Teachers are expected to decorate their classrooms appropriately for their subject matter and student level. Colorful and attractive classrooms are an effective teaching tool. Because the students are in the rooms for long periods of time, classroom decor can make a lasting impression. Classroom decor should be changed periodically.

4. Class Withdrawal/Changes

Students may “Drop/Add” courses during the FIRST week of school. Legitimate requests to drop or add



courses during this period may be initiated at the request of the student, a parent, a teacher, or an administrator. Withdrawing after the first (1st) week, and before the end of the seventh (7th) week, of school will result in a “W” on the permanent transcript. This will not affect the student’s GPA. Withdrawal after the seventh (7th) week of the semester will result in a “WF” grade, which will affect the student’s GPA. All class changes require parent signatures and counselor approval. All schedule changes are subject to appropriate prerequisites and schedule accommodations.

5. Cleaning Rooms

Keeping the classroom clean is both the job of the classroom teacher and the cleaning service. The cleaning services responsibility is to sweep the floors, empty the wastebaskets, and clean the windows periodically. Major problems should be reported to the maintenance department immediately. Teachers are responsible for all other cleaning of the classroom, including dusting, cleaning whiteboards, keeping desks neat and in order, and other general cleaning. Teachers should strive to keep their entire rooms neat and orderly at all times. All materials should be stored in designated areas and not on the top of counters or desks.

6. College Counseling

As a College Preparatory school, GBS encourages students to consider four-year colleges or universities upon graduation from high school. Because of this, students and parents are highly encouraged to seek college counseling early in their high school career. GBS employs a college counselor as well as an academic counselor. Both individuals work together to ensure that students are well-informed of the myriad possibilities in higher education, and that they take the appropriate courses over their four (4) years in high school to achieve their goals.

7. Detention/Suspension Policies

Students assigned detentions, if by the classroom teacher or the administration, are to report to the assigned area, ten (10) minutes after the close of the school day and remain for the duration of the detention. Tardiness to detention will result in the assignment of an additional day of detention.

For more information, please see student handbook under the Code of Conduct.

8. Discipline

The teacher has the ultimate authority over students at school and in the classroom. Students are expected to be respectful, cooperative, courteous, orderly, and respond properly to correction (*Hebrews 13:17*). Restorative discipline at Grace Brethren Schools includes biblical counseling as well as other corrective measures. Disobedience is ultimately an issue of the heart. GBS will manage disobedience from this biblical perspective. Physical, emotional, and verbal abuse will not be tolerated by any staff member at any time.

G. Discipline Procedure

The Dean of Students will be the first point of contact for all discipline events on campus. Serious misconduct will be referred to the Vice Principal who will take further appropriate action. In cases where expulsion may be warranted, the student will be immediately suspended. The student and his/her parents will then have an opportunity to meet with the Principal. The purpose of this meeting is to establish if the student should be allowed to return to school. All final decisions regarding expulsion are referred by the Principal to the School Council.



1. School Investigations Policy

GBS endeavors to provide a safe and orderly school and, therefore, a school free of the presence of illegal and/or dangerous drugs, alcohol, weapons, gang-related activity, or any potentially harmful and/or disruptive material and/or activity. The school considers it in the common interest of all members of the school community for all staff, parents, and students to truthfully participate in the resolution of investigated circumstances. In the course of investigations by school officials of situations, students may be questioned about their activities and those of other students and/or persons. These conversations are considered to be conditionally privileged communications, and will be deemed confidential as allowed by law. Students are expected to be cooperative and truthful when questioned as part of any such investigation.

2. Search and Seizure Policy

As part of the endeavor to maintain a safe environment, GBS may conduct searches of students, and their belongings, which includes but is not limited to: book bags, lockers, vehicles, and/or any personal items when there is a reasonable suspicion, as determined by the school, of the presence, use, and/or transfer of illegal or dangerous drugs, alcohol, weapons, and/or any potentially harmful or disruptive materials on the school campus, or in the immediate surrounding school campus area. This also applies at school-sponsored/related functions. In those situations where a student's person is to be searched the student's parent/guardian is contacted immediately following. Care and consideration is taken by the school to make the search process as comfortable and convenient as possible for the student. Searches that do not uncover prohibited materials are not recorded. All prohibited materials found in a search are seized and confiscated. In instances where there may be a violation of criminal law, students may be turned over to the police. When a student refuses to permit a search, a parent/guardian will be contacted for permission. Failure of the parent/guardian to give permission may result in the police being informed and a search warrant issued to conduct the search. In addition, the student will be referred to the Principal for possible dismissal from GBS for failing to abide by the policies, procedures, and regulations set forth in the Student/Parent Handbook.

3. Disciplinary Probation

Students may be placed on disciplinary probation. The terms of probation will vary depending upon the individual infractions. Students who violate their probation will immediately be suspended and brought before the Principal for review.

4. Respect for Adults

Students should be prepared to follow directions given them by any of the adults employed by GBS.

5. End of School Day/Class

The teacher is responsible for dismissing class – not the students. Teachers are expected to be available after class for student questions or tutoring. When leaving the classroom at the end of the day, teachers must make sure that the air-conditioner and fans are turned off, windows and blinds are closed, and doors are locked.



6. Equipment In the Classroom

Misuse or destruction of any classroom equipment is a very serious offense, which includes but is not limited to: marking on desks, damaging books, etc., and will be dealt with accordingly. The offender will be required to correct the damage or pay for the cost of having it repaired or replaced. All vandalism must be reported to the administration.

H. Administrative Procedures

1. Photocopying

Teachers are requested to utilize the machines located in the Staff Lounge. Please do not hesitate to submit a help ticket to IT if there are copying problems. Specific instructions concerning use of the copy equipment are available. Unless administrative permission is granted, students are not to use the copy machines.

2. Probation and Ineligibility

Students are required to have a 2.0 cumulative GPA or above to graduate from GBS. If a student's cumulative GPA falls below 2.0 at the end of any grading period, the student will be placed on academic probation for the following grading period. While on probation, students may continue to participate in athletic and co-curricular school activities.

Should the student have below a 2.0, or a F at the next grading period, he/she will become ineligible and may not participate in either athletic events (including practices), or co-curricular activities (such as drama, music, or clubs). Students will stay ineligible until they can maintain at least a 2.0 GPA, or rescind the F at the end of the grading period. Parents will receive a formal written notice of all such academic standings.

All probationary and ineligibility guidelines meet or exceed those set forth by the **California Interscholastic Federation** (CIF).

Should a student become ineligible in the last grading period of the year, summer school at GBS may be used as a grading period to rescind this ineligibility. Should GBS not offer the required course over the summer, outside coursework will be considered.

3. Report Cards

The six and twelve week grades are progress reports only while permanent transcript grades are sent home at the end of each semester. Report cards are also available online through RenWeb. The report card will not include a conduct grade, but will include attendance information. Eligibility for athletics and other co-curricular activities is determined by each 6-week grading period.

4. Special Needs

Grace Brethren Schools is committed to participating in quality Christian education for students with special needs. Communication with staff and parents of students with an Individual Education Plan (IEP) will be facilitated by school staff. Appropriate accommodations for class work will be implemented to assist in the education of students with a valid IEP.



5. Start of the School Day/Class

A ten-minute warning bell will ring at 7:50 a.m., followed by a five-minute warning bell at 7:55 a.m. The tardy bell will ring at 8:00 a.m. marking the beginning of the school day. Following announcements, teachers will take attendance and lunch orders. Lunch orders must be placed in the clip by the door of the classroom by 8:45 a.m. Attendance must then be taken in each class for the remainder of the day within the first 10 minutes of class.

Teachers Are Expected To Start Each Class With Prayer.

PLEASE NOTE: ASIDE FROM THE FIRST BELLS OF THE DAY, NO BELLS WILL RING FOR THE REMAINDER OF THE DAY. TEACHERS AND STUDENTS ARE EXPECTED TO KEEP TRACK OF TIME ON THEIR OWN.

6. Student Supervision

Teacher supervision and control of students must begin at the beginning of each class period and continue throughout the entire period of instruction. It is the teacher's responsibility to correct inattentive or disruptive behavior during this time as well as during any instructional activity. Students are to be supervised at all times in the classroom.

Faculty must also take responsibility for student behavior between class periods and in chapel or assemblies. The responsibility for supervision extends throughout the school day as well as assigned extracurricular activities and demands support and cooperation of one another.

7. Student Withdraws

Teachers will be notified by the Guidance Counselor of any student who withdraws from the school. In such cases, instructors are required to provide a "grade upon withdraw" within 24 hours of such notice.

8. Titles of Address for Teachers

Teachers should require all students to use titles of respect for all staff persons. Student use of first names to address staff members is unacceptable. The commonly used titles are Mr., Ms., Miss, or Mrs.

Personal taste and custom largely determine modes of address among colleagues. At GBS we wish to encourage the freedom of using first names in staff relationships. However, colleagues need to be sensitive to the use of the respectful titles when speaking to one another in the presence of students.

I. Academic Practices and Procedures

1. Absences

See Parent/Student Handbook Section I, 1, Absences

2. Pre-Arranged Absences

See Parent/Student Handbook Section I, 1, Absences

3. Truant Absences

Truancy is being absent from school, all or part of a day, without parental or administrative permission. Truancy is serious and may result in up to three (3) days suspension on the first (1st) occasion.

4. Extended Absenteeism

Students who are absent for an extended period of time and who are cleared through the administration should be treated with grace and should be offered ample opportunity to make up work in a sensible manner.



5. Grading Policy

A standard percentage scale is used school wide:

GPA

93% – 100% = A (4.00) EXCELLENT
90% – 92% = A- (4.00)
87% – 89% = B+ (3.00)
83% – 86% = B (3.00) ABOVE AVERAGE
80% – 82% = B- (3.00)
77% – 79% = C+ (2.00)
73% – 76% = C (2.00) AVERAGE
70% – 72% = C- (2.00)
67% – 69% = D+ (1.00) BELOW AVERAGE
63% – 66% = D (1.00)
60% – 62% = D- (1.00)
59% and BELOW = F (0.00) FAILURE

6. Homework

Homework should be drill, review, enrichment, or project work. Most new concepts should be presented in class. When a reading assignment is made, instructions or questions should accompany it so that the reading will be purposeful. Students should be taught that reading, study, and thought assignments are just as important as written work. Homework should be used to stimulate study. In relation to homework, busy work is to be avoided. Homework is not an END unto itself but must have a purpose.

The amount of work should vary and be appropriate for the students' age and grade level. Teachers must avoid heavy assignments over weekends and holidays. Due dates for major projects will not be set for the first several days following the end of Christmas or Easter vacations.

As much as possible, homework should be analyzed on the basis of its appropriateness for each individual student. Teachers should tailor the work in type and amount to each student.

Students with a D or F in any subject for the semester are excluded from the honor roll. Honor graduates are students who have made the honor roll at any level all four semesters of Jr. High and all eight semesters of High School with no D's or F's.

7. Make-Up Work

Students with absences will be allowed the number of days absent for make-up work. For example, a student absent three (3) days who returns on a Monday will have until Thursday to complete the homework and/or tests. A student absent only on the day of a test or the day prior to a test may be required by the teacher to take the test immediately upon his/her return. Individual instructors may alter this policy to suit the specific educational needs of their class.

Students are responsible to determine what work or tests were missed and to initiate arrangements with the teacher. A lower grade or zero may be given for work not turned in on time.

LATE WORK FOR ANY CLASS MAY NOT BE ACCEPTED AFTER FINAL SEMESTER GRADES ARE POSTED

Incomplete grades may only be assigned with the permission of the administrator in extenuating circumstances.



8. Changing A Semester Final Grade

In order to change a semester grade, instructors must fill out the appropriate form available from the Registrar. Once a final grade is posted, it may change only if there is clear evidence of error on the part of the instructor. This must be explained in writing.

9. Extra Credit

Instructors may initiate extra credit as is academically appropriate. Extra Credit must be administered fairly and consistently. It is best that extra credit opportunities be planned well in advance and not offered spontaneously. Extra Credit of any form may not be worth more than 5% of the overall final grade. Extra Credit points must be clearly identifiable in the grade book.

10. Grading Methods

Teachers may use either straight points or percentage bins to calculate final grades. All grades must be calculated and reported to the school through the designated school system. At a minimum, all gradebooks must be updated every two weeks.

11. Returning Work

Student work must be assessed appropriately and returned in a reasonable amount of time. All work to be assessed for a final grade must be returned to the student prior to, or on the day of, the final exam.

12. Rounding

Grace Brethren rounds grades up to the next highest whole grades if the percentage is within 0.5%.

13. Semester and Final Exams

Every course must administer a semester and final exam, unless expressed permission is granted by the administration to offer an alternative final assessment.

Semester and final exams must be worth no less than 10% and no more than 20% of the overall grade.

All exams must assess only that which was adequately presented in class.

Semester and final exams must include a writing component as set forth by each department.

Semester and final exams must be 1½ hours long.

14. Varied and Frequent Assessments

Instructors should try for eight to ten (8-10) assessments in each six-week grading period. There should, however, be no less than six (6) assessments in each six-week grading period. These assessments must include homework, quizzes, and at least one (1) major test.

15. Classroom Rules

Instructors are responsible to create and maintain an excellent learning environment. This includes upholding the classroom rules, supporting administrative directives, and ensuring the safety of all students.

16. Computer Labs

If an instructor is teaching in a computer lab, he/she is responsible for acquainting him/herself with, and upholding, the policies for proper lab use.



17. Field Trips

Field trips are a valuable educational opportunity and are highly encouraged. Any instructor who wishes to take students on a field trip must have it approved through Principal's Advisory Committee one (1) month prior to the event. (see attachment)

18. Final Exam Submission

Instructors must submit all graded final exams (at the end of the year only) to the designated office personnel, along with a grade book spreadsheet and answer keys to the final exam.

19. Syllabus

Teachers should distribute a syllabus to each class they teach. This syllabus must adhere to the syllabus template. Syllabi need not include a day-to-day delineation for the course.

20. Grade Book and MyGrace

Teachers are expected to update their lesson plans, homework, and MyGrace pages on a regular (daily) basis.

J. Grace Brethren Film Policy

As a Christian discipleship school, our mission is to prepare students for a secular world, enabling them to accurately handle the word of truth and defend Christ in all they do. Mindful of this mission, the development of our academic policies and guidelines, at every level of the curriculum, must be authentic to our mission and tenets as we take to heart Paul's admonition, ***"...whatsoever things are true, whatsoever things are honorable, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things."*** (Philippians 4:8) And, we must always be able to demonstrate moral clarity and adherence to mission in every aspect of the organization of our learning activities by answering the basic question, "What educational purposes does a particular objective, strategy or activity seek to attain?"

In determining a Film/Video's acceptability for our community, please consider the following questions:

- Appropriateness:** Is the activity appropriate for the intended learner?
- Integration:** How is the activity integrated/organized with the other learning activities (inputs) and intended outcomes?
- Balance:** What is the timeframe devoted to this activity?

Appropriateness: In determining suitability of the activity for the intended learner, clearly there are obvious, general distinctions in the maturity level of students as they matriculate to the various grade levels. However, we should never assume that all students have a similar emotional readiness for strong content. Therefore, film clips that depict needless or excessive violence, gratuitous sexual activity, foul language, or character portrayals that are intended to demean or inflame individuals or groups are forbidden at all times on all grade-levels. In general, this rules out showing films with an "R" rating. However, judicious exceptions may be made to the "R" rule with permission of the Department Head and the Principal. If a film of this nature is approved through these means, the parents of each student, at every grade-level, must be properly notified in advance.

Integration: Any type of film shown in a classroom setting must have a logical and clear connection to the course curriculum at the inputs and outcomes levels. Furthermore, film use is intended to be a teaching strategy. As with any learning activity, a well-designed form of assessment and/or debriefing is mandatory. Every clip should always be evaluated with students from a biblical world view.



Balance: No more than 20 minutes of any feature film may be shown to students in any one sitting. However, documentary or other non-feature films may exceed the 20-minute restriction with department chair approval. In cases where an appropriate feature film is integral to the course curriculum, department chairs may approve bell-to-bell viewings. In such cases, no more than one (1) film per course may be used in this way. (Film Studies is exempt from this element of the policy.).



Grace Brethren Junior-Senior High School



PARENT/STUDENT HANDBOOK - 2018-2019 Addendum C

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GRACE BRETHREN JR./SR. HIGH SCHOOL PARENT/STUDENT HANDBOOK ADDENDUM (C)

A. Vision Statement

To honor Jesus Christ by making disciples and teaching them to love God and people.

B. Mission Statement

Grace Brethren Schools, in partnership with church and family, proclaim Christ in all we do. We will nurture the whole student in an academic environment through a Biblical worldview, providing an opportunity for each one to mature in Christ and to accurately handle the Word of truth in a secular world (2 Tim 2:15).

C. Statement of Philosophy

Verses: 1 Corinthians 8:6, Colossians 1:16-17

The education process is dependent upon basic philosophy to provide the right viewpoint, basic truths, and principles for interpreting the facts encountered in life and the study of all subject matter. We believe that the concepts foundational to this truth are:

1. God is the Creator and Sustainer of all things and the Source of all truth.
2. God maintains control over His entire universe.
3. True meanings and values can only be ascertained in the light of His person, purpose and work.
4. Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered position.

We, at the Grace Brethren Schools, fully trusting the power of God, have set ourselves to the task of teaching children that in life we must seek a proper relationship with God. This teaching is concerned not only with the counsel of God as revealed in His Word but also in the counsels revealed in His world. We desire to teach that ALL truth is God's truth, and Jesus Christ is CENTRAL in all truth; again not simply in the Word, but in history, geography, music, arts, and the universe (*John 14:6*).

D. Educational Philosophy

The process of Christian education includes the integration of scriptural truth in every academic discipline and in every activity of school life as a primary goal. More specifically, our program seeks to show God revealed in His Word and in creation and to guide the student into conformity with His revealed will. The ultimate objective is that God be glorified in the life of the student (*Romans 11:36*).

1. The Spiritual and Moral Growth of the Students

In order to realize these foundational goals, the following educational objectives are emphasized:

- a. Teaching the essential doctrines of the Christian faith
- b. Building a knowledge of God in students and helping them to develop a consistent Christian philosophy of life
- c. Developing an understanding of the Bible as the final authority in all matters of faith and practice
- d. Developing a Biblical sense of right and wrong and teaching students reverence toward God and all authority
- e. Presenting Christ as Savior and Lord who offers a personal, saving relationship by grace through faith



- f. Encouraging students to develop a desire to know and to do the will of God
- g. Teaching students consistent daily Christian living and service, equipping and encouraging them to witness for Christ

2. The Academic Achievement of Students

- a. Promoting academic excellence
- b. Helping students gain a thorough comprehension and command of the fundamental processes of communication
- c. Developing creative and critical thinking skills
- d. Teaching students how to research and use the scientific method in drawing appropriate conclusions
- e. Promoting the proper use of Biblical criteria for evaluation and application
- f. Imparting knowledge of the world and current affairs in all fields, including technology and science and relating them to God's revealed will for humankind
- g. Teaching and encouraging the formation of good study habits

3. The Personal and Social Development of Students

- a. Developing a Biblical understanding of God and self
- b. Fostering wholesome, personal relationships through the development of social skills based on the Christian concept of love
- c. Promoting good citizenship through developing an understanding and appreciation for our Christian heritage of freedom and human dignity as they are expressed in the American experience
- d. Teaching a realistic, Biblical view of life, work, and leisure and providing skills for future endeavors
- e. Developing the proper attitudes, understanding, and skills needed to establish God-honoring homes
- f. Promoting care of the body as the temple of God
- g. Imparting a Biblical attitude towards possessions and encouraging their wise use for the glory of God

4. Collaboration With the Parents Or Guardians of Students

- a. Cooperating with the parents or guardians in every phase of the student's development, especially as it relates to the school program
- b. Assisting families in making their homes God-centered
- c. Providing a resource for families to assist them in present and future decisions

E. Continuing School Improvement Plan (CSIP)

Our **Continuing School Improvement Plan (CSIP)** represents a condensed version of our Statement of Philosophy and Educational Philosophy. In order assist in the implementation of our CSIP, we have adopted the acrostic "GBS". Each letter represents the future of Grace Brethren Schools students' success as they matriculate to the next level of learning and life.

GROWING in the grace and knowledge of Jesus Christ.

BUILDING competence through academic excellence.

SERVING Christ through a lifetime of obedience.



F. Statement of Faith

We Affirm and Believe in the Following:

BIBLE:

The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (2 *Timothy* 3:16; 2 *Peter* 1:21). The One True God: existing eternally as three persons – the Father, Son and Holy Spirit (Luke 3:22; *Matthew* 28:19; 2 *Corinthians* 13:14).

LORD JESUS CHRIST:

His preexistence and deity (John 1:1-3), incarnation by the virgin birth (John 1:14; *Matthew* 1:18-23), sinless life (Hebrews 4:15), substitutionary death (2 *Corinthians* 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Hebrews 4:14-16) and coming again (Acts 1:11).

HOLY SPIRIT:

His personality (John 16:7-15), deity (Acts 5:3-4) and His work in each believer, baptism and indwelling at the moment of regeneration (1 *Corinthians* 12:13; *Romans* 8:9) and filing (*Ephesians* 5:18) to empower for Christian life and service (*Ephesians* 3:16; Acts 1:8; *Galatians* 5:22-23).

MAN:

The direct image of God, created male and female as determined by God, unchangeable by human intervention (*Genesis* 1:26-28, 2:18-24); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (*Genesis* 3:1-24, *Romans* 5:12, John 3:3-5).

SALVATION:

A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (*Ephesians* 2:8-9; *Titus* 3:5-7; 1 *Peter* 1:18-19).

CHURCH:

One true Church, the body and bride of Christ (*Ephesians* 1:22-23, 5:25-32), composed of all true believers of the present age (1 *Corinthians* 12:12-13) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (*Ephesians* 4:11-16).

CHRISTIAN LIFE:

A life of righteousness, good works and separation unto God from the evil ways of the world (*Romans* 12:1-2), manifested by speaking the truth (*James* 5:12), maintaining the sanctity of the home (*Ephesians* 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 *Corinthians* 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (*Romans* 12:17-21), exhibiting the fruit of the Spirit (*Galatians* 5:22-23) and maintaining a life of prayer (*Ephesians* 6:18; *Philippians* 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (*James* 5:13-18).

SEXUAL PURITY:

God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts and practices are sinful and outside of God's revealed will. (*Genesis* 1:27,28, 2:18-25,



Leviticus 18:22-24, Proverbs 5:15-23, Matthew 5:27,28, Romans 1:24-32, 1 Corinthians 5:9-13, 6:9-11, Ephesians 5:22-33).

ORDINANCES:

The Christian should observe the ordinances of our Lord Jesus Christ which are: **(1)** baptism of believers by triune immersion (*Matthew 28:19*) and **(2)** the threefold communion service, consisting of the washing of the saints' feet (*John 13:1-17*), the Lord's Supper (*1 Corinthians 11:20-22, 33-34; Jude 12*) and the communion of the bread and the cup (*1 Corinthians 11:23-26*).

SATAN:

His existence and personality as the great adversary of God and His people (*Revelation 12:1-10*), his judgment (*John 12:31*) and final doom (*Revelation 20:10*).

SECOND COMING:

The personal, visible and imminent return of Christ to remove His Church from the earth (*1 Thessalonians 4:16-17*) before the tribulation (*1 Thessalonians 1:10; Revelation 3:10*) and afterward to descend with the Church to establish His millennial kingdom upon the earth (*Revelation 19:11-20:6*).

FUTURE LIFE:

The conscious existence of the dead (*Philippians 1:21-23; Luke 16:19-31*), the resurrection of the body (*John 5:28-29*), the judgment and reward of believers (*Romans 14:10-12; 2 Corinthians 5:10*), the judgment and condemnation of unbelievers (*Revelation 20:11-15*), the eternal life of the saved (*John 3:16*) and the eternal punishment of the lost (*Matthew 25:46; Revelation 20:15*).

G. Admissions

Grace Brethren Schools, in partnership with church and family, proclaim Jesus Christ in all we do. We will nurture the whole student in an academic environment through a Biblical worldview, providing an opportunity for each one to mature in Christ and to accurately handle the word of truth in a secular world.

In order to do this, our school requires students to:

1. Be receptive to instruction in and through a Christian worldview as well as desirous of learning more about a personal relationship with Jesus Christ.
2. Be submissive to the policies and procedures set forth by Grace Brethren Church and Schools.
3. Have parents/guardians who support the philosophy and educational process of Grace Brethren Schools, its administration, teachers, and staff.

Grace Brethren does not discriminate on the basis of race, color, national or ethnic origin.

H. Academic Information

1. Accreditation

Grace Brethren is accredited by the **Western Association of Schools and Colleges (WASC)** and by the **Association of Christian Schools International (ACSI)**. It is also a member of the approved **Secondary Schools of the University of California**.



2. College Counseling

As a College Preparatory school, GBS encourages students to consider four-year colleges and/or universities upon graduation from high school. Because of this, students and parents are highly encouraged to seek college counseling early on in their high school career. GBS employs a full-time College and Guidance Counselor. This individual ensures that students are well-informed of the myriad possibilities in higher education and are taking the appropriate courses over their four years in high school to achieve their desired goals.

3. Online Student Support

- A. RenWeb is the Grace Brethren Schools tool for online communication with parents. It provides real time interaction with grades, homework, and lesson plans.
- B. Our parent and student portals are located at gracebrethrenschools.com under Community. These portals allow families to find student handouts, forms, and other school documents.
- C. Naviance is a tool which assists students in evaluating colleges and universities for the future.

4. Grading Policy

A standard percentage scale is used school-wide:

93% – 100% = A (4.00) EXCELLENT
90% – 92% = A- (4.00)
87% – 89% = B+ (3.00)
83% – 86% = B (3.00) ABOVE AVERAGE
80% – 82% = B- (3.00)
77% – 79% = C+ (2.00)
73% – 76% = C (2.00) AVERAGE
70% – 72% = C- (2.00)
67% – 69% = D+ (1.00) BELOW AVERAGE
63% – 66% = D (1.00)
60% – 62% = D- (1.00)
59% and BELOW = F (0.00) FAILURE

Grades earned in all high school Honors or Advanced Placement courses will receive an extra full grade point bump when calculated into the cumulative **Grade Point Average** (GPA). This point bump will apply, however, only to grades of C or better.

Grades of 'D' or 'F' made up at Grace Brethren are averaged into the cumulative GPA. For eligibility consideration, the full grade (not the average) will be considered when calculating the GPA.

5. Final Examinations

Comprehensive finals are given at the end of each semester. The final may be worth no less than 10% and no more than 20% of the student's overall grade. A special exam schedule for final examinations will be published near the end of each semester on our website and in the Front Office. Seniors and 8th grade students take second semester finals early.

ALL FINANCIAL OBLIGATIONS MUST BE CURRENT IN ORDER FOR STUDENTS TO TAKE FINAL EXAMS AT THE END OF EITHER SEMESTER.



6. Grading Periods

Teachers are required to update their grade books every two weeks. An official progress report will be available on the parents' RenWeb account every five to seven weeks. The regular weekly progress reports serve as a marker of your child's academic progress at that time but will not be seen on the student's official transcripts.

Permanent transcript grades are sent home at the end of each semester. The report card will not include a conduct grade but will include attendance information as well as comments from teachers.

Eligibility for school athletics and other co-curricular activities is determined by each grading period. For more information on student eligibility see the Probation and Ineligibility section of this Parent/Student Handbook.

All courses which have been marked as 'incomplete' must be completed within four weeks of the end of the semester or a grade of 'F' will be entered.

7. Class Standing

Class standing will be based on the total number of credits successfully achieved.

- A. To be eligible for sophomore status and activities, a student must have completed 70 credits at the end of freshman year.
- B. To be eligible for junior status and activities, a student must have completed 140 credits at the end of sophomore year.
- C. To be eligible for senior status and activities, a student must have completed 210 credits at the end of junior year.

Students who are unable to matriculate to the next grade level due to poor grades and insufficient credits must make up all necessary coursework over the summer. If a student is unable to complete the credits necessary for matriculation, a meeting will be scheduled with the student, parents, Guidance Counselor, and the Principal to determine if the student will be eligible to return to GBS in the fall.

In order to advance in any Math or Foreign Language course, students must have earned at least a C- or better. If this is not the case, students will be required to repeat these courses in summer school.

If a student receives a D in Math or Foreign Language in the first semester, he/she may waive the summer school requirement by achieving an 80% or better by the end-of-the-year. This does not apply to first semester Fs.

8. Course Selections

Course selections will occur in the spring of each year for the following school year. It is important to note that every effort is made to accommodate a student's desired course selections. However, in some cases, students may not receive all the courses they choose.

9. AP, Honors, and Advanced Level Courses

AP, Honors, and other advanced level courses are intended to challenge a student beyond the already difficult level of College Preparation. Students who wish to challenge themselves in these courses must accept full responsibility for the rigorous educational demands.

Students are responsible for checking to ensure they meet the prerequisites for these courses prior to signing up. Students must meet the prerequisite standards in order to take advanced level courses.

Prerequisite requirements are as follows:



- a. A- or better in the previous non-Honors or AP class.
- b. B or better in the previous Honors or AP class.
- c. and/or a teacher recommendation.

Grades earned in all high school Honors or Advanced Placement courses will receive an extra full grade point bump when calculated into the cumulative GPA. This point bump will apply, however, only to grades of C or better.

Advanced Placement (AP) Tests: AP test are taken in an attempt to receive college credit for work completed in high school and to demonstrate proficiency in subject matter to accentuate a student's college acceptance potential. College credit will depend upon the score received on the tests as well as the requirements set forth by individual colleges. These tests are administered by GBHS. The dates and times are set by The College Board. An AP test may be taken without having taken the AP class. A fee is required for each test taken. All students enrolled in AP classes are required to take the AP examination. Students who do not wish to take the exam, may petition their teacher by February 1st. The Administration, with teacher input, will consider each petition individually. Students who take an AP course, but fail to take the AP examination (without pre-approval from the Administration), will incur a 10% reduction in their second semester grade.

Dual Credit: Some classes offered at Grace Brethren High School may be taken for dual credit at a college. Please see the College Counselor for further details.

10 Class Withdrawal/Changes

Students may add/drop courses during the FIRST week of each semester. Legitimate requests to add or drop courses during this period may be initiated at the request of the student, parent, teacher, or an administrator. Proper paperwork must be filled out and approved by the Guidance Counselor before a change is made. This paperwork can be found in Student Services or in the Front Office.

Withdrawing after the first week of school, and before the end of the seventh week, will result in a 'W' on your child's permanent transcript. However, the 'W' notation will not affect the student's cumulative GPA. Withdrawal after the seventh week of the semester will result in a 'W/F' grade, which **will** affect the student's cumulative GPA. All class changes require a parent's signature and Guidance Counselor approval. All schedule changes are subject to appropriate prerequisites and schedule accommodations.

11. Senior High Graduation Requirements

Class	GBHS Requirements
Bible*	Each semester enrolled
English	4 years
Math (Must successfully complete Algebra II)	3 years
Science (1 year each of Conceptual Physics, Biology, and Chemistry)	3 years
History	4 years
Foreign Language (2 years of the same language)	2 years
Expository Composition (Taken Freshman Year)**	1 semester
Critical Thinking and Composition (1 semester in 11 th or 12 th grade)	1 semester
PE (2 semesters) or Sports (2 seasons)***	2 semesters or 2 seasons
Visual Performing Arts (1 year, same course)	1 year
Electives other than what is listed above	8 semesters

*Bible is required for each semester of attendance at GBS. Required Bible credits are waived for any semester



that the student does not attend GBS.

******Expository Composition is waived if a student enrolls after his or her freshman year.

*******Successful participation in one interscholastic sport qualifies a student to fulfill one semester of graduation requirements for PE. A full year of cheerleading will fulfill both semesters of the graduation requirements.

Credits for PE are not repeatable.

Transcripts of transfer students will be evaluated and approved by Administration.

Seniors MUST be enrolled in a minimum of six (6) courses each semester; however, a full course load of seven (7) classes is highly recommended. Students who do not have a 2.6 cumulative GPA or higher and a minimum of 210 units at the start of their senior year are not eligible for a free period.

In order to participate in the Graduation Ceremony and/or receive a Grace Brethren high school diploma, seniors must meet the following requirements:

- Complete all academic requirements and accumulate the 270 credits necessary for graduation
- Have all financial obligations to the school paid in full*
- Have a satisfactory disciplinary record
- Have a minimum GPA of a 2.0 with no more than three (3) semester F's in his/her 4-year high school career**

*Any petition for special arrangements regarding financial obligations must be made to the Executive Director's Office

**Any student failing to meet these academic or disciplinary requirements may petition the Principal for inclusion in the graduation ceremony. Diplomas, however, will not be conferred until all academic requirements are met.

12. Junior High Promotion Requirements:

Class GBJH Requirements:

Class	GBJH Requirements
Bible	Each semester enrolled
English	2 years
Math	2 years
Science	2 years
History	2 years
Academic Skills/Speech*	1 semester each
PE (2 semesters) or Sports (2 seasons)	2 semesters or 2 seasons
Electives	8 semesters

*Academic Skills and Speech are waived if a junior high student initially enrolls in eighth grade.

13. Eighth Grade Promotion Requirements:

In order to receive a Promotion Certificate, 8th grade students must complete all academic requirements outlined above as well as the following:

- Have all financial obligations to the school paid-in-full
- Have a minimum GPA of a 2.0 in all core classes



- c. Have no more than 3 semester Fs in their 2 years of junior high*
- d. Have a satisfactory disciplinary record

*Any student receiving an average grade of F in any core subject for the semester must attend summer school before promotion to the 9th grade. The student must be enrolled in the summer school program to meet this deficiency in order to participate in the Promotion Ceremony.

14. Meeting Graduation or Promotion Requirements In Alternative Ways

Transfer Students: Upon acceptance to Grace Brethren Junior-Senior High School, all approved credits and Graduation or Promotion requirements from previous educational institutions will be counted towards graduation. This includes appropriately documented coursework through a home school environment. Any coursework taken off campus must be approved by Administration and documented with a transcript.

Off-campus Physical Education credits will be considered based on adequate levels of the following conditions:

- A thorough description of the activity.
- An explanation of the rigor and physical requirements of the activity.
- The level and frequency of competition.
- The number of hours per week the student is engaged in this activity.
- The signature and contact information of a coach or official who can verify all of the above.

a. For High School Students Only:

Visual Performing Arts: All required coursework must be accomplished at Grace Brethren.

Foreign Language: Students may satisfy their two year foreign language requirement in an alternative setting. The alternative setting must be presented to and approved by the Principal prior to taking the class. In such cases, it will be incumbent upon the student to demonstrate the educational advantage of making such a decision.

Critical Thinking: This course is offered for credit at Grace Brethren Schools during the summer. It may be taken in an alternative setting. The alternative setting must be presented to and approved by the Principal prior to taking the class. In such cases, it will be incumbent upon the student to demonstrate the educational advantage of making such a decision.

b. Other Policies:

- i. Students are prohibited from taking an off campus course in lieu of maintaining full time status. Students must be enrolled in seven (7) courses in the 7th through 11th grades and in at least six (6) courses in the 12th grade.
- ii. Students may not take an off campus course for credit in lieu of having a 7th class on campus.
- iii. The total number of credits that may be taken off campus may not exceed 45 credits throughout the four years of high school.
- iv. Math may be taken off campus for advancement purposes.

15. Probation and Ineligibility

Students are required to have a 2.0 or above cumulative GPA to graduate from GBS. If a student's semester GPA falls below 2.0 at the end of any grading period, the student will be placed on Academic Probation for



the following grading period.

Additionally, any student who has an F on their report card could also be placed on Academic Probation, regardless of his/her GPA, at the discretion of the Principal. While on Academic Probation, students may continue to participate in athletic and co-curricular school activities.

Should the student have below a 2.0 GPA at the next grading period, he/she will become academically ineligible. Ineligible students may not participate in either athletic events (including practices in season) or co-curricular activities (such as drama, music, leadership, clubs or field trips). Students will remain academically ineligible until their GPA is brought to a 2.0 or above at the next grading period. Parents will receive formal, written notice of all such academic standings.

All probationary and ineligibility guidelines meet or exceed those as put forth by the California Interscholastic Federation (CIF).

Should a student become ineligible in the last grading period of the year, summer school at GBS may be used as a grading period to rescind this ineligibility. Should GBS not offer the required course over the summer, outside coursework will be considered.

16. Honor Roll and Awards

Inclusion on the Honor Roll is based on the student's weighted grade point average (GPA) for the semester just completed.

Laureate	4.00 Average w/all A's at 90% or above
Highest Honors	4.00 Average and above
High Honors	3.67 – 3.99 Average
Honors	3.00 – 3.66 Average

Students with a D or F in any subjects for the semester are excluded from the Honor Roll.

Honor Roll recipients are honored twice per year at an awards chapel. Parents are welcome to attend these events and will be notified of their occurrences.

Honor graduates are students who earn the requisite cumulative GPA over the course of all four (4) semesters of junior high or all eight (8) semesters of high school.

At the end of each year, awards are given to fulltime students in each grade level based upon academic excellence earned in each academic department. A Most Outstanding Student from each grade level will also be recognized.

In addition to these yearly academic awards, the following are the list of special awards presented to promoting eighth graders:

- The Hope of America Award:** The Hope of America award, presented by the Kiwanis Club, is one that recognizes and encourages graduating elementary and middle school students who possess outstanding leadership ability, ethical, and moral character, achievement in academic studies, and show promise of future success and service to the community.
- The David Award:** This award is conferred upon both a male and female student who exemplify excellence in the four areas of academics, athletics, leadership, and spiritual maturity.
- The Selah Award:** This award is conferred upon both a male and female student who exemplify excellence in the four areas of academics, arts, leadership, and spiritual maturity

Each year, a special senior awards ceremony will be held. At this event, the following senior awards may be conferred:



- a. **Valedictorian:** Principal's Advisory Committee, in consultation with the faculty, bestows this honor to a senior with a high GPA who has displayed outstanding leadership and involvement in activities/sports. The Valedictorian is chosen from amongst the top ten highest GPA students in their senior class.
- b. **Salutatorian:** Principal's Advisory Committee, in consultation with the faculty, bestows this honor to a senior who can best present the history of the class. The Salutatorian is chosen from amongst the top ten highest GPA students in their senior class.
- c. **The Daniel Award:** This award is conferred upon both a male and female senior who exemplify excellence in the four areas of academics, athletics, leadership, and spiritual maturity.
- d. **The Jubilant Award:** This award is conferred upon both a male and female student who exemplify excellence in the four areas of academics, arts, leadership, and spiritual maturity
- e. **The Lancer Citizenship Award:** This award recognizes a student who is an example of a future model citizen through their spiritual development, social and academic growth, and involvement on campus. The Citizenship Award recognizes a student who best exemplifies these qualities.
- f. **The Lancer Service Award:** This award is presented to the senior who has stood out over their high school years as an individual who reaches out in service to others, thereby exemplifying Christ-like love for God's creation.
- g. **The Lancer Leadership Award:** This award recognizes seniors who lead their fellow students selflessly for the encouragement of others and the edifying of the school.
- h. **The Spiritual Leadership Award:** This award recognizes a student with a high level of academic and spiritual enthusiasm who also shares this enthusiasm with classmates. The recognized student demonstrates a desire for Christlikeness which they share with classmates and staff alike.
- i. **The International Student Award:** This award recognizes an international student who demonstrates quality in all aspects of life at Grace Brethren. This student shows excellence in academics, activities, and interactions during their time as a Lancer.
- j. **Laureate Graduate:** This graduation status is awarded to students who earned a 90% or above in every class throughout their rigorous four-year program at Grace Brethren High School career.
- k. **Grace Brethren Excellence Awards:** Grace Brethren faculty and Administration gives this award to the top 10% of students from each class in five separate categories: Academics, Leadership, Christian Service, Arts, and Athletics.

17. Student Records

Student school records are kept in the school office. According to the California State Department of Education:

"Parents of currently enrolled, or former students have an absolute right to access any and all student records related to their children, which are maintained by school districts or private schools. The editing or withholding of any such records, except as [specifically] provided for [by law],... is prohibited." (Section 49069)

Parents who wish to view their child's school records must make an appointment with a school administrator.

It is the policy of Grace Brethren Schools that student discipline records never be issued to any individual other than the parent or guardian.

Official transcript requests need to be made in writing to the registrar. Grace Brethren graduating seniors who are applying for colleges and/or universities will receive official transcripts for every school to which they apply. Please allow 48 hours, during the school week, to fulfill requests.



18. Testing

Achievement Tests: The TerraNova standardized tests are given annually to help identify the student's level of achievement.

The PSAT 8/9 test: This test acquaints students with the SAT but does not substitute for it. 8th and 9th grade students take this during our spring testing time.

PSAT/NMSQT: The **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test** is given annually by the school each October.

The PSAT acquaints students with the SAT but does not substitute for it. **Sophomores and Juniors are required to take this test.** Freshmen may also elect to take this test. The results provide students with information on their potential performance on college entrance exams. This is the only qualifying test for the National Merit Scholarship program which offers recognition and scholarships for high achievement.

SAT and ACT Tests: The SAT and ACT tests are national aptitude tests which are required by most four-year colleges for entrance. Registration forms and information are available in the Student Services Office. These tests are administered on various Saturdays during the year at a variety of test sites. It is recommended that these tests be taken in the fall and spring of the junior year and in the fall of the senior year.

Please note that some colleges and universities require the SAT II Test. Please consult your school of choice for directives.

I. Attendance Policies

1. Absences

Every day at GBHS is important for students. Families should make every effort to schedule appointments, family vacations, and other absences around the academic calendar.

Parents of an absent student should communicate (via telephone, e-mail, etc.) the reason for the absence to front office by 8:30 a.m. All students must be signed in and out at the Front Office by a parent during school hours.

If a student misses more than 30 minutes from one period, he/she will be considered absent.

An absence must be cleared with a note within **three (3) days** of a student's return to school. Failure to do so will result in the recording of the absence as a truancy. The student is responsible for obtaining the missed work from their teacher(s).

Students with excessive absences will meet with school administration according to the following schedule:

Less than six absences: Student and parent monitor the student's attendance.

Six absences: Student/Parent conference with the Dean of Students to discuss attendance. The student is placed on an attendance contract to help improve attendance.

Ten absences: Students who are absent ten times in a semester will make themselves eligible for forfeiture of credit. Forfeiture of credit will be denoted on the transcript as a withdraw/fail.

Truant Absences: Truancy is being absent from school, all or part of a day, without parental or administrative permission. During school hours, students are required to stay within the boundaries of the campus. All students arriving or departing during the school day must sign in and out in the front office. Before and after school hours, students are the sole responsibility of their parents whether they are on campus or not. Truancy is serious and may result in up to three days of suspension on the first occasion.



Make-Up Work: Students are required to determine what work and/or tests were missed by contacting their teachers and to initiate arrangements with those teachers for making up the work and/or tests. A lower grade or zero may be given for work not turned in on time. All teachers have their make up policy included in their class syllabus.

Late work for any class may not be accepted after final semester grades are posted.

2. Closed Campus Regulations

GBS maintains a closed campus. In order to ensure campus safety and security, students and visitors must comply with the following requirements:

Student Passes: To leave the classroom during class time for any reason, the student needs permission from the teacher and a written pass from the teacher.

Visitor Passes: Any visitor (student, alumni, parent, youth pastor, etc.) must obtain and display a visitor's pass issued by the Front Office. Visitors must report to the front office immediately upon entering the school grounds. All student visitors must abide by GBS dress and conduct standards. Any former student who has withdrawn or been expelled from school needs administrative approval 24 hours in advance of their visit to campus.

Free Block: A free block is a privilege extended to SENIORS ONLY and may be revoked at any time. Seniors must have a minimum cumulative GPA of a 2.6 and be current on all graduation requirements at the end of their junior year in order to have a free period at any point in their senior year. Seniors who drop below a 2.6 or do not meet graduation requirements after the first semester of their senior year will not be eligible for a free period.

Seniors who have their first or last block free may come late or leave early and need not be present during that free period. Seniors are not authorized to leave campus for lunch unless their free block is immediately before or after lunch Chapel attendance is required regardless of when a free block occurs.

Eligible seniors must complete a Free Block Request Form BEFORE participation each semester. Seniors must sign in and out at the Front Office when leaving campus. A senior will receive one warning if he/she leaves the campus without signing out during his/her free block. After a second occurrence, he/she will receive an in-house suspension and his/her free block privileges will be revoked.

3. Tardy Policy

Students have a responsibility to the class and to themselves to be on time. Being on time instills an important life lesson and is therefore taken very seriously. The following policies regarding tardiness are strictly enforced.

Students who are late to school in the morning must report to the Front Office to obtain a late slip. During the course of the day, students are expected to be in their seats by the start of class – not just entering the room. **Students who are 30 or more minutes late to a class will be considered absent rather than tardy.** Students who are tardy between periods must obtain a pass from the Front Office before going to class.

Examples of excused first period tardies are as follows:

- Sickness with parental verification by note or telephone call.
- Medical appointment with verification by note from the doctor or parent.
- Auto accidents, direct or indirect involvement (subject to verification).
- Unavoidable breakdowns (flat tire, dead battery, etc.) **Note:** Running out of gas is not an unavoidable breakdown.



- e. Unique, unavoidable circumstances, as confirmed by the Administration.
- f. Bus delays or breakdowns.

The Administration will be responsible to determine whether an absence or tardy is excused or unexcused. The school office will notify parents by letter of excessive tardies. All tardies will be recorded by administration. Tardies will be accumulated per semester.

Four unexcused tardies: The student will serve a 60-minute detention after school.

Eight unexcused tardies: The student will serve a 2-hour Saturday School. Students will be charged a \$20 fee for this detention.

Twelve unexcused tardies: The student will serve a 4-hour Saturday School. Students will be charged a \$40 for this detention and will be directed to the Vice Principal for appropriate further discipline.

Fourteen unexcused tardies: The student will also be referred to administration for further discipline which may include the loss of school privileges and/or suspension.

J. Code of Conduct

1. Philosophy of Discipline

Students are expected to be respectful, cooperative, courteous, orderly, and respond properly to correction (*Hebrews 13:17*). Restorative discipline at Grace Brethren Schools includes biblical counseling as well as other corrective measures. Disobedience is ultimately an issue of the heart (*Luke 6:45*). GBS will deal with disobedience from this Biblical perspective. Grace Brethren Schools does not release discipline records. Students, regardless of age, are considered by Grace Brethren to be under the authority of their parents as well as the school.

GBS students are expected to adhere to all policies regarding behavior both on and off campus including weekends, holidays, and summer break. The Administration may uphold all disciplinary procedures for inappropriate behavior during these periods.

2. Disciplinary Procedure

All employed adults on campus may refer a student to the Administration for disciplinary measures. While in the classroom, students must be directly accountable to the instructor for their behavior and must abide by all classroom rules and regulations set forth by each teacher. Instructors are responsible for keeping discipline in their own room and may, as a consequence, conduct their own after school detentions.

The Dean of Students will be the first point of contact for all discipline events on campus. Serious misconduct is referred to the Vice Principal who will take further appropriate action.

In cases of possible expulsion offenses, the student will be immediately suspended. The student and his/her parents will then have an opportunity to meet with school Administration to determine whether or not the student should be allowed to return to school. All final decisions regarding expulsion will be referred by the Principal to the School Council and Executive Director of GBS. In certain cases, a student may be asked to leave the school for disciplinary measures.

In such instances, the parents must withdraw their child in written form. If a student who leaves for disciplinary reasons desires to return, they will do so on a Disciplinary Probation. The terms of this probation may vary depending upon the infraction of the student.



Offenses which will result in disciplinary action (which may include expulsion) include:

- a. Physical and/or verbal abuse towards another person
- b. Destruction of school property
- c. Smoking or vaping
- d. Drug, tobacco, or alcohol use
- e. Stealing/cheating
- f. Disrespect to a teacher or other adult
- g. Lying
- h. Sexual immorality
- i. Profanity
- j. Truancy
- k. Harassment
- l. Bringing weapons, controlled substances, or contraband on campus
- m. Willful disobedience
- n. A rebellious attitude
- o. Recruiting or promoting beliefs contrary to biblical Christianity
- p. Being openly hostile towards Christ and the Gospel

3. Intimacy On Campus or at School Activities

Public displays of affection are inappropriate and prohibited. This includes holding hands, hugging, kissing, and inappropriate caressing. Infringements in this area will be referred to the Dean's office.

4. Bullying and Harassment

Grace Brethren Church and Schools maintains a stringent harassment policy for all students and employees. Any form of bullying or harassment (sexual, verbal, written, including cyber harassment, or physical) is absolutely prohibited.

Any incident of possible bullying or harassment should be brought immediately to the attention of an administrator who will thoroughly investigate the matter. Disciplinary action up to and including dismissal from school will be taken against any student who is found to have engaged in harassment, either personally or electronically.

Harassment includes (but is not limited to):

- a. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes
- b. Degrading words used to describe an individual including: suggestive, obscene, or threatening letters, notes, electronic communications, or invitations
- c. Physical conduct: touching, assault, impeding, or blocking movement
- d. Unwanted sexual advances
- e. Making or threatening reprisals after a negative response to sexual advances
- f. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects, or pictures, cartoons, or posters
- g. Verbal abuse of a sexual nature, including sexually graphic verbal commentaries about an individual's body



5. Academic Integrity

In the Administration of any coursework the following standards will be maintained.

Students will receive a failing grade if they

- a. Revealing answers to other students
- b. Turning around in their seats
- c. Passing notes
- d. Possessing notes under, around or on their desk*
- e. Making hand or mouth communications
- f. Copying homework, reports, projects, cyber-cheating
- g. Using any electronic device to convey information to others

*Teachers may make exceptions for open book or open note tests

Students who cheat on any assignment will be referred to the Dean's office for disciplinary action.

Confirmed cheating offenses during course work will result in a grade of 0 on the assignment as well as other disciplinary action.

A second offense will result in additional disciplinary action.

A third offense of cheating may result in a recommended withdrawal from Grace Brethren.

Plagiarism: Plagiarism is stealing the thoughts and/or ideas of another person and passing them off as your own. Alexander Lindey calls it "taking the product of another person's mind" (Plagiarism and Originality). The emphasis here lies in the word "product." A product is something that has been created through the course of time and energy.

The **Modern Language Association** (MLA) Handbook (5th ed. 30) stipulates three major forms of plagiarism:

- "Failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase."
- "Paraphrasing another's argument and presenting it as your own."
- "Presenting another's line of thinking and presenting it as your own."

Note that in each of these instances statements such as *apt phrase*, *argument*, and *line of thinking* all imply a great deal of effort on the part of the writer—his/her final product. Students at Grace should use common sense when determining what it is we should cite. For example, it is unnecessary to cite familiar proverbs ("Ignorance is bliss"), well-known quotations ("I have a dream..."), and common knowledge ("Hawaii is the 50th state"). However, the best rule of thumb is: When in doubt—CITE! Failure to utilize proper citations is plagiarism.

Turning in a paper already written for another class is a common temptation among students. This form of self-plagiarism is cheating. Even if the paper is moderately re-worked, chances are you have not done enough analytical thinking and writing to constitute a new assignment. That said, there is nothing wrong with returning to an issue you have previously explored and re-exploring it. The best option in cases such as this is to discuss with your teacher the dilemma and see what he/she suggests. They may want you to turn in the original paper along with the newer version to confirm a substantive effort.

Collaborative activities are very common in education today. Of course, when more than one individual is doing the research and writing, where does the line of "sharing information" get drawn? The first thing you should do in such a situation is to make sure that the role of each individual in the group is clearly defined, if your teacher has not already done so. Then, it is appropriate to offer credit to each person individually



for the tasks completed. What you want to avoid is “copying”. No one needs to tell you when you are doing this. If you are honest with yourself, you know when you are taking someone else’s information and passing it off as your own.

Assistance on papers by parents, friends, or siblings is very common. However, it is inappropriate for these individuals to do any form of writing or re-writing of the text. Re-writing includes crossing out sentences and/or paragraphs and offering “new” wording. Copyediting, on the other hand, is acceptable. This includes offering editing advice on grammar, spelling, and common errors, such as using to when it should be too.

Plagiarism on any writing assignment will result in the issuance of an immediate zero on that assignment. Furthermore, it will be referred to the Dean’s office for disciplinary action.

A second offense will result in additional disciplinary action.

A third offense of plagiarism may result in a recommended withdrawal from Grace Brethren.

All students who miss a final exam must have administrative approval prior to making up their exam. Make-up finals may incur a grading penalty.

6. Detention Policies

Students assigned detentions, whether by the classroom teacher or the Administration, are to report to the assigned classroom, or area, at the close of the school day and remain for the duration of the detention. Athletics, work, and other extra-curricular activities are not allowable reasons to miss detention.

Tardiness or absence from detention will result in further discipline which may include suspension.

Students in detention are not allowed to communicate in any manner with other students during their detention period unless exception is made for a service project to be fulfilled during detention time.

Failure to comply may result in additional discipline. Detention activities may at times include appropriate and safe labor activities on campus.

7. Saturday School

Saturday School may be assigned by the Administration to help improve student behavior. Saturday School begins at 8:00 a.m.

Students serving Saturday School will be charged \$10 per hour on their school account. Students who are 15 minutes late will be considered absent. Absence from Saturday School will result in still being billed for Saturday School as well as further discipline which will include a rescheduling of Saturday School and may include suspension. Rescheduled Saturday School attendance will require an additional fee.

8. Suspension Policies

Students serving an out-of-school suspension are the responsibility of the parents for the duration of the suspension. Length of the suspension is determined by the severity of the offense in the judgment of the Administration. Length is normally from one to five days. It is also the responsibility of the student and parents to obtain assignments from the instructors for the suspension period, and to have all assignments completed on time when the student returns. Non-academic offenses do not result in an academic punishment. Students will be accountable for academic work during a suspension period and it will be due upon return. All individual teacher policies regarding late work will also apply. All students who miss a final exam must have administrative approval prior to making up their exam. Makeup finals may incur a grading penalty.

9. School Investigation Policy

GBS endeavors to provide a safe and orderly learning environment. The school considers it in the common



interest for all staff, parents, and students to truthfully participate in the resolution of investigated circumstances.

In the course of investigations by school officials of situations which potentially endanger the safety and/or orderly operation of the school, students may be questioned about their activities and those of other students and/or persons. Such conversations are considered to be *conditionally privileged* communications and will be deemed confidential as allowed by law. Students are expected to be cooperative and truthful when questioned as part of any such investigation. Parents will always be notified of an investigation that includes their child, though the notification may be after the investigation has taken place.

10. Search and Seizure Policy

As part of the endeavor to maintain a safe environment, GBS administration may conduct searches of students and their book bags, lockers, vehicles and/or possessions (including cell phone contents, i.e., text messages, pictures, and videos) at any time. Furthermore, students may be asked to pull-up their social networking site to allow an administrator to examine its contents. In situations where a student's person is to be searched, care and consideration will be taken by the school to make the search process as comfortable and convenient as possible for the student. A parent or guardian will be notified immediately following such a search.

All prohibited materials found in a search are seized and confiscated. In instances where there may be a violation of civil law, the local authorities will be notified. When a student refuses to permit a search, a parent/guardian will be contacted for permission. Failure of the parent/guardian to give permission will result in an immediate suspension pending a further disciplinary hearing. In addition, the student will be referred to the Principal to commence the dismissal process for failing to abide by the policies, procedures and regulations set forth in the Parent/Student Handbook. If unlawful conduct is suspected, the police will be contacted during this process.

11. Drug Testing Policy and Procedures

a. Policy:

It is the policy of Grace Brethren High School to randomly test selected students for prohibited drug use. Spiritual accountability, and a safe environment are the immediate goals of the policy. Ultimately, our goal is to bring such students to an understanding of who Christ is, and that He made them and why it is sin to abuse their bodies in this manner. We believe that students discovered using drugs are brought to the light by God. As a Christian school, we consider it our responsibility to shepherd them through this sin.

b. Selection Process:

Students selected for regular testing will be those reasonably suspected of past or current drug use.

Reasonable suspicion includes, but is not limited to:

- i. Students who transfer from another school with a known drug use history.
- ii. Students who are re-entering the school environment after having spent time in rehabilitation.
- iii. Students who have admitted to experimentation with or extended use of drugs/alcohol.
- iv. Students who have been previously disciplined for a drug/alcohol related event by parents, school officials, or local authorities.
- v. Students who at any time exhibit behavior consistent with being under the influence of drugs/alcohol.



In addition, any student identified as a potential user may be asked to submit to a drug test. This may be a student who does not fit any of the above categories if there is a reasonable suspicion of drug use. In such cases, the student will be subject to all search and seizure policies as outlined in the Parent/Student Handbook. Any student who exhibits behavior consistent with being under-the-influence of a drug or alcohol while at a school event, may be tested by an administrator or sent to a testing facility. This may include, but is not limited to, the use of a breathalyzer or a urine test.

The initial request to test any student for any reason will be made only by the Dean of Students, the Guidance Counselor, the Vice Principal, or the Principal. Normally testing will be approved by the Principal prior to its administration.

In certain cases, students may be asked to take more extensive tests off campus at a pre-authorized facility. The parents of the student will incur the cost of such tests.

c. Procedures:

The testing panel may include, but is not limited to, testing for following contraband drugs:

- i. Amphetamines/methamphetamines, cocaine, opiates, marijuana, barbiturates, benzodiazepines (valium, Librium, Xanax, and other tranquilizers), and synthetic marijuana.
- ii. The testing procedure will be a urine test. For synthetic marijuana, a separate test kit will be necessary.
- iii. The sample amount is typically 30 ml, at a minimum.
- iv. An administrator of the school will oversee the test. The administrator will be trained in this procedure per the manufacturer's guidelines. A female administrator will oversee female students. A male administrator will oversee male students.
- v. Prior to administration of the test, the student may be subject to a physical search of his/her clothing. This is to prevent use of any means of altering the test results.
- vi. Students will provide a sample in a private restroom stall. The administrator in charge will ensure security and confidentiality during the procedure. The administrator will wait outside the restroom stall door for the student to complete the test.
- vii. If a donor cannot produce a sample, he/she will be asked to drink a glass of water. They will wait under supervision until a sample can be produced.
- viii. Once a student is asked to produce a sample, they will remain in the constant observation of the administration until the sample is produced.
- ix. Results will be examined solely by the administration. All attempts will be made to ensure confidentiality. Information about the test will not be shared with any other non-administrator without parental permission.
- x. The school is not responsible for confidentiality if the student who is tested shares the information with his/her peers.
- xi. Parents will be contacted immediately following the test in routine cases. In cases where a student is tested unexpectedly due to investigation, parents will be notified in a timely manner. Parental notification will not interrupt the investigative process.
- xii. Students must not tamper in any way with the sample provided or the findings of the test. Tampering will result in their immediate withdrawal or expulsion from Grace Brethren Schools.
- xiii. If a student refuses to take part in the testing, parents will be immediately notified, and the student



will be withdrawn or expelled from Grace Brethren Schools.

- xiv. In extreme cases, or for student safety, the police may be notified. This may be triggered by refusal to take part in the test.
- xv. **NEGATIVE TEST RESULTS:** The student will be released to normal activities. Parents will be notified.
- xvi. **POSITIVE TEST RESULTS:** Will be documented. The student will be immediately re-interviewed by the administration. Divulgence of details regarding his/her usage is expected. Parents will be notified as soon as possible. Positive results may result in a student's withdrawal or expulsion from Grace Brethren Schools.
- xvii. During the interviewing process, students are expected to share any knowledge they have regarding other students involved in drug use. Every effort will be made to keep the source of this information confidential. Failure to share such information may impact the student's future enrollment in Grace Brethren Schools.
- xviii. Final discipline decisions regarding the student's withdrawal from school will be made by the Principal and the Executive Director. In cases where expulsion seems necessary, the Principal will make this recommendation to the Executive Director and School Council for final approval.
- xix. Grace Brethren Schools provides random drug testing at no extra cost to their families.

12. Electronic Device Policy

Cell phones and other electronic devices will be confiscated if they are seen, heard, or used during on-campus student activities without faculty permission and supervision.

This policy has two main implications:

- a. Students may only use technology in the classroom with teacher permission.
- b. When using technology in the classroom, it must be class related.

Recording of students on campus at any time is strictly prohibited unless specific permission has been given from the supervising adult.

To access eTextbooks, it is preferred students use tablets or laptops instead of cell phones.

Although we encourage students to use technology to improve their education, GBS cannot guarantee the opportunity to charge devices on campus.

GBS reserves the right to conduct searches of text messages, pictures, and video content for security purposes. Student-owned devices may be confiscated at any time during the school day.

Electronic devices will be confiscated if they are used on campus in an inappropriate manner. If a device is confiscated for the first time, the student may retrieve his/her device from the Front Office at the end of the day.

After this first warning, the following discipline schedule will be followed:

- 2nd Violation: 1 hour detention
- 3rd Violation: Two hour Saturday School - \$20
- 4th Violation: Four hour Saturday School - \$40
- 5th Violation: Referral to administration for further discipline.

The use of school or student owned devices on campus should be in support of education and research which is consistent with the educational objectives of GBS. Electronic devices must not be audible to the public without faculty consent.



Students must abide by the Network Agreement which was electronically signed during enrollment.

Students are responsible for their own devices. If a device is used improperly, it will be confiscated regardless of who is using it. Additionally, the school is not responsible for lost, damaged, or stolen devices.

13. Revoking of School Privileges

Students involved in disciplinary infractions may, as part of their consequence, lose some or all of their student privileges. These include, but are not limited to, positions in leadership, participating in student activities, free block privileges, Grad Night, Junior-Senior Banquet, Senior Luncheon, and Graduation.

14. Food In the Classroom

Food is allowed in the classroom only if specifically permitted by the teacher for special events. On our CenterPoint Campus food is not allowed, but water may be brought to class. Other drinks may be brought to class at the teacher's discretion. They all must have screw top lids.

No gum is allowed on campus during school hours.

15. Prohibited Materials

Bicycles, skateboards, rollerblades and scooters are not allowed on campus at any time.

Guns, knives, firecrackers, and/or any other weapons of any description are strictly prohibited on campus.

Toys, playing cards and other material not related to the curriculum are not to be brought on campus without permission.

16. Medications

Medications must be left in the Front Office with physician instructions on dosage and use which are to be outlined on the **H2 Form**, submitted by the parent to the front office. **H2 Forms may be obtained in the Front Office for the physician to complete.** Students are not permitted to carry medications on campus or at any school related activity without a written directive from a physician and approval from Administration. The school will not give any medication to a student without a **completed H2 Form on file.** Medication must be brought to the Front Office and checked in with parental instructions.

Grace Brethren Schools requires that each student's parent/guardian present proof of proper immunization in accordance with current state law. Students with allowable exemptions from immunizations will be temporarily excluded where there is cause to believe that the student has been exposed to a communicable disease.

17. Damage of School Property

Students who break or damage school facilities or equipment (i.e., desks, lockers, textbooks, etc.) will be financially responsible whether the damage is done intentionally or accidentally.

18. Assemblies and Chapel

Chapel attendance is required for all students. Seniors with a free block must attend chapel regardless of when their free period falls.

NOTE:All policies described in this handbook apply at all school sponsored events both on and off campus..



K. Dress Code

GBS bases its dress code upon two criteria:

- Biblical standards of modesty (1 Timothy 2:9, Romans 12:1)
- The desire for a neat, clean and attractive appearance, being courteous of our neighbors while avoiding extremes.

To maintain modesty, dress should be distinctly masculine or feminine. Students are not permitted to dress like the opposite gender (Deuteronomy 22:5). Dress and appearance codes will be enforced at all times including after school activities or any other school functions.

We acknowledge that some of the specific standards below reflect community preferences and we in no way attempt to equate them to levels of spirituality.

Parental Note: GBS believes it is not only the school's responsibility to determine dress code, but also the student's and parent's responsibility to adhere to a dress code conducive to a proper learning environment.

1. General Dress Requirements

Shirts: All students must wear an unaltered Grace Brethren polo shirt to school each day. These can be purchased at the Grace Brethren Student Store.

Sweatshirts: Solid sweatshirts may be worn if they comply with the logo standards (see below). Seniors may wear college logo sweatshirts that clearly identify in writing a particular college or university. Button up shirts, including flannels, may not be worn over the required Grace Brethren polo. Only sweatshirts, sweaters and jackets may be worn over a Grace Brethren polo.

Pants and shorts: Students may wear shorts, jeans or other types of pants of any color. However, they must be of a single uniform color, pattern (plaid or stripes are acceptable), or fade. No bleach marks, fade streaks, discoloration, holes or frays will be allowed at any time. Clothes may not have a camouflaged print.

Jeans must fit properly and may not be either excessively baggy or tight. Belts are preferred and students may be required to wear a belt if deemed appropriate by the Administration.

Shorts may not be excessively baggy or tight. All shorts must be no shorter than three inches above the kneecap. Students may not wear tights or yoga pants in an attempt to try to conform to the dress code.

Sweatpants, warm-ups, athletic shorts or recreational clothing may not be worn unless authorized by Administration.

Beach attire is not acceptable on campus. No board shorts, bathing suits, cut offs or other beach attire is not allowed.

Skirts and Dresses: Dresses and skirts are acceptable for girls but may be no shorter than three inches above the kneecap including any slits, even if tights and leggings are worn underneath. Any dress or skirt must be worn with a Grace Brethren polo.

Shoes: Shoes must be worn at all times. Closed toed shoes are recommended. All footwear must have a back or heel strap. Flip flops or slippers are not allowed at any time on campus. Heels on any shoe may not be higher than two inches.

Headwear: No hats, hoods or other headwear of any kind are allowed on campus during school hours.



Winter headwear may be allowed during inclement weather but is subject to approval by the Administration.

Logos: Clothing worn to school may not have a logo, but they may have a manufacturer label which is smaller than 1 square inch. Any clothing permitted above which promotes Grace Brethren sports, school, clubs or other organizations is allowed. Apparel from high schools other than GBS is not acceptable.

2. General Physical Appearance

Hair: Hair may only be subdued natural colors and must be well groomed and kept out of the face. Hair-styles and colors must be not extreme.

Tattoos and Piercings: No visible tattoos or body piercings, including nose piercings (covered or not), or gauges are permitted at any time. Girls may also wear earrings as long as they are not excessive or pose a distraction.

Jewelry or any other accessories: Sunglasses may only be worn outside. All other accouterments must be kept simple and non-distracting. Pendants or any other type of symbols must be representative of the characteristics as described in Philippians 4:8.

Specific Requirements for Boys:

- Hair may be no shorter than a #1 cut. Hair must not extend below the middle of the ear, below the eyebrow or over the top of the shirt collar. Hair may not extend out more than 4 inches from the head. Sideburns must be no lower than the bottom of the ear. Hair tinting, bleaching or tipping is not permitted.
- Students' faces must be clean-shaven
- Earrings for boys are never allowed while on campus or while attending a school related activity.
- Boys may not wear make-up or nail polish except if it is part of a school-related drama production.
- Boys are not allowed to go shirtless on campus. This includes athletic events and summer practices.

Specific Requirements for Girls:

- Girls may wear make-up and nail polish that is modest and not heavy.
- Shirts must not reveal any cleavage and must not be excessively tight.
- A girl's waistline must be covered at all times.

Athletic Dress: The approved PE uniform will be available for purchase at the Grace Brethren Student Store. This uniform must be worn and not altered in any way. Girls are not permitted to roll their shorts. In the event of cold weather, you can wear loose-fitting sweat pants or warm ups. Yoga pants, leggings and form-fitting sweats are not permitted.

Spirit Days: Modesty must be a priority. All mandates of the Dress Code still need to be followed unless a divergence from this section is specifically apply to the day (e.g. on a sports dress day, team logos would be permitted). Tank tops, tights, hats and immodest apparel are not permitted. Students not participating in the specified Spirit Dress must be within regular dress code.

Homecoming/JSB Banquet Attire: All formal attire must be modest and avoid extremes that some might find distracting or offensive. All general school guidelines apply to Homecoming and Junior/Senior Ban-



quet, including, but not limited to, the policies regarding facial hair, piercings and tattoos.

- **Boys' Attire:** We expect young men to wear nice pants, dress shirts and ties. Jeans are not allowed. Tuxedos and sport coats are encouraged but not required.
- **Girls' Attire:** Skirts and dresses must be no shorter than 3 inches from the top of the kneecap. Length is measured according to solid fabric, not lace or sheer fabric. Slits must observe the same guidelines. Low cut necklines are not permitted. Dresses may not be cut below the bust line, either in front or on the sides. There should be no visible cleavage. One shoulder, halter and spaghetti straps are allowed. Dresses may be backless as long as they are not cut below the navel and the sides are covered up to the bust line. Dresses may not have any cutouts or holes on the front or sides, even if covered by sheer fabric. Bare midriffs are not permitted. All female students, either GBS or guests, must return a signed formal dress code agreement prior to the purchase of their formal ticket.

Students who are not dressed appropriately for Homecoming or Junior/Senior Banquet will not be permitted into the event. No refunds will be given.

When selecting clothing and hairstyles, students need to consider each of these questions:

- Is it modest and properly fitted?
- Does the clothing present a health or safety hazard?
- In choosing what clothes to wear today, whose attention do I desire and whose approval do I want?
- Am I seeking to please God or impress others?
- Is what I wear consistent with biblical values of modesty, self-control, love for my brothers and sisters and respectable apparel or does my apparel reveal identification with biblical values?(1 John 2:15-17)

In deference to the Dress Code Guidelines set forth for our students, we request that parents and visitors dress modestly while at school or at school functions.

In cases of any disputes with the Dress Code, all final decisions will be made by the Administration.

5. Dress Code Enforcement Procedure

GBS reserves the right to make the final decision in regard to dress. Parental review and support is vital to the upholding of dress code standards. When a student is in violation of the handbook, they will be able to return to class when they are properly attired. Students whose attire does not meet the standards at a school function may be asked to leave. Dress code violations are cumulative for each semester.

1st VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire.

2nd VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. A 60-minute detention will be assigned. Under certain circumstances the school may provide alternative clothing for the day.

3rd VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. A two hour Saturday School (with a \$20 fee). Under certain circumstances the school may provide alternative clothing for the day.



4th VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. A four hour Saturday School (with a \$40 fee). Under certain circumstances the school may provide alternative clothing for the day.

5th VIOLATION: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. Students are able to return to class when they are properly attired. The student will be referred to administration for further discipline. The student and the parent will be required to attend a conference with a school administrator before the student is allowed back in school.

L. Student Activities

1. Student Leadership

GBHS Student Leadership is made up of a group of students who desire to be servant leaders. For students who desire to serve in this way, there are two different avenues available. First, there are elected positions which include ASB and Class Officers. Second, there are appointed positions which may include multiple administration approved positions.

The responsibilities of the class officers are as follows:

They are to:

- a. Lead activity projects
- b. Assist with activity projects
- c. Participate in all spirit activities
- d. Provide ideas for activities and projects
- e. Create opportunities to enhance the school environment and culture
- f. Be role good models
- g. Be strong participants in chapel
- h. The ASB President or Vice President may attend Principal's Advisory Committee

2. Athletic Participation

Each year, students who plan on participating in interscholastic athletics must have a physical examination, as well as other forms, completed in order to play. Once completed, forms must be turned in to the athletic director PRIOR to tryout and/or practicing for a team.

The costs of the insurance and the physical examination are the responsibility of the parent and are not included in the athletic fee. If a student needs insurance, information can be obtained from the GBS Business Office.

There is a fee for participation in all Junior High and Senior High sports. Participation in second or third season athletics will be denied if past athletic fees have not been paid in full.

Participation in athletic contests is left to the discretion of our coaches. Playing time is not guaranteed to any athlete at any level. When a sport has more than one level (ie Varsity, JV, Frosh/Soph), it is up to the coach to determine which level the athlete participates on. Which level an athlete plays on can also change and be adjusted during the season at the coaches discretion.

In each season of sport, the student's account will be billed. The bills will be charged on September 1st for fall sports, on December 1st for winter sports, and on March 1st for spring sports.

If an athlete is on the game roster for 1/3 of the games as a team member in any sport, it will be considered that the athlete played the whole season for billing purposes. If they complete less than 1/3



of the games, the account will be adjusted to reflect a need for only 50% payment. Injuries are part of athletics and any such occurrence will be taken into consideration.

3. Clubs

GBS encourages students to participate in clubs. All clubs must have approval from the Administration. Students may start a club with the approval of the Administration, the approval of the Student Council, a minimum of 10 members, and a GBS staff member to supervise it. Approved clubs for the school year include:

- a. **National Honor Society (NHS):** The purpose of this organization is to create enthusiasm for scholarships, stimulate a desire to render service, promote leadership, and develop Christian character in the students of Grace Brethren High School. Its objectives are 4-fold: Scholarship, Service, Leadership, and Character.
- b. **CSF/CJSF:** The California Scholarship Federation emphasizes high standards of service, scholarship, and citizenship for California middle and high school students. CSF (High School) and CJSF (Junior High School) encourages service to the school and community while fostering pride in scholastic achievement. CSF and CJSF are clubs for those who achieve high academic honors.
- c. **National Art Honor Society:** The objective of the National Art Honor Society is to inspire and recognize students who have an outstanding ability in art or who wish to improve their artistic skills.
- d. **Thespian Society:** The objective of the Thespian Society is to build a strong creative arts core in the school, to give students the opportunity to be recognized as actors, and technicians, and to expose students to multiple types of theatrical experiences.
- e. **Mock Trial:** Mock Trial is designed to give students a basic understanding of the law and how our legal system works, an insight into the various roles in our justice system, and developing critical thinking skills needed to perform these roles.
- f. **Robotics:** Robotics is a club dedicated to the following purposes: Build your own autonomous robot from parts supplied to you, learn basic computer programming, and use it to control your robot, take your robot to competitions with other schools and have a BLAST!
- g. **ASB (Associated Student Body)/Student Leadership:** The objective for ASB Members is to provide an avenue for the elected students to experience the value of serving their classmates while learning leadership skills that will positively impact their future.
- h. **Equestrian Club:** The purpose of this club is to introduce students to the world of horses. Students will not only learn how to ride, but will learn proper care of a horse, anatomy, and the various forms of riding competition. Meetings occur both on campus and at an off campus "ranch" location.

4. Dance Policy

Dancing is not permitted on the GBS campus nor is it sanctioned or sponsored by the school at any of its activities. Pursuant to educational and developmental programs, aerobic exercise, and movement and use of choreography in theater and musical productions may be deemed appropriate.

5. Junior-Senior Banquet

The Junior Class coordinates the Junior-Senior Banquet in honor of the graduating Seniors. This event is held in the spring of each year and is attended exclusively by Juniors and Seniors. Students may bring guests from outside schools who are at minimum Juniors or Seniors, no more than one year out of high school, and no more than 20 years old. Outside guests must be of the opposite gender from the accompanying Grace Brethren student. A form must be filled out and returned to Administration no later than one week prior to the event for approval on all outside guests.



6. Senior Grad Night

Grace Brethren High School participates in the Disneyland Senior Grad Night. This event is for **seniors only**. All students must be transported to and from Disneyland by the school and follow all school conduct guidelines.

7. Attendance Requirements

To be eligible for extra-curricular activities, students must be in attendance at school for at least 50% of the day of the activity. This includes, but is not limited to: sports practice and games, music and theater practices and performances, and student leadership meetings and activities (e.g., Pep Rally, Homecoming, Junior-Senior Banquet, etc.).

M. Parent Partnership Opportunities

1. Parent Teacher Fellowship (PTF)

The PTF is an association open to any parent and teacher of students attending Grace Brethren Jr./Sr. High School. Its purpose is two-fold:

- To provide a means of communicating information that the school believes is important in supporting the parents, faculty, and Administration.
- To provide parents and the school staff a vehicle by which they can support the educational programs and goals of the school.

2. Lancer Booster Club (LBC)

Those participating in this organization are committed to improving the school's athletic programs by encouraging participatory support by parents and students at games and events. They accomplish this goal by developing fundraising activities to provide non-budgeted "extras" for the various teams and to provide an example of spectator sportsmanship at all times.

3. Fine Arts Booster Club (LBC)

Those participating in this organization are committed to improving the school's Fine Arts programs by encouraging participatory support by parents and students at games and events. They accomplish this goal by developing fundraising activities to provide non-budgeted "extras" for the various programs.

N. Emergency Procedures

1. Staff CPR and First Aid

All school staff members have CPR and First Aid certifications and update these certifications on a regular basis.

2. Emergency Preparedness

Fire drills and lockdown drills are conducted regularly. The teachers review earthquake procedures with students following these drills.

3. Emergency Medical Response

If a student is injured or becomes ill during the day, the school will contact the parents or other legal guardians for instructions on how to best manage the situation. In the event that the parents cannot be reached, the school will employ the directions given on the emergency medical form or take the best possible action available. In the event that a student needs immediate medical attention, emergency medical services will be contacted. **It is vital for each student to have a current emergency form on file with up-to date emergency contact phone numbers.**



4. Evacuation Plans

In the event of an emergency on the high school premises, students may be evacuated to ensure their safety. Should the need ever arise, students would be evacuated to one of the other Grace Brethren Schools' campuses or to Grace Brethren Church.

5. Emergency School Closures

In the event of an emergency school closure, the GBHS staff will seek to notify parents and keep them updated. Grace Brethren notifications may include:

- a. Phone Calls to Parents
- b. Website Updates
- c. Answering Machine Messages
- d. Posted Signs on the Buildings

In the event of an emergency school closure, students may need to be retained until Administration and/or government authorities deem conditions safe for all our school families.

O. General Policies and Procedures

1. Lockers and Personal Possessions

Students are assigned lockers and combination locks. It is the students' responsibility to secure their lockers. GBS is **not liable** for personal items that are stolen, lost, or damaged. This also includes lost textbooks. Students are not permitted to use personal locks on their assigned lockers. Students will be issued one free lock upon enrollment. If that lock is misplaced, students will purchase an additional lock from the GBHS Student Store.

All articles left in the classroom, locker areas, front office, or grounds will be placed in the lost and found located on campus. Valuables (i.e., cameras, jewelry, rings, etc.) will be turned in to the Front Office. Periodically, items not claimed will be donated to a local ministry.

NOTE: Student books and personal items left at school inside lockers or inside/outside the buildings are the sole responsibility of the student.

2. Lunch Program

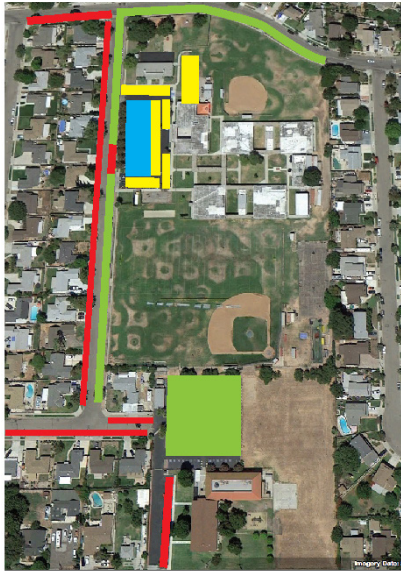
Students may bring their lunch or buy pre-packaged lunches available through various vendors in the community. The Snack Shack is to be used before and after school, during lunch, and during breaks only.

3. Parking and Driving On Campus

Caution should always be adhered to when driving to school, on campus, at Centerpoint Church, and at Grace Brethren Church. Reckless and irresponsible driving will result in the revoking of parking privileges. Students must not loiter in or around their cars, before, during, or after the school day. Students may not go to their car during the day if it is parked on the street. Loitering before, during, or after school at Centerpoint Church or in the Centerpoint Church parking lot is prohibited.

All students who will be driving to school must register their vehicles (car, truck, and motorcycle) in the office and receive a parking permit. This will enable school officials to find the driver in case of an emergency. Students who do not have a parking permit posted on their car, will receive a warning. If there is a second violation, the student will be disciplined according to the scale below.

The school's good neighbor requires students to park on the sides of the streets that line the perimeter of the school. This is the west side of Cherry Avenue and the south side of Elizondo Street. Student parking is located off Royal Avenue in the parking lot of Centerpoint Church. Seniors may park in the first row of the main Cherry Avenue parking lot when space is available. Students may not park in faculty parking zones.



Parking Map
Student Parking Visitor/Staff/Permit Parking No Parking Senior Parking

1st Violation: Warning

2nd Violation: 1 hour detention

3rd Violation: Two hour Saturday School - \$20

4th Violation: Four hour Saturday School - \$40

5th Violation: Referral to administration for further discipline

Audio played in cars may not be at a volume at which it can be heard from outside the vehicle.

In order to protect the safety of the students/children, if an authorized individual—attempting to pick up a student, is suspected of being impaired and/or under-the-influence, GBS will deny the release of the student/child.

4. Student Pictures

Student pictures will be taken annually. You will be advised of the date, cost, etc.

All Seniors must sit for regular school pictures for ID purposes and for the official yearbook photo. Arrangements for Senior portraits **MUST** be made via the approved school photography studio that also handles student pictures. Appointments are to be scheduled at the parent/student's discretion and **MUST** be completed by the start of school. This will insure consistency and meeting of the yearbook guidelines.

If a student does not sit for a school picture, he/she will not be included in the yearbook.

5. Textbooks

GBS contracts with an online textbook vendor called MBS Direct for all textbook purchases. Details about how to order books, and more information on MBS can be found at www.mbsdirect.net.

6. Transportation

Transportation to high school sports or other extra-curricular events will be by school bus whenever possible. Occasionally, parents will be asked to drive. Parents who drive students for a school activity



must have a valid driver's license as well as current proof of insurance on file in the Front Office. Parents who volunteer to transport students to and from field trips do so of their own volition and as a volunteer activity. Such parents are not eligible for mileage or gas reimbursement.

8. Tutoring

After school until 3:30 p.m., GBS instructors are all required to make themselves available for free after school tutoring. Tutoring times should be scheduled with individual instructors.

9. Payment Policy

Tuition is due on the 1st of every month with a 10-day grace period before it is considered delinquent. Tuition must be received no later than close of business on the 10th of every month. Postmarks on the 10th are not accepted as on time. The late fee for any unpaid balance will be assessed a flat \$35 fee on any balance over \$100.00 on a monthly basis.

Should an account go over 30 days without full payment, the family will be placed on an 'all cash' basis for all incidentals (i.e., lunch, sports, student store, etc.) until the account is brought current. Should an account go over 60 days without full payment, the student(s) will be not be allowed to attend classes until arrangements have been made to bring the account current.

10. Commerce

The buying, selling, or trading of personal goods is not allowed on campus.

P. International Students

Grace Brethren High School is a certified I-20 issuance school. As such, the school allows a limited number of international students to enroll in our program.

1. Admissions Qualifications and Procedures:

- a. All new student applications must be made online at www.gracebrethrenschools.com. International students must fill out the appropriate application for I-20 students.
- b. To be eligible for admission, all students must obtain an F-1 Student Visa.
- c. Once the maximum number of students has been reached, applying students are placed on a wait list. Students are accepted from the wait list based upon qualifications—not time of placement. Students must apply and pay the registration fee in order to be eligible for the wait list.
- d. As part of the application process, international students must take the iTEP SLATE language assessment exam (minimum 3.5) or the TOEFL language exam (minimum 80). Grace Brethren School does not offer any ELL course assistance to international students.
- e. Grace Brethren High School does not accept international students who wish to transfer into the senior year unless they have studied for at least one full year prior in an accredited educational institution in the United States.
- f. Students may not be older than 19 years of age at any time during their course of study at Grace Brethren High School. Students who will turn 20 years of age during the school year, are not eligible for admission.
- g. Grace Brethren High School neither coordinates, nor is in any way responsible for the arrangement of host family.
- h. While it is encouraged that international students come to study in the United States through an organization, it is not required for admissions consideration.



- i. Grace Brethren High School will not enter into any contractual agreement with any independent international student organization.

2. Admitted Student Policies and Procedures:

- a. Once admitted, international students must attend the New Student Orientation prior to the first day of school.
- b. At least one adult representative from the international student's host family must attend the Host Family Orientation, held prior to the start of school.
- c. International students are responsible for notifying the school immediately should there be a residency change in host family living.
- d. International students must maintain a 3.0 minimum cumulative GPA in order to stay eligible for enrollment in Grace Brethren High School.
- e. Unless for approved emergency reasons, return visits to a student's home country which result in missed school will not be approved. In such cases, all absences will be unexcused. All other policies regarding missed school days will be enforced.
- f. International students will be held responsible to all other policies and procedures as set forth in the Parent/Student Handbook.
- g. In the event that an international student withdraws from the school, notification of I-20 transfer must be made within two weeks of the end of school. After this time, the student's I-20 will be terminated in the SEVIS network.

Grace Brethren The Grace Academy



TEACHERS' MANUAL
Addendum D
2018-2019



THE GRACE ACADEMY TEACHERS' MANUAL ADDENDUM (D)

To pursue a position as a teacher with The Grace Academy:

1. Read the TGA Faculty Policy section and The Grace Brethren Schools Policy Manual in their entirety. You will receive a copy of the Policy Manual from the business office during the hiring process. This document will address the questions that may arise as a result of seeking a teaching position with The Grace Academy. Ask any unanswered questions about this program to the TGA Administrator or Principal.
2. Complete and submit a Grace Brethren Schools Classified Application. Please include your resume as well as references in order to complete the hiring process in a timely manner.
3. Complete and submit a **Course Description Form**.
4. Once the hiring process is complete and your *Course Description* has been approved, begin working on your *Course Syllabus and lesson plans. *See the Course Syllabus section to determine due dates and specific writing requirements.

A. Introduction

Thank you for your interest in a teaching position with The Grace Academy. We are excited about providing unique educational opportunities to our home educating families. The leadership of Grace Brethren Schools believes that nothing in God's Kingdom happens by chance, so your partnership with The Grace Academy will be pre-ordained—isn't it exciting to see God bring our lives together. As we work together, may you "grow in the grace and knowledge" of our Savior and Lord, Jesus Christ.

All information in this handbook is for the use of teachers only. Please read this entire manual carefully, as your job performance is expected to abide by all procedures therein. Portions are incorporated into the TGA Parent/Student Handbook, and may be quoted to parents or students, should the need arise. The administration reserves the right to add, detract from, and/or amend the manual at any time during the school year. Such action will be well-communicated.

B. Teacher Qualifications

It is a requirement that all instructors of The Grace Academy be mature Christians. Since The Grace Academy is not an accredited institution, instructors do not need an advanced degree or teaching credential. It is, however, the intention of the administration to hire only the most competent and reliable teachers to teach within The Grace Academy.

C. Teaching Benefits

1. Your children register for your class at no charge.
2. Freedom to set your own reasonable tuition rates.

D. Application and Hiring Procedures

All instructors are hired by Grace Brethren Schools, and they must first complete a classified employee application. Prospective teachers are subject to an interview and fingerprinting at an upfront cost to the instructor. Instructors will be paid their tuition on the 15th and 30th monthly (From September through May), and income is subject to all federal and state taxes as required by law.



E. Faculty Expectations

1. Absences

Teachers who must be absent from school for an unplanned reason such as illness or an emergency should report their intentions to the TGA Administrator using the phone number provided by the Administrator. Please call as soon as possible, either the evening prior, or by 6:30 a.m. in the morning before classes. Teachers must have their binder with a class roster, updated current attendance, lesson plans, and all necessary curriculum materials for a substitute to cover the class.

If your family plans a vacation that involves missing classes, please notify the Administrator with your dates of absence as soon as possible. Please also notify the parents of your class and begin seeking a parent substitute. If you cannot find a replacement for your class, you must cancel it. Parents who are chosen as substitutes must have fingerprints on file with Grace Brethren Schools.

2. Appearance

One of the responsibilities of the faculty is leadership through example in all areas of life. This includes our manner of dress, which should reflect good modeling and professionalism as well as be attractive, modest, and tasteful.

3. Attendance

Teachers must take attendance at the start of each class using the roster provided. Leave the attendance roster in your binder at all times, and take it with you in the event of an emergency requiring evacuation. Attendance should be submitted to administration within 30 minutes of the start of class.

4. Binder

Prior to the first day of class each teacher will receive a binder with the following information:

- Attendance Roster.
- Emergency information for each enrolled student, including allergies.
- Emergency exit plans and procedures.
- Master Copies of reports.

In the event of a drill or actual emergency, please bring the binder with you.

The binder **MUST** remain on campus at all times. Please add two (2) substitute lesson plans to your binder. In the event you are ill, this binder will allow a substitute to step in and maintain your class for one period.

Pick up the binder each week from the check-in counter. Leave your binder on the counter at the end of the day.

5. Consumable and Non-Consumable Supplies

Both types require original receipts for reimbursement.

Non-consumable supplies are items which, when the class is over will remain mostly intact and are reusable. These might include: cookie cutters, paint brushes, construction paper, dry erase items, cd player, books, curriculum, student incentives, leftover photocopies, art supplies.

Consumable supplies are items which, when the class is over, have been given to the students, have been used to the point of being worn out, or unsalvageable for any reason. These might include: play dough, soil, food, beverages.



Please use your best judgment in deciding what to retain and what to return. If you decide to keep items from your class, you may not turn in the receipts for reimbursement.

Digital purchases like downloadable software and e-books are not eligible for reimbursement since there are no tangible goods to submit.

6. Course Descriptions

Teachers will be required to submit a one-page course description highlighting the contents of the class. The course description is due before the class can be offered for sign-ups. Administration will supply a Course Description template.

7. Course Syllabus

Teachers will be required to distribute a syllabus for each class they teach. This syllabus must include clear guidelines for:

- a. Grading.
- b. Classroom policies.
- c. Scope and sequence for the course.
- d. Teacher contact information.

The administration will supply a syllabus template for instructors to follow. All teacher syllabi must be passed out to the students on the first day of class, or may be mailed directly to the students' homes by the first week of school. Additionally, one copy of the syllabus must be sent electronically to the Administrator prior to the end of the first week of school. Syllabi do not need to include a day to day delineation for the coursework.

8. Emergency Procedures

In the event of an emergency, take your binder and students and exit the building and meet on the greenbelt to our north, UNLESS you are given other instructions on that day. Take attendance and wait for further instructions. Keep your students in the specified location. Make sure the Teacher Roster and Schedule in the binder has your correct cell phone number. Since we do not have radios, it may be necessary to call you on your cell phone to alert you in an emergency. Please keep your cell phone on your desk during your class.

There is a first aid kit located at the main counter. If you have a student that requires non-emergency first aid you may send him/her to the counter for assistance. An accident report must be filed out.

If there is a non-threatening accident during class, please alert the parents and the administrator as soon as possible about the incident.

9. External Communication

Faculty is asked to respond to parent inquiries within a reasonable amount of time. Please provide parents (on your Course Syllabus) with your phone number and/or an email address. Teachers are welcome at any time to initiate a Parent-Teacher conference as deemed necessary. Please submit a brief written report to summarize any parent teacher meetings.

10. Facility Use

The use of Grace Brethren Church for our classes is a blessing filled with responsibility. The building serves as the infrastructure of Grace Brethren Church and Schools. Teachers are asked to own that responsibility by requiring students to respect the property. If you see a student defacing or abusing the property, as a teacher you are required to say something to the student, and report the incident for administrative follow



up. Please ask students to pick up their trash, and wipe the tables when necessary. Cleaning wipes will be provided.

Licensing laws related to our preschool prohibit us from regular use of other buildings; however during irregular operations we may receive situational permission to shift our operation. We appreciate your support when this happens. Additionally, since the main building is a shared establishment, we may have availability conflicts that require flexibility; Therefore we ask that teachers remain flexible and positive during these situations.

11. Fees

- a. **Tuition:** Instructors are free to set their own tuition rates, but the Grace Academy offers these minimum suggestions: (per student, per year, not including lab, licensing, or building fees).
 - i. Grades K-3 \$50 - \$100
 - ii. Grades 4-8 \$75 -150
 - iii. Grades 7+ \$100+

Teachers have the option of teaching a class for no monetary compensation, but they may still be reimbursed for lab fees. In that instance, however, class tuition will still be charged, with collected fees dedicated to making tangible purchases toward improvement of the program. Unpaid volunteers are subject to the same hiring procedures, required time commitments, and other expectations as outlined in this manual.

- b. **Licensing Fees:** Occasionally a curriculum will be used by a teacher which requires a licensing fee in a group teaching setting. It is the responsibility of the teacher to contact the publisher to determine the licensing fee, and pass that cost on directly to the students. The licensing fee will be collected and reimbursed as a lab fee. If the teacher chooses to pay the licensing fee personally and does not pass the cost on to the students, the fee will not be reimbursed by The Grace Academy.
3. **Lab Fees:** Lab fees are the fees that cover tangible classroom costs: binders, photocopies, curriculum purchases, software, student supplies-anything that you purchase for your classroom. These costs should be passed directly on to your students. Any item that is consumable and reimbursed becomes the property of TGA and must be returned within one (1) week of your last class. Please see the consumable and non-consumable supplies section of this manual, and review the receipts section of this manual.

Any balance of lab fees not spent at the end of the year will not be refunded. They may be used to offset the cost of the end of the year, or they may be used to make purchases that benefit the overall class program.

4. **Facility Fees:** After you set your class tuition, TGA will incorporate a facility fee. This fee is charged per student, per class, and covers a confirmed building reservation, heat, air, electric, setup and teardown, and janitorial services. This fee is not discounted if you are a teacher.

12. Fingerprinting

As required by law, each new teacher, whether paid or volunteer, is subject to fingerprinting and/or background checks. Fingerprinting arrangements will be made through the business office during the hiring process. Upon arrival at your fingerprinting appointment, you will be subject to a fee. This fee is part of the hiring process, and it is not reimbursed. This is a reduced portion of the entire fee, and The Grace Academy directly funds the remainder of the cost.



13. Grades

Each teacher of grades Preschool through 6th will be asked to complete a semester progress report using the WISE scale or the standard grading scale. Please use the form provided in your binder. Return the originals to Administration within one (1) week of the close of the semester. Three (3) copies will be made: one for the student's file, one for the parents, and one for the administration. The original will be returned to the teacher for the second semester. The same procedure should be followed for the second semester.

Each teacher of grades 7th through 12th will be asked to complete a unique semester report card with alpha/numeric grading. Please use the form provided in your binder. Return the originals to Administration within one (1) week of the close of Semester. Three (3) copies will be made: one for the student's file, one for the parents, and one for the administration. The original will be returned to the teacher for the second Semester. The same procedure should be followed for the second semester.

14. Homework

Whenever possible, please present new concepts in class. When a reading assignment is issued, instructions or questions should accompany it so the reading will be purposeful. Students should be taught that reading, study, and thought assignments are just as important as written work. Homework can be drill, review, enrichment, or project related.

The amount of work will vary, and work should be appropriate for the students' age and grade level.

Instructors may initiate extra credit as is academically appropriate. It must be administered fairly and consistently.

For teachers utilizing RenWeb, homework should be posted to RenWeb within a few hours of class

15. Internal Communication

The majority of formal school communications will occur via email. Please provide your preferred email address for such communication upon hiring.

16. Makeup-Work

Each teacher should establish the rules regarding make-up work for each class they teach. This must be clearly conveyed in writing at the start of the year in the class syllabus.

17. Meet the Teacher

The Grace Academy will designate a portion of the back to school picnic as a Meet The Teachers opportunity to meet their students and answer any questions from parents. If participation is low, it may be necessary to host a second Meet the Teachers event on the church campus prior to the first day of school. It is requested that you plan to attend one (1) of these events.

In mid-late January a second Teacher Meeting will be arranged to discuss plans for the coming school year as well as topics of necessary discussion regarding the current year. Attendance is requested.

18. Photocopies

Teachers have access to copy machines at Grace Brethren Jr. & Sr. High School and Grace Brethren Church. If you need to bring your children, please remind them of the rules of behavior in a business office environment.



For both machines:

Use only standard copy paper. White is provided, but you may bring other colors. Any cardstock or overlay printing must be completed at a copy center. Build your specialty printing costs into your lab fees. Each facility has a different copy machine procedure, which we ask you to follow accordingly:

- a. **Grace Brethren Church:** Use the code provided by the administrator for all church machines. Because the church prints its bulletins on either Thursday afternoons or Friday mornings, do not use the copy machine at these times. You may use the machine in the afternoons on Mondays, Tuesdays, Wednesdays and Fridays. In the event you arrive and the machine is not available, you are welcome to use the machine in the business office behind the B building.
- b. **Grace Brethren Jr. Sr. High School:** The copy machine located in the teachers' lounge is available for use until 3:45 p.m. You must count your own number of copies and provide written (email the administrator) notice of exactly how many copies you made so the paper can be replenished.

19. Purchase Orders/Receipts

Teachers will receive reimbursement for lab fees upon submission of completed purchase order check request forms. Purchase orders MUST be completed correctly or they will be returned. Please see the sample in the Appendix of this handbook. If it is not a hardship, please retain receipts until a minimum of \$50.00 has been reached. It is your responsibility to track how much you spend for your class so you do not spend more than your lab fees total income. Detach the gold copy of the P/O for your records and attach your photocopied receipts to the gold copy of the P/O. Staple the original receipts with your name and your class name to the back of the P/O and submit them to the administrator.

20. Tardies

It is required that all faculty be "on time" to class. It is important to understand that the beginning of class time constitutes the beginning of an instructor's responsibility to oversee the students in his/her class. Teachers with excessive tardies and/or absences will be documented by the administration and necessary disciplinary action will be taken per the GBS school policy.

21. Team Teaching

Team teaching will be allowed with the following conditions:

- a. Both teachers' students may be enrolled in their class for no charge.
- b. One teacher must be identified as the teacher responsible for submitting the course description and course syllabus, but you may create these documents together.

TEACHERS ARE EXPECTED TO START EACH CLASS WITH PRAYER.

F. Classroom Practices and Procedures

1. Audiovisual Equipment

Students should not use classroom PowerPoint projectors or teachers' personal computers.

2. Biblical Integration

All truth comes from God. One of the most important tasks of the Christian teacher is the integration of academic work and daily life with the Word of God.

- a. **Goals:** In a Christian school environment all students and activities should be God-centered and related to spiritual truths. The goal is to promote a God-consciousness in the students and help them realize



that He cannot be separated from any area of life or truth and must not be separated from any part of their lives. Creating and developing a Christian mindset is a primary goal of our program.

- b. **Methods:** Teachers must be alert in preparation and teaching. They must think through their lessons carefully, applying a Christian approach and relating God to the subject at hand. They must then present their findings to the students. In seeking to do this, the teacher should not be preachy or stretch the imagination in order to find some correlation. When presenting any lesson, the teacher should be aware that he/she is dealing with God's truth. Throughout the year the students should become convinced of this fact by the teaching and the work of the Holy Spirit. Sometimes correlation can be found between a subject and Scripture and sometimes it cannot. We must remember that since God is revealed in all His creation (*Psalms 10:1*), His wisdom and handiwork are seen in all subjects. The teachers' task is to bring students face to face with God at every turn of a study. **ALTHOUGH TEACHERS MAY ADHERE TO VARYING OPINIONS REGARDING SECONDARY THEOLOGICAL ISSUES, ALL EMPLOYEES OF GRACE BRETHREN SCHOOLS ARE EXPECTED TO SUPPORT AND RESPECT THE THEOLOGICAL VIEWPOINTS OF GRACE BRETHREN CHURCH.**

A suggested resource for Biblical Integration is a series called Bible Truths Handbook, published by CHEA of CA. (www.cheaofca.org)

- c. **Personal Responsibility:** True integration of God's Word hinges on the teacher's personal devotional study of the Bible. As we live in the Word of God and in our subject fields, we will find much common ground, and God's truth will become integrated in our thinking.

3. Cleaning Rooms

Keeping the classroom clean is both the job of the classroom teacher and custodian. The custodian will vacuum floors, empty wastebaskets, and clean the windows as necessary. Major facility problems should be reported immediately to the maintenance department. Teachers are responsible for cleaning dry erase boards at the end of class, keeping tables and chairs neat and orderly, and for having students pick up trash from the floor and wipe down tables.

4. Dismissal

Class ends five (5) minutes before the hour/half to allow for students to use the bathrooms during this transition. Please end your class on time to allow for this activity.

5. Classroom Enrollment Procedures

As soon as the final schedule is completed, classes will be open for enrollment. Enrollment for classes is accepted on a first come, first serve basis, and final enrollment decisions are made by the administration. Class size is limited by the teacher. Enrollment forms must be submitted with a nonrefundable deposit, and families have up to six (6) months leading up to the new school year to make payments. Payment must be made in-full by September 1st.

6. Discipline

The teacher has the ultimate authority over students in the classroom and during the school day. Students are expected to be respectful, cooperative, courteous, orderly, and respond properly to correction (*Hebrews 13:17*). Restorative discipline at Grace Brethren Schools includes Biblical counseling as well as corrective measures. Disobedience is ultimately an issue of rebellion, and as such, is a matter of the heart. The Grace Academy will deal with disobedience from a Biblical perspective.

- a. The TGA Administrator will be the first contact-point for all discipline events that are referred to him/her or observed by him/her on campus. Serious misconduct is referred to the Principal who will take



further appropriate action. In cases of expulsive offenses, the student will be immediately suspended. The student and his/her parents will then have an opportunity to meet with the Principal and/or Administrator. All final decisions regarding expulsion are made by the Principal.

Offenses which may result in expulsion include:

- i. Physical or verbal violence toward another person.
- ii. Destruction of school or church property.
- iii. Smoking, drug, or alcohol use.
- iv. Stealing or cheating.
- v. Disrespect to a teacher or another adult.
- vi. Lying.
- vii. Profanity.
- viii. Truancy.
- ix. Bringing contraband on campus.
- x. Willful disobedience.
- xi. A rebellious attitude.

The disciplinary process will be adhered to as outlined in the GBS Policy Manual.

- b. Students may be placed on disciplinary probation. The terms of probation will vary depending on the individual infractions. Students who violate their probation will be immediately expelled and brought before the Principal for review.
- c. Students should be prepared to follow directions given them by any of the adults employed by Grace Brethren Schools.

In the event that you have a student with a behavior problem, please complete the Blessing of Discipline form provided in your binder. Provide a copy of the form to administration and the parent. See the Appendix for sample completion. Repeated behavioral problems may result in students being referred to the TGA Administrator, Principal and/or removal from the program.

Please use the *Blessing of Discipline Improvement Report* when the child has been restored to your classroom, as outlined in the Blessing of Discipline form.

7. Planning Your Class

If you are interested in teaching a class, but have never done so before and are not sure what to do, in the event that you are not using a clearly defined textbook with a specific course of action, here is an outline of steps to creating your own class:

- a. Decide what you want to teach and to whom (age or grade level).
- b. Look for instructional and enrichment materials on your topic at your target audience's average age or grade level.
- c. Read your materials and decide what specifically you should cover about your subject.
- d. Make a first-draft of an outline of topics, about 25 topics total.
- e. Use your curriculum to document information on each of these topics. Use your enrichment ideas to supplement these topics. Consider that you will have auditory, visual, and kinesthetic learners in your



classroom. Especially in younger grades, students excel when they have opportunities to see, hear, touch, smell, and taste in addition to reading and writing their subject matter.

- f. Decide what you can reasonably accomplish during your class time (1/2, 1 hour or 1.5 hours).
Incorporate homework as necessary.

Prepare a written framework for your class, which is now your Lesson Plan. You will plug in school dates, and once class begins, you must be flexible enough to adjust as necessary. One topic may take you twice as long, one topic half the time. You may find the need to omit or add topics as needed. Continue to fine-tune your lesson plan to meet the needs of your class. From your lesson plan you can create a course syllabus to send to your students.

8. Student Tardiness

Students are considered late if they are not in their seats on time, and are considered absent if they are ten (10) or more minutes late. Please track this information on your attendance roster in your notebook. We use this information to support instances of student removal or denial of class enrollment.

9. Student Safety

At no time is any student allowed to wander around the building, go upstairs to the business offices, play with or use the elevator, or exit the building through the back doors. Our building is open to the public, so we ask that all teachers are aware of any strangers they may see in the building during our operation. Ask if you can help them in any way, or direct them to the upstairs business office for further assistance.

G. The Blessing of Discipline

Teachers are instructed to use this form to document instances of student disobedience. Teachers determine at what point student disruption becomes a 1st, 2nd or 3rd violation. This form will be used after the teacher has exhausted verbal attempts to resolve issues. This form will be filed in the student's cumulative file and will be a factor in consideration of future enrollments.

Student's Name:

Teacher's Name:

Class:

Date:

Problem:



Teacher's Action:

Teacher's Signature: Phone:

Parents: Thank you for being willing to follow-through at home with your student concerning this problem. Please feel free to call the teacher if you have any questions. Please sign this form and bring it back to the teacher the following week.

Parent's Comments:

Parent's Signature:

Date:

"The fear of the LORD teaches a man wisdom, and humility comes before honor." Proverbs. 15:33

- ☐ Student has apologized to Teacher
- ☐ 1st violation
- ☐ 2nd violation (3rd violation withdrawal advised)
- ☐ 3rd violation

Teachers, please use The Blessing of Discipline form in your classroom as a way to document and report behavior that is unacceptable, **and has been corrected by a verbal instruction.**

The following are examples of unacceptable behavior. Parents should be notified the same day:

- Disrespect to a teacher or parent
- Disobey a direct instruction
- Leave class without permission
- Fighting between students
- Failure to turn in homework (for Jr. High and High School students)
- Non-participation in class activities
- Disrespectful behavior toward other students
- Talkative or disruptive during class
- Other: please use your judgment

Please make sure that the form is completed and returned to you.

Please use the form below to record follow-up improvement. Copies of documentation must be turned in to administration for filing.



The Blessing of Discipline Improvement Report

Student's Name:

Teacher's Name

Class:

Date:

Positive Behavior or Improvement:

Great Job!

"Whatever you do, work at it with all your heart, as working for the Lord, not for men." Col. 3:23

Grace Brethren The Grace Academy



PARENT/STUDENT HANDBOOK Addendum D 2018-2019

K through 12 Private School Satellite Program
and Home Education Support Group
www.gracebrethrenschools.com



THE GRACE ACADEMY PARENT/STUDENT HANDBOOK ADDENDUM (D)

COPIES OF ALL FORMS REFERRED TO IN THIS HANDBOOK WILL BE AVAILABLE FOR DOWNLOAD FROM THE GRACE ACADEMY WEBSITE at www.gracebrethrenschools.com.

A. Church and School Statements

1. Vision Statement

“To honor Jesus Christ by making disciples and teaching them to love God and people.”

2. Mission Statement

Grace Brethren Schools, in partnership with church and family, proclaim Christ in all we do. We will nurture the whole student in an academic environment through a Biblical world-view, providing an opportunity for each one to mature in Christ and to accurately handle the Word Of Truth in a secular world.

3. Statement of Philosophy

Verses: I Corinthians 8:6, Colossians 1:16-17

The education process is dependent upon basic philosophy to provide the right viewpoint, basic truths, and principles for interpreting the facts encountered in life and the study of all subject matter.

We believe that the concepts foundational to this truth are:

- a. God is the Creator and sustainer of all things, and the source of all truth.
- b. God maintains control over His entire universe.
- c. True meanings and values can be ascertained only in the light of His person, purpose, and work.
- d. Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered position.

The Grace Academy (TGA) K-12 is a ministry of Grace Brethren Church and Schools. It is an outreach that seeks to provide an alternative learning environment to students who are not enrolled in a full-time, traditional educational program. The academy offers varied levels of participation, depending upon the specific needs of each student. The Grace Academy is specifically designed for Christian families. Both the participating student and at least one parent must profess Christ as Lord and Savior. Participating families must also be active participants of a Christ-centered, Bible teaching church. The Grace Academy is not an accredited institution.



B. Statement of Faith

We Affirm and Believe in the Following:

BIBLE:

The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (2 *Timothy* 3:16; 2 *Peter* 1:21). The One True God: existing eternally as three persons – the Father, Son and Holy Spirit (*Luke* 3:22; *Matthew* 28:19; 2 *Corinthians* 13:14).

LORD JESUS CHRIST:

His preexistence and deity (*John* 1:1-3), incarnation by the virgin birth (*John* 1:14; *Matthew* 1:18-23), sinless life (*Hebrews* 4:15), substitutionary death (2 *Corinthians* 5:21), bodily resurrection (*Luke* 24:36-43), ascension into heaven and present ministry (*Hebrews* 4:14-16) and coming again (*Acts* 1:11).

HOLY SPIRIT:

His personality (*John* 16:7-15), deity (*Acts* 5:3-4) and His work in each believer, baptism and indwelling at the moment of regeneration (1 *Corinthians* 12:13; *Romans* 8:9) and filing (*Ephesians* 5:18) to empower for Christian life and service (*Ephesians* 3:16; *Acts* 1:8; *Galatians* 5:22-23).

MAN:

The direct image of God, created male and female as determined by God, unchangeable by human intervention (*Genesis* 1:26-28, 2:18-24); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (*Genesis* 3:1-24, *Romans* 5:12, *John* 3:3-5).

SALVATION:

A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (*Ephesians* 2:8-9; *Titus* 3:5-7; 1 *Peter* 1:18-19).

CHURCH:

One true Church, the body and bride of Christ (*Ephesians* 1:22-23, 5:25-32), composed of all true believers of the present age (1 *Corinthians* 12:12-13) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (*Ephesians* 4:11-16).

CHRISTIAN LIFE:

A life of righteousness, good works and separation unto God from the evil ways of the world (*Romans* 12:1-2), manifested by speaking the truth (*James* 5:12), maintaining the sanctity of the home (*Ephesians* 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 *Corinthians* 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (*Romans* 12:17-21), exhibiting the fruit of the Spirit (*Galatians* 5:22-23) and maintaining a life of prayer (*Ephesians* 6:18; *Philippians* 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (*James* 5:13-18).

**SEXUAL PURITY:**

God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts and practices are sinful and outside of God's revealed will. (*Genesis 1:27,28, 2:18-25, Leviticus 18:22-24, Proverbs 5:15-23, Matthew 5:27,28, Romans 1:24-32, 1 Corinthians 5:9-13, 6:9-11, Ephesians 5:22-33*).

ORDINANCES:

The Christian should observe the ordinances of our Lord Jesus Christ which are: **(1)** baptism of believers by triune immersion (*Matthew 28:19*) and **(2)** the threefold communion service, consisting of the washing of the saints' feet (*John 13:1-17*), the Lord's Supper (*1 Corinthians 11:20-22, 33-34; Jude 12*) and the communion of the bread and the cup (*1 Corinthians 11:23-26*).

SATAN:

His existence and personality as the great adversary of God and His people (*Revelation 12:1-10*), his judgment (*John 12:31*) and final doom (*Revelation 20:10*).

SECOND COMING:

The personal, visible and imminent return of Christ to remove His Church from the earth (*1 Thessalonians 4:16-17*) before the tribulation (*1 Thessalonians 1:10; Revelation 3:10*) and afterward to descend with the Church to establish His millennial kingdom upon the earth (*Revelation 19:11-20:6*).

FUTURE LIFE:

The conscious existence of the dead (*Philippians 1:21-23; Luke 16:19-31*), the resurrection of the body (*John 5:28-29*), the judgment and reward of believers (*Romans 14:10-12; 2 Corinthians 5:10*), the judgment and condemnation of unbelievers (*Revelation 20:11-15*), the eternal life of the saved (*John 3:16*) and the eternal punishment of the lost (*Matthew 25:46; Revelation 20:15*).



C. Enrollment Options

The Grace Academy offers Two Enrollment Options. Registration fees associated with these enrollment options are not reduced or prorated from the first day of the school year. Registration fees are nonrefundable once the student is accepted into The Grace Academy. The terminology of Bricks and Mortar Campuses means the physical Grace Brethren Elementary, Jr. and Sr. High Campus operations

THE TWO OPTIONS ARE:

Traditional Track	Lancer Track
<p>Enrollment Option 1 Traditional Track Students have a full range of opportunities within The Grace Academy, and limited opportunities on the bricks and mortar campuses.</p> <p>TGA opportunities and activities include: Optional State Filing and Record Keeping TGA classes* Park Days School Photos and IDs* Yearbooks* End of the Year Promotion/Celebration Field Trips* Class Parties and Service Projects TGA facilitated Standardized Testing* High School Transcripts 10th, 11th Grade PSAT* Additionally, TGA students may participate in limited GBS Elementary/Jr./Sr. Campus life, including: Clubs* Chapels Library use during specific times *Additional fees apply</p> <p>REGISTRATION FEES—Per Student, Non-Refundable New Student Registration \$150 Returning Student Registration \$125 Returning Family Preference Re-enrollment Period \$75</p>	<p>Enrollment Option 2 Lancer Track Students have a full range of opportunities with The Grace Academy, and full range of opportunities on the bricks and mortar campuses. It is the responsibility of the parents to check the GBS website and student calendar regularly to determine campus opportunities and participation guidelines and deadlines.</p> <p>TGA opportunities and activities include all those listed within the Traditional Track. Full range Elementary/Jr/Sr Campus life includes: Optional State Filing and Mandatory Record Keeping Academic Classes (6th grade up, max 4 classes)* Athletics (4th grade up)* GBS based field trips, local and overnight* Clubs* Pull outs * Chapels Yearbooks* School Photos and ID's* Open Library use GBS facilitated Standardized Testing* Theatrical productions Before and After School Programs* High School Transcripts *Additional fees apply</p> <p>REGISTRATION FEES – Per Student, Non-Refundable New Student Registration \$350 Returning Student Registration \$300 Returning Family Preference Re-enrollment Period \$225</p>

Both enrollment options require families to:

1. Regularly attend a Bible teaching church.
2. Agree with The Grace Academy's Statement of Philosophy.
3. Provide and pay for your own curriculum.
4. Pay fees, tuitions, and other costs related to The Academy on time, or be subject to late fees.
5. Take seriously the task of educating your child(ren) at home by providing a rich curriculum that meets or exceeds California State Standards.



6. Represent Grace Brethren Schools in a positive manner both verbally and behaviorally, on and off campus.
7. Observe and enforce a standard of behavior consistent with Christian ideals and beliefs during all group activities, outings, field trips, and athletic events.
8. File a California Department of Education Affidavit either with The Grace Academy, on your own, or with another Private School Satellite Program.

1. Paperwork/Filing Requirements

Traditional Track

The Grace Academy will provide student record keeping and State of California Affidavit Filing for parents who request it upon enrollment by marking the appropriate box on the student registration form. There is not an additional fee for State of California Affidavit Filing nor a discount for selecting the no filing option.

Requirements for each student who is included on the State of California Affidavit Filing:

- a. Proposed Attendance Calendar for the school year is one (1) per student.
- b. Courses of Study Offered-one (1) per student.
- c. Faculty Names and Qualifications-one (1) per student for main teaching parent.
- d. Health Form PM171A or PM 171B.
- e. Health Form PM286B.

The following documents are required to be on-file before the first day of school as noted on the school calendar:

- a. Proposed Attendance Calendar for the school year-one (1) per student.
- b. Course of Study Offered-one (1) per student.
- c. Teacher Qualifications Form-one (1) per student per main teaching parent.
- d. Current Health Immunization Records or Signed Waivers (PM171A or PM171B AND PM286B).

Each form is required **ONE PER STUDENT**. Master copies of forms will be provided. Make copies of your records **PRIOR** to submission.

Additionally, at the end of the first and second semesters (the specific date to be noted on the school calendar) parents must submit:

- a. An Actual Record of Attendance.
- b. Student Report Card.

Failure to comply with date deadlines or late compliance will result in late fees and possible dismissal from The Grace Academy.

2. Lancer Track

The Grace Academy requires mandatory record keeping for the Lancer enrollment option.

The following documents are required to be on-file before the first day of school as noted on the school calendar:

- a. Proposed Attendance Calendar for the school year-one (1) per student.
- b. Course of Study Offered-one (1) per student.
- c. Course Description Form-one (1) per course (not necessary for GBS or TGA campus courses).
- d. Teacher Qualifications Form-one (1) per student for main teaching parent.
- e. Current Health Immunization Forms or signed waivers(PM171A or PM171B AND PM286B).



Each form is required-**ONE PER STUDENT**. Master copies of forms will be provided. Make copies of your records **PRIOR** to submission.

Additionally, at the end of the first and second Semesters (the specific date to be noted on the school calendar) parents must submit:

- An Actual Record of Attendance.
- Student Report Card.

Failure to comply with date deadlines or late compliance will result in late fees and possible dismissal from The Grace Academy.

NOTE THE 7th – 12th Grade EXCEPTION: ALL Lancer Track students **MUST** submit grades every six (6) weeks beginning in the 7th grade.

3. Record Keeping

a. Cumulative Records

TGA will keep cumulative records on file for all courses taken through TGA and Grace Brethren Schools. TGA will accept and store cumulative files that are forwarded from previous educational institutions. Please complete the Authorization for Transfer of School Records form to authorize record forwarding.

b. Paperwork/Late Fees

Specific due dates will be given for all paperwork and grades, which can be found on the TGA Homepage on the Grace Brethren Schools website. Members who are late in turning in any paperwork or grades **will be fined**.

The late-fee payment structure is as follows:

- For every calendar day that the required documents are late, there is a \$1.00 per day late fee.
- After seven (7) days, the late fee increases to \$2.00 per day.
- After another seven (7) days, the late fee increases to \$3.00 per day, and will continue to increase by \$1.00 per day every seven (7) days until all the paperwork and/or grades are provided.
- If after twenty-one (21) days the required paperwork/grades are still not turned in then TGA will consider this a violation of your enrollment agreement, and you may be asked to leave The Grace Academy. Refunds for any paid late fees will not be returned.

The handbook signature page will be submitted before the first day of the school year for each student who is included on the State of California Affidavit:

- Proposed Attendance Calendar for the school year-one (1) per student
- Courses of Study Offered-one (1) per student
- Faculty Names and Qualifications-one (1) per student for main teaching parent
- Health Form PM171A or PM 171B
- Health Form PM286B

For students who are **Lancer Track** only, the following additional paperwork is required:

- Course Description Form-one (1) per course (not necessary for GBS or TGA campus coursework)



4. Progress Reports and Report Cards

Report cards for **Lancer Track** students enrolled in Junior/Senior high courses in Grace Brethren schools will be issued each six-week term. Progress in Junior/Senior high courses on the GBS campus may also be monitored through our online parents' web portal on the website. Elementary courses may or may not have a numeric assessment attached to them. In all cases, transcripts of completion will be produced. Please see the Paperwork, Late Fees portion of this handbook.

Traditional Track students who select the filing option and Lancer Track students enrolled in grades K-5: Progress reports using the WISE scale or the Standard Grading Scale must be submitted within three (3) business days at the end of the first and second semesters, which are approximately every 18 weeks each. See the Grades portion of this manual.

All 6th-12th grade **Traditional Track** students who select the filing option, and **Lancer Track** students in Grade 6: Reports cards **MUST** use the Standard Grading Scale, and must be submitted within three (3) business days at the end of the first and second semesters, which are approximately every 18 weeks each. See the Grades portion of this manual.

Lancer Track Students in Grades 7-12: Report cards using the Standard Grading Scale must be submitted within **One (1)** business day of the close of each 6-week term. These specific due dates will be posted on the calendar on The Grace Academy web page. See the Grades portion of this manual.

5. Transcripts

For graduating juniors and seniors, TGA will transcript earned credits at the end of each semester for courses taught by TGA and those for which sufficient evidence of completion is shown. Five (5) complimentary Official High School Transcripts will be sent to your selected colleges, or presented to your parents. Additional copies of Official High School Transcripts are available to currently enrolled students for a fee of \$5.00, per request. Students who have left or graduated from The Grace Academy may also request an Official Transcript for \$5.00, per request.

Permanent transcript grades are sent home at the end of each semester (approximately 18 weeks) for students enrolled in GBS courses.

6. Admissions Procedure

Registration materials will be available online at: www.gracebrethrenschools.com and can also be obtained by contacting the Admissions office of Grace Brethren Schools at 805-522-4667, or The Grace Academy Director. New families are subject to the new student registration fees.

All registration materials must be completed prior to acceptance into TGA. Students are eligible for admission if:

- a. They have a genuine desire to grow in a loving and lasting relationship with Jesus Christ.
- b. They have at least one parent who is a professed Christian.
- c. They attend a Bible teaching church regularly.
- d. They agree fully with the TGA *Statement of Philosophy*.

Once the completed application and fees are collected, families will be contacted for an interview.



D. Academics

1. Academic Integrity

Students of TGA are expected to exhibit godly behavior when it comes to their academic integrity. Students caught cheating in any fashion will be immediately disciplined by the instructor. Pervasive activity regarding cheating will be grounds for dismissal from TGA.

2. Advanced Placement Testing

Advanced Placement (AP) tests are given to students who want to receive college credit for work completed in high school. Depending upon the test scores, and requirements set-forth by the individual college, the tests are administered on campus with the dates and times set by the College Board. All students taking an AP class are required to take the corresponding AP test; however, an AP test may be taken without having taken the AP class. A fee is required per test taken. No AP courses are currently offered through TGA. However, students may take any one or more AP courses or AP tests through GBS. Please check with the Grace Brethren Schools registrar for current AP course offerings.

3. Attendance

TGA Students who are absent for more than 25% of the class meetings per semester will forfeit credit for that course and will be asked to withdraw. TGA teachers have the authority to set and enforce stricter attendance guidelines.

4. Biblical Integration

TGA hires only professed Christians to teach each of its courses. Furthermore, central to each and every course is to determine how the truth of God's amazing creation weaves its way into every discipline on earth. To varying degrees, the Word of God will be integrated into each of the curriculum taught. A separate Bible instruction component is required coursework for every TGA student at every grade level.

5. Course Meetings

TGA courses are neither accredited nor approved through the University of California. As such, there are no restrictions related to "seat hours." In general, courses will meet for one to two hours, once per week for approximately 14 class meetings per semester, though meeting times may vary based upon the individual needs of each course/instructor.

6. Course Offerings

Especially in courses such as computers or fine arts, students who do not meet either the prerequisite or the age specifications may petition for entrance into any course. In such cases, the instructor is to be the final arbiter.

Course offerings are entirely dependent on the student enrollment. In most cases, a minimum of five (5) students is required in order for a course to run. Decisions on course offerings are entirely dependent upon student interest and must be approved by the administration. Courses will start each year in the beginning of September. Second semester only courses will start at the end of January.

7. Course Placement

Placement into courses at TGA is based upon age ranges or grade-levels. Placement acceptance is at the discretion of the instructor. It is the responsibility of the parent to appropriately place a child in each course they take. Students who are inappropriately placed in any course may, at the discretion of the



instructor, be asked to withdraw. Certain courses, especially at the junior/senior high level, may have prerequisite listings. Please consult with the TGA Director if you have questions regarding appropriate placement.

8. Commencement and Promotion

Commencement opportunities for all students will be conducted at the conclusion of the 6th, 8th, and 12th grades. Graduates from The Grace Academy will receive a graduation diploma that indicates successful completion of the necessary coursework as determined by the primary educator of the student: the parent. By issuance of a diploma, The Grace Academy does not certify completion of any course of study. Students may work towards one of two levels of diplomas. Please see the *Graduation Requirements* portion of this manual. The Grace Academy is not an accredited institution.

Students who have taken some coursework at Grace Brethren Schools and wish to participate in the Grace Brethren High School Commencement ceremony must take a minimum of 160 credits at GBHS. Students who transfer into GBHS at the junior or senior high level, may graduate provided they are enrolled full time. NOTE: You must make your intentions known as soon as possible in order to be fitted for a cap/gown. Parents who do not make their intentions known will not have their students fitted. Extra charges for a cap and gown use will apply. TGA students who walk in a ceremony with GBS students will receive a TGA diploma.

An end of the year a Promotion Ceremony will be held for all TGA families.. Graduating Seniors will be offered an opportunity to order a Graduation Package which will include a cap, tassel, gown, and diploma case for an extra fee. This and other information will be included in the Senior Graduation Registration Form, mailed out in early January unless the group size prohibits. It is our desire to offer one Commencement and Promotion Ceremony.

9. Final Examinations

Certain courses may offer a comprehensive final examination. For such courses, the exam will be administered at the end of each semester. The final may be worth no less than 10% and no more than 20% of the student's overall grade. All financial obligations must be current in order for students to take final exams at the end of either semester.

10. Grades

Please also refer to the Paperwork, Late Fees portion of this manual.

Grades must be issued by the parents and filed with The Grace Academy following the requirements set forth for each enrollment option.

Traditional Track: No state filing selected

- a. Grades do not need to be issued and filed.

Traditional Track with State Filing and Lancer Track Students

- b. Grades K-5 parents will issue and file Progress Reports utilizing the WISE scale, or the standard grading scale. These will be due at the end of the first and second semesters, which are approximately every 18 weeks each.
 - W-Weakness
 - I-Improving
 - S-Satisfactory
 - E-Excelling



- c. Traditional Track: Grades 6-12 and Lancer Track: Grade 6: Parents will issue and file report cards using the standard grading scale. These will be due first and second semesters, which are approximately every 18 weeks each. See the Grading Scale Policy below.
- d. Lancer Track: Grades 7-12: Parents must issue and file report cards using the standard grading scale every 6-week term.

11. Grading Scale Policy

The following standard grading scale should be used for TGA coursework.

GPA

93% – 100% =	A (4.00) EXCELLENT
90% – 92% =	A- (3.67)
87% – 89% =	B+ (3.33)
83% – 86% =	B (3.00) ABOVE AVERAGE
80% – 82% =	B- (2.67)
77% – 79% =	C+ (2.33)
73% – 76% =	C (2.00) AVERAGE
70% – 72% =	C- (1.67)
67% – 69% =	D+ (1.33) BELOW AVERAGE
63% – 66% =	D (1.00)
60% – 62% =	D- (0.67)
59% and BELOW =	F (0.00) FAILURE

Extra GPA points will be awarded to any honors and/or Advanced Placement course that is taken at GBS. No courses offered through TGA will have GPA point bump opportunities.

E. Graduation Requirements

1. TGA Diploma Jr. High (7th and 8th Grades) 140 Units

The Grace Academy junior high school graduation requirements are modeled closely after the Grace Brethren Schools program, which encourages students to apply themselves and prepares them for high school coursework. Only The Grace Academy students meeting or exceeding these requirements will receive The Grace Academy Jr. High School Diploma. By issuance of a diploma, The Grace Academy does not certify completion of any course of study. Students who do not meet these requirements but who wish to participate in the end-of-the-year-promotion will not receive a Certified TGA diploma. Instead, parents may issue their own diplomas to present to their students.

Each semester is valued at 5 units. Coursework that runs less than four semesters may be taken over two (2) non-concurrent semesters. 140 total units.

Bible (4 semesters) (20 units)	Science (4 semesters) (20 units)
English (4 semesters) (20 units)	PE (2 semesters) (10 units)
History (4 semesters) (20 units)	Electives (6 Semesters) (30 units)
Math (4 semesters) (20 units)	A 2.0 minimum GPA

Community Service Suggestions: (not required)

Four (4) hours in a church or school, or two (2) hours outside church per semester



The following elective classes, sports, and special programs are offered through Grace Brethren Schools to The Grace Academy Families. Additional tuition and other fees apply. Classes, sports, and special programs may offer elective credits. See the Grace Brethren Schools Courses of Study offered.

Elective classes available	Sports available	Special programs available
Band	Tackle Football	Weekly Chapels
Yearbook	Baseball	Historical Studies Tour (HST)
Choir	Basketball	ACSI Science Fair
Film Studies	Volleyball	ACSI Math Olympics
Photography	Softball	ACSI Art Festival
Drama	Cheerleading	Multiple Club Opportunities and Exciting JH Campus-wide events
Art	Drill Team	
Computer Tools		
Speech		
Home Economics		
Spanish I (8 th grade only)		

2. The Grace Academy High School Diploma

(9th-12th Grades) 210 Units—Standard Academic Track

Students who choose not to pursue college preparatory coursework are welcome to complete their studies through The Grace Academy, and receive a high school diploma at the conclusion of high school. A minimum of 210 units in a variety of disciplines as well as a 2.0 GPA, is required.

Coursework will be determined by the parent and submitted to The Grace Academy for review, using the Course of Study form. By issuance of a diploma, The Grace Academy does not certify completion of any course of study. Students who do not meet these requirements but who wish to participate in the end-of-the-year-promotion will not receive a TGA diploma. Instead, parents may issue their own diplomas to present to their students. The Grace Academy is not an accredited institution.

3. The Grace Academy High School Diploma With Distinction*

(9th-12th Grades) 270 Units—College Bound Academic Track

The Grace Academy high school graduation requirements are modeled closely after the Grace Brethren Schools program. Students who pursue this rigorous course of study will maintain a competitive edge with regard to UC/CSU minimum admission requirements. By issuance of a diploma, The Grace Academy does not certify completion of any course of study. The Grace Academy is not an accredited institution.

Bible (4 years)	Health (1 semester)
English (4 years)	Computer Elective (1 semester)
Math (3 years; with Algebra 2 minimum)	Composition (1 semester)
Science (3 yrs total including Biology + Lab and Chemistry + Lab)	Critical Thinking (1 semester)
Social Studies/History (4 years)	PE or Sports (2 semesters)
Foreign Language (2 years of the same)	Electives (6 semesters)
Fine Arts (1 yr)	



Honors classes and AP classes are offered through Grace Brethren Schools to The Grace Academy Families. Additional tuition and other fees will apply. Classes, sports, and special programs may also offer elective credits. See the Grace Brethren Schools Courses of Study offered. AP testing is available through Grace Brethren Schools for AP home study coursework. AP test fees will apply.

4. Criteria for Course Progression and Pre-Requisites of GBS

A grade of C- or better is needed to advance to the next level of math and foreign language. Completion of, or enrollment in, Pre-Calculus is a pre-requisite for physics, completion of, or enrollment in, calculus is a pre-requisite for AP Physics. Algebra II is required to take statistics. In order to take an Honor or AP class, the student must:

- Have a B+ or better in the previous class.
- Teacher recommendation alone can move a student into an Honor or AP class.

F. Student Requirements

1. Instructors

It is a requirement that all instructors of the Grace Academy be strong Christians. Instructors will be interviewed. Since TGA is not an accredited institution, it is not required that an instructor have an advanced degree or a teaching credential. Of course, it is the intent of the administration to hire only the most competent teachers to teach within TGA. All TGA instructors must undergo fingerprinting at a cost of \$15.00 to the instructor. TGA instructors will be hired as classified employees and paid twice per month. TGA instructors who collect lab, textbook, or other fees must submit receipts for reimbursement.

If you are interested in further information about a teaching position with The Grace Academy please contact the Director and request the TGA Faculty Addendum to the Policy Manual.

2. Late Or Missed Work

Students of TGA are expected to be responsible and mature about completing homework or projects on time. Late or missed work policies are determined by each individual instructor and will be communicated through their syllabus at the start of each course.

3. Probation and Ineligibility

The following guidelines apply to **Lancer Track** students who participate in any CIF sanctioned athletic event:

Students are required to have a 2.0 cumulative GPA or above. If a student's cumulative GPA falls below 2.0 at the end of any six week grading period, the student will be placed on academic probation for the following grading period. Additionally, any student who has an F on their report card will also be placed on academic probation, regardless of their GPA, at the discretion of the principal. While on probation, students may continue to participate in athletic and co-curricular school activities.

Should the student have below a 2.0 GPA or an F at the next grading period, they will become ineligible. Ineligible students may not participate in extra-curricular events (including practices). Students will stay ineligible until they can maintain at least a 2.0 GPA, or rescind the F. Parents will receive formal, written notice of all such academic standings.



All probationary and ineligibility guidelines meet or exceed those as put forth by the **California Interscholastic Federation (CIF)**.

Should a student become ineligible in the last grading period of the year, summer school at GBS may be used as a grading period to rescind this ineligibility. Should GBS not offer the required course over the summer, outside coursework will be accepted.

Eligibility for athletics and other co-curricular activities is determined by each six week grading period.

4. Standardized Testing

The Grace Academy recommends standardized testing minimally every other year, and provides a test taking opportunity yearly. Testing provides a variety of benefits for students and parents. Students learn important test taking skills that prepare the student for higher level learning, ultimately leading to college prep. Students who have minimal exposure to a classroom environment learn how to follow directions and work independently within a group of peers. Tests also provide parents and school administration with a measure of retained knowledge of the student.

Testing is mandatory for Lancer students, grades 7-12. Failure to provide test scores or attend testing will result in academic probation and/or ineligibility until testing is completed.

Please note the options below:

OPTION 1: Parents may elect to incorporate their TGA student in a classroom setting of their peers within the Grace Brethren Schools classrooms to take the **Stanford Achievement Tests**. (SAT10). Test scores are measured against other students taking the equivalent test.

OPTION 2: Parents may elect to take a less formal test administered by TGA instructors in a classroom of TGA students. The **California Achievement Test (CAT)**, Fifth Edition, published in 1992 by CTB/McGraw-Hill will return scores of the student, not measured against peers. This test may also be administered by the parent at home. Original copies of test scores must be turned in to the Grace Academy Director no later than May 31st. Failure to do so may result in your inability to re-enroll in The Grace Academy. Visit www.familylearning.org to learn more about this option.

OPTION 3: Depending on credentialed parent volunteers, there may be an opportunity to offer The Stanford Achievement Tests (SAT10) directly through The Grace Academy. If you are a pre-approved tester through Bob Jones, and would like to volunteer your services to the school, please contact The Grace Academy Administrator.

9th Grade students take the Stanford 10 Test.

10th and 11th Grades take the **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**. The PSAT acquaints students with the SAT but is not a substitute for it. Freshmen may elect to take this test. The results provide students with information on their potential performance on college entrance exams. This is the only qualifying test for the National Merit Scholarship program, which offers recognition and scholarships for high achievement.

12th graders are expected to take either the SAT or the ACT or both. It is recommended that students take this for the first time toward the end of their junior year. These tests are national aptitude tests, which



are required by all four-year colleges for entrance. Registration forms and information are available in the office of Student Services. These tests are administered on various Saturdays during the year at a variety of test sites.

Additional testing fees apply in all instances.

G. Extra and Co-Curricular Offerings

1. Athletics (Lancer Track Registration Required)

For participation in **California Interscholastic Federation (CIF)** sports, students must demonstrate that at least 20 semester credits (4 courses) are approved by the host school. For this reason, full members must report all scope and sequence, attendance records, and grades for any core subject that is taught at home. Sports at the elementary level are governed by the **San Fernando Valley Private School League (SFVPSL)**. No credit restrictions are required by SFVPSL for athletic participation by part-time students. All student athletes at any level must maintain academic eligibility (see guidelines in Academics above). Sports currently offered are as follows:

Baseball (male)	9 th through 12 th grades
Basketball (male/female)	4 th through 12 th grades
Cheerleading (male/female)	5 th through 12 th grades
Cross Country (male/female)	9 th through 12 th grades
Drill Team (female)	5 th and 6 th grades
Football (male)	4 th through 12 th grades
Golf (male/female)	9 th through 12 th grades
Soccer (male/female)	9 th through 12 th grades
Softball (female)	9 th through 12 th grades
Volleyball (male/female)	4 th through 12 th grades

Contact the Jr./Sr. High School Athletic Director or the Elementary Campus PE teacher for more information.

2. Clubs and Activities – TGA

TGA offers enrichment activities, clubs, and classes based on student need and parent participation. It is not required, but requested that each TGA family, with the exception of a first-year home schooling family, participate in the facilitation of one or more of the events listed below. Activities with little or no parental support may not be offered. The following is a list of current TGA offerings, and other activities we would like to offer in the future:



ACSI Math Olympics ACSI Speech Meet Back to School Mom's Tea Back to School Picnic Box tops For Education Children's Hunger Fund School Packs Contenders of the Faith 7-12 Contenders of the Faith K-6 End of the Year Catalina Field Trip End of Year Promotion and Commencement Family Fun Night Field Trips Forest Lawn Educational Events Geography Bee God's World News Holiday Parties Home school Day at Disneyland Keepers of the Faith 7-12 Keepers of the Faith K-6 Labels For Education New Mom's Mentoring Program	Operation Christmas Child Park Days Pepperdine ARTS Reach Program Pizza Hut Book It Program (K-6) Preschool Play Group Scholastic Book Fair Science Fair Senior Graduation Coordinator Shopping For Students Six Flags Magic Mountain Read to Speaker Presentations Spelling Bee Student Government Student Newspaper Succeed Program (K-6) Talent Show Thousand Oaks Civic Center Performances Used Curriculum Sale Various Student Service Projects Yearbook Young Authors Expo
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3. Clubs and Activities – GBS

There are a number of clubs that students may participate in on the GBS Jr./Sr. High campus. These clubs generally meet after school on certain days at 1:30 p.m. though many have varying meeting schedules. If your student is interested in any clubs and/or activities, please plan to attend the Club and Activities Preview Day in September.

GBS Clubs typically offered are:

Nationally Affiliated National Art Honor Society Grades 7-12 Thespians National Society Grades 9-12 Invisible Children's Club Grades 7-12 Competition Clubs Competitive Speech and Debate Grades 9-12 Mock Trial Grades 9-12 Robotics Grades 7-12 Special Interest Clubs Book/Reading Club Grades 7-12 G Power Grades 7-12 Creative Writing Club Grades 7-12 Chapel Band (Noyz Level) Grades 7-12	Activities Senior Retreat Grades 9-12 Lancer Track Freshman-Sophomore Spring Event Grades 7-8 Lancer Track Junior-Senior Formal Grades 9-12 Lancer Track Senior Grad Night Grades 9-12 Lancer Track Junior High Skate Night Grades 7-8 All students (Iceoplex Event) Junior High Capture the Flag Grades 7-8 Lancer Track Junior High Christmas Party Grades 7-8 Lancer Track End of the year Junior High Party Grades 7-8 Lancer Track Senior High Choir Grades 7-12 Lancer Track Senior High Drama Grades 7-12 Lancer Track
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4. Chapel (All Students)

Both the Elementary and Jr./Sr. High campuses hold weekly chapels. At the high school, chapels are split between Jr. and Sr. high. Chapels include student-led worship and a message delivered by a guest speaker. These are excellent opportunities for a student to grow in his/her faith. TGA students are welcome and encouraged to attend whenever they wish. TGA students must wear TGA tee shirts while attending chapel at the Elementary campus, and comply with all hair and dress codes while attending chapel on the Jr. and Sr. high campus. Please check in with the front office before attending chapel at either location.



5. College Counseling (Lancer Track Students)

As a College Preparatory school, GBS encourages students to consider four-year colleges or universities upon graduation from high school. This same level of encouragement is placed upon students of The Grace Academy. Therefore, students and parents are highly encouraged to seek college counseling early in their high school career. GBS employs one full-time college counselor as well as an academic counselor. Both individuals work together to ensure that students are well informed of the myriad possibilities in higher education, and that they take the appropriate courses to achieve their goal. Lancer Track students are welcome to take advantage of these services as part of their membership

6. Field Trips (Day)

Participation in Grace Brethren Schools Field Trips requires Lancer Track Student Registration

Both Grace Brethren Elementary and Jr./Sr. high schools offer a variety of regular field trips throughout the year. All Lancer Track students are welcome to participate in these field trips. These various trips will be announced on a regular basis, so that ample time is provided for home school students to attend. *The ultimate responsibility of initiating interest in field trips lies with the parents. Regularly check the Grace Brethren Schools website for field trip information.*

7. Field Trips (Specialty and Overnight)

Catalina trip 2nd grade

San Francisco/Sacramento (three days) 4th grade

Science Camp (1 week) 6th grade

Christian Research Institute (two days) 7th grade

Historical Studies Tour (2 weeks)* 8th grade

Catalina Island (four days) 11th and 12th grades

8. Professional Development (All Parents)

Home school instructors are welcome to participate in all professional development opportunities offered to full time GBS instructors.

H. Code of Conduct

1. Closed Campus Policy

To ensure the safety of our students, all campuses of Grace Brethren Schools maintain closed campus policies.

All students and visitors must comply with the following requirements:

a. Elementary Campus

Please check-in at the front office prior to entering the campus. Students are not allowed on the campus without parents unless registered for an on-campus event and permission has been received.

b. Jr./Sr. High Campus

TGA students taking classes on the Jr./Sr. high campus may arrive up to one period before scheduled classes and may stay up to one period after or in between classes on the days that the student is scheduled to be on campus. The student must first check in at the front office and sign the TGA sign-in register and report immediately to the Library. **NO DROP-OFFS BEFORE 9:30am ARE ALLOWED.**



On days that chapel is in session, the library is closed and dropped off students will be required to attend chapel. TGA parents are not allowed to attend classes, lunch or library with their students, or linger in the front of the property at any time. Parents are invited and allowed to attend chapel.

To leave the classroom during class for any reason, the student needs permission from the teacher in the form of a written pass or hall pass supplied by the teacher. A pass is also needed to be readmitted to the class.

c. Visitor's Passes

Visitors are always welcome on Grace Brethren Campuses. Any visitor (student, alumnae, parent, youth pastor, etc.) must obtain and carry a visitor's pass issued by the campus front office. Visitors must report to the office immediately upon entering the school grounds. All student visitors must abide by the same dress and conduct standards as GBS.

d. Church Campus/TGA Campus

Students and Parents must enter through the main doors of the facility and check in at the designated front counter on days when class is in session. If someone other than the parent is picking up the child from class, parents must submit a written authorization to the Director upon check in. Students who are not part of The Grace Academy will be considered visitors, and it will be at the discretion of the Administration whether or not to extend the visitor policy to these students. Student visitors must be accompanied by an adult at all times, unless exception is granted by the Administrator.

2. Discipline

The teacher has the ultimate authority over students in the classroom. Students are expected to be respectful, cooperative, courteous, orderly, and respond properly to correction (*Hebrews 13:17*).

Restorative discipline at TGA includes Biblical counseling as well as other corrective measures.

Disobedience is ultimately an issue of rebellion, and as such is a matter of the heart. TGA will deal with disobedience from this Biblical perspective. All discipline issues that cannot be resolved by the instructor in the classroom will be immediately reported to the Principal of TGA.

Administrative Procedure

Teachers will clearly set forth expectations, guidelines and consequences for class participation, and may present them in writing for parents and students to sign. When students have misconduct issues, teachers have the responsibility to first speak with students who are not abiding by the classroom rules, and the authority to enforce consequences as outlined in class participation. Teachers will adhere to the following violation guidelines:

1st Violation: Review the expectations, guidelines, and consequences with the student.

2nd Violation: Review the expectations, guidelines, and consequences with the parents and the student. Parents will be notified that a 3rd violation will result in the student being removed from the class

3rd Violation: Parent and student will be notified that student is withdrawn from the class.

Teachers will determine the interim steps leading to the 1st, 2nd, and 3rd violations. All discussions and/or meetings with students and/or parents beginning with the 1st violation will be documented and filed in students cumulative file.



3. Dress Code

TGA students and parents are expected to use wise discretion in clothing when participating in any GBS and TGA related events. Parents and students wearing clothing that is determined by teachers or administration to be inappropriate, i.e., too short, too tight, too baggy, displaying logos across the buttocks, revealed cleavage, revealed bras, or items containing logos of satanic, vulgar, violent, drug or alcohol references, or gang references will be asked to remove themselves from the event immediately. Boys may not wear girls clothing and girls may not wear boys clothing.

In events where TGA students join with Grace Brethren students for classes, enrichment, athletics, or other on campus programs, they are expected to follow the dress code that has been set forth in the Grace Brethren Student Handbook. This policy extends to students who take a TGA course on either of the two Grace Brethren campuses including the required polo shirt for on-campus classes.

Dress Code Excerpt from GB Schools Student Handbook

"GBS bases its dress code upon two criteria: Biblical standards of modesty (*1 Timothy 2:9, Romans 12:1*) and the desire for a neat, clean, and attractive appearance. To maintain modesty, dress should be distinctly masculine or feminine; students are not permitted to dress like the opposite sex (*Deuteronomy 22:5*). Dress and Appearance codes will be enforced at all times, including after school activities or any other school function."

a. General Physical Appearance

- i. Hairstyles and colors must not be extreme and must be representative of the conservative Christian environment we seek to maintain at all times. Hair must be neat and kept out of the students' face. Hair length must be no shorter than a #1 cut. Longer hair for young men must conform to the standards as put forth in 1Corinthians11:14. Hair must not extend below the middle of the ear, into the eyes (below the eyebrow) or over the top of the shirt collar. Hair may not be spiked or extend out more than 4 inches. Sideburns must be no lower than the bottom of the ear. Hair tinting, bleaching, or tipping is not permitted. In cases of dispute, all final decisions will be made by the administration.
- ii. No tattoos or body piercing are permitted at any time. The only exception is that girls may wear earrings, but are limited to no more than two-per-ear.
- iii. If makeup is worn, it must not be extreme, examples would include but are not limited to Goth style, smoky eyes, heavy dark black eyeliner, glittery eye shadow, or bright lip gloss, etc.
- iv. Jewelry or any other accessory must be kept simple and non-distracting. Pendants or any other types of symbols must be representative of the characteristics as described in Philippians 4:8.

b. General Dress Requirements for all Students

- i. No logos, slogans, or other advertisement of any kind are allowed on any article of clothing. The only two exceptions are: 1. A small retail label (no bigger than 1 square inch) as is frequent on polo shirts. 2. Anything that advertises Grace Brethren sports, clubs or other organizations.
- ii. Hats or other headwear, of any kind, are not allowed on campus during school hours.
- iii. Sunglasses may be worn outside only.
- iv. All shirts must have a collar – even when worn under a sweatshirt, sweater, or jacket. A collar is defined as that which you see on a typical polo shirt. T-shirts of other styles may be worn under a collared shirt.



- v. Spirit polo shirts are the only sportswear that can be worn on game days. No jerseys, tanks, sweats, or other athletic wear may be worn at any time. Students will purchase these spirit shirts as part of their regular spirit pack at the start of their sports season.
- vi. Students may wear shorts, jeans or other types of pants of any color. However, they must be of a single uniform color or fade. Bleach marks, fade streaks, discoloration, holes, or frays are not allowed at any time. Also, jeans must fit properly and may not be either excessively baggy or tight. Students may be required to wear a belt if this rule is not adhered to.
- vii. Shorts may be purchased from any vendor, so long as they are not excessively baggy or tight and are of a solid color and are neat. No board shorts, bathing suits, cut offs, or other beach attire is allowed.
- viii. Sweat pants, warm-ups, and other recreational clothing may not be worn unless authorized by the administration.
- ix. Flip flops, sandals or slippers are not allowed at any time on campus. All footwear must have a back, or heel strap.

c. Specific Dress Requirements for Young Women

- i. Dresses, skirts, shorts, and skorts must be no shorter than 4 inches above the knee including any slits.*
- ii. Backless attire, crop tops, and halter-type necklines are not permitted. Shirts with buttons must remain buttoned at least to the second button from the top. Shirts must not be excessively tight.
- iii. The waistline shall be covered at all times. Pants, shorts, skorts, and skirts should be worn at the waist. Capri style pants are acceptable.
- iv. Dresses may not be backless, low cut or halter style. They must have an appropriate neckline and at least a capped sleeve.

***Note:** Athletic and cheerleading uniforms are exceptions.

d. Specific Dress Requirements for Young Men

- i. The face is to be clean-shaven.
- ii. Shirts with buttons must remain buttoned at least to the second button from the top.
- iii. Belts are preferred and may be required if other dress code requirements are not adhered to.
- iv. At no time may a young man go shirtless on campus.
- v. Please consider each of these questions when selecting clothing and hairstyles. Is it immodest? (*1 John 2:15-17*)
- vi. Might my appearance be disruptive to learning by calling undue attention to myself?
- vii. Does my appearance identify with a negative counter-cultural group or a rebellious element of society?
- viii. Does the clothing present a health or safety hazard?
- ix. Is the clothing faded, worn, or improperly fitted?
- x. Is the design and purpose other than for school use?

If the answer to any of these last five items is “yes”, then the attire or appearance is not acceptable for school.

NOTE: IN DEFERENCE TO THE GUIDELINES IN DRESS FOR OUR STUDENTS, WE REQUEST THAT PARENTS AND VISITORS DRESS MODESTLY WHILE AT SCHOOL OR AT SCHOOL FUNCTIONS.



e. Dress Code Enforcement for Students Who Take Classes On Grace Brethren Campuses

GBS reserves the right to make the final decision in regard to dress. Parental review and support is vital to the upholding of dress code standards – please make it a habit to inspect your child’s dress prior to leaving the house. Repeated violations of dress code in a school year will result in detentions, suspensions, and/or expulsion. Students whose attire does not meet the standards at a school function may be asked to leave. Dress code violations are cumulative for each semester.

1st Violation: A call will be made to the parent to bring proper attire and the student will remain in the office until appropriately attired. Under certain circumstances, the school may provide alternative clothing for the day.

2nd Violation: A call will be made to the parent to bring proper attire AND a 30-minute detention will be assigned. Under certain circumstances the school may provide alternative clothing for the day.

3rd Violation: A call will be made to the parent to bring proper attire AND a 60 minute detention will be assigned. Under certain circumstances the school may provide alternative clothing for the day.

4th Violation: A call will be made to the parent to bring proper attire AND a Saturday School will be assigned. Under certain circumstances the school may provide alternative clothing for the day.

5th Violation: A call will be made to the parent AND the student will be suspended for the day. The student and the parent will be required to attend a conference with a school director before the student is allowed back in school.

4. Harassment and Bullying

The Grace Academy maintains a stringent harassment / bullying policy for all students and employees. Any form of harassment and bullying (sexual, verbal, written, cyber harassment, or physical) is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of an administrator who will thoroughly investigate the matter in confidence. Disciplinary action up to and including dismissal will be taken against any student who is found to have engaged in harassment.

Harassment/Bullying includes:

- a. Unwanted sexual advances
- b. Making or threatening reprisals after a negative response to sexual advances
- c. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- d. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- e. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, texts, emails, or invitations
- f. Physical conduct: touching, assault, impeding or blocking movement
- g. Making fun of a person’s appearance or speech
- h. Intentionally excluding an individual from student gatherings or fellowship

5. Investigations Policy

TGA endeavors to provide a safe and orderly school and, therefore, a school free of the presence of illegal or dangerous drugs, alcohol, weapons, gang or gang related activity, or any potentially harmful or disruptive material and/or activity. The school considers it in the *common interest* of all members of the school community, which includes students, to actively support and cooperate with the school in



this endeavor. In the course of investigations by school officials of situations, which potentially endanger the safety and/or orderly operation of the school, students may be questioned about their activities and those of other students and/or persons. These conversations are considered to be *conditionally privileged* communications and will be deemed confidential as allowed by law. Students are expected to be cooperative and truthful when questioned as part of any such investigation.

6. Legal Issues

Due to the ambiguous political and legal position of private independent study programs, GBS and TGA cannot offer legal immunity and is only providing services to those involved in this ministry. As a Christian institution, Grace Brethren does not believe in filing lawsuits of any kind against a brother in Christ.

7. Parental Involvement/Grievance Procedure

The level of parental participation or involvement in any TGA course is to be determined by each instructor and will be communicated in writing at the start of each course via the course syllabus. Parents are expected to respond to and honor these stipulations. Parents who have a grievance regarding any particular instructor are encouraged to first take this grievance directly to the individual (*Matthew 18*). Once this has been done, should there still be an issue, parents are encouraged to contact the TGA Principal for resolution strategies.

8. Prohibited Materials

Guns, knives, firecrackers, or any other weapons of any description are illegal and not allowed on any of the three TGA campuses (Elementary, Jr. / Sr. High, and Grace Brethren Church). Cell phones should be put on silent mode throughout all class periods. Students who require special medications are encouraged to take their necessary dosage prior to attending a class or other activity. Should students need to have their medication on them, they must file an H2 form with the administrative offices of The Grace Academy. **H2 Forms** may be obtained in the front office for the physician to complete. The use of drugs, alcohol and tobacco products are strictly prohibited at all times while participating in any GBS and TGA events.

9. Property Damage

Breakage of, or damage to, school or church facilities and equipment, is the sole responsibility of the party or parties and must be replaced at their expense.

10. Respect for Adults

Students are to follow directions given them by any of the adults employed by TGA and GBS.

11. Tardiness

Students have a responsibility to the class and to themselves to be on time. To be on time to class instills an important life lesson and is therefore taken very seriously. The following policies regarding tardiness will be strictly enforced.

All students who are not in their assigned seat when the bell rings or the teacher calls the class to order are considered tardy. **Students who are 15 minutes or more late to a class will be considered absent rather than tardy.** All tardies are considered unexcused unless a note from a teacher, the school office or the TGA director is presented.



Examples of excused tardies are as follows:

- a. Sickness with written parent verification
- b. Medical appointment with written parent verification
- c. Auto accidents, direct or indirect involvement (subject to verification)
- d. Unavoidable breakdowns (flat tire, dead battery) Running out of gas is not considered
- e. Unavoidable.
- f. Unique, unavoidable circumstances as determined by administration
- g. School bus delays or breakdowns
- h. Administration is responsible to determine whether an absence or tardy is excused or unexcused.

All tardies will be recorded and processed by the classroom instructor as a part of their classroom management. Administration will notify parents in the event of excessive tardies.

I. Fee Structure

1. New Student Yearly Registration Fee/Non-Refundable*

New Traditional Track Student \$150.00 per student

New Lancer Track Student \$350.00 per student

2. Returning Student Yearly Registration Fee/Non-Refundable

Returning Student Traditional Track \$125.00 per student**

Returning Student Lancer Track \$300.00 per student***

**Returning Students who choose the Traditional Track receive a 50.00 re-enrollment discount per student if paperwork is received on/before the family preference deadline.

***Returning Students who choose the Lancer Track receive a \$75.00 re-enrollment discount per student if paperwork is received on/before the family preference deadline.

***Note:** in the event that a student is not accepted to The Grace Academy, the registration fees will be returned in full, less a \$25.00 application fee for Traditional Track and \$50.00 application fee for Lancer Track applicants. Application fees are not refundable.

3. TGA Class Tuition and Other Fees

TGA Course tuition will vary depending upon the needs of each individual instructor. Class tuitions are non-refundable beginning August 1st. Materials and Licensing Fees are non-refundable once paid.

4. Other Related Costs

- a. Books and supplies
- b. Lab fees, Licensing Fees
- c. Sports and activities fees (approximately \$150.00 to \$300.00 per sport)
- d. School IDs and photos
- e. School Logo Wear
- g. Testing
- h. Field Trips



- i. Grace Brethren Schools Campus Classes (please contact the business office for the current year pricing)
- j. Yearbooks
- k. Promotion and Commencement Events
- l. Additional Transcript requests

J. Other Procedures

5. Emergency Procedures

If a student is injured or becomes ill during a class, the school will attempt to contact the parents or other legal guardians for instructions in dealing with the problem. In the event that the parents cannot be reached, the school will employ the directions given on the emergency medical form. Serious injuries will be communicated to 911 for immediate emergency assistance. **It is vital for each student to have a current emergency form on file with up-to-date emergency contact phone numbers.**

6. Field Trip Policy

Follow all the guidelines set forth by the field trip organizer. Contact the organizer if you are unable to attend an event you have signed up for. Once a field trip has been paid for, it is up to the discretion of the organizer if a refund will be issued, based on the requirements of the host. Arrive on time. Late arrivals may be refused entry. Parents must be responsible for their own children as well as any other children they bring. Students must wear TGA School Shirts unless otherwise instructed. If an infant or small child is being disruptive, please remove the child from the situation out of respect to our host. If you transport children other than your own, you must carry in your possession a valid Driver's license and proof of current insurance. You may only bring other students with you that are enrolled in TGA.

NOTE: IN DEFERENCE TO THE GUIDELINES IN DRESS FOR OUR STUDENTS, WE REQUEST THAT PARENTS AND VISITORS DRESS MODESTLY WHILE AT SCHOOL OR AT SCHOOL FUNCTIONS. Review the *Dress Code* portion of this handbook. Open Field Trip and Special Events Policy

The Grace Academy may offer field trips and special events that are promoted as *Open Field Trips* or *Open Special Events*. The following will define the terms of this policy. Some field trips or special events require a minimum number of attendees, a minimal financial commitment, or both. In the event that The Grace Academy is unable to meet minimum requirements set-forth by the event host, The Grace Academy may open the field trip or special event up to other private home school families that meet the guidelines set-forth in this policy.

GUIDELINES

- a. Home educating families that are members or attendees of Grace Brethren Church will be invited to participate in Open Field Trips.
- b. Any home educating family who is a member of a local PSP or Support Group which has joining requirements similar to those of The Grace Academy will be invited to participate in The Grace Academy organized field trips.
- c. All non Grace Academy participants agree to provide their own transportation to and from the event.
- d. All non-Grace Academy participants assume full liability for any accidents or injuries that occur during the event.

A field trip or special event will be posted and open for participation to members of The Grace Academy. The field trip or event will be listed as an open or closed event. If a field trip or event is listed as closed, then only TGA families will be allowed to participate. After a period of specified days, the field trip may



then be opened to other home educators as defined in the Open Field Trips and Special Events Policy. The period of days will be specified within the body of the field trip invitation.

7. Home School Legal Defense Association

Membership to the Home School Legal Defense Association (HSLDA) is optional for each family of TGA. Membership to the HSLDA is an additional cost to be absorbed by families. Our group number is: **299154**. Members of the Grace Academy are now eligible for the 17% membership discount at the reduced price of \$95.00 per year when you use our Group Discount Number. This number is **confidential** and only offered to new or current members of The Grace Academy. Upon leaving The Grace Academy the HSLDA Group Discount Number is no longer eligible for use. You must provide a copy of your renewal card within 30 days following your expiration date.

8. Library Procedures

Library books may be checked out from either the elementary or the Jr./Sr. high campuses for a two-week period. Fines are payable at 20 cents per school day, per book. There is a one-day grace period after the due date. However, if the book is not returned until after the one-day grace period, fines will be counted from the due date. Payment is required for lost and damaged books. At the end of each semester, report cards will be withheld until overdue books are returned and/or fines are paid. The librarian will use discretion in allowing students to check out books if they have overdue books or unpaid fines.

9. Student Pictures and I.D. Cards

Lancer Track students enrolled in academic courses at Grace Brethren Jr. & Sr. High Schools will receive a student ID at no charge, provided they are at the New Student Orientation Day in August. All other TGA students may have an ID photo card taken on school pictures day. The ID cards are included in the cost of any photo package, or as a standalone cost. The Primary Home Teacher may choose to have a TGA school ID issued.

10. Textbook Procedures

GBS contracts with an online text book vendor called MBS Direct for all textbook purchases. Details about how to order books and more information on MBS can be found at www.mbsdirect.net. In some cases, courses offered through TGA may utilize this service. In any case, families are responsible for the purchase of all textbooks and classroom supplies required, as set forth by each individual instructor.

11. Tee Shirts

School tee shirts are required for each student on a TGA field trip ages 6, through 6th grade unless otherwise noted. Tee shirts for parents and grades 7-12 are suggested, but not required. At such a time, if other TGA logo items are available, those items would be considered an acceptable alternate. A new tee shirt purchase is not required every year. A new tee shirt purchase will be required if the student's tee shirt becomes too small, torn, or altered in any way. Tee shirt orders are due before the first day of school.

Grace Brethren Church & Schools reserves the right to amend the policies and procedures within this handbook at any time.

