GRACESCHOOL

PARENT/STUDENT HANDBOOK

Updated: 2026-2027

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OVERVIEW OF GRACE

Vision Statement

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

Mission Statement

Grace School in partnership with church and family, proclaims 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*).

Founding and Development of Grace Church

In December of 1960, a small group of believers began meeting in the home of Ed & Eileen Shimmel off of First Street. Along with the Shimmels, the Osborne and Weimer families, soon called Elmer Fricke to be the new church's first pastor, sowing the first seeds of Grace Church of Simi Valley. By the end of 1961, the young church had nineteen members and had rented a building on Church Street.

On July 5, 1963 the church was officially established with the State of California before buying property off of Sycamore Drive and erecting the church's first building. Two years later, John Gillis was called to replace the departing Elmer Fricke as the church's pastor and would serve in the role until 1982. Under his leadership, the church expanded to 86 members by 1970 and were quickly outgrowing the initial church building. Plans were made to begin constructing a new sanctuary (presently known as the "chapel") which was completed on Easter Sunday, 1974.

By 1983, Grace Church had grown to a weekly attendance of nearly 500 people and Pastor John McIntosh was called to replace Pastor Gillis as the Senior Pastor. By the late 90s, the church looked to expand again and by Easter of 1999 the doors were opened on the newly constructed Sycamore Center. Shortly thereafter, Jordan Bakker was hired to oversee college ministries in 2003.

In 2012, Pastor Jordan Bakker took the mantle of Lead Pastor from Pastor McIntosh becoming the fourth Lead Pastor for Grace Church of Simi Valley. Under his leadership, Grace commissioned Pastor Eric Durso to revitalize Grace Church of Rancho Cucamonga in 2019 (Rancho Cucamonga, California) and then commissioned Pastor Peter LeDuc to plant Grace Church of Dover (Dover, New Hampshire) in 2022.

Since its inception, Grace Church of Simi Valley has existed to make much of Jesus Christ by faithfully teaching God's word and caring for the people God has brought to the church in Simi Valley. The leadership at Grace Church continues to strive to shepherd the people entrusted to their care, to equip them to do the work of ministry, and to send out hundreds of people on a weekly basis to share the gospel of Jesus Christ in a lost and dying world.

Founding and Development of Grace School

Grace Church of Simi Valley established a preschool facility on the church campus in 1978. The new preschool program grew rapidly and by the early 1980s many of the preschool children were ready for kindergarten, leading to the beginning of Grace Elementary School on the church campus.

The school continued to expand and soon over 200 students were attending preschool, kindergarten, and first grade on the church campus. Parents began pressing the board to add additional grade levels and step out in faith to expand the elementary school. Realizing the urgent need for a larger facility, the School Board (including members Brian (Mitch) Saline, Steve von Reich, and Paul Twichell) approached Pastor John Gillis about the situation.

In 1982, at a congregational business meeting, the church body approved the establishment of Grace Elementary at a new facility provided it was financially self-supporting. The School Board and Principal Lloyd Woolman were energized to press forward but needed funding and adequate facilities. At this same time the Simi Valley Unified School District decided to begin leasing some school facilities, including the Arcane Campus. This presented an exciting opportunity and the School Board began praying for God's guidance and funding; evening discussing pooling their individual personal resources to pay for the initial lease of $20,000. However, no one could have foreseen the way the funds would be provided.

Board member Mitch Saline and his wife, Cathlene, were in their mid-20s and both worked as professionals within the banking industry. Once the Lord blessed them with children, they intended to provide them with a Christian education. But then things changed, early one morning while out on a run near her home in Moorpark, Cathlene was attacked and stabbed to death by an assailant. Her sudden death shocked the church family and community. While her murderer was never apprehended, her husband Mitch made a generous donation out of the life insurance settlement, to cover the $20,000 cost of the Arcane campus school lease in honor of his wife.

Established on the new campus, the elementary school doubled in size under the leadership of new Principal Richard Jensen. With a continued emphasis on a quality Christian education new grades were added each year as the school rapidly grew

during the 1980s. As the initial class approached 6th grade, the School Board wrestled with the idea of establishing a high school and were split about what to do. School Board President, Larry Bowen was a major force in exhorting the Board to trust the Lord and continue to push forward recognizing that God had blessed Grace with a thriving elementary school and large population of parents who wanted us to establish a high school.

Following another congregational business meeting, Grace Jr/Sr High School was established in 1987. John Boal provided administrative leadership while establishing 7th and 8th grade classes at the church campus prior to the school entering a new lease agreement with Simi Valley Unified School District for the Cherry Avenue campus in 1989. During these early years, Grace Elementary School provided the necessary student base and financial resources to help establish the Jr/Sr High School.

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). The ordinances, given by the Lord Jesus Christ, should be observed by his church, which are (1) baptism of believers by immersion (Matthew 28:19) and (2) communion (1 Corinthians 11:20-34; John 13:1-20; Matthew 26:17-30; Luke 22:7-23).
- **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).
- **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 sin 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, 1Corinthians 5:9-13, 6:9-11, Ephesians 5:22-33).
- **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).

Grace Church and School's Statement of Faith is binding upon the Elder Board, the Officers of the corporation, the Church Members, employees, volunteers, and anyone who has placed themselves under the authority of the Elder Board. No activities or events, which are permitted or performed in any facilities owned, rented, or leased by the church or engaged in by any member the Elder Board, the Officers of the corporation, the Church Members, employees, volunteers, or anyone who has placed themselves under the authority of the Elder Board may conflict with the Statement of Faith.

No decisions made by the Elder Board, the Officers of the corporation, the Church Members, employees, volunteers, or anyone who has placed themselves under the authority of the Elder Board may conflict with the Statement of Faith.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Grace Church and School's faith, doctrine, practice, policy, and discipline, our Elder Board is Grace Church and School's final interpretive authority on the Bible's meaning and application.

Non-Discrimination

Grace Church and School is an equal opportunity employer, and it is our policy to maintain a working environment free of discrimination, intimidation, and harassment. This means that Grace does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law. This commitment to equal treatment applies to all aspects of employment, including, but not limited to: selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personnel policies, discipline, and discharge. All applicants are extended an equal opportunity to gain employment, and all employees are extended an equal opportunity to progress in their fields of endeavor.

This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act.

All Grace Church and School employees must agree with the Statement of Faith as expressed in Article III of the Bylaws. We expect all employees to show respect and sensitivity towards all other employees and to demonstrate a commitment to Grace's equal opportunity objectives. If you observe a violation of this policy, please report it immediately to Administration.

Philosophy of Education

A. Our desire is for students to grow spiritually and academically through the pursuit of knowledge and wisdom as articulated in scripture.
    a. We understand that the ultimate source of truth is found in the complete, inspired and inerrant Word of God.
    b. God has given man the ability to learn through the observation and application of wisdom in the study of his creation.
B. The Bible gives clear commands to teach and train the next generation. (Deuteronomy 6:7, Ephesians 6:4)
    a. As this command is specifically given to parents, Grace recognizes that partnership with parents is essential within the educational process.
    b. The training process, as laid out in scripture, is not merely academic, but involves the formation of the whole student. Therefore, Grace is committed to the spiritual, social and academic development of each student.
C. Biblical worldview development is the best way to train students for future success.
    a. Biblical worldview development trains students to view all aspects of life through the lens of God's Word.
    b. This worldview demonstrates that there is no difference between the "sacred" and "secular" but all things are a part of God's creation.
    c. A foundational knowledge of God's Word is essential to the formation of a biblical worldview. Therefore, Grace emphasizes teaching students the Word of God, instructing them of what it says about God, man's relationship with God and mankind's purpose in life.
D. Grace's education will prepare them for life as they continue on into their homes, their church, continuing education and the workplace.

a. Grace sets high standards in order to push students beyond their expectations.
b. Grace teaches critical thinking skills which sets students up as lifelong learners.
c. Grace challenges students academically to train them to overcome challenges.
d. Through these steps, students learn the life skills of hard work, discipline and perseverance.

E. Education takes place both inside and outside the classroom.
   a. God has created each person uniquely, granting a wide variety of gifts and talents for each to explore and develop.
   b. Grace believes that co-curricular opportunities provide valuable opportunities for learning and growth in addition to our direct academic instruction. Therefore, Grace offers a wide variety of co-curricular activities for students to participate in.

Student Outcomes

A. Grounded in truth
   a. Prepared for the rigor of a four-year university
   b. Able to handle academic material through a biblical lens
   c. Well-rounded liberal arts education preparing students for all academic disciplines

B. Rooted in Christ
   a. Taught to discern material from a biblical worldview
   b. Opportunities for problem solving and decision making
   c. Ready to evaluate and analyze differing worldviews and opinions

C. Apt to Lead
   a. Leader must model themselves after Christ's example of being a servant
   b. Preferring one another
   c. Willingness to serve without being asked

D. Clear in Communication
   a. Able to write in a clear, logical, and persuasive manner
   b. Ability to speak to others in a formal or informal situation
   c. Effectively able to present the gospel in written and spoken format

E. Equipped as Citizens
   a. Active member of their local church
   b. Willing to serve within their community
   c. Knowledgeable and informed citizen of the United States

Accreditation

- Grace School is accredited by the Western Association of Schools and Colleges (WASC) and by the Association of Christian Schools International (ACSI).
- Grace Preschool is licensed by the State of California Department of Social Services (License Number 566208209).
- Grace Jr/Sr High School is a member of the approved Secondary Schools of the University of California.

PARENTAL ENGAGEMENT

I. Overview

A. A major component of Grace's Mission Statement is to partner with parents in training their child in a biblical worldview through the forum of education.

B. The following are opportunities utilized to connect with parents and for parents to serve and be involved at Grace on a regular basis - you may contact your campus office for more information.

II. Communication

A. Grace strives to proactively communicate with parents to keep them informed regarding many aspects of their child's education. Additionally, online resources are available for parents who desire to proactively stay informed.

B. Regularly communication:

1. Grace Awaits: Over the summer the school will put out the Grace Awaits newsletter with important information about the upcoming school year.
2. Lancer Beat: Every Friday each student's parent/guardian will receive an email communication from their student's Principal with important information about the school and upcoming events.
3. Head of School: Periodically throughout the year the Head of School will send out an update and information relative to what's going on at Grace.
4. As Needed Communication: Families will regularly be informed of other important or applicable information which will be communicated through email or by being sent home with their student.

C. Online Resources:

1. Parent & Student Portal: These portals are located on the school website allowing families to find student handouts, forms, and other relevant documents.
2. Blackbaud (MyGrace): Provides real time interaction with grades, homework, lesson plans and your financial account.
3. Google Classroom: Our K-12 classrooms will use Google Classroom to communicate information, post homework assignments, turn in homework assignments, and allow for interaction between the teacher and students as is grade appropriate. Each student will be given their login information to access their classrooms.

III. Parent/Teacher Fellowship (PTF)

A. The PTF is an association of parents of all students attending Grace School.

B. The PTF's purpose is as follows:

1. To provide a means of communicating information that Grace believes is important for families to know in supporting the parents, faculty and Administration.
2. To provide parents a vehicle by which they can support the educational programs and goals of the school.
3. To provide assistance in a variety of admissions, fundraising and outreach opportunities.

IV. Moms in Prayer (MIP)

A. The MIP is an association of moms of all students attending Grace School.

B. Its purpose is twofold:

1. To prayerfully intercede for our school and students.
2. To pray that our school be guided by biblical values and high moral standards.

V. Booster Clubs

A. Each campus may have Booster Clubs which enhance programs by promoting school spirit and through fundraising efforts.

1. Lancer Booster Club (LBC) - Supports Jr/Sr High Athletics Program

2. Fine Arts Booster (FAB) - Supports Jr/Sr High Fine Arts Program

B. Booster Clubs will be reviewed by each campus' Principal annually.

C. Each Booster Club will adopt by-laws and will run fundraising in accordance with Grace fundraising policies, procedures, and strategies.

ADMISSIONS/WITHDRAWAL

I. Admissions

A. Admissions Standards

1. In seeking to accomplish our Mission Statement, Grace seeks to partner with families who desire a Christ-centered education for their students. To accomplish this, students should:
   a) Be receptive to instruction in and through a Christian worldview as well as desirous of learning more about a personal relationship with Jesus Christ.
   b) Be submissive to the policies and procedures set forth by Grace Church and School.
   c) Have parents/guardians who support the philosophy and educational process of Grace School, its administration, teachers, and staff.
2. To qualify for admission, students must meet basic developmental, academic and/or age standards for their respective grade level.
   a) When applying for admission, students will be required to interview with a school administrator and be academically assessed to ensure they meet admission requirements.
   b) Age Requirements:
      (1) Preschool: Students must be at least 2 years old to attend.
      (2) Elementary: Students must be 5 years old before December 1 to enroll in Kindergarten.
      (3) Jr/Sr High: Students must not turn 20 years old while enrolled.

B. International Students

1. Grace is a certified I-20 issuance school. As such, the school allows a limited number of international students to enroll each school year.
   a) Students must be full-time students to remain in Student and Exchange Visitor Program (SEVP) status.
   b) Grace High School does not accept 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.
2. International students are responsible to follow all procedures set forth in this Parent/Student Handbook, additionally, the following items specifically apply to International Students:
   a) Travel:
      (1) 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.
      (2) Aside from designated holiday breaks, international students are not permitted to travel overnight during the semester unless they have the International Student Officer's approval. An International Student Travel Form will need to be completed and given to the officer.
      (3) In order to drive, the student must possess a California driver's license, insurance, and written permission from both parents and host family on file at the school.
   b) Agency Transition: In order to switch agencies, students must receive approval from Administration.

c) Withdrawal: In the event 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.

II. Withdrawal

A. For a student to be withdrawn from Grace they must complete the Online Withdrawal Form - students will not be considered as withdrawn (nor will tuition charges stop) until the form is submitted. It is the parents' sole responsibility to attain and submit this form to Grace.

B. Standard Withdrawal Period (Prior to February 15th)
   1. If you're not planning to return to Grace for the following school year, it is in your best interest to complete the Online Withdrawal Form prior to the February 15th, automatic re-enrollment deadline.
   2. Any student who has not withdrawn prior to February 15th will be automatically re-enrolled for the following school year and will be charged the non-refundable, re-enrollment fee.

C. Post-Enrollment Withdrawal Period (February 15th-April 30th)
   1. Online Withdrawal Forms submitted during the Post-Enrollment Withdrawal Period will withdraw the student for the following school year and forfeit their place in the school.
   2. Submitting the Online Withdrawal Form during this period does not remove the non-refundable, re-enrollment fee which is still owed to Grace.
   3. Students withdrawn by April 30th will not be charged the Withdrawal Fee.

D. Late Withdrawal Period (May 1-First Day of School)
   1. Online Withdrawal Forms submitted during the Late Withdrawal Period will withdraw the student for the following school year and forfeit their place in the school.
   2. Submitting the Online Withdrawal Form during this period does not remove the non-refundable, re-enrollment fee which is still owed to Grace.
   3. Students withdrawn during the Late Withdrawal Period will be charged the Withdrawal Fee.
   4. Any tuition payments made beyond the tuition due will be refunded less the withdrawal fee and any other outstanding charges.

E. Mid-Year Withdrawal Period (First Day of School-Last Day of School)
   1. Online Withdrawal Forms submitted during the Mid-Year Withdrawal Period will withdraw the student for the current and future school years.
   2. Students who withdraw during the Mid-Year Withdrawal Period will be charged a Withdrawal Fee.
   3. When withdrawing mid-year, tuition is due for each month your student is enrolled at the school. Withdrawing mid-month forfeits that month's tuition.
   4. Any tuition payments made beyond the tuition due will be refunded less the withdrawal fee and any other outstanding charges.

ACADEMIC PLACEMENT

I. Enrollment

A. Students must be enrolled as full-time students and are prohibited from taking off-campus courses in lieu of maintaining full-time status.

B. Jr/Sr High: 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. Class Placement/Course Selection

A. Preschool:

1. Preschool students are placed in classes, with classmates and particular teachers, at the sole discretion of Administration.
2. In making their annual class placements, Administration places students by age, space available, and developmental fit with a particular teacher.

B. Elementary:

1. Elementary students are placed in classes, with classmates and particular teachers, at the sole discretion of Administration.
2. In making their annual class placements, Administration seeks input from teachers and staff regarding the best fit for each student and classroom.
3. From time to time, Administration may seek out or receive input from parents regarding particular circumstances or concerns related to their child. All parent input will be weighed at the sole discretion of the Administration.
    a) Preferential requests for particular teachers or classmates are not honored.
    b) Input or concerns should be directed to Administration and not through any teacher.

C. Jr/Sr High:

1. Course selections will occur in the spring of each year for the following school year.
2. Course selection is governed by graduation requirements, course availability, and student requests.
3. While every effort will be made to accommodate a student's desired course selection, it is not always possible for their request to be filled.

III. Advanced Placement (AP), Honors, and Advanced Level Courses (Jr/Sr High)

A. AP, Honors, and other advanced level courses are intended to challenge a student beyond the academic rigor of standard classes.

1. Students must meet the prerequisite standards in order to take advanced level courses.
2. Prerequisite requirements are as follows:
    a) A- or better in the previous non-Honors or AP class, or
    b) B or better in the previous Honors or AP class.
    c) and/or a teacher recommendation.
3. Grades earned in all high school Honors or Advanced Placement courses will receive an additional full grade point when calculated into the cumulative GPA for those students who take the AP exam AND score at least a 2 on the exam.
4. This additional grade point bump is only applied when a student has achieved a grade of C or better in the class.

B. Advanced Placement (AP) Tests: AP tests 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 Grace.

C. Dual Credit: Some classes offered at Grace Jr/Sr High School may be taken for dual credit in conjunction with a partner college. Please see the Academic Advisor for further details.

IV. Class Standing (Jr/Sr High)

A. Class standing will be based on the total number of credits successfully achieved.
   1. To be eligible for sophomore status and activities, a student must have completed 70 credits at the end of freshman year.
   2. To be eligible for junior status and activities, a student must have completed 140 credits at the end of sophomore year.
   3. To be eligible for senior status and activities, a student must have completed 210 credits at the end of junior year.

B. 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, Academic Advisor, and the Principal to determine if the student will be eligible to return to Grace in the fall.

C. In order to advance in any Math or Foreign Language course, students must have earned at least a C- or better. Students who fail to attain at least a C- will be required to repeat these courses in summer school.
   1. If a student receives a D during the first semester in either Math or Foreign Language, they may avoid the summer school requirement by improving their grade to an 80% or better by the end of the year.
   2. However, the summer school requirement remains in place if their first semester grade was an F.

V. Class Withdrawal and Changes (Jr/Sr High)

A. Students may add/drop courses by completing the appropriate paperwork and submitting it to their Academic Advisor by the end of the first full week of the semester.

B. Withdrawing after the first full week of the semester, 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.

C. Withdrawal after the seventh week of the semester will result in a 'W/F' grade, which **will** affect the student's cumulative GPA.

D. All class changes require a parent's authorization and Academic Advisor approval.

E. All schedule changes are subject to appropriate prerequisites and schedule accommodations.

STUDENT ATTENDANCE

I. Absences

A. Absences will be monitored by Administration who may grant exceptions as deemed appropriate.
B. All absences must be cleared with a note within three (3) days of a student's return to school.
C. If a student is leaving during school hours, they must be signed in and out at the Front Office.
D. Elementary:
   1. Eight absences: The parents will be contacted by the school.
   2. Fourteen absences: The parents will be required to meet with administration.
E. Jr/Sr High:
   1. If a student misses more than 15 minutes from one period, he/she will be considered absent.
   2. Six absences (nine absences for G Block): Students will meet with Administration to discuss attendance.
   3. Ten absences: Student/Parent meeting with Administration. The student may forfeit credit which will be denoted on their transcript as a withdrawal/fail.
   4. Further absences may result in the student being ineligible to continue as a student at Grace.

II. Truancy

A. Truancy is being absent from school, all or part of a day, without parental or administrative permission.
B. During school hours, students are required to stay within the boundaries of the campus.
C. Failure to get an absence cleared will result in the recording of the absence as a truancy.
D. The administration will be responsible to determine whether an absence is excused or unexcused.
   1. Students with an unexcused absence are considered truant.
   2. Truancy is serious and may result in up to three days of suspension.
   3. Multiple truancies may result in more significant disciplinary measures.

III. Tardies

A. Students who are late to class must report to the Front Office.
B. Excused Tardies
   1. In most cases, tardies during the first period may be excused by a parent who believes there to be just cause for the student's lateness.
      a) Parents may excuse no more than five tardies per semester.
      b) Additional tardies will be recorded as "unexcused"
      c) The Administration will have the final say in determining whether a tardy is excused.
   2. When excused, tardies do not become part of the student's record.
C. Unexcused Tardies
   1. Tardies will be recorded by administration.
   2. Tardies will be accumulated per semester.
   3. Elementary:
      a) Eight unexcused tardies: The parents will be contacted by the school.
      b) Fourteen unexcused tardies: The parents will be required to meet with administration.
   4. Jr/Sr High:
      a) Four unexcused tardies: The student will serve a 30-minute detention after school.
      b) Eight unexcused tardies: The student will serve a 60-minute detention.
      c) Twelve unexcused tardies: The student will serve a 90-minute detention.
      d) Fourteen unexcused tardies: The student will be required to meet with administration for further discipline which may include the loss of school privileges and/or suspension.

IV. Free Block (Jr/Sr High)

A. Free Block is a privilege extended only to Seniors who meet the following qualifications:
   1. Minimum 210 units completed at the start of their senior year and are on track to graduate
   2. Minimum cumulative GPA of 2.6 or higher
   3. Minimum GPA of 2.6 or higher in their most recent semester

B. Free Block privilege must be reapplied for each semester via completing the Free Block Request Form.
   1. Free Block may be revoked at any time for students who are failing to meet the qualifications.

C. Seniors who have a Free Block for either their first or last period may come late or leave early and do not need to be present on campus during that free period.
   1. Chapel attendance is required regardless of when a Free Block occurs.

D. Seniors who have a Free Block immediately before or after their lunch break, may leave campus for lunch along with their free period.
   1. Additionally, all Seniors are allowed to leave campus for lunch on Fridays, regardless of when (or if) they have a Free Block period.

E. Seniors must sign in and out at the Front Office when leaving campus for their Free Block.
   1. A senior will receive one warning if he/she leaves the campus without signing out during his/her Free Block.
   2. After a second occurrence, he/she will receive an in-house suspension and his/her Free Block privileges may be revoked.

ACADEMIC PRACTICES

I. Grading Practices

A. Grading Scale

1. K-12 Grading Scale:
   a) 93-100% = A (4.00) EXCELLENT
   b) 90-92% = A- (4.00)
   c) 87-89% = B+ (3.00)
   d) 83-86% = B (3.00) ABOVE AVERAGE
   e) 80-82% = B- (3.00)
   f) 77-79% = C+ (2.00)
   g) 73-76% = C (2.00) AVERAGE
   h) 70-72% = C- (2.00)
   i) 67-69% = D+ (1.00) BELOW AVERAGE
   j) 63-66% = D (1.00)
   k) 60-62% = D- (1.00)
   l) 59% and BELOW = F (0.00) FAILURE
2. Preschool: Student development is rated based upon the following scale:
   a) 4 - Integrating
   b) 3 - Building
   c) 2 - Developing
   d) 1 - Exploring
   e) NY - Not Yet
3. Elementary: Grades for enrichment and development will be given based on the following scale:
   a) (O) Outstanding
   b) (G) Good
   c) (S) Satisfactory
   d) (N) Needs Improvement
   e) (U) Unsatisfactory
4. Jr/Sr High: Grades of 'D' or 'F' made up at Grace via Summer School, or an outside accredited institution, are averaged into the student's cumulative GPA. However, for eligibility calculations, the Summer School grade alone (not the average) will be utilized when calculating the student's GPA.

B. Grading Periods:

1. Elementary: "Grading Period" for participation eligibility purposes is defined as each quarter reporting period (quarter reports, semester reports).
2. Jr/Sr High: Grading periods occur every five to seven weeks and an official progress report is made available via the parent's MyGrace account at the end of each grading period.
   a) Each grading period serves as a marker for each student's academic progress but is not recorded on the student's official transcript.
   b) 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.
3. Teachers are expected to update their grade books every two weeks.

C. Report Cards:

1. Preschool: Developmental Progress Reports are completed twice a year for each student. Once in the fall and once in the spring.
   a) Students are evaluated according to their developmental growth based on standard developmental markers.

b) Based on their evaluation, student strengths are identified and goals are assigned for them to begin working on.

2. Elementary: Report cards are available for each student at the end of each Quarter (approximately 9 weeks).
   a) Report cards will include grades for core academics, character, and enrichment classes.
   b) Interim reports will be emailed home for students with a "C-" or below.
   c) Report cards will be made available via MyGrace.
3. Jr/Sr High: Permanent transcript grades are emailed home at the end of each semester.
   a) The report card will not include a conduct grade but will include attendance information as well as comments from teachers.
   b) All courses which have been marked as 'incomplete' must be completed within four weeks of the end of the semester, or a time period designated by the Principal, or a grade of 'F' will be entered.

D. Parent/Teacher Conferences:
1. Preschool: Parent/teacher conferences are voluntary for all families, though teachers may request a conference if necessary. Parent/teacher conferences will be made available in association with the student's Developmental Progress Report each fall and spring.
2. Elementary: First Quarter parent/teacher conferences are mandatory for all families. However, parents may request a conference with faculty at any time and periodically teachers may also request conferences with parents.
3. Jr/Sr High: Parent/teacher conferences are voluntary for all families, though teachers may request a conference if a student's grade is suffering. Parents will be notified and have the opportunity to sign-up with their student's various teachers.

II. Academic Probation and Academic Ineligibility

A. Elementary:
1. Academic Probation
   a) If a student's quarterly report card reports a grade of either one 'F' or two (2) 'D's' the student will be placed on Academic Probation. At the discretion of the Principal, any student with a single 'D' in any subject at the end of a quarter may also be placed on Academic Probation.
      (1) The student will remain on Academic Probation through the following quarter.
      (2) Academic Probation serves as a warning period during which the student has the opportunity to improve their deficient grades.
   b) Students may continue to participate in athletic and co-curricular school activities while on Academic Probation.
2. Academic Ineligibility
   a) Any student currently on Academic Probation who fails to raise their subject grade to a 'C-' or better by the end of the next quarter becomes Academically Ineligible.
      (1) Students will remain Academically Ineligible until the conclusion of a subsequent quarter in which they have brought their grades to a 'C-' or better.
      (2) Ineligible students may not participate in either athletic events (including practices) or co-curricular activities (such as drama, music, leadership, clubs or field trips).
   b) If a student is Academically Ineligible after the last quarter of the school year, the student will remain Academically Ineligible in the next school year.
3. Parents will receive written communication of all such changes to their child's academic standing.

B. Jr/Sr High:
1. Academic Probation
   a) If a student's semester GPA is below a 2.0 at the conclusion of a Grading Period they will be placed on Academic Probation. At the discretion of the Principal, any student with an 'F' in any class at the end of the Grading Period may also be placed on Academic Probation.
      (1) Once placed on Academic Probation a student will remain there through the following Grading Period.

(2) Academic Probation serves as a warning period during which the student has the opportunity to improve their deficient grades.

b) Students may continue to participate in athletic and co-curricular school activities while on Academic Probation.

2. Academic Ineligibility
   a) Any student currently on Academic Probation who fails to raise their semester GPA above a 2.0 by the end of that Grading Period becomes Academically Ineligible.
   b) Students will remain Academically Ineligible until the conclusion of a subsequent Grading Period in which they have brought their semester GPA above a 2.0.
      (1) Ineligible students may not participate in either athletic events (including practices) or co-curricular activities (such as drama, music, leadership, clubs or field trips).
      (2) If a student is Academically Ineligible after the last Grading Period of the school year, their summer school grade at Grace, or an outside accredited institution, may be used to improve the student's Grading Period grade to become academically eligible.
3. Parents will receive written communication of all such changes to their child's academic standing.
4. All Academic Probation and Academic Ineligibility guidelines meet or exceed those as put forth by the California Interscholastic Federation (CIF).

III. Make-Up Work

A. 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.
B. Late work is based on teacher discretion and clarified in the classroom contract at the beginning of the school year.
C. Late work for any class may not be accepted after final semester grades are posted.

IV. Final Exams

A. 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.
B. A special exam schedule for final examinations will be published near the end of each semester on our website and in the Front Office.
C. All students are required to take finals during the assigned finals period. Students who miss will receive a zero for their final exam grade. Should a student fall sick during finals week, the school will contact the family to schedule a make-up final.
D. Student financial accounts must be in good standing for students to take final exams at the end of either semester.

V. Honor Roll & Awards

A. Honor Roll
   1. Students with a D or F in any subjects for the semester are excluded from the Honor Roll.
   2. Elementary: Inclusion on the honor roll is based on the student's academic grade for the semester just completed.
      a) Highest Honors - All "A's" in each subject for the semester
      b) Honors - All "B's" or above in each subject for the semester
   3. Jr/Sr High: Inclusion on the Honor Roll is based on the student's weighted grade point average (GPA) for the semester just completed.
      a) Laureate - 4.00 average and above (must have all A's)
      b) Highest Honors - 4.00 average and above
      c) High Honors - 3.67-3.99 average
      d) Honors - 3.00-3.66 average
B. Annual Awards
   1. Elementary:

a) Grace Citizenship Award: Any student (K2-6th Grade) who receives all outstanding (O) marks in character for 2nd through 4th quarter and displays good conduct on the playground and in enrichment classes will be eligible to receive this award.

b) Principal's Award: Available for students in grades 3-6 who maintain straight "A's" (93% or higher, no A-'s) in all academic subjects for all grading periods will receive the Principal's Award. Students with a U in conduct for any quarter will be disqualified from receiving the Principal's Award.

2. Jr/Sr High:

a) Grace Excellence Awards: Grace Administration and faculty gives this award to select students from each grade level in five separate categories: Academics, Leadership, Christian Service, Arts, and Athletics.

C. Chapel Awards

1. Preschool:

a) Each week in chapel, awards are given to students acknowledging Christ-like character traits that they have exemplified, as recognized by their teachers.

2. Elementary:

a) Student of the Month: An academic award given out on a monthly basis to one student in each classroom. The award is presented to the student at the first chapel of the month.

b) Lancer Award: This is a citizenship award given out on a monthly basis to one student in each classroom. The award is presented to the student at the first chapel of the month.

D. Graduation/Promotion Awards

1. 6th Grade Promotion:

a) President's Award for Educational Excellence: Students in 6th grade who have maintained straight "A-'s" and above from 4th through 6th grade are eligible for this award. Students with a U in conduct for any quarter from 4th through 6th grade will be disqualified from receiving the President's Award.

2. 8th Grade Promotion:

a) The David Award: This athletic department award is conferred upon both a male and female student who exemplify excellence not only on the field, but also in the areas of academics, leadership, and spiritual maturity.

b) The Selah Award: This arts award is conferred upon both a male and female student who exemplify excellence not only in the arts, but also in the areas of academics, leadership, and spiritual maturity.

3. 12th Grade Graduation:

a) Valedictorian: Principal's Advisory Committee, in consultation with the faculty, bestows this honor to a senior who has one of the top ten highest GPAs in their class. Spiritual character as well as campus leadership and involvement will also be considered within this group when selecting the Valedictorian.

b) Salutatorian: Principal's Advisory Committee, in consultation with the faculty, bestows this honor to a senior who has one of the top ten highest GPAs in their class for the purpose of presenting the history of the class. Spiritual character as well as campus leadership and involvement will also be considered within this group when selecting the Salutatorian.

c) Laureate Graduate: This graduation status is awarded to students who earned a 90% or above in every class throughout their rigorous four-year career program at Grace High School career.

d) The Daniel Award: This athletic award is conferred upon both a male and female senior who exemplify excellence not only on the field, but also in the areas of academics, leadership and spiritual maturity.

e) The Jubilant Award: This arts award is conferred upon both a male and female senior who exemplify excellence not only in the arts, but also in the areas of academics leadership, and spiritual maturity.

f) Other Awards: Additional awards may be granted at the discretion of Administration.

VI. Achievement Testing

A. Each year every student will complete standardized testing that assesses their learning on a national scale. This data tracks student learning over their time at Grace while providing the school with important feedback of our core academic programs.

B. Grace utilizes the following standardized tests:
   1. Iowa Assessment: Kindergarten through 7th grade students will take the Iowa Assessment Test each spring evaluating their knowledge in Math, Language and Science.
   2. 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 at Grace during our fall testing time.
   3. PSAT/NMSQT: The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is given annually by the school each October to all Sophomores and Juniors. The results provide students with information on their potential performance on college entrance exams.
      a) The PSAT acquaints students with the SAT but does not substitute for it.
      b) This is the only qualifying test for the National Merit Scholarship program which offers recognition and scholarships for high achievement.

C. SAT and ACT Tests: The SAT and ACT tests are national aptitude tests which are required by many four-year colleges for entrance. Grace encourages Juniors and Seniors to take these tests, but does not offer them on campus. Grace's Academic Advisors can provide assistance in registering for these tests.

VII. Graduation & Promotion Requirements

A. Sixth Grade Promotion Requirements
   1. Complete all required coursework
   2. Have a minimum GPA of a 2.0
   3. Have a satisfactory disciplinary record
   4. Have all financial obligations to the school paid in full

B. 8th Grade Promotion Requirements
   1. Accumulated the 140 credits necessary for promotion
   2. Complete the following required Coursework:
      a) Bible - 1 course for each semester the student is enrolled at Grace.
      b) English - 2 years
      c) Math - 2 years
      d) Science - 2 years
      e) History - 2 years
      f) Academic Skills - 1 semester (requirement may be waived if only enrolled for 8th grade)
      g) Speech - 1 semester (requirement may be waived if only enrolled for 8th grade)
      h) Physical Education - 2 semesters
         (1) Each season of an interscholastic sport satisfies one semester of Physical Education towards the promotion requirement.
         (2) A season of sport does not confer credit but will only satisfy the promotion requirement.
      i) Elective Classes (as necessary)
         (1) In conjunction with completing the coursework requirements listed above, students must be enrolled in a total of seven (7) classes each semester they are enrolled.
         (2) These outstanding classes may be selected from the variety of elective classes offered by Grace, so long as they fit within the student's schedule.
   3. Have a minimum GPA of a 2.0
   4. Have no more than 3 semester Fs in their 2 years of junior high. 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.
   5. Have a satisfactory disciplinary record
   6. Have all financial obligations to the school paid-in-full
   7. Any student failing to meet these requirements may petition the Principal for inclusion in the promotion ceremony. However, diplomas will not be conferred until all academic requirements are met.

C. 12th Grade Graduation Requirements
   1. Accumulate the 270 credits necessary for graduation
   2. Complete the following required Coursework:

a) Bible - 1 course for each semester the student is enrolled at Grace.
b) English - 4 years
c) Math - 3 years (must include successfully completing Algebra II)
d) Science - 3 years (1 year each of Conceptual Physics, Biology, and Chemistry)
e) History - 3.5 years
f) Foreign Language - 2 years (both years must be taken in the same language)
g) Expository Composition - 1 semester
    (1) Course is offered to freshmen.
    (2) Graduation requirement is waived if a student enrolls after 10th grade.
h) Critical Thinking and Composition - 1 semester
    (1) Course is offered to juniors and seniors
i) Personal Finance - 1 semester (beginning with the class of 2030)
    (1) Course is offered to juniors and seniors
j) Physical Education - 2 semesters
    (1) Physical Education credits are limited to four (4) semesters and a maximum of twenty (20) units. While a student may choose to take more than four (4) semesters of Physical Education class, they will not earn any units towards graduation for those additional PE classes beyond four (4).
    (2) In lieu of enrolling in physical education courses, students may participate in interscholastic sports which will also satisfy the physical education requirement.
        (a) Each season of an interscholastic sport satisfies one semester of Physical Education towards the graduation requirement.
        (b) A season of sport does not confer credit but will only satisfy the graduation requirement
k) Visual and Performing Arts (VPA) - two (2) semesters (same discipline)
l) Elective Classes (as necessary)
    (1) In conjunction with completing the coursework requirements listed above, students must complete a total of 270 units to be eligible for graduation.
    (2) These outstanding units may be earned by taking elective classes or any additional core classes offered by Grace, so long as they are not part of the student's required coursework as listed above.

3. Have a minimum GPA of a 2.0
4. Have a satisfactory disciplinary record
5. Have all financial obligations to the school paid in full
6. Any student failing to meet these requirements may petition the Principal for inclusion in the graduation ceremony. However, diplomas will not be conferred until all academic requirements are met.

D. Alternative Satisfaction of Requirements (Jr/Sr High)
1. Any alternative satisfaction of requirements must be approved by Administration prior to taking the class.
    a) In such cases, it will be incumbent upon the student to demonstrate the educational advantage of making such a decision.
    b) All outside programs must be approved by Grace for credit to be allowed.
    c) Grace will accept up to 40 credits of advancement (in satisfaction of the graduation requirements) from programs outside of Grace School.
        (1) Within the 40 credit maximum, students may satisfy all of their foreign language, physical education and visual-performing arts credits through this provision.
        (2) Within the 40 credit maximum, students may also satisfy some requirements in English, History, Math and Science. Grace will accept up to, but not more than 10 credits of coursework per subject area in English, History, Math and Science.

d) Additional completed courses from approved programs may still be accepted and included on a student's transcript, but will not be applied towards the course requirements for graduation.

2. Transfer Students: Administration will review the student's transferring credits from their previous school(s) to determine what will be accepted and applied towards Grace's graduation/promotion requirements.
    a) This includes appropriately documented coursework through a home school environment.
    b) Any coursework taken off campus must be approved by Administration and documented with a transcript.
    c) Physical Education waivers will be considered based on adequate levels of the following conditions:
        (1) A thorough description, including rigor and physical requirements, of the activity.
        (2) The level and frequency of competition.
        (3) The number of hours per week the student is engaged in this activity.
        (4) The signature and contact information of a coach or official who can verify all of the above.

CO-CURRICULAR ACTIVITIES

I. Purpose

A. Making disciples who will love God and people for a lifetime requires more involvement than merely the academic setting. While Grace is an educational institution, our commitment to nurturing the whole student necessitates involvement with them beyond the confines of the classroom environment.

B. Co-curricular offerings are designed to enhance each student's experience at Grace, providing numerous opportunities to shape the whole student and nurture their spiritual growth and character development.

II. Participation

A. To be eligible for co-curricular activities, students must be in attendance at school for at least 50% of the day of the activity.

B. This includes, but is not limited to: sports practice and games, music and theater practices and performances, and student leadership meetings and activities.

III. Athletics

A. Grace offers a variety of fall, winter and spring sports at the elementary, junior high, and high school levels. The campus athletic director will communicate information to families regarding signing up to participate.

1. Each year, students who plan on participating in athletic activity must be cleared to play.
   a) All student athletes must complete and submit all waiver paperwork before practicing with their team.
   b) Jr/Sr High: Athletes must have a completed athletic physical on file. Any costs associated with insurance or the physical examination are the responsibility of the parent.
2. There is a fee for participation in all sports referred to as the Athletic Fee.
3. Additional information related to Athletic Fees is covered in the Finance section of the Handbook.

B. 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 (i.e. Varsity, JV, Fresh/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.

IV. Fine Arts

A. Grace offers a variety of Fine Art offerings for students to participate in at the elementary, junior high and high school levels. Opportunities are communicated on campus each year by the Fine Arts Department regarding how students will sign up to participate.

1. There is a fee for participation in each Fine Arts Show which varies by level.
2. Additional information related to Fine Arts Fee is covered in the Finance section of the Handbook.

B. Casting in each show is left to the discretion of our directors. A particular part or main roles are not guaranteed to any student at any level.

V. Student Leadership

A. Elementary: 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 voted upon by their classmates and approved by administration. Once appointed positions, students meet monthly to share ideas, interests, and concerns.

B. Jr/Sr High: Student Leadership is made up of a group of students who desire to be servant leaders. Student Leadership includes both elected positions (ASB and Class Officers) and appointed positions (various as determined by Administration).

VI. Clubs

A. Elementary: Grace encourages students to participate in clubs and offers several options each school year.
   1. Students are allowed to join any club for which they are interested and eligible.
   2. Some clubs may have a fee associated with them.

B. Jr/Sr High: Grace encourages students to participate in clubs and offers a variety of clubs each semester.
   1. Students are allowed to join any club for which they are interested and eligible.
   2. However, students may also start a club of their own after receiving approval from Administration. Additionally, to form a new club it must have a minimum of ten (10) club members, receive approval from the Student Council, and be sponsored/supervised by a Grace staff member.
   3. Some clubs may have a fee associated with them.

VII. Community/Social Events

A. Purpose
   1. Fellowship within the biblical community is an integral part in the life of a follower of Jesus Christ. Scripture teaches us that true fellowship can only be enjoyed with other believers and is a by-product of our relationship with the Lord (I John 1:1-7).
   2. Grace recognizes the primary place to enjoy this fellowship is within the body of the local church as we obediently gather together to encourage one another as we are commanded to do (Hebrews 10:23, 24).
   3. However, the Christian school environment provides unique opportunities to engage with other believers within that community, not as a replacement for the local church, but in addition to it.
   4. Towards that end, each year Grace hosts a limited number of community and social events designed to foster greater relationship and camaraderie amongst school families.

VIII. Preschool Co-Curricular Activities

A. In order to enhance student learning, Grace Preschool offers several co-curricular opportunities for all preschool students.

B. Preschool Co-curricular activities are typically offered in the afternoon and may vary throughout the school year.

C. Preschool Co-curricular activities are operated through outside vendors. A Grace Preschool staff member will be assigned to assist and observe all co-curricular activities.
   1. Parents will be notified of upcoming available co-curricular activities via the weekly Lancer Beat newsletter.
   2. Students must register in the Preschool Office or directly through the co-curricular vendor. There may be age and/or space limitations, based on the specific activity being offered.
   3. Students will be charged an additional fee for all co-curricular activities which will be paid directly to the co-curricular vendor.

CAMPUS POLICIES

I. Closed Campus

A. Grace maintains a closed campus. In order to ensure campus safety and security, students and visitors must comply with the following requirements:
   1. To leave the class for any reason, the student needs permission from the teacher.
   2. Any visitor (student, alumni, parent, family member, youth pastor, etc.) must obtain and display a visitor's pass issued by the Front Office.
      a) All visitors must enter campus through the front office and may be requested to provide picture I.D. to receive their visitor's pass.
      b) Parents must receive approval from the teacher prior to visiting their child's classroom during the school day.
      c) All student visitors must abide by school dress code and conduct standards.
      d) All student visitors need administrative approval to be admitted onto campus.

B. Parent Pickup
   1. In cases where a custody situation exists, the school will comply with existing court documents as submitted to Grace.
   2. During school hours:
      a) Any parent picking up students during school hours must come to the Front Office, or call ahead, to have the student called out of class.
      b) 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.
   3. Before and after school:
      a) Elementary:
         (1) Students enrolled in Extended Care must be checked in and out through the Front Office.
         (2) Students may be enrolled in Extended Care each day either before school (6:30-7:45am) or after school (3:15-6:00pm).
      b) Jr/Sr High:
         (1) Students are their parents' responsibility both before and after school.
         (2) Students are free to leave during these times at their parents' discretion.

C. Preschool:
   1. Students must be signed out via the Sign-out Binder located at their student's classroom by anyone picking them up.
   2. 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.

II. Personal Possessions & Lockers

A. All student belongings are the sole responsibility of the student. Grace is not liable for personal items that are stolen, lost, or damaged. (This also includes lost textbooks)

B. All articles left in the classroom, locker areas, front office, or grounds will be placed in the lost and found located on campus.
   1. Periodically, items not claimed will be donated.
   2. Valuables (i.e., cameras, jewelry, rings, etc.) will be turned in to the Front Office.

C. Jr/Sr High: Students are assigned lockers and are issued one combination lock upon enrollment. It is the students' responsibility to secure their lockers.
   1. If a student misplaces their assigned combination lock, they will be required to purchase an additional lock from the Student Store.

2. Students are not permitted to use personal locks on their assigned lockers.
3. All lockers are owned by Grace School. At any point, Grace has the right to search and seize contraband material.

III. Parking and Driving on Campus (Jr/Sr High)

A. All students who will be driving to school must register their vehicles (car, truck, and motorcycle) in the office and receive a parking permit.
   1. 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 referred to Administration for discipline.
   2. Reckless and irresponsible driving will result in the revoking of parking privileges.

B. Students must not loiter in or around their cars before, during, or after the school day.
   1. This includes when parked at Centerpoint Church.
   2. Students may not go to their car during the day if it is parked on the street.

C. 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.
   1. Student parking is located off Royal Avenue in the parking lot of Centerpoint Church.
   2. Seniors may park in the first row of the main Cherry Avenue parking lot when space is available.
   3. Students may not park in faculty parking zones. (parking map photo)

IV. Lunch

A. Students may bring their lunch or purchase a lunch through the school's lunch program.

B. The lunch program includes a variety of pre-packaged lunches from local restaurants.

C. Lunch may be purchased in advance via the link provided on your students' MyGrace resource page.
   1. Preschool: Lunches for the week, must be ordered by 9pm Sunday evening for the following week. Lunches are purchased via the EZ School App.
   2. Elementary: Lunches may be ordered in advance, but must be ordered no later than 9am the day you desire to order lunch. Lunches are purchased via the EZ School App.
   3. Jr/Sr High: Students make their lunch selections each morning in their first period class.

V. Tutoring

A. Elementary: If a student is in need of additional classroom help, parents should contact their student's teacher for assistance.

B. Jr/Sr High: After school until 3:30 p.m., teachers are available for after school tutoring. Tutoring times should be scheduled with individual teachers.

STUDENT CONDUCT

I. Respect for Authority

A. It is the position of Grace School that teachers are the authority in their classroom and as such students are expected to be respectful, cooperative, courteous, orderly, and soft-hearted towards their teaching and correction.

B. Grace School expects families to be supportive of the school, administration, and teachers.

C. Should concerns or disagreements arise between your student and their teacher or staff member, please bring this to the attention of their teacher or staff member to discuss and resolve the situation.

II. Academic Integrity

A. Plagiarism:

1. All forms of plagiarism are considered to be cheating and will be addressed as such.
2. 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.
3. Please see ADDENDUM G for further guidance on plagiarism.

B. Elementary: First instances of cheating on any assignment will be handled by the classroom teacher. Additional offenses will be referred to the Administration for disciplinary action.

C. Jr/Sr High: Students who cheat on any assignment will be referred to Administration for disciplinary action.

1. Confirmed cheating offenses during course work will result in a grade of 0 on the assignment as well as other disciplinary action.
2. A second offense will result in additional disciplinary action.
3. A third offense of cheating may result in a recommended withdrawal from Grace.
4. An incident of cheating disqualifies a student from department awards or honors distinction for that semester.

III. Bullying and Harassment

A. Any form of bullying (repeated, unwanted, aggressive behavior among school aged children) or harassment (sexual, verbal, written, including cyber harassment, or physical) is absolutely prohibited.

B. Any incident of possible bullying or harassment should be brought immediately to the attention of the Administration who will investigate the matter.

C. Disciplinary action up to and including dismissal from school will be taken against any student who is found to have engaged in harassment.

IV. Public Display of Affection

A. Public displays of affection are inappropriate and prohibited. This includes holding hands, hugging, kissing, and inappropriate caressing.

B. Infringements in this area will be referred to Administration.

V. Prohibited Materials

A. The buying, selling, or trading of personal goods is not allowed on campus.

B. Bicycles, skateboards, rollerblades and scooters are not allowed to be used on campus at any time. Drugs, drug paraphernalia and weapons of any description (including any sort of gun, knife, firecracker, etc.) are strictly prohibited on campus.

1. Unauthorized items will be confiscated. Parents may retrieve the items from the office at the end of the day.
2. Suspension or expulsion will be determined by the administration.

C. Preschool/Elementary: Toys, playing cards and other material not related to the curriculum are not to be brought on campus without permission.

VI. Electronic Devices

A. General
   1. Students must abide by the Network Use Agreement [See: ADDENDUM F]
   2. Student-owned devices may be confiscated at any time during the school day and Grace reserves the right to conduct searches of text messages, pictures, and video content for security purposes.
   3. Grace is not responsible for lost, damaged, or stolen property.

B. Preschool/Elementary:
   1. All cell phones or other electronic devices (including smart watches) brought to campus must remain in a students backpack or on the teachers desk throughout the school day.
   2. Cell phones and other electronic devices (including smart watches) will be confiscated if they are seen, heard, or used on-campus without faculty permission and supervision.
      a) 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.
      b) After this first warning, there will be a meeting with administration for further discipline.

C. Jr/Sr High:
   1. General Policy
      a) Students may access their phones during lunch and breaks while standing at their locker or in the Front Office.
      b) Phone use on campus is limited to communication with parents/guardians.
      c) Student phones must remain in their locker or backpack during the school day and should not be on their person from 8:00am - 2:30pm.
      d) Students will not be asked or permitted to use their phones in class. They will be asked to utilize a device outside of school hours to complete homework, submit assignments, retrieve class resources, check their grades, etc.
      e) The above phone policy applies to smartwatches, gaming devices, tablets, earbuds, headphones, and any device that can act like a cell phone with text messaging and online features or connect to the internet or cellular service.
   2. Confiscation and Consequences
      a) Electronic devices will be confiscated if they are being used on campus, or at a school event, in an inappropriate manner.
      b) This includes being seen, heard, or used during student activities without faculty permission.
      c) When confiscated the student may retrieve their electronic device from the Front Office at the end of the school day.
      d) If the student's electronic devices is confiscated again they may still retrieve it from the Front Office at the end of the school day, but will also be served with additional consequences:
         (1) Upon the second violation: 30 minute detention
         (2) Upon the third violation: 1 hour detention
         (3) Any additional violations: Referral to Administration for further discipline.
      e) Students are responsible for their own devices regardless of who is in possession of it. If a device is used improperly, it will be confiscated regardless of who is using it.

DRESS CODE

I. Philosophy

A. At Grace, we believe that learning happens best in a well prepared and structured environment. A large part of that environment is our students and how they dress while on campus and at school events. Students know that they are in a distinct place and dress accordingly while also upholding biblical standards of modesty and appropriateness. As such we have developed specific standards for dress and grooming while students are at school functions.

B. Grace bases its dress code upon two criteria:

1. Biblical standards of modesty (1 Timothy 2:9, Romans 12:1)
2. The desire for a neat, clean and attractive appearance, being courteous of our neighbors while avoiding extremes (Mark 12:31).

II. General Guidelines and Enforcement

A. Grace uses Land's End as their official vendor for school uniforms and all approved uniform styles can be found on their website under the Grace School section.

B. Final authority regarding all dress code related determinations rests with the Administration.

1. When a student is in violation of the handbook, they will be able to return to class once they are properly attired. Under certain circumstances the school may provide alternative clothing for the day.
2. General appropriateness and modesty (as determined by Administration) is expected at all school events which take place outside of normal school hours. Students who are not in compliance with this requirement may be asked to leave the function.
3. At all times, dress should be distinctly masculine or feminine. Students are not permitted to dress like the opposite gender (Deuteronomy 22:5).

C. Preschool: Students do not have a uniform, but some basic parameters are given in the "Non-Uniform Dress Days" section below.

D. Elementary:

1. 1st Violation: The student's teacher will contact the parent regarding proper dress code attire.
2. 2nd Violation: The student will be referred to Administration.

E. Jr/Sr High:

1. 1st Violation: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire.
2. 2nd Violation: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. A 30-minute detention will be assigned.
3. 3rd 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.
4. 4th Violation: A call will be made to the parent to bring proper attire or have the family purchase appropriate attire. The student will be referred to administration for further discipline. The student and the parent may be required to meet with Administration before the student is allowed back in the classroom.

III. Boys

A. Shirts:

1. All students must wear an unaltered polo shirt with a Grace logo to school each day purchased through Lands End, the Grace Spiritwear Store or received as part of a club/team. Undershirts must be solid school colors and not display any non-Grace logos.

B. Shorts/Pants:

1. Elementary: Shorts or pants from Land's End must be worn each day. They must fit properly and may not be excessively baggy or tight. Sweatpants, warm-ups, athletic shorts or recreational clothing may not be worn unless authorized by Administration. Shorts must be no shorter than three inches above the knee.
2. Jr/Sr High: 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. Shorts and pants must fit properly and may not be excessively baggy or tight. Sweatpants, warm-ups, athletic shorts or recreational clothing may not be worn unless authorized by Administration. Shorts must be no shorter than 3 inches above the knee.

C. Outerwear:
1. Sweatshirts/Sweaters: including hoodies and zip-up sweatshirts, must be a Grace School item. Button up shirts, including flannels and plaids, may not be worn over the required Grace polo in lieu of a sweatshirt or sweater.
2. Jackets: may be worn and are not required to have a Grace logo. Logo must be no bigger than one square inch. Solid school colors are preferred.

D. Footwear:
1. Shoes must be worn at all times.
2. All footwear is recommended to be closed toed and must have a back or heel strap.
3. Flip flops or slippers are not allowed.
4. Elementary: Crocs are not allowed and socks must be school colors.
5. Preschool: All shoes must be closed toed with a back strap.

E. Headwear:
1. Preschool/Elementary: Hats/winter headwear may be worn on campus but must be taken off when entering the classroom.
2. Jr/Sr High: No hats or other headwear of any kind are allowed. Winter headwear is allowed during inclement weather with approval by the Administration.

F. Hair:
1. Hairstyles and colors must not be extreme and must be a subdued natural color. Hair may not be worn in a ponytail or bun and must be out of the students' eyes.

G. Facial Hair:
1. Sideburns must be no lower than the bottom of the ear. Students' faces must be clean-shaven.

H. Tattoos and Piercings:
1. No visible tattoos or body piercings, including nose piercings (covered or not), or gauges are permitted at any time.

I. Jewelry or any other accessories:
1. Sunglasses may only be worn outside.
2. All other accouterments must be kept simple and non-distracting.

J. Cosmetics:
1. Boys may not wear make-up or nail polish.

IV. Girls

A. Shirts:
1. All students must wear an unaltered polo shirt with a Grace logo to school each day purchased through Lands End, the Grace Spiritwear Store or received as part of a club/team. Undershirts must be solid school colors and not display any non-Grace logos.

B. Shorts/Pants:

1. Elementary: Shorts or pants from Land's End must be worn each day. They must fit properly and may not be excessively baggy or tight, no shorter than three inches above the knee. Sweatpants, warm-ups, athletic shorts or leggings may not be worn unless authorized by Administration
2. Jr/Sr High: 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. Shorts and pants must fit properly and may not be excessively baggy or tight, no shorter than three inches above the knee. Sweatpants, warm-ups, athletic shorts or leggings may not be worn unless authorized by Administration.

C. Skirts and Dresses:
1. Elementary: Girls may wear skirts or dresses that are on the approved list from Land's End. Skirts and dresses must be no shorter than three inches above the knee.
2. Jr/Sr High: 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 polo.

D. Outerwear:
1. Sweatshirts/Sweaters: including hoodies and zip-up sweatshirts, must be a Grace School item. Button up shirts, including flannels and plaids, may not be worn over the required Grace polo in lieu of a sweatshirt or sweater.
2. Jackets: may be worn and are not required to have a Grace logo. Logo must be no bigger than one square inch. Solid school colors are preferred.

E. Footwear:
1. Shoes must be worn at all times.
2. All footwear is recommended to be closed toed and must have a back or heel strap.
3. Flip flops or slippers are not allowed.
4. Heels on any shoe may not be higher than two inches.
5. Elementary: Crocs are not allowed and socks must be school colors.
6. Preschool: All shoes must be closed toed with a back strap.

F. Headwear:
1. Elementary: Hats/winter headwear may be worn on campus but must be taken off when entering the classroom.
2. Jr/Sr High: No hats or other headwear of any kind are allowed. Winter headwear is allowed during inclement weather with approval by the Administration.

G. Hair:
1. Hair must be a subdued natural color and must not be extreme.
2. Hair must be well-groomed and kept out of the face.

H. Tattoos and Piercings:
1. No visible tattoos or body piercings, including nose piercings (covered or not), or gauges are permitted at any time.
2. Elementary: Girls may wear earrings as long as they are studs.
3. Jr/ Sr High: Girls may wear earrings as long as they are not distracting.

I. Jewelry or any other accessories:
1. Sunglasses may only be worn outside.
2. All other accouterments must be kept simple and non-distracting.

J. Cosmetics:
1. Elementary: Girls may not wear any makeup. Girls may wear nail polish that is not extreme.
2. Jr/Sr High: Girls may wear make-up and nail polish that is not extreme.

V. Non-Uniform Dress Days:

A. Preschool:

1. Preschool students do not wear a uniform, however a few basic clothing parameters are expected.
2. Students should wear clothes appropriate for preschool play, including the likelihood of getting dirty with consideration for the weather.
    a) Students should have two full spare sets of clothes which will be left in their classroom in case of accidents.
    b) Students may not wear clothing with scary or graphic images.
    c) Students must wear closed toe shoes which also have a back/strap.

B. Elementary:

1. Dress Code must still be followed unless a divergence from this section specifically applies to the day (e.g. on a sports dress day, team logos would be permitted).
2. Fridays: Students may wear Grace spirit wear shirts with their uniform bottoms.
3. Free Dress: Students are allowed to wear non-Grace clothing but must still be school appropriate (no skulls, inappropriate wording, etc.). Apparel must also still be modest (no spaghetti straps, crop tops, leggings, or wording across bottoms).

C. Jr/Sr High:

1. Dress Code must still be followed unless a divergence from this section specifically applies to the day (e.g. on a sports dress day, team logos would be permitted).
2. Spirit Dress: Tank tops, tights and immodest apparel are not permitted. Students not participating in the specified Spirit Dress must be within the regular dress code.

DISCIPLINE POLICY

I. Philosophy of Discipline

A. Biblical discipline is a critical component in the process of training a student's heart as they grow and develop into lifelong followers of Christ.
   1. Discipline is necessary because every student (in fact, every person) is a sinner (Psalm 51:5; Genesis 8:21; Romans 3:23) and will struggle with unbelief and rebellion against God.
   2. Discipline is based upon instructing a student in the truths of God's word which is profitable for teaching reproof, correction and training in righteousness (1 Timothy 3:16, 17).
   3. Discipline is directed towards addressing their heart condition, unmasking their depravity, addressing it with the truth of the gospel, and calling them to faith and repentance.
   4. Discipline which seeks out true repentance, restores relationships, and practices forgiveness does not negate the reality and value of consequences for a student's actions. (Galatians 6:7, 8)

B. Biblical discipline requires more than merely correcting external behaviors or achieving outward compliance.
   1. Discipline must confront the motives of the heart for true change to take place because sin is a heart condition (Luke 6:45).
   2. Discipline leads a student to a place of genuine godly sorrow, to true repentance, to confession of sin, and ultimately to change. (2 Corinthians 7:10; 1 John 1:9)

C. Biblical discipline seeks to see students grow in their relationship with the Lord for a lifetime. (Proverbs 22:6)
   1. Discipline seeks the student's good, often involving consequences for their actions, developing their holiness, that they might experience a life full of the peaceful fruits of righteousness. (Hebrews 12:10, 11)
   2. Discipline with this objective is born out of love and seeks to correct and instruct students through kindness, patience and gentleness in order to bring them to repentance and freedom from the oppressive reality of sin. (Hebrews 12:6-8, 2 Timothy 2:24-26)

II. Revoking Student Privileges

A. Students involved in disciplinary infractions may, as part of their consequence, lose some or all of their student privileges.

B. These include both co-curricular activities (athletics, fine arts, etc) and extracurricular activities (free block, student activities, Grad Night, Jr/Sr Banquet, etc.).

III. Classroom Discipline

A. 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.

B. Teachers are responsible for keeping discipline in their own room and may enforce their own classroom discipline plan with consequences.

IV. Detention

A. 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.

B. Detention activities may at times include appropriate and safe labor activities on campus.

C. Athletics, work, and other co-curricular activities are not allowable reasons to miss detention.

D. Tardiness or absence from detention will result in further discipline.

V. Saturday School (Jr/Sr High)

A. Saturday School may be assigned by the Administration to help improve student behavior.

B. Saturday School begins at 8:00 a.m., students who are 15 minutes late will be considered absent.

C. Students serving Saturday School will be charged a per hour fee on their school account.

1. 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.
2. Rescheduled Saturday School attendance will require an additional fee.

VI. Behavioral Agreements

A. Students may be placed on a behavioral agreement whenever there is clear evidence that the student falls below the minimum student behavioral standards.
B. Students on a behavioral agreement may be ineligible for co-curricular and extracurricular activities.
C. Students will be regularly evaluated on their current progress with the goal of returning them to a position of good behavioral standing.
D. 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 semester/year.

VII. Suspension

A. Length of the suspension is determined by the severity of the offense in the judgment of the Administration.
    1. Length is normally from one to five days.
    2. Students serving an out-of-school suspension are the responsibility of the parents for the duration of the suspension.
B. Non-academic offenses do not result in an academic punishment.
    1. It is the responsibility of the student and parents to obtain assignments from the instructors for the suspension period.
    2. 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.

VIII. Expulsion

A. In cases of repeated or serious misconduct, expulsion may become necessary to protect the particular student or student body.
B. Administration will determine the seriousness of the offense and evaluate whether expulsion is necessary in each situation.
C. If the Administration recommends a student for expulsion, their recommendation will go to the Head of School for a final decision.
D. In some cases, the Head of School may determine that a student is not able to continue at Grace, but will allow the parents to withdraw their student rather than be expelled.

IX. School Investigation, Search and Seizure

A. When items of a serious nature are brought to the attention of the Administration they will investigate the situation.
    1. Investigation steps will include:
        a) Listen to the facts of the complaint.
        b) Interview any relevant involved parties or witnesses to the complaint.
        c) Make a determination regarding the facts of the complaint and the relevant testimonies.
        d) Communicate findings to staff, parents, and students as appropriate.
    2. 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.
        a) Such conversations are considered to be *conditionally privileged* communications and will be deemed confidential as allowed by law.

b) Students are expected to be cooperative and truthful when questioned as part of any such investigation.
c) Parents will always be notified of an investigation that includes their child, though the notification may be after the investigation has taken place.
d) If it is determined that unlawful conduct has occurred, law enforcement will be contacted.

3. In the course of investigations by school officials, administration may conduct searches of students and their possessions.
   a) Searches may include: backpacks, lockers, vehicles and electronic devices.
   b) Searching of electronic devices may involve reviewing text messages, pictures, videos, downloads, social media sites, etc.
   c) Failure of the student to give permission will result in an immediate suspension pending possible expulsion for failing to abide by the policy set forth in the Parent/Student Handbook.
   d) 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.
   e) All prohibited materials found in a search are seized and confiscated.
   f) If unlawful items are discovered, law enforcement will be contacted.

X. Drug Testing (Jr/Sr High)

A. From time to time it has been necessary for selected students to be randomly tested for prohibited drug use. This has been occasionally necessary in order to address this as an area of sin in the struggling student, provide a high level of accountability and to ensure a safe learning environment for all Grace students.

B. As in all areas of student growth and discipleship it is Grace's desire to partner with parents. Whenever possible, Grace will seek to involve parents in the drug testing process to procure their assistance in addressing the potential concerns with their student.

C. Drug testing only takes place with those students reasonably suspected of past or current drug use.
   1. Any student exhibiting behavior consistent with being under-the-influence of a drug while at school or a school event, may be tested by an administrator.
   2. Reasonable suspicion includes, but is not limited to:
      a) Students who transfer from another school with a known drug use history.
      b) Students who are re-entering the school environment after having spent time in rehabilitation.
      c) Students who have admitted to experimentation with or extended use of drugs.
      d) Students who have been previously disciplined for a drug related event by parents, school officials, or local authorities.
      e) Students who at any time exhibit behavior consistent with being under the influence of drugs.

D. Only an Administrator may ask a student to be tested and will only do so after interviewing the student.
   1. During the interview, students are expected to be honest, to disclose all relevant information, and to share any knowledge they have regarding other students involved in drug use.
   2. When asked, students are expected to comply with the drug testing request.
   3. Every effort will be made to keep the drug test confidential as well as the source of information disclosed in the interview.
   4. The parents of the student will be responsible for all drug test costs.

E. Discipline
   1. If a student refuses to take part in the testing, parents will be notified, and the student will be immediately suspended from Grace School.
   2. If a student tests positive for illegal substances, parents will be notified, and the student will be immediately suspended from Grace School.

3. Further discipline decisions regarding students who are suspended for violation of the drug testing policy (testing positive, failure to test, failure to share information with Administration, etc.) will be determined by the Principal in consultation with the Head of School.
    a) All students suspended for violation of the drug testing policy (testing positive, failure to test, failure to share information with Administration, etc.) will be considered for withdrawal or expulsion from Grace School.
    b) When deemed appropriate or when required by law, Grace will notify the appropriate authorities.

ADMINISTRATIVE ITEMS

I. Illness

A. General Illness
   1. For the health and well-being of all our students, please keep your student home if they are not feeling well.
   2. If a student begins to feel ill during the school day, parents will be notified and may be asked to pick up their student.
   3. If a student is absent as a result of illness, they may not return to campus unless they are 24 hours fever/vomit free and their symptoms are improving.

B. Dispensing Individual Medication
   1. General:
      a) All medications must be kept in the Front Office and may not be carried by the student.
      b) Exceptions will be made for students to carry medications with them only with a completed H2 form signed by a physician and approval from Administration.
      c) Any medications brought to school must be taken home at the conclusion of each school year and may not be left in the Front Office over the summer break.
   2. Prescription Medications:
      a) Prescription medications will not be given to any student without a completed H2 Form on file. H2 Forms must be completed by a physician and are available on campus in the Front Office.
      b) All prescription medications must be turned in to the Front Office along with the completed H2 Form detailing the physician's instructions on dosage and use.
   3. Over-the-Counter Medications:
      a) Grace will not give out over-the-counter medications without written permission from a physician or written parental instructions.
      b) Over the counter medications may be brought to school and left in the Front Office with the appropriate written instructions for administering the medication.
   4. Lice/Ringworm/Conjunctivitis (Pink eye)
      a) Students will be sent home if they have head lice, ringworm, or conjunctivitis.
      b) If lice or ringworm is present in the classroom, the entire class will be notified of the occurrence.
      c) Upon return to school, students must be checked by school staff or may require a doctor's note or clearance.

II. Immunizations

A. Grace requires that each child's parent/guardian must present proof of proper immunization prior to admission and at the beginning of each grade span, designated as kindergarten and 7th grade (California Health & Safety Code 120335).

B. Students with exemptions from immunizations for medical reasons will be admitted (California Health & Safety Code 120372).

C. 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 120370).

D. Grace requires that each student's parent/guardian present proof of proper immunization in accordance with current state law.
   1. Students must have their immunization records submitted within six weeks of their enrollment date.
   2. Students who fail to provide immunization records will be unable to attend until their records are up-to-date.

E. Beyond these requirements, all other decisions related to vaccination and immunization are up to each student's parent.

III. Court Documents

A. All applicable court documents (custody agreements, restraining orders, etc.) must be submitted via the enrollment packet at the time of enrollment.

B. Should documents be updated at a later point they may be submitted to the student's respective campus.

IV. Student Records

A. Student school records are kept in the school office and may be accessed by their parents. (California Department of Education, Section 49069)

1. Parents who wish to view their child's school records must make an appointment with a school administrator.
2. Student discipline records will not be issued to any individual other than the parent or guardian.

B. Official transcript requests need to be made in writing to the registrar.

1. Please allow three (3) to five (5) business days to fulfill your request.
2. When your student transfers to a new school, the new school will request your student's file from our office once you've completed their enrollment process. Once their request is received, our office will mail the complete file to the new school.
3. Grace School graduating Seniors who are applying for colleges and/or universities will receive official transcripts for every school to which they apply.

V. Textbooks

A. Elementary: All classroom textbooks will be provided.

1. All textbooks must be turned in at the end of the school year.
2. 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 processing fee.

B. Jr/Sr High: Grace contracts with an online textbook vendor called BNCK-12 for all textbook purchases. Details about how to order books, and more information on BNCK-12 can be found at www.mbsdirect.net.

VI. Transportation

A. For particular events, parents may be asked to drive and provide student transportation.

B. In order to drive, parents must provide proof of a valid driver's license as well as proof of current insurance.

C. Parents who volunteer to transport students to and from field trips do so of their own volition and as a volunteer activity.

D. Such parents are not eligible for mileage or gas reimbursement.

E. Any student being transported for a school activity is required to comply with all California State Laws, including child seats and restraints.

VII. Student Pictures

A. Student pictures will be taken annually. You will be advised of the date, cost, etc.

B. Jr/Sr High:

1. All Seniors must sit for regular school pictures for ID purposes and for the official yearbook photo.
2. 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 but must be completed by the deadline to be included in the yearbook.

EMERGENCY SITUATIONS

I. Emergency Medical Response

A. If a student is injured or becomes seriously ill during the day, the school will attempt to contact the parents.

B. In the event the parents cannot be reached, the school will employ the directions given on the Student Info/Medical Report as completed on MyGrace.

1. When necessary, Grace will respond under the terms of the Medical Consent Agreement signed during the enrollment process. [See: ADDENDUM D]
2. Student medical information can be updated in MyGrace via the Parent Portal.

C. All school staff members are required to have current CPR and First Aid certifications.

II. Emergency & Disaster Situations

A. In the event of an emergency school closure, Grace will seek to notify parents and keep them updated about the situation and any necessary steps parents need to take.

B. Fire, earthquake, and lockdown drills are conducted at regularly scheduled times. Emergency procedures are discussed with the students at these times.

1. 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.
2. Once the campus, students, and staff are secured, arrangements will be made for parents to pick up their students. In such situations, regular pickup locations may not be available due to emergency vehicles, etc. Please park on the streets before safely approaching the campus to a designated pickup location.
3. In the event of a lockdown, no one will be allowed on or off campus. Please do not attempt to come to school to pick up your student until directed to do so.
4. In the event of an emergency, where students need to be moved off campus, students will be evacuated to one of the Grace School campuses, to Grace Church of Simi Valley, or to another site as directed by law enforcement or emergency personnel.

FINANCE

I. General Parameters

A. Expectations
   1. Student financial accounts are to be kept in "good standing."
   2. The financially responsible party will pay all registration, tuition, late, incidental, and other such school related fees in accordance with the billing schedule and in a timely fashion.
   3. A student financial account will be considered to be in "good standing" if it is paid in full and/or if the financially responsible party is abiding by the terms of any financial agreement made with the Head of School.
   4. Student financial accounts not in "good standing" will be considered to be delinquent.

B. Financial Agreement
   1. The Financial Agreement must be signed by the financially responsible person(s) who accepts the obligation of paying all financial costs for the student.
   2. The Financial Agreement is signed during the initial enrollment process.

C. Student Account Access
   1. Each student account may be viewed online by logging in to your MyGrace.
   2. The link to the MyGrace via the school website under the QuickLinks menu.

D. Damage to school property
   1. 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.

II. Tuition

A. Tuition Rates
   1. Each January, tuition rates are announced for the following school year and will typically include a marginal tuition increase to cover increasing operating costs and inflation increases.
   2. Grace's desire is to keep tuition rates as low as possible while providing a quality educational option for our students.

B. Tuition Payment Plans
   1. Grace tuition is charged in advance on an annual basis based on a payment plan. Students who enroll after the start of the school year will pay prorated tuition based on their start date.
   2. Upon enrollment, families will select a tuition payment plan for their students.
      a) Standard payment plan options include:
         (1) One-time, full-tuition payment
         (2) 10-month payment plan (June, plus September through May)
         (3) 12-month payment plan (June through May)
      b) Prorated payment plan options all exist for students who register late for the school year (after June 1). These options include:
         (1) One-time, full-tuition payment
         (2) Monthly payment plan based on the remaining available months (start date through May).

C. Tuition Payments
   1. Tuition is charged on a monthly basis and is due on the first (1st) of each month with a 10-day grace period before it is considered "delinquent."
   2. Tuition must be received no later than the close of business on the 10th of each month (postmarks on the 10th are not accepted as being on time).
      a) Online payments may be made through MyGrace.

b) Cash and checks are accepted during school business hours either at the Business Office or via the tuition drop box on each campus.

3. Tuition is to be paid-in-full regardless of the child's attendance, illness, teacher in-service days, or holidays therein.
4. After the 10th of each month, any unpaid balance will be assessed a late fee.

D. Multi-Student Tuition Discount

1. Multi-student discounts are offered for families with more than one student at the school.
2. Multiple student discounts will be determined on an annual basis. This includes all students from preschool through 12th grade.
3. The multi-student discount is automatically calculated and applied to your student account based on the following schedule:
   a) First child - Full tuition
   b) Second child - 8% tuition discount
   c) Third child - 25% tuition discount
   d) Additional children - 50% tuition discount each

III. Additional Fees

A. Incidental Billing

1. All other fees and additional services (outside of tuition) are billed through incidental billing, which is separate from tuition billing.
2. Incidental billing is billed as necessary on a monthly basis based on your particular student's situation.
3. Incidental billing is due upon receipt.
4. All applicable "General Parameters" (as stated above) also apply to incidental billing.

B. Various Fees

1. Application Fee
   a) The Application Fee is paid one time when you apply to enroll at Grace.
   b) The application fee offsets services rendered in connection with processing a student's application.
   c) The Application Fee is paid online when submitting one's application.
   d) The Application Fee is non-refundable.
2. Enrollment Fee
   a) The Enrollment Fee is paid when one first enrolls at Grace and is required to be paid-in-full for a student to be considered as "enrolled."
   b) The Enrollment Fee offsets costs and services rendered in connection with processing enrollment and placement.
   c) The Enrollment Fee is paid online when submitting one's enrollment packet.
   d) The Enrollment Fee is non-refundable.
3. Re-Enrollment Fee
   a) The Re-Enrollment Fee is paid annually in March as part of the continuous re-enrollment process.
   b) The Re-Enrollment Fee offsets costs and services rendered in connection with processing continued enrollment at the school.
   c) The Re-Enrollment Fee is billed via Incidental Billing.
   d) The Re-Enrollment Fee is non-refundable.
4. Late Fee
   a) After the 10th of each month, unpaid balances are considered to be "past due" and will be assessed a late fee.
   b) Late Fees are applied directly to your student account.
5. Student Activity Fees

a) Jr/Sr High:
   (1) Students are assessed an annual "activity fee" which covers various activities and items for their class. These include their class t-shirt and class retreat amongst other minor activities.
   (2) The Activity Fee is billed via Incidental Billing at the start of each school year.

6. Co-Curricular Fees
   a) Fees associated with co-curricular activities are billed as students participate throughout the school year.
      (1) Parents are still responsible for co-curricular fees for students who begin but do not complete a co-curricular. Partial co-curricular fees may be considered for students who complete less than ⅓ of the activity.
      (2) If a student is unable to participate due to academic ineligibility, parents are still responsible for all incidental fees.
   b) The following are some common examples of Co-Curricular Fees:
      (1) Athletics
         (a) Students participating in athletics at Grace will be charged an Athletic Fee for each sport they participate in.
         (b) Athletic Fees offset a portion of the costs associated with holding that sport and vary by level between Elementary, Junior High and High School.
         (c) All high school sports also charge a Spirit Pack Fee which covers consumable costs and items which will remain with the athletes at the end of the season.
         (d) Spirit Pack Fees vary by sport.
      (2) Fine Arts
         (a) Students participating in Fine Arts at Grace will be charged a Fine Arts Fee for each show they participate in.
         (b) Fine Arts Fees offset a portion of the costs associated with holding that show and vary by level between Elementary, Junior High and High School.
      (3) Robotics
         (a) Students participating in Robotics at Grace will be charged a Robotics Fee for each year they participate in.
         (b) Robotics Fees offset a portion of the costs associated with having this program and vary by level between Elementary, Junior High and High School.
         (c) Parents are responsible for covering their own expenses related to off site tournaments.

7. Club Fee
   a) Grace offers students the opportunity to participate in clubs each year.
   b) While most offerings do not have an associated fee, a small handful are associated with national organizations which require a participation fee. Students who chose to participate in these clubs will be assessed a nominal fee to participate in that particular club.

8. Educational Solutions Fee
   a) Grace offers limited Educational Solutions for a fee to those students who would benefit from additional academic services.
   b) Elementary: Designed for students with special learning needs and those who have demonstrated a consistent need for additional support.
      (1) Grace offers small class instruction through the Math and Reading Intervention Programs.
      (2) Students are billed monthly through their tuition account for this service.

c) Jr/Sr High: Three tiers of accommodations are offered ranging from in classroom accommodations to support outside of the classroom. A current assessment is required to be eligible for Tier 3 or Tier 4 support.

(1) Tier 2 - Student Accommodations:

(a) Consists of teacher facilitated supports such as preferred seating, oral testing, and extended time for tests and quizzes.

(b) Entry into Tier 2 is based on a teacher or administrator referral.

(2) Tier 3 - Organizational Support:

(a) Consists of Tier 2 supports as well as additional assistance in planning for upcoming assignments, gradebook monitoring, and instructor lecture notes.

(b) Students attend workshops after school two days a week with the Educational Solutions teacher to help facilitate these supports.

(c) Entry into Tier 3 requires educational testing and a written report that supports the need for academic support.

(d) Students are billed each semester for this service through their tuition account.

(3) Tier 4 - Student Advance Accommodations, Single Subject:

(a) Provides need-specific support in a specific subject area.

(b) Instruction and course material is curated to meet the learning needs of the student.

(c) Consists of Tier 2 & 3 supports and may also have an additional Educational Solutions Lab during the school day as well as workshop twice a week.

(d) Entry into Tier 4 requires educational testing and a written report that supports the need for advanced accommodations.

(e) Students are billed each semester for this service through their tuition account.

9. Extended Care Fees

a) Preschool:

(1) Parents will be charged per minute for each student left after closing time.

(2) The minimum fee charged will be $10.00.

b) Elementary:

(1) Students may be left in Extended Care either before or after school.

(2) Parents will be charged an hourly rate, prorated to every 15 minutes.

c) Students are billed monthly through Incidental Billing for this service.

10. Preschool Extra Day Fee

a) If necessary and when available, Preschool students may attend additional school beyond their standard schedule.

b) Depending on the request and availability, students will be assessed an additional fee billed through Incidental Billing.

IV. Billing

A. Schedule

1. 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 no later than the 10th of each month or a late fee will be assessed on unpaid balances.
2. 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.

B. Balances applied

1. Payments are applied to any outstanding tuition balance first with all remaining monies being applied to the Incidental Billing balance.
2. Payments are applied to the oldest bills first.

C. Returned Checks/Non-Sufficient Funds

1. There will be a service charge for all returned checks or payments returned for insufficient funds.
2. Accounts with repeated instances of returned checks or insufficient funds will be considered delinquent and may result in alternative arrangements being required or the termination of services.

D. Delinquent Accounts

1. Student financial accounts which are not paid in full by the 10th of each month will be considered delinquent and will be subject to late charges. Delinquent accounts are not considered to be in "good standing."
    a) It is the responsibility of the financially responsible person(s) to communicate and rectify the delinquent account.
    b) Delinquent accounts which are not returned to "good standing" put continued enrollment and participation in jeopardy.
2. If tuition and all related fees are still delinquent 30 days after the due date, Grace reserves the right to suspend services to the student until the account is brought current unless arrangements have been made with the Head of School.
    a) The Head of School will consider the circumstances of each situation and determine an appropriate course of action.
    b) Actions may include:
        (1) Termination of services - students may be withdrawn from enrollment at Grace.
        (2) Limitation of services - inability to sit for finals, not allowed to attend classes, prohibition from participating in co-curricular activities or school trips, etc.
        (3) Modified payment plans - arrangements may be made to modify monthly payments for a period of time to allow the family to pay less per month for a longer period of time. (Families on modified payment plans may be considered to be in "Good Standing" so long as they remain current on their agreed upon plan.)

V. Financial Aid

A. Overview

1. An education at Grace is a costly investment and sacrifice for all of our Grace families in their student's academic and spiritual development. Financial Aid is designed to assist with, while not removing, this sacrifice.
    a) Financial aid is applied for annually and the amount awarded is reviewed every year based on current circumstances along with the amount of aid available.
    b) Financial aid is need based and therefore varies depending on the families particular circumstances.
    c) Financial Aid is not available for Preschool students.
2. Grace uses a third party company, Financial Aid for School Tuition (FAST), to process and verify financial aid applications.
    a) FAST's recommendation and other information submitted by the family regarding their particular circumstances are reviewed by our Financial Aid Committee which is responsible for awarding Financial Aid.
    b) Grace's intention is to utilize financial aid to assist families in affording Grace, buying them time to make the necessary adjustments to their family budgets to accommodate the full cost of tuition in coming years.

c) Financial Aid is not intended to be a perpetual program and therefore emphasis is placed on seeking to move families off of financial aid as possible.

B. Scope
   1. Financial Aid is for tuition only. All other activities, fees, etc. are the responsibility of the family.
   2. The maximum financial aid award is 50% of tuition.
   3. Discounts do not stack, therefore Financial aid supersedes all other discounts available to the family.

C. Requirements
   1. Applicants for Financial Aid must be the student's legal guardian.
   2. Families will be required to submit certain documents to FAST for Financial Aid consideration, these include: employer issued copies of W-2 Wage and Tax statements, full scans of every page of your most recent Federal 1040, copies of all supporting tax schedules (if applicable) and state tax documents.
   3. Families receiving Financial Aid are required to complete the Financial Aid Agreement which they receive along with their Financial Aid Award.

D. Further information regarding Financial Aid including the specific dates which Financial Aid opens and closes for the school year as well as the link to apply for Financial Aid are available on the school's website at: https://www.gracebrethrenschools.com/landing-admissions/tuition-fees/financial-aid

ADDENDUMS

The following Addendums are a collection of various agreements and policies communicated to, and agreed to by, each family at the time of enrollment. They are archived here for your convenience and as a point of reference.

I. ADDENDUM A: Family/Student Compliance

A. I/we will read the School Handbook located in the Parent Portal and will comply with those procedures as stated therein and pledge my/our support to the faculty and to the administration of the school. I further agree that my child will comply with standards set forth in the School Handbook including but not limited to: use of profanity, harassment, obscenity in work or action, dishonoring to the Lord's name and the Word of God and respecting the personnel of the school.

B. I/we understand that the school reserves the right to dismiss a student who does not respect the Christian values and principles of our school or chooses not to cooperate in the educational process (including rules of conduct as stated in the School Handbook).

C. I/we hereby invest authority in Grace to discipline this student as may be deemed necessary by the school, including but not limited to detention, suspension, or expulsion.

D. I/we agree to pay for any damages to or loss of school property attributable to my/our student.

E. I/we understand that during my child's enrollment at Grace School and participation in programs and events associated with Grace, there is the possibility that my child will be photographed or videotaped. I hereby authorize and give full consent to Grace to publish and copyright all photographs/videos in which my child appears. I further agree that Grace may transfer or use these photographs in and for classroom decorations, school brochures, newsletters, advertising, posters, displays, slide shows, and like publications, the Grace Website, or materials without limitations or reservations. I affirm that I have the legal right to issue such consent.

F. My/our child may take part in all school activities, including school-sponsored field trips away from the school premises. I/we absolve and hold harmless Grace School, its agents and employees, and any person acting in its stead from any liability whatsoever resulting from injury to the child away from school on school activities, or during any school activity on the school property, unless due to willful neglect.

II. ADDENDUM B: Financial Responsibility

A. I/we understand that tuition and all related fees are billed on a monthly basis according to the payment plan we have selected and are due on the 1st of the month and must be received NO LATER than the 10th of each month or a late fee will be assessed on unpaid balances of $100 or more. All financial obligations must be current in order for any student to participate in co-curricular activities, take final exams at the end of either semester and/or to participate in any graduation ceremony. If tuition and all related fees are still delinquent 30 days after the due date, Grace reserves the right to suspend services to your child(ren) until the account is brought current, unless arrangements have been made with the Business Office.

B. I/we understand there will be a fee charged for any check or ACH that does not clear the bank for any reason. A late fee will also apply if the balance is not paid according to #1 above. A payment must be submitted within 5 days to replace the uncleared payment.

C. Tuition is stated for the school year and may be paid in twelve (12) [if registered by June 1st] or ten (10) monthly payments unless registering after August, then a modified payment plan will be implemented. For students who enroll after the start of school, charges, other than non-refundable fees, will be prorated on an instructional week basis. Students who withdraw after the first day of classroom instruction are subject to a non-refundable withdrawal fee. When withdrawing mid-year, tuition is due for each month your student is enrolled at the school. Withdrawing mid-month forfeits that month's tuition, any tuition payments made beyond the tuition due will be refunded less the withdrawal fee.

D. I/we understand that the policy of Grace is to make no refund whatsoever on application and enrollment fees.

III. ADDENDUM C: Mediation and Binding Arbitration Agreement

A. At Grace School, we as Christians believe that the Bible commands us 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 (Grace School and the parents or guardians of enrollees in Grace School) agree that any claim or dispute arising out of, or related in any way to, any aspect of the relationship between Grace School and its students and/or their families, including claims under federal, state, and local statutory or common law, the law of contract and law of tort shall be settled by biblically-based mediation, and, if necessary, binding arbitration.

B. If resolution of any dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only 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 Institute for Christian Conciliation division of Peacemakers Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The arbitration shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, Guidelines for Christian Conciliation.

C. The parties to this contract agree that these methods shall be the sole remedy for any controversy or claim arising out of the relationship between Grace School and its students and/or their families, 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 expense. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expense.)

D. The parties to this agreement have had an opportunity to consult legal counsel before signing this agreement.

IV. ADDENDUM D: Medical Consent Agreement

A. As the parent or authorized representative, I hereby give consent to Grace School of Simi Valley to obtain all emergency medical or dental care prescribed by a duly licensed physician (M.D.) Osteopath (D.O.) or Dentist (D.D.S.) for this child.

B. This care may be given under whatever conditions are necessary to preserve the life, limb or well being of the child named above. In the event that my child becomes ill or sustains an injury while in the care of Grace School, I give my permission to those in charge to take whatever steps are necessary to stop any bleeding. If it is not possible to receive my instruction for care, consent is given to any licensed physician and/or surgeon called upon, to whom my child is taken for treatment, or to administer drugs or medications, and perform such surgical procedures as he/she shall think the emergency requires for the relief of pain and to preserve the life, limb, and well being of the child named above. I will be responsible for any and all expenses incurred by such an illness or injury.

V. ADDENDUM E: Continuous Enrollment

A. Grace School recognizes the value of a sustained, long-term partnership with families in the education of their children. Grace School automates the re-enrollment process for our students and families by automatically re-enrolling your student each year. This adjustment eliminates the need for parents to annually complete re-enrollment paperwork as their student(s) will be automatically re-enrolled in February for the upcoming school year. This process secures your child's place at Grace for the following year and reduces the amount of paperwork needing to be filled out on an annual basis.

B. Those families who do not wish to return for the upcoming school year will instead "opt out" of the automatic process by notifying the school of their decision prior to the end of the re-enrollment period. This will remove your student from the re-enrollment, forfeiting your child's seat for the coming year, and will avoid your child incurring the non-refundable re-enrollment fee.

1. I/We understand that prior to the February automatic re-enrollment period, Grace School will publish the tuition rates and re-enrollment fee for the upcoming school year.
2. I/We agree that my/our student's automatic re-enrollment goes into effect with this agreement and, thereafter, continues automatically for my/our student through the completion of my/our student's time at Grace School.
3. I/We understand that the tuition billing plan selected in this agreement will be carried forth from year-to-year, UNLESS the Business Office is notified prior to the start of the automatic re-enrollment period in February.
4. I/We understand that the non-refundable re-enrollment fee will be added to our student's account in the month of March following the close of the automatic re-enrollment period.

C. For a student to be withdrawn from Grace they must complete the Online Withdrawal Form - students will not be considered as withdrawn (nor will tuition charges stop) until the form is submitted. It is the parents' sole responsibility to attain and submit this form to Grace.

VI. ADDENDUM F: Network and Computer Use Agreement

This Network and Computer Use Agreement ("Agreement") establishes the rules and guidelines for using computers and networking resources at Grace School("the school"). All individuals using the school's computer and network resources are expected to abide by this Agreement.

A. **PURPOSE:** The primary goal of this Agreement is to ensure that all school computers, networks, and resources are used in an ethical, legal, and responsible manner. This Agreement also works to uphold the values of the school, which center around integrity, respect, and our Christian faith.

B. **ACCEPTABLE USE:** Users are expected to:
   1. Use school resources primarily for educational purposes.
   2. Treat the network system with respect and avoid intentional damage.
   3. Respect the privacy of both personal and school-related data

C. **UNACCEPTABLE USE:** Users must not:
   1. Participate in any form of cyberbullying, harassment, or offensive behavior.
   2. Engage in activities that could compromise the network's security.
   3. Access, modify, or delete other users' data without permission.
   4. Download, copy, or share illegal, inappropriate, or unlicensed material.
   5. Use the network or computer resources for commercial purposes.

D. **PRIVACY AND SECURITY:** All users should understand that while privacy is respected, the school reserves the right to monitor all network and computer use. The school also maintains the right to access, review, copy, and store any material created, stored, sent, or received over the network or through school computers.

E. **VIOLATIONS:** Any violation of this Agreement may result in disciplinary action, up to and including expulsion, as well as legal action if necessary. Violators may also be held financially responsible for any damage caused as a result of their actions.

F. **ACCEPTANCE OF TERMS:** By using the school's computers and networking resources, you express your understanding and willingness to comply with this Agreement. Please discuss any questions or concerns with the school's network administrator or your supervisor.

We, at Grace School, believe in fostering a safe, respectful, and productive digital environment that aligns with our Christian values. We appreciate your cooperation and adherence to this Agreement.

VII. ADDENDUM G: Plagiarism

A. The Modern Language Association (MLA) Handbook (5th ed. 30) stipulates three major forms of plagiarism:
   1. "Failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase."
   2. "Paraphrasing another's argument and presenting it as your own."
   3. "Presenting another's line of thinking and presenting it as your own."
      a) 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.
      b) 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.

B. 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.

C. 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.

D. 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 rewriting 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."

E. With the rise of Artificial Intelligence and the ability to use AI bots it is important for students to understand that at no time is the use of AI technology to produce an academic product acceptable and is considered plagiarism. The ability to think critically and formulate ideas that are clearly communicated through writing is an important part of the learning process thus it is important for students to go through the writing process from start to finish. AI detection technology will be in use by classroom teachers.

F. Students who are found to have cheated on an assignment will receive a failing grade for that particular assignment.
   1. This is true for all forms of cheating including plagiarism, revealing answers to another student, copying homework, reports, projects, cyber-cheating (including the use of artificial intelligence or other online resources designed to provide answers to students), or conveying information to another student via an electronic device.
   2. Additionally, students may also be considered to be engaged in cheating if they are found to be in possession of unauthorized notes (under, around, or in their desk), are found passing notes with other students, are found making hand or mouth communications with others, or are caught turning around in their seats during an assignment.