

# **PARENT/STUDENT HANDBOOK 2021-2022**



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# About Grace Christian Academy

## *Philosophy of Education*

### **Dear Parents and Students:**

At Grace Christian Academy, we offer an environment for pre-k through sixth grade children in which the Lord Jesus Christ is preeminent in all we do. Our objective in establishing this school was to be obedient to the scriptural imperatives of Deuteronomy 6:5-7a, which says, "*love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.*" We are dedicated to the principle that a balanced education is based on the Word of God. We desire to minister to the whole child and help him or her grow mentally, physically, socially and spiritually to his or her full potential, both as an individual and as a contributing member of society. We are committed to providing an educational environment that stresses a high level of academic excellence and to promote the highest standards of morality and Christian behavior in daily living. We consider ourselves an extension of the home. We exist to help parents meet their God-given responsibilities in training their children.

To fulfill our mission, we welcome children who are eager to pursue our strong academic program which is geared for average to above average students. We expect and insist that respect and honor be shown to teachers, staff, and fellow classmates. Attendance at the school is a privilege, not a right. Our goal is not to reform, but to train Christian youth in all aspects of their lives.

### *Pledge to the Christian Flag*

I pledge allegiance to the Christian Flag and to the Savior  
for whose kingdom it stands - one Savior, crucified, risen  
and coming again, with life and liberty for all who believe.

### *Pledge to the Bible*

I pledge allegiance to the Bible, God's Holy Word.  
I will make it a lamp unto my feet and a light unto my path.  
I will hide its Words in my heart that I might not sin against God.

### *Declaration of Faith*

1. We believe the Bible is the Word of God, divinely inspired as originally given, and is the supreme authority in matters of faith and practice.
2. We believe God is triune - one eternal God existing in three persons: Father, Son, and Holy Spirit, and man is created in His image.
3. We believe Christ is God manifested in the flesh, born of a virgin. He lived a sinless life, suffered and died on our behalf, arose bodily from the grave, ascended to the right Hand of the Father and is coming again in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary for each individual.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

6. We believe in the Spiritual unity of believers in our Lord Jesus Christ.

### *Nonprofit Status*

Grace Christian Academy is not operated for profit. It is incorporated under federal and state laws as a tax-exempt institution. We depend on supporters who believe contributions to Christian schools provide community benefits.

### *School Board*

As a nonprofit corporation, Grace Christian Academy is under the direction of a School Board with five members. Three Board members are determined by Grace Community Church, and the Parent Teacher Fellowship Committee elects two Board members annually. The Board is entrusted and charged with inherent responsibility for the general and fiscal health and welfare of the School and its community.

School board meetings are open to parents. If a parent would like to have an item added to the agenda, a written description of the item should be given to the Board Chairman at least three days before the scheduled meeting. Official notification of school board meetings is through our parent email.

In the event a parent school board member is unable to fulfill the designated term, the school administrator and school board president will confer and subsequently appoint a parent to fulfill the remaining term of the departed parent board member.

#### 2021-2022 School board

Church Representatives (three year terms): Nancy Locke-Louden (Treasurer), Fancyl Gawryn (Secretary), Linda Graham

Parent Representatives (one year terms): Alicia Calton (President), Camille Ariotti (Vice-President)

Church Alternates: Fran Haraway

Parent Alternates: Elizabeth Vargas

### *The Parent Teacher Fellowship (PTF)*

The Parent Teacher Fellowship is a support group composed of parents and teachers. Every parent and teacher is a member of the Parent Teacher Fellowship. The PTF meets as needed. Officers for the coming school year and the parent representatives for the school board are elected at the last meeting of the current school year. Parents must be present at PTF meetings in order to vote. There is one vote per family for election of schoolboard representatives. The president of PTF should accept and support the school's Declaration of Faith. The PTF acts as a liaison and vehicle of support for students, parents, faculty, staff, administration and the School Board. The PTF is a parent-teacher group that:

- Provides and receives information and advice from the principal
- Aids and advises the principal's and the school board's decisions in special events
- Is a voice for all parents and teachers

## *Student/Faculty Ratio*

The student/faculty ratio is maintained at an intentionally low level to insure individualized attention. Classrooms for 1st through 6th grade are limited to twelve students per class for one teacher. A waitlist will be started until the enrollment totals fifteen students, at which point an aide will be added. Kindergarten is limited to ten students. The school board has the discretion to change the student to faculty ratio at any time without prior notification.

## *Faculty*

Our faculty members possess a rare blend of faith, dedication, professionalism, enthusiasm and warmth. The staff demonstrates devotion to Christ, students, and student learning. The relationship of the School Board, administration, faculty, and families is exceptionally close which produces an extremely low faculty turnover. Faculty members will be announced in August each year.

## Admission and withdrawal policies

Our admission team studies information gathered from a variety of sources to determine a candidate's potential for success at Grace Christian Academy. It is upon the compilation and review of this information that we determine which children will be best served by Grace Christian Academy. All of these requirements are important in the admission of a potential Grace student. At the same time, we remain aware of the limits of any evaluation process. Our primary goal is to help parents make the best choices for the development and education of their child.

It is the goal of Grace Christian Academy to provide the finest Christian education that is possible. With this goal in mind, the following admissions policy has been established:

Enrollment of children in Grace Christian Academy is a privilege, not a right. Parents must understand that continued enrollment is dependent upon their support of the school, its staff, and its policies. Parents and students must agree with the goals, philosophy, regulations and statement of faith of the school and be willing to support the administration from the home. Grace Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of the educational policies, admission policies, and other school administered programs.

In order to enroll a child at Grace Christian Academy a birth certificate and proof of up-to-date immunizations are required. Children registering for Kindergarten must be five years of age by September 30 of the school year for which they are registering.

Enrollment of current students and their siblings for the following year begins on February 1, at 8:00 a.m. in the school office, or the first business day following February 1st. Registration of children of Grace Community Church begins at 8:00 a.m. on February 15, in the school office, or the first business day following February 15th. Registration for all other students begins on March 1, at 8:00 a.m. in the school office, or the first business day following March 1st.

Re-enrollment of current students for the next school year is dependent upon families being up to date on tuition payments. Families in arrears regarding tuition may be placed on a waiting list for registration for the coming school year until their back tuition has been paid. The \$200.00 deposit would be applied to the family's balance if they are unable to re-enroll.

At the time of enrollment, parents are required to sign the following forms: Application for Admission, Authorization for Student Release, Health Record, Field Trip Permit, Consent for Medical Treatment, Publicity Permit, Honor Code, Directory Request Form, Handbook Agreement, Financial Agreement, and Rule for Acceptable Computer Use. Students in grades 3-6 are required to personally sign the Honor Code, the Rules for Acceptable Computer use, and the Handbook Agreement.

### *New Students*

New students will be required to take a readiness evaluation test to determine the individual's level of development and to determine their level of readiness for our curriculum. On the basis of the test, application materials, and the teacher's experienced judgment, the primary teacher and administrator shall determine acceptance for enrollment. A negative decision may be appealed to the School Board. All new students must pay a \$40 evaluation fee.

Students wishing to transfer from other schools to Grace Christian Academy who have had serious social adjustment problems, any serious behavioral problems, or serious classroom discipline problems will be strongly advised, regardless of test scores, not to seek enrollment at Grace Christian Academy or any private school where discipline standards are considerably higher than in the public schools.

### *Legal Agreement*

Parents of children enrolling in Grace Christian Academy shall be required to sign the following agreement:

Parent shall at all times be responsible for the actions and activities of Student, and shall be liable for, and shall save and hold School harmless from, any claims, damages, liabilities, causes of action, or expenses of any kind of nature (included without limitation attorneys' fees) incurred or suffered by School as a result of any action of Student. Parent, for him/her/themselves and on behalf of Student, hereby releases School, its trustees, directors, officers, employees, and volunteers from any and all liability or obligation whatsoever which may arise out of any injury or sickness of any kind sustained by Student while in attendance at the school or while engaged in any school activity or activities, or while being transported to or from School or to or from any School activity, regardless of the cause or causes of any such injury or sickness.

In the event I should feel it necessary to bring legal suit against Grace Christian Academy or Grace Community Church regarding my child(ren) enrolled in Grace Christian Academy, I hereby agree to assume all costs arising out of such legal action; i.e., prosecuting attorney, defense attorney, court charges, and any additional incidental costs.

### *Withdrawal of Students*

If the School terminates the enrollment of a student during the school year because of academic or behavioral problems, or for other good reasons as determined by the administration and school board, tuition or other fees will NOT be refunded other than any advance payment made on the annual tuition amount. If a student is withdrawn from the school by parents in the academic year, NO tuition or other fees will be refunded other than any advance payment made on annual tuition amount. If withdrawal comes after the first of the month, the parent is responsible for the complete month's tuition. **ALL FINANCIAL RESPONSIBILITIES MUST BE MET BEFORE ANY GCA RECORDS WILL BE RELEASED TO THE NEXT SCHOOL.**

### *Readmission Policy*

If a student has left Grace Christian Academy and wishes to return as a student, he or she must follow the steps of admission as if the incoming student were a new student. This includes the pre-entrance testing and registration fee, plus the interview process.



# Grace Christian Academy

## 2021- 2022 Calendar

2021

<u>August 2nd</u>	<u>Teachers begin contract days</u>
<u>August 4th</u>	<u>Mandatory Parent information meeting</u>
<u>August 4th</u>	<u>Specialists begin contract days</u>
<u>August 6th</u>	<u>Meet the teacher</u>
<u>August 9th</u>	<u>First day of school</u>
<u>September 6th</u>	<u>Labor day, no school</u>
<u>October 8th</u>	<u>END FIRST QTR</u>
<u>October 11th - Oct.15th</u>	<u>Country Store, no school</u>
<u>October 29th</u>	<u>NV Day Celebration</u>
<u>November 1st</u>	<u>Nevada Day Observed, No school</u>
<u>November 11th</u>	<u>Veterans Day, no school</u>
<u>November 22nd - Nov. 26th</u>	<u>Thanksgiving Break, no school</u>
<u>November 29th</u>	<u>School resumes</u>
<u>December 20th- Jan 3rd</u>	<u>Christmas Break, no school</u>

2022

January 4th School resumes

January 7th END 2ND QTR

January 17th MLK Day, no school

January 28th 100th day of school

February 21st Presidents Day, no school

March 18th END 3rd QTR

March 22nd NO SCHOOL

April 11th- April 18th Easter Break, no school

April 19th Return to school

May 27th END 3RD QTR

May 31st Report cards mailed home

## *School Day Schedule*

7:45 a.m.	Drop off begins
8:00 a.m.	School Begins/Chapel
9:00 – 9:25 am	Pre-K snack & recess
10:00 am	1 <sup>st</sup> – 6 <sup>th</sup> Snack and Recess
11:00 am	Pre-K & Kinder lunch & recess
11:30am – 12:00 pm	1 <sup>st</sup> – 6 <sup>th</sup> lunch & recess
12:00 pm – 2:25 pm	Special classes:
Specials	MW:PE, TTH: Science, Fri: Art
2:30 p.m.	School Dismissed

## *School Office*

The school office is open each school day between 7:45 a.m. and 2:45 p.m. Anyone who needs information concerning school policies and activities or has other questions may call or visit the school office during these hours. If a parent must bring homework, books, lunches, etc., during the school day, they must first report to the school office.

## *Drop Off & Pick Up of Students*

For the safety of our children there is a drop off zone in front of the school. If you do not use this drop off zone, we ask that you walk your child to the school grounds. We are concerned with the amount of traffic that currently exists in the parking lot; therefore, we will not allow the children to enter the parking lot unattended. All children must be picked up on the school grounds. If your child is walking or biking to or from school, you must sign a release form in the office.

There is a 15-mph zone in front of the school between 7:30 a.m. and 3:00 p.m. Parents are expected to abide by the speed limit during these hours.

**Bicycle Riding.** For the safety of our younger children, it is recommended that kindergarten students be accompanied by an adult if they ride a bicycle to or from school.

### Pick-Up Policy

The Pick-up time is 2:30.

If a child is not picked up ten minutes after dismissal, parents will be called. If the parent cannot be contacted, others on the emergency contact list will be called at this time. If a child is not picked up twenty minutes after dismissal, the child will automatically be enrolled in our after-school program if available. Parents who pick their child up after 2:45PM will be charged \$25 which is the daily rate for after school care. If the after-school program is not in session, students who are not picked up half an hour after dismissal will be referred to the Boulder City Police Department.

## *Leaving Grounds*

Grace Christian Academy operates a closed-campus. Once arriving on campus, students remain on the school premises until classes conclude at the end of the day unless a field trip is arranged. There may also be times when students are escorted by the teachers to a neighboring park or on a “nature walk.” The safety and security of the students are of primary concern. No child is released to any person other than the parent or a designee listed on the Student Release form. In special circumstances, parents may give written permission for a student to leave the school campus without a parent or parent designee. The reason for the student leaving must also be stated. This written parent permission must be turned into the school office. The student will be required to sign out of school and back into school at the school office each time the student is scheduled to leave campus.

Grace Christian Academy abides by all written child custody court documents. It is the responsibility of parents to provide the school with all current custody arrangements. Grace Christian Academy will strive to remain a neutral party for the best interest of the child. School records are equally available to all parties involved. No personal letter of recommendation will be provided unless court mandated.

## *Lunches and Snacks*

Students must provide their own lunches and beverages. Students should pack a thermos for warm food as students are not permitted to use a microwave at school. Students should also be provided with appropriate utensils from home. Due to COVID-19 precautions we are unable to provide utensils for students. Because of the large number of students, staff cannot microwave lunches for students.

## *Health and Medication*

### Well Child Guidelines

Upon the recommendation of the Committee on Control of Infectious Disease of the American Academy of Pediatrics, a child should remain at home if any of the following conditions exist:

- A fever of 99.6 within the last 24 hours
- Vomiting or diarrhea within the last 24 hours (even associated with teething and medication)
- A cloudy or yellow or green runny nose
- A persistent or excessive cough
- Sore throat
- Croup
- Fifth Disease (rash that appears on the face and spreads).
- Any unexplained rash
- Pinkeye or other eye infections (all eye infections are contagious. The child must be on medication for 24 hours and not exhibiting any symptoms before entering a classroom).
- Lice, including eggs or nits (the insects’ young).
- Common cold from onset through free from fever for 24 hours.
- Any symptoms of childhood disease, such as chickenpox, strep throat, flu, mumps, German measles, scarlet fever, whooping cough, etc... or any other infectious or contagious disease.

Parents are expected to keep sick children home and to notify the school when their children contract a contagious disease. If a child currently has any of the above symptoms, we will not be able to accept him or her into a classroom. If a child develops any of the above symptoms while in the classroom, the child’s parents will be notified promptly.

### Returning to the Classroom After Illness

IF A CHILD IS BEING TREATED WITH AN ANTIBIOTIC, HE OR SHE SHOULD HAVE RECEIVED TREATMENT FOR AT LEAST 24 HOURS BEFORE RETURNING TO HIS OR HER CLASSROOM.

When the child returns to school after an absence due to illness or injury, it is assumed that the child can participate in a full program unless otherwise advised.

### Administering Medication to Students at School

If it is necessary for a child to take prescription or non-prescription medication during school hours, a signed slip from a doctor must be on file in the school office stating times, conditions, and amount of medication which the child is to be given. The office staff and the faculty members are not allowed to dispense aspirin, or any other over-the-counter pain relievers without written instructions from the student's doctor. All medications will be dispensed from the office only. Prescription labels must be on all medications. Expired medications will not be dispensed to students. New medication forms are required each school year.

### Medical Procedures

Minor injuries can be treated with a little TLC, a cool cloth and a Band-Aid. First Aid kits are available in the office. When a child is treated, an "accident report" is filled out and signed by a staff member. (A copy of the Accident Report is included in the Volunteer Policy). In the event that a child needs more attention than we can provide a parent will be notified. Serious injuries involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated immediately by calling 911. The staff member will remain with the child until help arrives.

### *General Policies:*

#### Class Funds

If a particular classroom raises money for a project, any funds not used in a particular school year remain in an account designated for future approved projects for the involved grades.

#### Field Trips

Field trips are limited to Grace Christian Academy students unless otherwise stated. Grace Christian Academy students may only attend field trips which have been scheduled for their particular grade.

#### Party Invitations

Unless a child is inviting his entire class to a party, invitations should not be brought to school. It is not the responsibility of the school teachers to distribute party invitations.

#### Chapel

All students are required to attend Chapel daily at the duly designated times.

#### Crisis Response

Grace Christian Academy has a Crisis Response plan which is reviewed annually. Copies are located in the office. A copy is also on file with the Boulder City Police Department, and the Nevada Department of Education in Carson City, NV.

#### Child Abuse and Neglect Statement

It is the law and the duty of classroom teachers to alert the Principal concerning any and all noticeable marks and/or bruises on a child. If the child has sustained an injury leaving an obvious mark, please notify his or her

teacher with details of how the injury occurred. The child will be questioned and authorities may be notified. Also, if there is any behavior by the child that might suggest that he/she has been sexually mishandled, the staff will notify school administration, and administration, by law, will notify the Boulder City Police Department & Clark County Child Protective Services to further investigate the matter.

#### Substance Abuse Policy

Grace Christian Academy will notify the proper authorities regarding any person appearing to be under the influence of drugs or alcohol at any time during the school day or during any school activities. Grace Christian Academy maintains a smoke-free environment.

#### Grace Christian Academy Weapons Policy

No person may carry, use, possess, conceal or transmit a weapon, as defined below, on school property except a peace officer, or police personnel. Implements manufactured, used or intended for use as a weapon may not be carried, used, possessed, concealed or transmitted at school, on school property, on the way to or from school, or at or on the way to or from a school activity, function or event. Students found in possession of a weapon shall immediately be referred to the school administration, their parents and to the appropriate law enforcement agency as necessary. Disciplinary action may include immediate suspension from school until a thorough investigation is made of the circumstances.

Weapons are defined as: firearms, included but not limited to pistol, rifle, zip gun, shot gun, BB gun, pellet gun, explosive, explosive propellant, destructive device, or ammunition-whether operable or inoperable, loaded or unloaded; knives, including but not limited to switchblade, pen knife, pocket knife, hunting knife, and similar objects; other weapons, including but not limited to razor blades, ice picks, dirks, or other sharp instruments, nunchucks, brass knuckles, pipes, Chinese stars, billy clubs, and machetes; explosive or inflammable materials, including but not limited to bombs, fireworks, or firecrackers; or any other items that may cause bodily injury or death. All weapons, whether or not listed herein, are similarly prohibited. The use of any normally non- dangerous implements such as a stone, table fork, board, stick or baseball bat as a weapon shall come under the provisions of this section.

## Academics

The Grace Christian Academy academic program is dedicated to providing quality education from a Christian perspective. The school provides a Scriptural foundation for academic excellence and good character training. Students will pursue instruction in Bible, Language, History, Reading, Science/Health, Mathematics, and Art. Because we believe all aspects of our Curriculum are important in our students' education, School Board Policy states that all students are required to participate in all areas of the school curriculum appropriate for their grade level.

### *Expected Student Outcomes*

The goal of our school is that the expected outcomes listed below be achieved in the lives of our students. The aim of our school is to graduate students with a Christian worldview who:

1. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking;
2. Are proficient in mathematics and science;
3. Have a knowledge and an understanding of people, events and movements in history (including Church history) and the cultures of other peoples and places;
4. Appreciate literature and the arts and understand how they express and shape their beliefs and values;
5. Have a critical appreciation of languages and cultures of other peoples;
6. Know how to utilize resources including technology to find, analyze and evaluate information;
7. Are committed to lifelong learning;
8. Understand the worth of every human being as created in the image of God;
9. Understand and commit to a personal relationship with Jesus Christ;
10. Know, understand, and apply God's Word in daily life;
11. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love;
12. Respect and relate appropriately and with integrity to the people with whom they work, play and live;
13. Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.

### *Curriculum*

#### Bible

The clear teaching of the Bible is the foundation for all other learning. Since the Bible is the most important subject of Christian education, we believe it should be taught specifically and systematically to all each day. The curriculum is planned so that students going through the Bible program will be thoroughly acquainted with the basic fundamentals of the Scriptures.

#### Language/Reading

We place particular emphasis on the teaching of grammar, spelling, vocabulary, composition, and literature as we seek to educate students from a Christian perspective. The grammar books emphasize structure, rules, analysis, and the kind of practice that aims at mastery. Great importance is placed on correct spelling and the continual enlargement of each student's vocabulary. The School aspires to provide students with examples of the very best literature of the ages.

#### History

Students receive a realistic view of history, government, geography, and economics based upon the

foundational truths of the Scriptures. We present government as ordained by God for the maintenance of law and order. We present the fundamentals of free-enterprise economics and emphasize the importance of individual rather than collective actions to the well-being of people across the globe.

### Science/Health

The Science and Health curriculum gives a solid foundation in all areas of science, which is firmly anchored to Scriptural truth.

### Mathematics

The School provides attractive, legible, workable, traditional mathematics texts. The curriculum teaches students to believe in the absolutes of the universe and to work diligently to get right answers.

## *Feedback, Testing, and Retention*

The Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school to: (1) provide a parent access to their child's educational records; (2) provide a parent an opportunity to seek correction of records he or she believes to be inaccurate or misleading; and (3) with some exception, obtain the written permission of a parent before disclosing information contained in the student's education record. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parent to the student.

### Report Cards

Report cards are issued at the end of each nine-week quarter. Progress reports are issued halfway through each quarter.

### Grading System

The purpose of a grade is to provide the student, faculty, and family with an indication of the achieved level of skill and fact mastery in a particular subject in comparison with other students enrolled in a similar program. "A" indicates remarkably strong work. "B" is an honor mark. "C" is an acceptable mark. "D" is a passing grade earning credit. "F" is a failing grade. Opportunities to improve grades through extra credit work shall be at the sole discretion of the teacher.

<b>Grading System</b>	<b>Other Factors (Kindergarten)</b>
A = 90 - 100%	M = Mastery
B = 80 - 89%	V = Very Good
C = 70 - 79%	S = Satisfactory
D = 60 - 69%	N = Needs improvement
F = below 60%	X = Not presently being evaluated
	E = Excellent



### Academic Requirements for Annual Promotion

Each student will be evaluated at the end of the year and be recommended for promotion or retention. The following criteria are used to make this determination:

- Classroom Performance/Earned Grades
- Student Maturity/Social Skills
- Terra Nova Test Scores
- Outside Student Assessment (optional)

It is our desire to keep parents informed concerning low performance to the best of our ability, and every effort will be made to work with the student to strengthen deficient skill areas.

### Academic Probation

Students who do not maintain a C average in the major subjects of Reading, Language, Mathematics, History, Bible, and Science/Health at the end of a quarter may be placed on academic probation. These students will be required to meet with the teacher, the school administrator and their parents to develop an academic improvement plan. Failure to comply with the agreed-upon academic improvement plan may result in dismissal from Grace Christian Academy.

### Retention Policy

Students in grades 3 - 6 will be required to repeat the year if they earn 3 or more F's for the year in major subjects - Bible, Reading, Language, Science/Health, Math, and History. A student at this level who fails less than 3 courses would be encouraged to attend summer school and/or receive tutoring to strengthen skills prior to the next school year.

### Testing

Grace Christian Academy uses a standardized comprehensive testing program. The Terra Nova is administered annually in the spring to all grades. The comparison group for this test is comprised of students from a variety of schools nationwide. It provides an annual evaluative insight into student achievement, faculty effectiveness, and the strength of the school curriculum.

## *Parental Involvement*

### Parent-Teacher Conferences

Parent-teacher conferences are scheduled once a year. Parents wishing additional consultation may call the office for an appointment.

### Classroom Visits

Parents are permitted to visit class, but should not come unannounced. Parents must make an appointment with the teacher to visit a child's class and should strive to always provide a positive contribution to the class. All visitors are required to check into the school office prior to visiting classrooms. Parental visits will be limited to 30 minutes per appointment.

# Standards of behavior at Grace Christian Academy

## *For students*

### Attendance

Arrival at school shall be no earlier than 15 minutes before class begins. Students should be picked up at 2:30 pm. Students shall be required to attend all classes. Excusable absences will be for sickness, deaths in the family, and medical or dental appointments. When absence is necessary, parents are asked to telephone the school by 8:30 a.m., giving reason for the absence. Eighteen (18) excusable absences are allowed per year. The school does not condone vacations for students during scheduled school days. After 18 absences, the student's attendance will be referred to the school board. When the student returns to school, the student has the same number of days to make up class assignments missed as the number of days absent from school (tests and quizzes included).

Special family occasions may merit an excused absence. When this occurs, parents should notify the office at least one week in advance and complete a Pre-Arranged Absence Form. The parent will take this form to the teacher to fill in advance class assignments. The teacher will turn in the form to the office for approval and attendance records. The form will then be returned to the child's parents. When the student returns to school, the student has the same number of days to make up the class assignments missed as the number of days absent from school (tests & quizzes included).

A Kindergarten student will be considered present for a particular day if the student is at school for at least 2 ½ hours. A student in grades 1-6 will be considered present for a particular day if the student is at school for at least four hours. If a child arrives late or leaves early, it is the parent's responsibility to record the times in the attendance book in the office.

### Tardy Policy

Students shall be required to arrive at classes on time. Students are considered tardy to school if they are not in the Chapel when the second bell rings in the morning. Lateness due to medical appointments, dental appointments or other such situations shall be considered excused. Students who are late due to doctor or dental appointments must have a parent report to the office and sign them in. In order for other types of tardies to be considered excused, parents have the options of calling the school before 8:00 a.m. to report that the child will be tardy that day, recording the tardy in the attendance book when the parent brings the child to school or writing a note and bringing it to the office when they bring the child to school. Any of the above options must be completed on the day that the child is tardy. If a parent fails to notify the school on the day of the tardy, the tardy will automatically become unexcused.

Unexcused Tardies- For each unexcused tardy, the student will receive a consequence which will be determined by the teacher and the administration. Three unexcused tardies will result in a lunch detention. Five tardies total will result in an unexcused absence.

Excused Tardies- Students will be allowed three excused tardies without a consequence during a single month. If a 4th tardy occurs during the month, the student will receive a consequence to be determined by the teacher and administration.

Students who are tardy, whether excused or unexcused, are required to make up any work that they have missed as a result of being tardy to school. This includes the Bible lesson.

Students who have not received a consequence for tardies during the year will receive an award at the end of the year.

## Dress Code

The following standard of dress and grooming is in effect during school hours and on school sponsored trips away from the school. Exceptions are listed under Free Dress Day. All clothes, regardless of style, should meet the general guidelines for clothing below. The administration reserves the right to determine appropriate dress and grooming, and their decision is final.

Any student found to be in violation of the dress code will be sent to the office, and parents will be asked to bring the appropriate clothing for their child. If parents are unavailable, appropriate disciplinary action will be taken.

### *Uniforms (Monday-Wednesday)*

The basic uniform consists of:

1. Tops
  - a. Color: navy blue, light-blue, white or forest green.
  - b. Type: **Must** include a short- or long-sleeved polo shirt or turtleneck.
  - c. Sweatshirts and sweaters worn inside the classroom over polo shirts must be solid forest green, navy blue, or white.
  - d. Coats or other items for outside only can be of any color within the 'general guidelines'.
2. Bottoms
  - a. Color: navy blue or khaki
  - b. Type: pants, shorts, skirts, skorts, jumpers, etc.
3. Socks must be white (for girls, white/navy tights or leggings may be worn in the winter).

### *Dress uniforms (every Thursday and for all field trips)*

Dress uniforms must be purchased from Lands' End, and all students must have the same style. Item numbers are available from the school office. The dress uniform consists of:

- Navy blue short or long-sleeved polo shirt with Grace Christian Academy logo
- Khaki pants (boys) or skirt/skort (girls)

White socks, white tights or leggings may be worn in the winter

### *Free Dress Day (currently on Fridays)*

On this day, students will be able to dress in colors and styles of their choice.

### *General guidelines for clothing items:*

- The only acceptable logo on the uniform polo is the GCA/school logo.
- All clothes shall be clean and neat.
- Clothing must fit properly. Clothing cannot be oversized or under-sized more than one size from what currently fits the student.
- Pants and shorts must fit at the waist and not sag at the hips.
- Skirts, shorts, and skorts should fall no shorter than the fingertips from a relaxed arm.
- Tank tops must be three adult fingers wide at the shoulder.
- Prohibited items:
  - o No frayed hems
  - o No faded clothes, or clothes with holes
  - o No suggestive clothes, such as mini-skirts, excessively tight clothing, bare midriffs
  - o No sweat pants
  - o No jean fabrics except on Fridays or other designated "free dress days."
  - o No questionable artwork, phrases, words or messages promoting a questionable lifestyle

### *Shoes and hats*

Shoes must be worn at all times. Students may wear shoes of their choice, but no open-toed sandals, thong styles (flip-flops), high heels, or platforms higher than one inch. Gym shoes must be worn for PE. Hats conforming to the general guidelines above may be worn, but must be removed while in the classroom.

The administration reserves the right to determine appropriate dress, and this decision is final.

### *Grooming*

- Hair: No multi-colored hair, surf or punk style cuts are allowed. Must be of moderate style.
- Earrings: Boys may not wear any earrings. Girls may wear one earring per ear. The size should be no larger than a quarter, and no longer than one (1") inch. No body piercing is allowed.
- General: Personal hygiene is essential. Students must bathe daily. If staff must talk to a student more than once about their cleanliness, parents will be called.

### Conduct

**Grace Christian Academy is a Christian school and the students will be expected to conduct themselves in a Christ-like manner. It is essential to respect the rights and feelings of other members of the school community. Behavior that is contrary to the good order and discipline of the school will not be tolerated.**

**Students are expected to abide by the Honor Code.** Students of this school, whether on or off the school grounds, are a reflection of our school and are expected to refrain from engaging in cheating, swearing, fighting, gambling, theft, vandalism, possession and/or use of tobacco, alcohol, narcotics, weapons and dangerous instruments. Students who participate in such activities are subject to suspension and/or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive toward a higher standard in dress, conduct and attitude.

### *Electronic items brought to school*

No electronic items will be allowed on school premises or be permitted at any school event. The principal may grant an exemption for extenuating circumstances.

### *Property Care*

Students will be expected to treat the premises as if it were their own property. All school and church owned equipment – lockers, desks, computers, etc. are subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or backpack for school personnel. If a student refuses to allow this search or to empty his or her pockets, parents will be contacted. If refusal still occurs, a student can be expelled. If the suspicion involves a substance or object which may injure the student or other students, the authorities will be notified.

### *Computer Use*

Student use of the school's computer equipment is a privilege which, at the discretion of the school administration, may be revoked at any time. The school reserves the right to seek financial restitution for any damage(s) caused by a student or other users. As such, below are Rules for Acceptable Computer Use. At the start of the school year, students and parents will need to sign a form stating that they understand and agree to abide by these policies.

- Students will use only the computer that is assigned to them and will not attempt access to any unauthorized computer.

- Students will not attempt to use any software or hardware without the approval of the instructor.
- Students will not damage the computer or network in any way.
- Students will not modify any system setting on any computer.
- Students will not view, copy, change or use other student's folders, files, or work without the instructor's permission.
- Students will not view or display offensive messages or pictures.
- Students will use the Internet exclusively for activities which are specified by the instructor during Computer class. At no time will the student(s) be allowed to have free access to the internet.
- When on the Internet, students will NOT reveal any personal information about themselves or anyone else.
- When on the Internet, students will not send messages that contain inappropriate content.
- When on the Internet, students will not download, upload or otherwise gain access to any unauthorized material(s).

### ***Discipline***

Using Christ and His teachings as our model, discipline procedures have as their goal a transformation of a child's behavior in order for him or her to become more Christ-like in thought, word, and action. This discipline policy focuses on the implementation of grace, mercy, and the Golden Rule (Matthew 7:12) when making decisions concerning student behavior. As each child is an individual created in God's image, matters of student discipline will be evaluated on an individual basis.

Problems occur with regularity in any school. At Grace Christian Academy, this is a way God brings growth and maturity. The school exists to support your home. Your support of the school is essential to the success of our program. Students will bring many stories home about school incidents, which may seem problematic. Proverbs 18:17 says that the first to present his case appears right until another comes forward and questions him. It also says "He who answers before listening--that is his folly and his shame" (verse 18:13). The first step in solving a problem is to get both sides of the story. You can accomplish this by talking with the person concerned (usually the teacher involved) and with him or her only. Parents can easily solve most school problems at this level. If not, then our administration will be happy to help you. Should administrative mediation be unsuccessful, an appeal may be made to our school board for assistance.

Grace Christian Academy is not a corrective institution. Consequently, we ask that you do not enroll your student with the idea that we will reform him/her. We are here to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their role. Grace Christian Academy is dedicated to the training of students in a program of study, activity and living that is Biblically based and Christ-centered. We believe that "all things should be done decently and in order," and that our students should be taught to accept the given responsibility to "walk honorably before all men." Our discipline is firm, consistent, just, and tempered with love. Our faculty sets expectations of behavior in the classroom that include kindness, love with a genuine regard for their students. Good behavior must come from the heart and not be the mere conformity to man-made regulations.

Under the umbrella of our Honor Code, each teacher has specific classroom expectations for student behavior. Our GCA teachers have different strategies for controlling behavior in the classroom. Your classroom teacher will keep you apprised of any problems that arise during the year. However, if your child's behavior becomes too much for the classroom or becomes a problem on the playground administration will get involved and react according to the following guide:

### *Teacher/ lunch aide level*

1. Verbal warning to child to stop the negative actions.
2. Second warning happens with teacher/aide and has a classroom consequence. Written notice home explaining to parents two warnings have been given.
3. Student will lose their lunch recess.
4. Administration now steps in if the behavior continues.
5. Parent conference
6. On campus suspension. This happens out of the classroom. Work is done in office.
7. Off campus suspension, loss of honor awards
8. Expulsion from GCA

### *Suspension*

Suspension is a temporary denial of a student's right to attend classes, be on the school campus, or participate in school activities. The suspension process is as follows:

- Administration will inform student why he/she is suspended and the length of time involved in the suspension. The administration can suspend a student up to five days. Further infractions of school rules are then referred to the School Board.
- Parents will be contacted and informed of the reasons for suspension. If they are unable to be reached by phone, a letter will be sent home.
- The student and parents will meet with the administration before the student is reinstated to school. At this meeting the parents and students will sign a behavior plan in order for the student to continue to attend classes.
- Students may be allowed to make up work missed while on suspension at each principal's discretion.
- There will be NO refund of tuition for time missed.

### *Expulsion*

Expulsion is the revocation of a student's privilege to attend Grace Christian Academy. Grace Christian Academy is a private Christian school and reserves the right to expel a student for unchristian conduct whether by the student or a parent if such conduct is determined by the School Board to adversely affect the school. Expulsion is considered for repeated and/or serious violations of the Grace Christian Academy policies. Students represent the School and our Lord twenty-four hours a day. Poor conduct reflects badly on the testimony of the School and is justification for expulsion no matter where it occurs. The expulsion process is as follows:

- An administrator will suspend the student from school until the necessary information from all parties has been gathered to make an appropriate decision.
- There will be a school board meeting held to review the information. The parents and student are welcome to attend this meeting.
- No portion of monthly tuition will be refunded for a student dismissed by expulsion. An expulsion means that the student is barred from returning to school.

ALL DISCIPLINARY ACTION IS LEFT TO THE DISCRETION OF THE SCHOOL BOARD AND ADMINISTRATION. THE DECISION OF THE BOARD IN ALL DISCIPLINARY ISSUES IS FINAL!

## *For parents*

### Parent Conduct

The policy for handling problems is based on Jesus' teaching in Matthew 18:15-17 (Easy-to-read Version), which says "If your brother or sister in God's family does something wrong, go and tell them what they did wrong. Do this when you are alone with them. If they listen to you, then you have helped them to be your brother or sister again. But if they refuse to listen, go to them again and take one or two people with you. Then there will be two or three people who will be able to tell all that happened. If they refuse to listen to them, tell the church. And if they refuse to listen to the church, treat them as you would treat someone who does not know God or who is a tax collector."

We believe that parents and teachers must work as a team for the overall good of the child and cooperate fully with one another. When there is a misunderstanding or miscommunication of any type, a parent should take it quickly to the teachers. Should the problem remain unsolved, a conference will be scheduled with the parent, teacher, and administration in order to resolve the problem. Parents are expected to uphold Biblical standards in their dress, conduct and language while on school grounds and field trips. Failure to do so may result in the dismissal of the family from Grace Christian Academy.

When the campus is open parental visitation at lunchtime will be limited to a once a month Family Lunch Day. This lunch day is the 3<sup>rd</sup> Wednesday of each month at 11:00 or 11:30 a.m. depending on your child's lunchtime. Please make prior arrangements with the administration if you would like to eat lunch with your child.

### Handle Concerns with Your Child's Teacher First

Administration should not be scheduled to meet with a parent concerning a child or a child's teacher unless the parent has already, in good faith, set up an appointment with and met the child's teacher in order to address the concern and resolve the matter. Appointments can be made through the school office or the parent can schedule an appointment directly with the teacher. If the teacher has a school e-mail address, parents can communicate with parents through e-mail. Parents are discouraged from calling teachers at their homes. Parents should give the child's teacher the opportunity to resolve any questions or conflicts which may occur.

The first step in solving a problem is to get both sides of the story. You can accomplish this by talking with the person concerned (usually the teacher involved) and with him or her only. Parents can easily solve most school problems at this level. If not, then our administration will be happy to help you. Should administrative mediation be unsuccessful, an appeal may be made to our School Board for assistance.

### Criticism of Teachers/Administration

Students and parents are not to criticize teachers to other students, parents, or teachers. This is sowing disharmony and confusion and is totally unacceptable. Parents and students who have questions about something a teacher does should first talk with the teachers privately to try to peacefully resolve the issue of concern. Your child's education is very important. If you have concerns about your child's education, please contact the school principal to discuss your concerns.

# Financial Policy

## *Tuition and Fees*

Tuition at Grace Christian Academy is figured on an annual basis and can be paid over a ten (10) month period from August 1st through May 1st. The registration fee is due by April 1st to reserve a class position for the following year. This is non-refundable should the student chose not to attend Grace Christian Academy.

Payments are due by the first of the month and are delinquent after the 10th. A \$25 service charge will be added to accounts that are not paid by the 10th. There will be a \$25 charge added for checks returned by the bank for non-sufficient funds. Parents of students whose tuition is more than 30 days delinquent will need to make written arrangements with the administrator in order to bring the account up to date. All tuition balances must be up to date by the end of each quarter in order for the student to return for the following quarter. Account balances for the months of April and May must be made by the 10 of each respective month in order that the student may attend the end of the year activities. End of quarter/year report cards will not be issued for accounts which are delinquent at the end of each quarter. Payments may be made in the school office or on-line. Cash is not accepted.

## *Discounts*

Each child is eligible for only one type of discount or scholarship per month. Families with more than one student enrolled will receive a \$20.00 discount in monthly tuition (10-month contract) for each child enrolled at the school after the first. Those who attend school on a scholarship (full or partial), are not eligible for multiple child discounts.

## *Scholarships*

There are a limited number of scholarships available from Grace Community Church. Applications for the next school year are made available in March and are due June 15. If a child receiving a scholarship is then unable to attend Grace Christian Academy for financial reasons, a refund of the \$200.00 registration fee will be granted. The duration of each scholarship is one school year. Continuation of the scholarship is not implied.



## Pandemic/Quarantine Procedures:

Grace Christian Academy will follow all regulations and mandates instituted by the Nevada State Department of Education and the Southern Nevada Health District (SNHD). Said regulations and mandates will be communicated to the parents as they are disseminated to the school. The goal of closely following these regulations is to ensure the continuation of a quality educational experience for our students.

During times of pandemic/quarantine Grace Christian Academy will maintain a closed campus for the health and safety of the students and staff. If a community-wide lock-down is imposed classroom instruction will continue via distance education which will include but not be limited to: Zoom, Google Classroom, weekly folders containing worksheets, etc.

During the COVID-19 pandemic unvaccinated students aged two and up will be required to wear a mask at all times while indoors until otherwise notified by the SNHD. Any child who has had “close contact” or been otherwise exposed to the COVID-19 virus must be quarantined at home for no less than 10 school days. It is the parent’s responsibility, for the sake of our school community, to be forthcoming and notify the school administration as soon as possible if there is any possibility that a member of the child’s family has been exposed.

## Volunteering

### *General Volunteer Policies*

*“Serve wholeheartedly as if you were serving the Lord, not as men, because you know that the Lord will reward everyone for whatever good he does...” Ephesians 6:7*

Grace Christian Academy considers parents and other volunteers to be important members of the educational team of our school. Volunteers support our regular staff in assisting with many aspects of our educational program. We appreciate our volunteers and their role in our goal of “growing kids in grace and knowledge”.

In order to promote a quality education at Grace Christian Academy, we have developed this Volunteer Policy.

1. Volunteers may be required to be fingerprinted and are required to attend a training session at the beginning of each school year. Volunteer Training will include the following:
  - OSHA training
  - Fire Procedures
  - Shelter in Place procedures
2. Volunteers are to check in at the school office at the beginning of each volunteer session and at the end in order to record volunteer hours.
3. Volunteers should never be left alone with a student.
4. Volunteers are expected to be respectful to our students and our students are expected to be respectful in return. If a volunteer is on any occasion treated disrespectfully, they are to notify the teacher or principal immediately. We teach our students to be respectful to adults at all times. Children should call volunteers Mr., Mrs., or Ms., and should not address them by their first name.
5. All volunteers, teachers and staff are Christian role models for our students; inappropriate language or discussions are prohibited.
6. Volunteers should accept and support our Declaration of Faith, which is included earlier in this handbook, in order to participate in the Grace Christian Academy volunteer program.

7. Smoking is not permitted by volunteers, teachers or staff while on campus or in the presence of the students.
8. Volunteers are required to exercise confidentiality. It is of utmost importance at Grace Christian Academy that what occurs at school is private. Any questions or concerns regarding a student should be referred to the child's teacher or the principal.
9. Volunteers are not permitted to discipline students. It is the responsibility of the teacher. The volunteer works under the direction of the teacher to help, not replace the teacher.

### Child Abuse

As defined by "The National Committee for Prevention of Child Abuse."

**Physical Abuse:** Non-accidental injury, which may include beatings, violent shaking, human bites, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long lasting psychological damage, serious internal injuries, brain damage or death.

**Neglect:** The failure to provide a child with basic needs including food, clothing, education, shelter and medical care, also abandonment and inadequate supervision.

**Sexual Abuse:** The sexual exploitation of a child by an older person as in rape, incest, exhibitionism, improper touching or pornography.

**Emotional Maltreatment:** A pattern of behavior that attacks a child's emotional development and sense of self worth, such as constant criticizing, belittling, insulting, or manipulation.

### *Reporting Suspected Abuse*

Familiarize yourself with the definitions and descriptions of child abuse listed above. If you suspect that a child at our school has been abused, the following steps are to be followed.

- Report the suspected abuse to a teacher.
- Do not interview the child regarding the suspected abuse.  
(This will be conducted by a trained professional)
- Do not discuss the suspected abuse with other Volunteers, parents, etc. All information regarding the child should be kept confidential between teachers, administration, and the proper authorities.

You will be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained where possible. This report is to be completed within twenty-four hours and given to Administration. After the suspected child abuse case has been reported by a teacher or volunteer, proper steps will be taken to report the suspected abuse to the designated reporting agency.

### *Specific Volunteer Policies*

#### *Classroom Volunteer*

We welcome parent volunteers into our classrooms at the individual discretion of each classroom teacher.

The following policies should be followed:

1. Classroom volunteers should schedule their volunteer time with the classroom teacher before the day of volunteering.
2. Volunteers should sign-in with the office before going to the classroom and let the office know when their volunteer time is completed.
3. Classroom volunteers should receive specific instructions from the classroom teacher.
4. Any behavioral or disciplinary issue is the responsibility of the classroom teacher.
5. When you volunteer at Grace Christian Academy, you are supporting education. In an academic setting, your full attention should be given to the task at hand. For this reason, please do not bring children with you when you are volunteering in a classroom.
6. Cell phones are to be turned off in the classrooms. If you need to be reached, please let the office know you're expecting a call.

### *Office Volunteer*

Office volunteers may be asked to answer the phone, take messages, make copies for teachers, and other secretarial duties.

1. Volunteer office workers should defer matters of blood borne pathogens, etc. to staff who have had training.
2. Volunteer office staff should be aware of proper response to inquiries for information for “special needs students”.
3. Volunteer office workers should be aware of privacy concerns for our students.
4. All matters of discipline and medication should be handled by staff members.
5. Office volunteers should be aware of attendance procedures.

### *Play Yard Supervision Volunteer*

The primary goal of those supervising the play yard is the safety of our students.

1. Volunteers should check with Grace Christian Academy staff members for specific instructions.
2. Volunteer Staff should be familiar with play yard rules and consequences.
3. It is recommended that play yard volunteers use the following in working with children.
  - a) Time Out
4. If a volunteer experiences a situation which goes beyond “time out” or where students do not follow the instructions of the volunteer, the volunteer is to refer the situation to a staff member.
5. The only situation where a volunteer is to physically touch a child is if that child is in imminent danger.

### *Volunteer Driver Policies*

1. All volunteer drivers should have insurance information and a copy of driver’s license on file.
2. Drivers must have a seat belt for each child being transported.
3. Regulations involving front seat air bags must be followed.
4. Laws regarding booster seats for children under 6 years old or under 80 pounds must be followed.
5. Volunteer drivers must adhere to the itinerary provided by the school. Drivers should not make extra stops at any times during a field trip.
6. Drivers should not provide special privileges to those students in their car.
7. Any behavior problems should be referred to school staff.
8. When possible, a second adult, preferably a staff member should be in each car.
9. On field trips, when the teacher is unavailable, the volunteer may appropriately address safety or behavior. The volunteer should inform the teacher as soon as possible about the issue/s. Consequences for the behavior are the responsibility of the teacher.
10. When dropping students off after a field trip check to be sure the students arrive at campus safely, and there is proper adult supervision at school.

### *General Safety Rules*

1. No volunteer should ever be alone with a child for the child’s safety, as well as the volunteer’s safety.
2. NEVER LEAVE A CHILD ALONE WITHOUT SUPERVISION.
3. Any unsafe situation or items should be noted and reported to the teacher. The teacher should determine how to correct the situation.
4. Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, high fives, or a brief touch on the shoulder.
5. Never administer physical discipline. Absolutely no spanking, hitting, grabbing, pulling or squeezing of a child’s arm. The only time a child should be physically restrained is when they are endangering themselves or another child.
6. If you have a child that will not listen or cooperate, notify a teacher and they will deal with the

child.

7. Never say derogatory or hurtful words to a child.