

Grace Episcopal Day School
Student Handbook and Directory
2011-2012



*Celebrating the richness of life in a Christ-centered community,
the seriousness of academic achievement, and the joy of
childhood!*

Grace Episcopal Day School is accredited by Florida Kindergarten Council, Florida Council of Independent Schools, the Board of Regents and holds membership in the National Association of Episcopal Schools and the National Association of Independent Schools.

Grace Episcopal Day School admits students of any race, creed, gender or ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students.

Grace Episcopal Day School
156 Kingsley Ave.
Orange Park, Fl 32073

Administrative Office (904) 269-3718
Extended Day (904) 264-7382
www.geds.net

Office Hours

Monday - Friday
8:15 a.m.-3:30 p.m.

School Hours

Preschool
8:30 a.m.-12:30 p.m.

Full Day Kindergarten and Grades 1-8
8:30 a.m.-3:00 p.m.

Grace Episcopal Day School

Rector of Grace Episcopal Church

The Reverend Kurt H. Dunkle

Board of Trustees

John Ragsdale, Chairman

Head of School

Martha Milton

Business Administrator

Linda Meekins

Admissions Director

Sue Wetzel

Development Director

Stephanie Van Dyke

Administrative Assistants

Amy Henning, Dana Whitelaw

PreK-3

Three Day: Judy Waters

Five Day: Annette Modesitt

PreK-4

Three Day: Sue Wetzel

Five Day: Barbara Winters

Transition Fives

Joy Johnson

Kindergarten

Paula White

First Grade

Suzanne Bennett

Second Grade

Mary Beth Marzec

Third Grade

Jennifer Osborn

Fourth Grade

Susan Trice

Fifth and Sixth Grade

Patti Millican, Fifth Grade Homeroom
Kelly Harrison, Sixth Grade Homeroom
Brenda Harbin, Fifth and Sixth Grade Social Studies

Seventh and Eighth Grade

Kelly Porter, Seventh Grade Homeroom
Melody Walburn, Eighth Grade Homeroom

Resource Teachers

Katherine Irish	Spanish
Anne Bell	Technology
Cherie Chandler	Music PreK3-K
Darren Ronan	Music 1-8
Kris Lesak	Art PreK3-K
Lisha Dinkins	Art Grades 1-8
Brenda Harbin	Physical Education
Jon West	Athletic Director

Classroom Assistants

Shelli West
Sindy Wilson
Langdon Zimmer
Christine Reed

Enrichment and Extended Day

Nancy Hobson

Library

Langdon Zimmer

Building and Grounds

Jack Eccleston

Grace Episcopal Day School

Celebrating the richness of life in a Christ-centered community, the seriousness of academic achievement, and the joy of childhood!

Honor Code:

As a member of the Grace Episcopal Day School family, I pledge to treat others as I would want to be treated. This means I will be honest, sincere, respectful, and considerate, facing each day with a positive attitude.

OR

I will not lie, cheat or steal.

Character Statement:

Be careful of your thoughts,
For your thoughts become your words.
Be careful of your words,
For your words become your deeds.
Be careful of your deeds,
For your deeds become your habits.
Be careful of your habits,
For your habits become your character.
Be careful of your character,
For your character defines your witness to the world.

School Prayer:

O Eternal God, bless our school, Grace Episcopal Day School,
That it may be a lively center of sound learning, new discovery, and the pursuit of wisdom; and grant that those who teach and those who learn may find you to be the source of all truth; through Jesus Christ our Lord. Amen

OR

Father, bless our school today,
Be in all we do or say.
Every prayer to you we bring.
Every song to you we sing.

School Mascot:

Swoop the Eagle

School Colors:

Navy and White

History

Grace Episcopal Day School began as a Mothers-Morning-Out program in 1951. Over the years the preschool/kindergarten has grown to be one of the finest in Orange Park. In 1995, a group of parents who had a vision for continuing the quality education and spiritual training provided at the preschool/kindergarten developed the Elementary School by adding a first grade class. Each year has shown significant growth in students and staff enrollment.

GEDS currently employs a faculty/staff of 29 members. The student body, which includes PreK 3's – 8th grade, exceeds 200 students.

Mission Statement

Grace Episcopal Day School provides a program of academic excellence while preparing children to live responsible lives in a community grounded in the Christian faith. Through care and nurturing, Grace inspires learning, builds confidence, and promotes a desire to succeed.

Educational Philosophy Supporting Our Mission

Quality Education

- Provide a comprehensive curriculum built around a challenging academic program including subject matter in the academic areas, the arts, physical education, character education, Christian formation, and technology which inspires children to become life-long learners and equips them with the skills necessary to adapt to an ever changing world.
- Integrate varied teaching methods with traditional approaches to inspire learning, instill confidence, and promote a desire to succeed.
- Offer a robust fine arts program offering instruction in both visual arts, and music.
- Develop leadership skills in and out of the classroom which benefits not only Grace but the greater community as well.

Role of Religion

- Embrace the Christian faith and its principles framed in the Episcopal school tradition.
- Daily classroom prayers, short devotions, Christian formation, and a weekly Chapel service are a normal part of daily operations.
- Emphasize worship as a basic human need, while remaining sensitive to the diverse religious traditions of our students.

Role of Discipline

- Foster happy functioning individuals responsible for their own behavior.
- Accentuate positive behavior, provide redirection and/or choices, set realistic limits, encourage expression of feelings, and listen carefully to what children are saying.
- Incorporate Christian principles in daily character education.
- Integrate character education into all aspects of discipline.

**Grace Episcopal Day School
2011-2012 Fee Schedule**

Enrollment fees for new and returning students are due at time of submitting the contract. These fees are non-refundable. GEDS relies on the contract to determine staffing and budget requirements for the upcoming year. Once signed, we require that you respect the contract as a binding agreement between the family and the school.

Non-refundable enrollment fees are due at the time of submitting the contract for new and returning students. This covers partial classroom materials, workbooks, text book usage and other set up expenses.

Three-Day Programs	\$250.00
Five-Day Programs	300.00
Full-Day K through 8th Grade	350.00

Seventh and eighth grade students are to provide a personal laptop computer for daily use. Computer specifications will be provided upon enrollment.

Monthly payments are due the first of each month beginning July 1, 2011 through May 1, 2012

Tuition:

Three-Day Beginner Program	\$3355.00 annually
Three years old prior to September 1 st	305.00 monthly
Five-Day Beginner Programs	\$4400.00 annually
Three years old prior to September 1 st	400.00 monthly
Three-Day Intermediate Program	\$3740.00 annually
	340.00 monthly
Five-Day Intermediate and Transition-5	\$4730.00 annually
	430.00 monthly
Full-Day K, 1, 2, 3, (Includes field trips)	\$7040.00 annually
	640.00 monthly
Grades 4, 5, and 6 (Includes field trips with the exception of overnight trips)	\$7205.00 annually
	655.00 monthly
Grade 7 and 8 (Includes field trips with the exception of overnight trips)	\$8580.00 annually
	780.00 monthly

Annual Payment is due on July 1, 2011

Families with two or more children receive a \$100.00 discount from total amount of tuition fees. This may be done by deducting \$100.00 from the oldest child's last tuition payment in May.

Families wishing to pay the entire annual tuition, by check or cash, in one payment may deduct 3% from the total.

Financial Aid

Financial Aid is available for PreK4-8th grade on a limited basis. Following a letter of request to the Head of School or Board of Trustees, parents submit confidential, financial information to the SSS (School and Student Service for Financial Aid) Company. Eligibility and percentage of aid is determined and recommended to GEDS by the SSS. Based on this information and the amount of budgeted money available, a determination is made by the Financial Aid Committee from the Board of Trustees.

Forms should be obtained from the Administrative Office following registration in February. Prompt completion and submission to SSS is important in order for the report to be returned to GEDS by February 1st prior to the school year for which help is requested. Historically, six weeks is required for SSS to process and return reports.

Financial Aid must be applied for each school year and is available to students entering grades PreK4-8.

Student Attendance Policy

GEDS is accredited by the Florida Council of Independent Schools, the Florida Kindergarten Council, and holds membership in the Board of Regents, the National Association of Episcopal Schools, and the National Association of Independent Schools. Standards require that there be a minimum of 170 student days in each academic year. All students are required to attend unless ill or excused.

Children should be taught and encouraged at an early age the habit of regular and on time school attendance. Punctuality is very important as tardy students lose valuable learning time and are disruptive to the rest of the class. Children not in the classroom by 8:30 a.m. will be marked tardy unless excused. **Five or more unexcused tardies within a school quarter will result in lowering the citizenship and work habits for elementary students one complete grade.** Students arriving at school after 8:30 a.m. must be brought to the office and

signed in. Likewise, if you must pick your child up from school early, please sign them out in the office.

All children arriving before 8:15 must be placed in Extended Day as the teachers are unavailable to supervise prior to that time.

Excused Absences

We encourage parents to keep sick children home until they are well enough to return to classes. When a student is absent, parents are requested to notify the school office. Absences of 2 days or more require a re-admission note of explanation to the homeroom teacher. When a student is absent, parents should request assignments through the office with at least a full school day's notice so the teacher may gather assignments without interrupting the teaching day. Assignments may be picked up after school.

Exclusion of Ill Children

GEDS is making a concerted effort to protect our students and teachers from exposure to illnesses that can and do spread so rapidly in a small environment. We subscribe to the HRS guidelines for exclusion of ill children as follows:

- Fever: 100 degrees or higher. Children should not come to school if they have had a fever during the previous 24 hours.
- Behavior: If a child looks or acts differently: awake all night crying, tired, pale or restless.
- Respiratory: Breathing difficulties
- Vomiting: More than once within the last 24 hours
- Diarrhea: Frequent watery or green-colored bowel movements, which are not related to medications or food reactions.
- Rash: Undiagnosed rash other than mild heat rash.
- Sore Throat: Sore throat that needs culturing because other signs are present.

Readmission criteria to school for the following communicable diseases:

- Chickenpox: All lesions are dry and crusted.
- Impetigo: At least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by a physician.
- Conjunctivitis: Pink eye, at least 24 hours after the start of medication and/or drainage present.

- Lice and Scabies: Following medical treatment and recheck by school staff.
- Pin Worms: No restriction following start of treatment.
- Hepatitis: Physician's statement required for re-admittance.
- Strep Throat: No sooner than 48 hours after the start of oral medication or 24 hours after an injection.

Unexcused Absences

Absence from the school other than for medical reasons, death in the family, or approved educational experiences is considered unexcused. Parents must consult with the Head of School at least one week in advance concerning all expected student absences for any reason. Extended trips, though educational in nature, disrupt the classroom curriculum and therefore may affect a student's academic performance for the grading period. Teachers are not required to provide assignments in advance, and students are expected to make up any missed work upon their return.

The school's vacations are generous in number and length. GEDS encourages parents and students to make travel plans in accordance with our vacation schedule.

We encourage parents to make routine dental and medical appointments at times that will not require missing class time. Students leaving school during the day for such appointments must be signed out by a parent, guardian, or verifiable person through the office.

Tardiness has a negative effective on a child's academic achievement and self-esteem. Therefore, it is important that each child be in class on time as instruction begins immediately at 8:30a.m. **Five or more unexcused tardies within a school quarter will result in lowering the citizenship and work habits one complete grade.**

Clinic

The clinic is located in the main office and supervised by the Administrative Assistant. We do not have a school nurse; however, teachers and staff are routinely trained in CPR and Red Cross First Aid.

Prescription medications can be given by designated school personnel during the day to children enrolled in full day programs, if necessary. Authorization in writing must be on file in the office. Medications must be sent to school in the original container where they are kept in a locked cabinet **IN THE ADMINISTRATIVE OFFICE (not in the classroom)**. If your child attends a

half-day program, we ask that you plan for the medication to be taken before or after school due to the age of the child.

Parents will be called before over the counter medications are given, if the child has more than one degree of elevated temperature, if the child vomits or reports diarrhea, or is involved in an accident that causes concern by teacher or staff.

Allergy Policy

Grace Episcopal Day School recognizes that food allergies may be severe and even occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with severe allergies can suffer more serious consequences.

GEDS cannot guarantee that a student will never experience an allergy-related event while at school, but we are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.

It is the family's responsibility to notify the school, in writing, of the allergies. Working in conjunction with the family physician, the family should submit written protocols for the student. The school will work with parents to implement reasonable protocols.

GEDS will notify classmates of children with severe allergies and request that parents not send snacks or lunches to school that contain peanuts, tree nuts, or nut oil products.

We will do our best to avoid serving food with nuts, but cannot guarantee that products with nuts will never be present as we cannot monitor products sold at events or special student sales, products brought for celebrations, or served on off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

School Hours

8:30 a.m.-12:30 p.m. Beginners, Intermediates, Transition Fives
8:30 a.m.-3:00 p.m. Full Day Kindergarten and Grades 1-8

Early dismissal days are noted in the school calendar and dismiss at 11:30 a.m. for Preschool through grade 8.

School Closure

In the event of a weather emergency, Grace Episcopal Day School will follow Clay County Public School's decision regarding the closing of school and reopening of school unless otherwise noted. Do not send your children to school if in doubt.

In the event it becomes necessary to close school for any emergency situation, parents will be notified to pick up their children immediately by email/text via the emergency system. If a parent is not available, we will use the emergency contact information you provided on your enrollment information at the beginning of the year. Please be sure that information is kept current. Children will never be left unattended. If absolutely necessary, a child may be taken home with a member of the staff until parents or emergency contacts become available.

Student Health and Emergency Information

In case of accident or illness, it is very important for the school office to have current phone numbers of parents or guardians as well as the number of at least one additional person who can be called if the parents cannot be reached. Also, if your child is allergic to any kind of food, substance or insect bite, be sure to notify both the office and the classroom teacher.

State law requires GEDS to have current copies of your child's health and immunization records on file. These documents must be in our school office before the first day of classes or your child may not be permitted to attend school.

Please inform the school office immediately of any telephone number, address or health information changes that occur during the year.

Arrival and Dismissal Procedures

BEFORE SCHOOL:

Students in grades 1-8 should be dropped off at the walkway gate on Reed Street by the 5th and 6th grade cottage beginning at 8:15 a.m. **PreK3, PreK4, T-5, and Kindergarten students** should be dropped off at the gate closest to the administration office. Please wait for a staff member to arrive before you leave.

If you wish to walk your child to class please park in the spaces in front of the office on Kingsley Ave.

AFTER SCHOOL:

Half-Day children are to be picked up beginning at 12:30 p.m. at the walkup gate closest to the administrative office. If your child is not picked up by 12:45 he or she will be taken to extended day and you will be charged the appropriate fee.

Full day Kindergarten through grade 8 should be picked up at the Reed St. gate (by the fifth and sixth grade classroom) beginning at 3:00p.m.

Carpool

Enter the carpool line from the east on Stowe taking care not to block the Grace House driveway, then turn right on Reed street.

PLEASE DO NOT TRY TO MAKE A LEFT TURN INTO THE CARPOOL LINE OR THE PARKING LOT FROM REED ST. THIS SLOWS DOWN THE CARPOOL LANE AND BACKS UP TRAFFIC.

To expedite dismissal, please display your last name in your car window. If you have a car pool, include those student names as well. Card stock is available in the office for car windows. Please write in large, bold print.

Please do not try to pass around cars that are dropping off or picking up children. Just stay in the lane as it moves along. We ask that you be patient for the sake of safety.

Also, we ask that you refrain from cell phone use during carpool. This is a safety hazard as it takes the attention off of the safe and efficient flow of traffic.

Walk Up Gate

Parents not wishing to drive through the carpool lane may pick students up at the walk up gate which is the closest gate to the administrative office. Please wait until a GEDS staff person is present to leave with your child. Children not picked up by 3:15 p.m. will be taken to the extended day program. A charge will be assessed for that service. (Please do not ask that your child wait in the office.)

For safety reasons, students will not be dismissed to anyone other than their parents or designated carpool drivers.

Remember, if you have a change in plans, please notify the school office and your carpool driver (if applicable) to avoid confusion. Persons not known to our staff will be asked to produce identification.

Parking:

So as not to interrupt the flow of arrival and dismissal, we ask that you refrain from parking in the parking lot at the corner of Stowe and Reed St. during carpool arrival and dismissal hours. Exiting during this time causes a backup in the flow of the lane.

General Dismissal Information

If your child is to be picked up by someone other than those indicated on your emergency form or car pool list, or, if you have a change in plans, you must notify the school office (and your car pool driver if applicable) to avoid any confusion. Persons not known to our staff will be asked to produce identification.

Unless your child attends Extended Day, students must be picked up at the regular dismissal time. Students not picked up by that time will be placed in Extended Day and a charge will be assessed for that service.

For safety reasons, please do not leave with your child until he/she is discharged by a teacher. Also, the end of the school day is a very busy time and all of our teachers and office staff are required to help with dismissal. Please do not use this time to conference with teachers.

Check Out Policy

If a student must leave school for any reason, a note advising the nature and time of dismissal is requested. Parent or guardian must come to the office to sign the student out. The student will not be released from the classroom until notification from the office is received. If the student returns to school before dismissal he/she must be signed back in on the list in the off

Requests for Homework

In our ongoing effort to teach our students responsibility and organization, we ask for parental cooperation. Homework should be brought to class by the student. If a student leaves homework or projects at home, please do not fax, email, or bring this work back to school for the student. This policy will help students become more successful and understand that homework is their responsibility.

When a student is absent for one day, homework assignments should be requested from each teacher by the student upon return to school. Students will have one additional day to complete this homework. If a student is out sick for more than one day, parents are requested to email or call the school directly

to leave a message for the teacher. Homework will be ready 24 hours after the request is made. If a student is absent for non-medical reasons, parents are required to notify the school in advance and students must request assignments at least one week prior to the absence.

Visitors

For the safety of our students anyone on campus, other than staff, must register at the office in the visitors' log and obtain a visitor badge.

Extended Day

Extended Day is available for students of Grace Episcopal Day School. To attend before and/or after school Extended Day, parents must complete a registration form and pay an annual \$50.00 registration/supply fee prior to the day the child attends. Seventy five dollars (\$75.00) is the maximum registration/supply fee per family. (This fee covers snacks and supplies.)

Before School Care

Before school care is available each day beginning at 7:00 a.m. The cost is \$5.00 from 7:00 to 8:15 a.m. The fee for an additional child in the same family is \$4.00 per hour.

Preschool

After school Extended Day for preschool students is offered from 12:30 p.m. to 6:00 p.m. The cost per student for this service is \$5.00 with a minimum of 2 hours of care. For multi-child families, each additional child is \$4.00/hour with a minimum of two hours care. You will be billed semi-monthly.

Beginners and Intermediates attending three-day programs are eligible to use Extended Day on the days that they do not attend class. In order to reserve a spot, call the school office by 10:00 a.m. and provide a note when your child arrives for Extended Day.

You must send a lunch and drink whenever your child stays at Extended Day. We suggest that you pack your child's lunch separately from his snack, being sure to put the name on the lunch box or bag. Please refrain from products containing peanut butter. If you forget to pack a lunch, one will be provided at a cost of \$4.00. For children staying after 3:00 p.m., a nutritious snack is provided by the school at no additional cost.

Kindergarten and Grades 1-8

In the afternoon, after school care is provided until 6:00 p.m. The daily schedule includes a time for free play, snack, supervised homework and craft projects. The cost is \$5.00 per hour, with a 1-hour minimum fee. The hourly fee for an additional child in the same family is \$4.00 per hour. A dated note, which includes an emergency number, must be sent with your child on the days extended care is required.

General Extended Day Information

Students will not be allowed to attend extended day if fees are more than \$250.00 outstanding.

Students picked up after 6:00 p.m. will be charged a \$25.00 late fee for every 15 minutes. If this occurs more than 3 times, you will be asked to make other arrangements for your child.

Please direct any questions regarding Extended Care to the school office or to the Extended Day Director.

Extended Day is available at reduced hours during holidays, on early dismissal days before a holiday, and during the summer months.

Lunch and Snack

Individual classroom teachers determine snack time. Parents are responsible for providing nourishing, healthy snacks daily.

The Wholesome Tummies Lunch Program begins Tuesday, September 7th for full day Kindergarten and grades 1-8. A lunch may be ordered on-line at www.wholesometummies.com Monday - Friday. A local restaurant provides lunch for GEDS students on Fridays as well. All proceeds from the Friday lunch program benefit our clubs.

No lunch? The teacher or other school staff member will only call parents or a designated person. However, if the school cannot reach a parent or designated person within a reasonable time, the student will be provided with a lunch at a cost of \$4.00.

We invite parents to join their children for lunch. Please check with the teacher to determine your child's lunch schedule. When on campus, check in at the office and obtain a visitor badge prior to meeting your child at the picnic area.

Discipline

The role of all guidance and discipline at Grace Episcopal Day School is to help students become happy, functioning individuals, responsible for their own behavior. Consideration for others is of fundamental importance within our community. Students are expected to exhibit:

A Positive Attitude: Use the gifts God has given you to the best of your ability in accordance with God's will for your life and a gratefulness of heart.

Respect: Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and rights of others, and yourself. **The following will not be tolerated:**

- a. Physical abuse
- b. Verbal abuse
- c. Bullying in any form
- d. Dishonesty, lying, cheating, theft
- e. Vandalism
- f. Entering the lockers, backpack, or lunchbox of another student without permission
- g. Violation of the school's acceptable use policy

Responsibility: Be dependable and thorough in responsibilities at home and in school. Be a positive example to others. Responsible behavior is the cornerstone to successful living. **Special reminders:**

- a. Recycle and re-use whenever possible
- b. Bring necessary materials to class before class begins
- c. Save gum and candy treats for after school

Self Discipline: Make appropriate choices and exhibit proper moral behavior daily. **Grace Students are expected to:**

- a. Be courteous at all times to others
- b. Settle conflicts peacefully
- c. Respect the rights of others
- d. Greet adults when passing on campus
- e. Walk rather than run
- f. Arrive on time
- g. Follow directions easily and quickly
- h. Complete class work and homework to the very best on one's ability

Discipline Procedures

Teachers most often handle any problems that arise. Consequences for misbehavior range from eye contact, a verbal reminder, or an appropriate time out, to a meeting with the Head of School. If a more serious problem occurs, the parents are notified and the student, parents, teachers, and Head of School

work together in resolving the problem. In extreme cases, the Head of School may decide on one of several alternatives, including, but not limited to:

- a. Parent conference
- b. Referral to seek counseling
- c. Detention (available before or after school)
- d. Out-of-school suspension

A student can be suspended for a period of 1-5 days. A suspended student may not be on campus during the suspension and will be expected to make up all class work and homework missed.

Students may receive up to 75% credit for make-up work.

- e. Dismissal from GEDS

The school reserves the right to suspend or dismiss any student at any time if, in the judgment of the Head of School, such action is deemed in the best interest of the school or of the student. No refund of tuition, fees, or costs will be made for suspension or dismissal at any time.

Dismissal: Parents may be asked to withdraw their child(ren) for the following reasons:

1. A student's conduct, attitude or lack of academic effort makes it mandatory for that child to withdraw.
2. A student threatens bodily harm to another student or adult.
3. Tuition is 45 days delinquent without satisfactory arrangements having been made with the administration.
4. Parents will not cooperate with the administration of the school.

The student may or may not be given the option of applying for readmission.

Dress code

Preschool

We encourage you to dress your child comfortably in rugged "I can do it myself" play clothes. Socks, sturdy shoes, or sneakers are required. (No sandals, boots, or "cros" please!) There are many outdoor activities and worthwhile (but possibly messy) indoor projects during the day. Children need to feel free to participate fully. All removable clothing should be labeled. GEDS school shirts are available for purchase.

Tote Bags:

PreK-3 year olds are given a tote bag as part of their enrollment fee. We encourage all other preschool students to use tote bags rather than backpacks as they are less difficult for children to handle.

For your convenience, we offer personalized tote bags with the GEDS logo on them. These are roomy enough to accommodate large pieces of art work, lunch boxes and jackets. The bags cost \$10.00 and may be ordered through the school office.

Uniforms

Kindergarten, elementary, and middle school uniforms are required on campus with the exception of birthdays and any special occasion activity announced by the teacher and/or Head of School. Uniforms are available through RC Uniforms, Land's End, or any vendor that provides apparel, meeting the GEDS Dress Code. Free dress is not acceptable on Chapel Days.

Students with 3 dress code violations in one grading period will receive one complete drop in his/her citizenship grade.

Boys (Kindergarten)

School tee shirt in yellow, red, or blue (may be purchased in the elementary office) or polo shirt in navy, red, or white
Turtleneck shirts in navy, red, or white

Navy or khaki dress pants or shorts
Pants and shorts should have no exterior "cargo type" pockets and any visible logo must be removed.

No corduroy

GEDS sweatshirt, plain navy sweatshirt or cardigan sweater (no design)

Chapel: Navy pants or shorts and white polo

Boys (Grades 1-3)

Navy or khaki belted dress pants or belted walking shorts. Pants and shorts should have no cargo pockets and any visible company logo must be removed. No corduroy or cargo bottoms.

Knit polo shirts in navy, red or white (plain front or GEDS logo)

Turtleneck shirts in navy, red or white allowed when necessary

GEDS sweatshirt or plain navy sweatshirt or cardigan sweater (no design)

Chapel: Navy pants or shorts and a white polo

Boys (Grades 4-6)

Navy or khaki belted, dress pants or belted walking shorts. Pants and shorts should have no exterior cargo pockets and any visible company logo must be removed

No corduroy or cargo bottoms

Knit polo shirts in navy, red or white (plain front or GEDS logo)

Turtleneck shirts in navy, red or white allowed when necessary

Oxford, button-down collar shirt in white (long or short sleeves)

GEDS sweatshirt or plain, navy sweatshirt or cardigan sweater (no design)

Chapel: Navy pants or shorts and white, oxford shirt, solid navy tie

Friday for All Boys 1-6: All students may wear Grace Tee Shirts with uniform pants on Friday. These can be purchased in the front office.

Hair for All Boys K-6: Hair must be neat in appearance, cut above the collar, and worn out of the eyes at all times. No pony tails or fad dyed colored hair allowed.

Accessories for All Boys K-6:

Solid white (no design) tee shirt may be worn under the oxford shirt

Shoes with rubber soles (no sandals, “croc”, wheelies, or open shoes)

A matching navy, khaki, brown, or black belt is to be worn if the garment has belt loops.

Crew socks in white or navy

Only small, discreet jewelry is acceptable. Multiple bracelets and necklaces are not permitted. No earrings, please.

Belts are required for grades 2-6

Field Trip Uniform: Navy pants/shorts and red polo with GEDS logo unless otherwise directed by the teacher.

Boys in Grades 4-8 who have PE on the same day as chapel (Wednesday) may wear a plain white tee shirt under the white oxford dress shirt with uniform shorts. Before PE, they may remove their dress shirt and tie and wear the white tee shirt and shorts for PE. After PE, dress shirt or polo uniform must be worn over the tee shirt.

Outerwear: Winter jacket or rainwear of any style and color is acceptable. However, it must be removed or replaced by a GEDS sweatshirt, plain navy, red, white or off white sweatshirt or cardigan sweater while inside the classrooms.

Girls (Kindergarten)

School tee shirt in yellow, red, or blue (which may be purchased in the administrative office) or polo shirt in navy, red, or white

Turtleneck shirts in navy, red, or white

Walking shorts, capris, culottes, jumper, or slacks in navy or khaki. Slacks and shorts must not have exterior cargo pockets or any visible company logo must be removed.

No corduroy or cargo bottoms

Chapel: Navy pants, capris, culottes, shorts or jumper and white polo.

Girls (Grades 1-3)

Plaid or navy jumper (must be purchased from RC Uniforms) with white Peter Pan collar blouse

Walking shorts (belted), capris, culottes or slacks in navy or khaki.

Slacks, capris and shorts must not have exterior cargo pockets and any visible company logo must be removed

No corduroy or cargo

A matching navy, khaki, brown, or black belt is to be worn if the garment has belt loops.

Knit polo shirts in navy, white or red (plain front or GEDS logo, only)

Red, white or navy turtleneck shirts may be worn when necessary.
GEDS sweatshirt, plain, navy sweatshirt or cardigan sweater (no design)

Chapel: Plaid jumper with white Peter Pan collar blouse.

Girls (Grades 4-6)

Plaid or navy pleated skirt (Length should be the width of three fingers above the knees)

White button-down collar oxford blouse (short or long sleeves)

Walking shorts, capris, culottes or slacks (belted) in navy or khaki. Slacks and shorts must not have exterior cargo pockets and any visible company logo must be removed. A navy or khaki belt is to be worn if the garment has belt loops

No corduroy or cargo bottoms

Knit polo shirts in navy, white or red (plain front or GEDS logo, only)
GEDS sweatshirt, plain, navy sweatshirt or cardigan sweater (no design)

Red, white or navy turtlenecks may be worn when necessary

Chapel: Plaid pleated skirt with white, oxford blouse and navy crosstie.

The specific plaid for the jumper, skirt and culottes garments can be seen in the school office or ordered through RC Uniform by giving our school name. This is the only plaid allowed.

Friday for All Girls 1-6: Students may wear GEDS tee shirts with uniform bottoms on Fridays. These can be purchased in the front office.

Hair for All Girls K-6: Hair must be neat in appearance and worn away from the eyes at all times. No fad dyed hair colors allowed.

Accessories for All Girls K-6:

Anklets, knee-high socks or tights in white, navy or red

On cold days, ankle length leggings may be worn under dresses and skirts
Shoes with rubber soles (no sandals, boots, “croc”, wheelies, or open shoes)

Belts are required in grades 2-6 if clothing has belt loops

Only small, discreet jewelry such as small earring studs, modest bracelets and/or necklaces are acceptable. Large hoop or dangling earrings as well as multiple bracelets and necklaces are not permitted.

Field Trip Uniform: Navy slacks/shorts and red polo with GEDS logo.

Outerwear:

Winter jacket or rainwear of any style and color is acceptable. It must be removed or replaced by a GEDS sweatshirt, plain navy, red, white or off white sweatshirt or cardigan sweater while inside the classrooms. **Please label all outer clothing with your child's name.**

Girls in Grades 4-8 who have PE scheduled on the same day as Chapel (Tuesday) may wear a plain, white tee shirt under the oxford blouse, and navy soccer shorts under their chapel uniform skirt. At PE time, the girls remove their blouse and skirt and wear the shorts and plain, white tee shirt for the PE class. After PE, uniforms must be put back on.

Middle School Girls' Dress Code

Clothing:

Mesh polo dress with either short or long sleeves (pg. 8 Land's End) in maize, red, white, chambray blue or evergreen

Plaid, navy or khaki pleated skirts

(modest in length or no more than 2 inches above the knee)

White button-down collar oxford blouse with short or long sleeves

Shorts, capris, (modest in length or no more than 2 inches above the knee) or slacks (belted) in navy or khaki

(pants must not have exterior cargo pockets and any visible company logo must be removed)

A navy, khaki, brown or black belt is to be worn if the garment has belt loops

No corduroy or cargo bottoms

Knit polo shirts (pg. 4 and 5 Land's End) in red, navy, maize, white, chambray blue or evergreen

GEDS sweatshirt, solid sweatshirt in red, white or navy or cardigan sweater (no design)

Chapel:

Plaid pleated skirt with white, oxford blouse and navy crosstie

Black closed toed/heeled flats

Navy blue blazer (provided by GEDS)

Accessories:

On cold days, solid navy, white or navy blue ankle length leggings may be worn under dresses and skirts.

Shoes with rubber soles and white, blue, or black socks (no boots, open toed sandals, wheelies or crocs)

Navy, khaki, brown or black belts are required if clothing has belt loops

Only small, discreet jewelry such as small earring studs, modest bracelets and/or necklaces. Large hoop or dangling earrings as well as multiple bracelets and necklaces are not permitted.

Hair:

Modest hair accessories...hair must be neat in appearance and worn away from the eyes at all times.

Field Trip Uniform:

Navy or khaki slacks, skirts or shorts with a chambray blue polo with GEDS logo

Outerwear:

Winter jacket or rainwear of any style and color is acceptable. However, it must be removed or replaced by a GEDS sweatshirt or hoodless solid sweatshirt or cardigan sweater, in school colors, while inside the classroom or Chapel.

PE Uniform:

Solid color (finger-tip length) gym shorts or long athletic pants
Any color GEDS t-shirt
White socks and athletic shoes

Free Dress Day the last Friday of the month for all middle school girls :

Middle school students may have free dress on the last Friday of the month. The Head of School has the authority to veto any outfits that she feels inappropriate for school.

Free dress guidelines:

Dress like a “lady”

Appropriate school attire only

No spaghetti straps or sleeveless tops or dresses

No mid-drift tops

No torn blue jeans or denim

No athletic attire or t-shirts

Comfortable shoes...no open toed sandals, backless shoes or flip flops

Middle School Boys' Dress Code

Clothing:

Navy or khaki belted, dress pants or belted walking shorts. Pants and shorts should have no exterior cargo pockets and any visible company logo must be removed

No corduroy or cargo bottoms

Knit polo shirts (pg. 4 and 5 Land's End) in red, blue, maize, white, chambray blue or evergreen

Turtleneck shirts in the same colors allowed when necessary

Oxford, button-down collar shirt in white (long or short sleeves)

GEDS sweatshirt, plain sweatshirt or cardigan sweater in school colors (hoodless)

Chapel:

Khaki slacks and white, oxford shirt, solid navy tie

Dress shoes in black

Navy blue blazer (provided by GEDS)

Hair:

Hair must be neat in appearance, cut above the collar, and worn out of the eyes at all times. No pony tails or fad dyed colored hair allowed.

Accessories:

Solid white (no design) t-shirt may be worn under the oxford shirt

Shoes with rubber soles (no boots, sandals, “cros”, wheelies, or open shoes)

A matching navy, khaki, brown or black belt is to be worn if the garment has belt loops

Crew socks (white or black)

Only small, discreet jewelry is acceptable. Multiple bracelets and necklaces are not permitted. No earrings, please.

Field Trip Uniform:

Navy or khaki pants/shorts with a chambray blue polo with GEDS logo.

Outerwear:

Winter jacket or rainwear of any style and color is acceptable. However, it must be removed or replaced by a GEDS sweatshirt or hoodless solid sweatshirt or cardigan sweater, in school colors, while inside the classroom or Chapel.

PE Uniform:

Solid color (mid thigh or knee length) gym shorts or long athletic pants

Any color GEDS tee-shirt

White socks and athletic shoes

Free Dress Day the last Friday of the month for all middle school boys:

Middle school students may have free dress on the last Friday of the month. The Head of School has the authority to veto any outfits that she feels inappropriate for school.

Free dress guidelines:

Dress like a “gentleman”

Appropriate school attire only

No sleeveless tops

No mid-drift tops

No torn blue jeans or denim

No athletic attire or t-shirts

Closed toed/heeled shoe

Free Dress

On a student's birthday and other designated and announced days, students will be allowed free dress. Free dress guidelines allow clothing with logo/graphics displayed that avoid violence or inappropriate sexual content. No tank tops or tops with spaghetti straps, crop tops, short-shorts, or hip huggers are allowed.

All free dress clothing must maintain a conservative appearance as determined by the teacher and/or Head of School. Any clothing or hairstyle that causes the individual or others to be distracted will be deemed inappropriate and the student will be asked to contact parents for a change. **Please do not send children in free dress on Chapel Days. You may decide with the teacher on an alternate day.**

Put your child's name in all his clothing and on all other belongings. The lost and found box is located in room 4. The school is not responsible for lost or stolen personal belongings.

Cell Phones and Personal Property

Student cell phones are not allowed for use during the school day. Each classroom has access to a phone for emergencies. All messages for students should come through the school office.

The lost and found box is located in room 4.

Lockers

Middle school students are assigned a locker. It is the student's responsibility to keep it clean and organized. Unannounced locker checks will take place periodically throughout the year. All personal items and school supplies need to be properly stored. Materials left on the ground will be thrown away. GEDS is not responsible for materials, supplies, and personal items kept in lockers.

The locker and its contents are personal and private. Students are reminded to respect others' property and right to privacy. Students are provided combination locks for their lockers and these combinations are registered in the office. Lockers should be locked when students leave at the end of the day.

Report Cards and Interim Reports

Report cards are issued every nine weeks, and an Interim Report at the mid-point of each grading period for all elementary students. (See School Calendar for dates). Report cards are shared with parents during the parent/teacher conference after the first nine-week grading period and the third grading period in the spring. Final report cards will be mailed in May after all fees, library books, and textbooks are current and/or accounted for.

Grading Scale

Primary Grades (first and second):

EX= Excellent Progress
G = Very Good
S = Satisfactory
NI = Needs Improvement
U = Unsatisfactory Progress

Grades in the Primary Grades are based on objective decisions of the classroom teachers, participation of the students, and improvement noted. It is difficult and less than reliable to attempt to assign a numerical evaluation to the work and participation of children at this age. The most valuable evaluation tool for this age group is the parent/teacher conference.

Grades 3, 4, 5, 6, 7 & 8:

100	A+
92 – 99	A
90 – 91	A-
89	B+
82 – 88	B
80 – 81	B-
79	C+
72 – 78	C
70 – 71	C-
69	D+
62 – 68	D
60 – 61	D-
59 – below	F

The philosophy of Grace Episcopal Day School, as determined by the Board of Trustees, is inclusive, not exclusive. Accordingly, GEDS does not encourage academic competition between students. Grades and test scores are a private matter between teachers, students and parents.

Standardized Tests

The Standardized Achievement Test (SAT) will be administered in mid-April each year to all students in Grades 2 through 8. These are given primarily to provide an evaluation of student progress and to assess individual strengths and weaknesses. They provide information that assists the school and family in developing realistic expectations about a child's ability and achievement. Parents will receive results by mail as soon as scores are received from the scoring company.

Chapel

The Chapel Service is the focal point of the school week at GEDS. These worship services for are held at the following times with the exception of the third week of the month. On the third Wednesday of each month there is a combined Preschool/Elementary Chapel held in the Grace Episcopal Church Sanctuary at 9AM. Parents are invited and encouraged to attend all chapel services.

Wednesday mornings in the Grace Episcopal Church Chapel:

- **8:50 a.m. Beginners, Intermediates, Transition 5 and Kindergarten**

Wednesday mornings in the Grace Episcopal Church Sanctuary:

- **9:25 a.m. Grades 1-8**

We celebrate special chapel worship services for Thanksgiving, Christmas and Graduation. (See calendar for the dates and times.) These services are held in the church sanctuary and families are encouraged to attend. Call the office or contact your child's teacher for date and time of dress rehearsals.

Internet Acceptable Use Policy

Students and parents are required to read and agree by signing the last page of the handbook to the following acceptable use agreement before accessing the Internet.

- The Internet shall not be used without teacher permission.
- The resources of the Internet shall be utilized with teacher supervision for educational purposes only.
- Any materials that are pornographic, violent in nature, or otherwise harassing are totally unacceptable and will be dealt with immediately.
- Students' storage space is not private and should not be treated as such. The contents of storage space, such as files or communications, may be viewed at any time to ensure the safety and integrity of the school's network.
- General school rules for behavior and communications apply. Students shall agree to promote acceptable use of the Internet resources and observe network etiquette.
- Students will not rearrange, delete, add, or otherwise change any computer settings established by the teacher.
- Students will not download files from the Internet.
- Printing will only be permitted with teacher permission.
- If inappropriate material appears on the screen, students will immediately minimize the window and notify the supervising teacher without creating a disruption to the class.
- Students who deliberately go to an inappropriate site will be refused the use of the computer for a period of time designated by the Head of School.
- Students should never give out personal information over the Internet.

Parent Conferences

Parents and teachers are strongly encouraged to maintain ongoing communication throughout the school year. Teachers will schedule routine conferences during the fall and spring; however, more frequent communication may be initiated by either the parent or teacher if necessary.

Parents are asked to call the office or send a note to the teacher to request a conference. Conferences with the resource teachers (Spanish, Art, Music or PE) can also be arranged in the same way.

Class Parties

There are scheduled class parties during the school year: Harvest, Christmas, Valentine, and spring. Parents are encouraged to help arrange food, games or activities for the parties. Please contact your child's teacher if you are able to do so. **We prefer that the parties be held on campus and kept as simple as possible.** Due to liability for all persons; class parties that are held at homes with swimming pools or in public parks adjacent to a river or lake must be approved by the Head of School.

Birthday Celebrations

During the month of each student's birthday, and as close to the actual day as possible, he/she will be invited to come forward during the chapel service for a birthday prayer. Additionally, on the following Monday during flag gathering, birthdays will be acknowledged. Parents are invited to attend the chapel service and the flag gathering at any time, but especially on the day of the birthday celebration. Check with the classroom teacher for the specific day.

A special treat for the class is welcomed. Please make advance arrangements with the classroom teacher.

Please do not distribute birthday invitations at school unless the entire class is invited. Also, please refrain from using the carpool line to pick up children for birthday parties. Children should be called up to the front office and dismissed there.

Grace Day School welcomes birthday gifts in honor of a child. A birthday gift may be given to the annual fund, scholarship fund, school library, music, art, or technology fund, but this is optional. These donations should be given to the Head of School and will be recognized at Chapel and the Monday Flag Ceremony.

Birthday is a Free Dress day for the individual student unless it falls on a Chapel day. If this occurs, students may schedule free dress at another time. Summer birthdays are celebrated during the month of May.

Field Trips

Field trips are planned by the classroom teacher to provide interesting and academically stimulating experiences. The teacher, taking into consideration the nature of the trip, determines transportation details and the number of chaperones. The cost of most field trips for Kindergarten through Grade 8 is covered in the cost of tuition. Overnight trips are not included.

Preschool field trips are paid by the parent at the time of the event. Because these fees are often prepaid and reservations made well in advance, we cannot refund field trip money if your child is unable to attend for any reason. Parents must cover their own expenses if they chaperone.

If chaperoning a field trip we ask that you not bring siblings. Field trips are planned carefully for age appropriateness and younger siblings may detract from the educational experience of the trip.

The Episcopal Church requires that all cars carrying children must have two adults, and that the driver must leave a copy of the Drivers License and proof of car insurance in the school office. Additionally, drivers must have fingerprinting and a background check done every five years at the parent's expense. Drivers are frequently needed, so please help if you can. To do so, fill out the "Transporting Children" form that was included in the orientation packet and return it to the office. Children under the age of five and who weigh less than 40 lbs. must ride in an approved child car seat. Older children must have individual seat belts.

Chaperones for overnight field trips must have completed the four-hour Episcopal Child Abuse training provided by GEDS/Grace Church. Notification of this training schedule will be sent in Grace Notes and/or provided by the school office.

Parent Involvement

We welcome, appreciate, and expect your participation in your child's education. Some ways to become involved include volunteering as homeroom parent, field trip chaperone, computer parent or by sharing a craft, book, or cooking project with the class. You may also become a part of the GPA, a group of volunteer parents and teachers who work together providing assistance, sharing ideas, raising funds and organizing events for our school.

Planned time in the classroom may be arranged with your child's classroom teacher. Please do not just drop in the classroom throughout the day as it may disrupt the educational activity or momentum of the classroom.

Grace Parents Association

As a parent of a child at Grace Episcopal Day School, you are embraced as a member of The Grace Parents Association (GPA). As a member, **we ask that parents participate in at least one GPA sponsored event as a parent volunteer.** The parent organization plans and supports fund raising events for the school throughout the year. They also work to build positive social relationships between families, support school faculty, and foster school spirit. Parental involvement is a crucial part of school success.

Publications of Photographs, Writing, and Art

GEDS maintains a website on the Internet. From time to time the school may wish to publish examples of projects and other work on the school's website or the sanctioned social network pages. GEDS will make every attempt not to publish the names of students where individuals can be identified. The school will make every effort to honor the request of parents who do not wish a child's work or photograph to be shown.

From time to time parents will publish pictures of school events on their personal social network pages...**Grace Episcopal Day School is not responsible for pictures published by parents, family members, or friends of the school.** We ask that you be respectful of the privacy of others.

Annual Fund and Fundraising

We take great care in being good stewards of your tuition dollars and take pride in being able to stay affordable to many families. Tuition dollars do not cover the total cost of a Grace education. The school must depend on tax deductible contributions from our school family to make up the difference and to provide an excellent education for your child. GEDS needs the support of 100% of our parents to meet the demands of our budget.

Suggestions for parents

1. When in doubt, send a sweater or jacket. The beautiful old trees that shade our playground keep it cooler than most places.
2. For preschool parents, dress your child in comfortable "I can do it myself" clothes. Avoid overalls, stiff belts, and hoods that have drawstrings.
3. During mosquito season, students may want to wear mosquito repellent. Please apply it before coming to school. We are unable to apply repellent on the children because of potential allergic reactions.
4. Put your child's name in all his/her clothing...sweater, jacket, raincoat, and on all his/her belongings...lunch box, thermos, EVERYTHING! The lost and found box is located in the library . Unclaimed items are given to charity at the end of each quarter.
5. If you have a message for the teacher, write a note or send an email if applicable. Do not ask your child to tell the teacher or "just run in" to tell her before school. During that time, the teacher's attention needs to be

with the children. If you are unable to write a note, please call the office and leave a message.

6. Please do not send in tuition checks with your child, as these have a tendency to get lost or misplaced.
7. Please notify the office if someone unexpected is to pick up your child. **Identification will be required.**
8. Let the teacher know about any changes at home that might be upsetting for your child. For example: the death, serious illness of a family member or close friend, staying with a sitter while parents are away, deployment, etc.

REMEMBER! The staff of Grace Episcopal Day School is committed to providing your children with the best education possible. Your suggestions and support are both encouraged and appreciated. Do not hesitate to contact us if you have questions or concerns.

User Agreement and Parent Permission Form

This form applies to the 2011-2012 school year.

Student # 1	_____	Teacher	_____
Student # 2	_____	Teacher	_____
Student # 3	_____	Teacher	_____
Student # 4	_____	Teacher	_____

For the Parent/Guardian:

_____ Yes, I have read the Parent and Student Handbook and the Acceptable Use Policy and I give my permission for my child to access the school's information network including the Internet when applicable. I understand that my child's failure to comply with these rules and guidelines may result in disciplinary actions.

_____ No, I have read the Parent and Student Handbook and the Acceptable Use Policy and I DO NOT give my permission for my child to access the Internet. I understand that my child may be given alternative research methods.

_____ Yes, I have read the Parent and Student Handbook and will support the policies put in place by the school

Parent/Guardian Signature _____

For the Student:

_____ Yes, I have read or discussed with my parent/guardian, and agree to the school's Parent and Student Handbook, including the Acceptable Use Policy. I will abide by all guidelines. I understand that failure to do so can result in disciplinary actions. Please sign in the space provided.

Student #1	_____	Date	_____
Student #2	_____	Date	_____
Student #3	_____	Date	_____
Student #4	_____	Date	_____