Grace Academy of Dallas
Parent Handbook Table of Contents

School Philosophy – page 2
Mission Statement
Core Values
Code of Ethics
Statement of Doctrine
Accreditation
Statement of Exemption
Class Ratios
Philosophy of Education

Admission & Reenrollment Policies & Procedures – page 4
Admission Policy
Family & Student Interview
Entrance Exam
Preschool Requirement
Acceptance and Notification
Enrollment
Tuition & Fees
Financial Matters
Financial Assistance
Student Insurance
Withdrawal Procedures

Chapel – page 6

Campus Policies & Procedures – page 7
Arrival and Dismissal
Carline Procedures
Morning & Afternoon
Half-Day Students
Early Release Days
Carline Maps

Campus & Student Security Policies – page 9
Campus Safety
Entering the Building
Parent / Visitor / Volunteer Sign-In
Authorized Persons for Student Release
Crisis Plan
Good Practice Safety Measures
Child Abuse Reporting Policy & Procedures
Sexual Harassment
Conflicts or Disagreements

Dress Codes – page 13
Uniform Policy & Guidelines

Technology and Social Media Policy – page 15
Internet and Social Media
Grace Computers
Mobile Device Policy

Photo Release and Video Policy – page 16

Academic & Classroom Guidelines & Policies – page 17
Academic Reporting
Parent Teacher Conferences
Report Cards & Progress Reports
Cumulative Records
Curriculum
Enrichment Classes
Homework
Textbooks/Library Books
Organizational Notebook
Absences & Tardies
School Supplies

Student Character & Outcomes – page 21
Character & Discipline
Honorable Character
Cheating
Discipline
Student Outcomes
Intellectual Outcomes
Moral Outcomes
Relational Outcomes
Spiritual Outcomes

Communication – page 23
Website
Social Media
Grace E-News Weekly Update
Monday Envelope & “Dear Parent”
Emergency Alerts
School Closing (Weather)
FACTS/RenWeb SIS

Before & After School Care – page 24
Before School Care
After School Care/Grace Camp

Health Standards & Immunization Policies – page 25

Parent Involvement & Expectations – page 27
Campus & Classroom Access
Grace Parent Association (GPA)
Parent Cooperation
Parental Custodial Policy
Electronics & Toys
Field Trips
Booster Seat Policy on Field Trips

Lunch Program & Snacks – page 30
Lunch Schedule
Wholesome Food Services
Healthy Snack Policy & Guidelines

Lost & Found – page 31

Parties (Students) – page 31
Birthday Policy
Class Parties
Dear Parents,

Welcome to Grace Academy! In choosing Grace Academy of Dallas for your child, you are opening the door of opportunity and adventure.

Your student will have the opportunity to achieve academic results on a day-to-day basis that are substantially above the average for your child’s grade level. The curriculum used here at Grace provides the opportunity to excel in all of the core subjects, as well as physical education, art, music, technology, and foreign language. The teachers employed at Grace Academy of Dallas are professionally qualified and serve a call to the ministry of teaching.

Your child will enjoy the adventure and excitement of being a student in a loving and caring environment. Our Christian worldview at Grace sees every individual as a unique creation of God. Our faculty and staff are committed Christians who see the classroom and school as an opportunity to minister the love of Jesus Christ to each person.

I encourage you to become involved in the adventure with your child and see the wonderful things I see everyday. It’s a place where your student can grow and develop into the person God created them to become. Grace Academy is Christ-Centered and Future-Focused!

Sincerely,

Jim Clarke, Headmaster

------------------------------------------------------------------------------------------------------------------------

Each family should read and be familiar with the procedures and guidelines published in this Parent Handbook. Compliance with all of these procedures and guidelines is a condition for continued enrollment at Grace Academy of Dallas. If one is uncertain about the meaning or intent of anything contained in the Parent Handbook, they may contact the school office for clarification. Grace Academy of Dallas reserves the right to change its policies. Parents will be notified of any policy change through the established school communication system, or other forms of communication as deemed appropriate.
School Philosophy

Mission Statement

Grace Academy of Dallas assists Christian families in meeting the educational and spiritual needs of their children. This is accomplished by providing a biblically-integrated curriculum emphasizing academic excellence in a nurturing Christ-centered environment, affirming the unique worth of each student, and challenging them to make Jesus Christ the foundation for their intellectual and spiritual development.

Core Values

- Biblical Worldview—The education Grace Academy of Dallas provides, as well as its policies and procedures, is rooted in a biblical, Christian worldview.
- Educational Excellence—God commands us to pursue excellence in everything we do. We are committed to training our students to apply themselves wholeheartedly to the academic program set for them at Grace Academy.
- Faithful Stewardship—God has given us time, talents, and resources that we are to use for His glory and for His Kingdom. We are dedicated to faithfully using the resources He has given us.
- Meaningful Participation—Grace Academy of Dallas is not possible without the body of Christ. Therefore, Grace encourages its parents, teachers, staff, and students to invest their time, talents and resources in the ministry of the school, and to work for the glory of God in this ministry.
- Family—God has established the family as the cornerstone of civilization. Grace Academy of Dallas will support and promote the individual families that make up the Grace community through education, encouragement, and communication.

Code of Ethics

Grace Academy of Dallas shall operate in a manner that is lawful, prudent, and consistent with biblical principles. The Headmaster is bound by the Board of Trustees to implement policies and procedures that are biblical, just, lawful, safe, dignified, and which provide appropriate confidentiality.

Grace Academy of Dallas Doctrinal Statement

We worship the God of the Bible who exists in three persons—Father, Son, and Holy Spirit.

The Bible is inspired by God and is the final authority in faith and life.

Salvation is by grace alone. It is a free gift from God to all who put their trust in the death and resurrection of Jesus Christ to pay the price for their sins.

Baptism is our outward testimony to others of our personal faith in Jesus Christ our Savior and identifies us with His church.

Communion, the Lord’s Supper, is a memorial of Jesus’ death for our salvation. It is to be taken only by believers who are in a right relationship with God.

God created us male and female. Any rejection of or attempt to alter one’s biological sex is a rejection of God’s creation.

Marriage is a sacred rite ordained and established by God as a spiritual and corporal union between one male and one female wherein the two become one flesh and through which the graces of God’s salvation flow to the family. Sexual conduct outside the bond of such a marriage is contrary to the maintenance of a biblical lifestyle.
Life begins at the point of conception. All life is sacred and should be protected, especially the most helpless and innocent.

**Accreditation**

Grace Academy of Dallas is accredited by the Association of Christian Schools International (ACSI), affirming the school has achieved the accrediting standards with this agency and works continually to maintain them in our pursuit of excellence.

**Statement of Exemption**

As an ACSI accredited school, Grace Academy of Dallas ensures compliance with applicable local, state, and federal laws, and is in good standing with all federal and state regulatory agencies. In compliance with accreditation standards, Grace Academy of Dallas maintains a commitment to ongoing self-monitoring. The school is also exempt from state licensing.

**Class Ratios**

Class size may vary from year to year; the maximum student to teacher ratio will not exceed the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Maximum Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>13:1 with a teacher’s aide</td>
</tr>
<tr>
<td>K5 through 6th</td>
<td>18:1</td>
</tr>
</tbody>
</table>

**Philosophy of Education**

The Board of Trustees and Staff of Grace Academy of Dallas believe that the Christian school is an extension of the Christian home. Rearing children is the God-ordained responsibility of the parents; therefore, the relationship between the parents and the school must be complementary. Each must provide nurture, training, and guidance to expand the child’s mind and spirit through instruction from a God-centered perspective. The goal of Christian education at Grace Academy of Dallas is to impart a biblical worldview. Instruction in God’s Word, the only infallible source of truth, provides an integrated worldview to all school learning and indoctrinates a God-centered belief system in every aspect of life.

Grace Academy of Dallas provides an environment that encourages the development of Christ-like attitudes, habits, and character. Biblical instruction encourages growth toward spiritual maturity, strengthens a relationship with God through faith in Christ, and leads to an awareness of God’s special purpose for each child’s life. The Academy also encourages children to maintain a wholesome balance in intellectual and artistic pursuits and to sustain an expectation of academic achievement.

Grace Academy of Dallas strives to prepare students to live successful godly lives in an ungodly world. Staff at the Academy desires to assist parents in fulfilling their God-given commission by teaching the children entrusted to the school that:

- Each is made in God’s own image and is unique in personality.
- Each is endowed with special gifts that can be developed.
- Each can achieve, with excellence, God’s purpose in their life.

Grace Academy of Dallas influences children to be learners for life by striving for excellence in every academic undertaking. Excellence comes as the child embraces the processes of mathematics, reading, and research; mastering the skills of written and oral communication and achieves success in organization and independent study.
Admission & Reenrollment Policies & Procedures

Admission Policy

Grace Academy of Dallas is an evangelical, non-denominational Christian School. We teach the Lordship of Jesus Christ, and that the Bible is God’s holy Word, the absolute truth, profitable for training and teaching. Therefore we require at least one parent to profess Jesus Christ as personal Lord and Savior. Parents of all prospective students must be in agreement with the philosophy, objectives and Statement of Doctrine of Grace Academy of Dallas, and must sign the Parent School Partnership Agreement, and agree to maintain a biblical lifestyle, including but not limited to refraining from engaging in sexual conduct outside of a traditional marriage relationship which, we understand scripture to teach is a spiritual bond between one woman and one man.

Once the enrollment application has been submitted and the parent/student interview has been conducted, all students K4 through 6th grade will be tested to identify and confirm proper placement in the academic program. An application checklist is provided in the Admission Procedures portion of the enrollment packet. This outlines all of the required documentation to be submitted with the enrollment application. Grace Academy of Dallas admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, scholarship programs, athletic, or other school-administered programs.

Admission is contingent upon space availability and on determination of the suitability of Grace Academy of Dallas for each child. Preference in admission may be given to current Grace Academy families, siblings or qualified children of faculty and staff. Our program is not presently designed to meet the needs of students with diagnosed mental health disturbances, or severe learning disabilities at the level which would interfere with the child’s ability to succeed in a traditional classroom setting.

Family and Student Interview

After the application for enrollment has been received, the family will be contacted to schedule a parent and student interview. The Headmaster or the Admission Director will meet with preschool through sixth grade families and students. During the interview, the Headmaster or the Admission Director will provide information about the school and its philosophy, and then address the academic compatibility of the student and Grace Academy. The interview is designed to give the school administration and the prospective family the opportunity to determine if the Grace Academy philosophy and community will be an appropriate match.

Entrance Exam

The admission office will contact the parents of each prospective student to schedule a testing appointment. Academic testing is one tool used in the admission process. Transcripts and previous school’s recommendations are taken into consideration to determine each student’s potential for success at Grace Academy.

- Students entering K3 are assessed during an observation day with a teacher. This visit is approximately 2 hours.
- Students entering K4 or K5 are assessed to confirm developmental and academic readiness. This evaluation is approximately one hour in length.
- All students applying to K4 through sixth grade will be administered an entrance exam.
- Achievement testing in reading and math assists in determining the student’s readiness and academic eligibility for grade levels one through six. Students are evaluated to determine if they
are equipped to meet the academic expectations of the program. The testing is approximately one and a half to two hours in length.

Preschool Requirement

Upon entering preschool (K3 or K4) at Grace Academy, we require that all children be able to use the bathroom independently. This means children should be able to:

1. Communicate to an adult when they need to use the bathroom
2. Pull clothes on and off on their own
3. Successfully use the bathroom
4. Wash their hands independently

If your child is having frequent accidents, we may ask that you keep your child home for a time to work on the targeted skills. While these guidelines are policy, we understand accidents do happen! For this reason, we ask that all parents provide an extra change of clothes (shirt and pants or dress, underwear, socks, and shoes if desired) to have on hand at all times. In the event of an accident, soiled clothes will be sent home by your child’s teacher and another change of clothes will be requested. Please refer to your child’s classroom teacher or Shelly Burns with questions.

Acceptance and Notification

Upon receipt of all necessary documentation and fees, completion of the family and student interview, and scores consistent with success in our program on the entrance exam, the Admission Committee will review the application for students seeking enrollment in Grace Academy of Dallas. Parents will be notified concerning acceptance by letter as soon as the school determines the availability for that grade level. All information gathered in the admission process is confidential and the sole property of Grace Academy of Dallas.

Admission ages are as follows:

- K3: 3 years as of Sept. 1st
- K4: 4 years as of Sept. 1st
- K5: 5 years as of Sept. 1st
- 1st: 6 years as of Sept. 1st

Enrollment

Current school families have priority enrollment when reenrollment begins until Open Enrollment begins for new students. Parents are highly encouraged to complete and return reenrollment forms and applicable fees prior to Open Enrollment to insure your child’s place for the following school year. Siblings of current students or past students may also apply online during this timeframe and will have priority consideration.

Tuition & Fees

Grace Academy of Dallas is committed to Christian education, and assisting Christian families in meeting the educational and spiritual development needs of their children, by offering competitively priced tuition in comparison to other private schools in the area.

For the convenience of our families, the school offers three tuition payment options:

1. Annual Tuition *(full amount)* Due July 1st
2. Semi-Annual Tuition *(includes 5% surcharge)* Due July 1st & Nov. 1st
3. Monthly Tuition *(includes 10% surcharge)* Due Monthly: July 1st – May 1st 

*Excluding January*

A full breakdown of the Tuition & Fee Schedule is available for download from the school website.

**Financial Matters**

For questions concerning financial matters and policies, please refer to the enrollment contract and financial policies, or contact the Business Manager.

**Financial Assistance**

Financial Assistance may be available to families who seek a quality Christian education and desire enrollment at Grace Academy of Dallas, but are unable to afford the full cost of tuition. The Business Office will provide the tuition assistance on-line application information. Families applying must qualify in order to receive this assistance. All applications are reviewed and financial scholarships are awarded in April for the following school year. If the amount of assistance requested is not fully granted, the applicant may withdraw without any penalties and the Enrollment Fee will be refunded.

**Student Insurance**

Grace Academy carries a secondary Student Accident Insurance policy through the Association of Christian School International. All students enrolled during the year are covered by the insurance during regular school hours while on campus. This is a secondary insurance policy to be applied after the family’s primary coverage has occurred.

**Withdrawal Procedures**

If extenuating circumstances make it necessary to withdraw mid-year, we ask that parents bring a letter in writing stating their need to withdraw. The office staff will then work with the parents to ensure that all business matters and records are dealt with in a timely manner.

**Chapel**

In alignment with the mission statement and core values of Grace Academy of Dallas, Chapel is considered a critical and valuable component of our program.

Each Wednesday morning from 8:30-9:00 a.m., Grace Academy of Dallas students come together for corporate worship and a biblical application lesson. It is a treasured time set aside for worship, singing, instruction and celebration. Each week a different class leads the pledges for chapel, and each week students are recognized for academic achievement and community service through our “Caught Ya’ Doing Good” program. Student and faculty birthdays are also recognized. *Parents are welcome and encouraged to attend chapel time with their student.*
## Campus Policies & Procedures

### Arrival and Dismissal

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before School Care</strong></td>
<td>Arrival Carline</td>
<td>K5-6&lt;sup&gt;TH&lt;/sup&gt; Dismissal Carline</td>
<td>Grace Camp</td>
</tr>
<tr>
<td>7:30-8:00</td>
<td>8:00-8:15</td>
<td>3:15-3:30</td>
<td>3:30-6:00 p.m.</td>
</tr>
<tr>
<td><strong>Fees apply</strong></td>
<td>Students are considered tardy after 8:15, and should be accompanied by their parent to the school office to check-in and receive a tardy slip.</td>
<td>K3 and K4 Dismissal Carline</td>
<td>Fees apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3:10-3:25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>K3-K5 Half day dismissal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:30</td>
<td></td>
</tr>
</tbody>
</table>

### 11:30 a.m. - Early Dismissal Schedule

<table>
<thead>
<tr>
<th>Before School Care</th>
<th>Arrival Carline</th>
<th>Dismissal Carline</th>
<th>Grace Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:00</td>
<td>8:00-8:15</td>
<td>11:25-11:45</td>
<td>11:45-6:00 p.m.</td>
</tr>
<tr>
<td><strong>Fees apply</strong></td>
<td>Students are considered tardy after 8:15, and should be accompanied by their parent to the school office to check-in and receive a tardy slip.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Carline Procedures

At Grace Academy, we are committed to student safety. To aid our safety patrol, please observe the following carpool rules and procedures:

**General Car Line Procedures**

In order to maintain safety and smooth traffic flow, please adhere to the following:

- Follow maps outlined for carline routes for morning and afternoon
- There is a 5 mph speed limit in the parking lot
- Your car line number must be displayed from the rear view mirror when picking up your child
- If your child needs assistance getting buckled-in securely after being loaded in the car, please pull forward and park before you buckle their safety belts
- Pay attention to movement in the carline, and keep pulling forward
- No cell phone usage is allowed while driving on campus

**Morning Carlines**

- Morning carline begins at 8:00 a.m. All families will enter campus from Northaven Road by the athletics field, turn left into the north parking lot, drop off your child, and exit campus turning right onto Inwood Road. Preschool families will drop off at the church office doors and elementary families will drop off at the main school entrance. A staff member or safety patrol
student will be there to greet each car until 8:15 a.m. daily. If you choose to escort your child into the classroom, please park your car and walk them into the classroom.

Afternoon Carlines
Full day preschool and elementary students will be escorted to carlines. Please clearly display your car line number from the rear view mirror when picking up your child. After 3:30 p.m., students not yet picked up will be taken to Grace Camp and charged for that service.

- **Preschool Pick Up:** Preschool families will enter campus from Northaven Road by the athletics field and turn left into the north parking lot. Preschool cars will then U-turn towards the sanctuary to pick up your child(ren.) After pick up, you will then drive back into the east parking lot to exit onto Northaven Road.

- **Elementary Pick Up:** Morning and afternoon drop off and pick up will be the same. Please enter from Northaven Road by the athletics field, turn left into the north parking lot, pick up your child at the main school entrance, and exit campus by turning right onto Inwood Road.

Half-Day Students
Half-day students are released to their parent or guardian from their classroom at 11:30 a.m. Parents should be waiting outside the classroom door at 11:30 and leave quietly with their child, so as not to disturb other classes. For security purposes, when the teacher has released the student, parent and child are to go to the school office to checkout.

Early Release Days
On early release days the carline begins at 11:30 and ends at 11:45. After 11:45 late pick-up procedures and policies apply.

For carline pick-up changes or notification that your child needs to go to Grace Camp, please contact the Grace Academy office. Please take a moment to review the carline maps below for both morning drop-off and after school pick-up. *Carline routes and maps subject to change. Changes will be emailed*
Campus & Student Security Policies

Campus Safety
Grace Academy takes a variety of proactive measures to keep our school community safe.

Entering the Building
The only doors available for entrance for Grace Academy visitors are the front doors by the main school office. Exterior entry doors are to remain locked at all times for the safety of our campus. To enter the building, ring the bell and the office will allow admittance. Security cameras monitor the parking lot areas 24-hours a day.

The church entrance is not to be used during school hours. We will work closely with our friends at Grace Bible Church for the security of campus. Their team will help remind our guests to enter through the school entrance and their church community to enter through their doors. Please remind grandparents, nannies, and any other guests of this policy. Students, faculty, and staff will be reminded not to open the exterior doors to anyone at any time. All visitors must be buzzed in by the front office.

Parent/Visitor/Volunteer Sign In
All parents and visitors must enter through the main Grace Academy doors and proceed to the school security desk to receive a badge via the KeepnTrack visitor Management System. If the security officer is not at the desk to check you in, please proceed to the main school office for check in. Any visitor or parent on campus not wearing a badge will be asked to return to the main office for proper check-in.
Before leaving the campus, the visitor/parent must return the Visitor Badge and sign out in the school office.

Prospective or former students may visit Grace Academy of Dallas, but should obtain advance permission from the school office before arriving, to ensure the least amount of disruption possible. Visitors are expected to meet the behavioral standards of Grace Academy of Dallas and should sign into the office upon arrival.

Students Released To Authorized Persons Only

For your child’s safety, children will ONLY be released to an authorized person. If someone needs to pick up your child, please call the front office or submit written authorization. Notification to the office must be sent each time a change is made. Grace Academy of Dallas will request to see the driver’s license of the person picking up the child for verification. If any last minute changes must be made, the parent should contact the office by phone as soon as possible.

Crisis Plan

Grace Academy holds regular drills to ensure the safety of our students and staff. There are procedures in place for fire, tornado and lockdown drills. Through the practice of these procedures, children are trained to follow these procedures without panic or undue interruption to the learning environment. If you learn from your child that a lockdown or other drill took place, you can be confident that the lock down was one of our routine drills. We encourage you to talk with your child about what took place during the drill and reinforce at home what was learned in school. In a real emergency, parents will be notified via the Grace Alert System (see Communications.)

Good Practice Safety Measures

If you become aware of any signs of disturbing behavior by a member of our community, please report it to school administrators. If you witness something illegal on or around campus, please call 911 immediately.

Policy for Child Abuse Protection, Identification & Reporting

All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning an alleged event to any person except as necessary to cooperate with an official investigation. Any breach of confidentiality shall be cause for immediate dismissal.

Definition of “children” or “youth” - The term “child” or “children” or “youth” shall include all persons under the age of eighteen (18) years.

The Headmaster, or an appointed authorized agent, serves as the school’s sole access to the media. The school will emphasize to the public its position on child abuse, and its concern for the victim and the victim’s family members. Under no circumstances is one other than the Headmaster, or appointed agent, authorized or allowed to make any public comments regarding an alleged incident.

All persons shall act toward the child or youth, the parents, and the accused in accordance with the principles of Christianity at all times.

Texas Child Protection Definitions and Laws

Definition of child abuse or neglect as defined by the Texas Family Code is as follows: Child Abuse is defined to include acts or omissions that cause or permit:
• Mental or emotional injury to a child.
• Physical injury or threat of physical injury to a child.
• Failure to make reasonable efforts to prevent action by another person that results in physical injury to a child.
• Sexual contact with a child.
• Failure to make reasonable efforts to prevent sexual contact with or in the presence of a child.

Neglect includes:
• Leaving a child in a situation where the child would be exposed to a substantial risk of harm.
• Requiring the child to use judgment or take actions beyond the child’s level of maturity, physical condition or mental abilities.
• Failure to obtain medical care for a child.
• Failure to provide a child with food, clothing or shelter necessary to sustain the life or health of the child.

School Compliance - Duty to Report | The Texas Reporting Statute

Any person who learns of or has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person must report that belief to a local or state law enforcement agency, or the Texas Department of Family and Protective Services.

A verbal statement and report must be made immediately upon learning of the abuse or neglect, or the likelihood of abuse or neglect. A written Incident Report Form must be submitted within 5 days to the same agency or department that received the verbal report.

The report shall be non-accusatory, meaning the identity of the victim of the abuse or neglect must be identified, but the person making the report is not required to speculate as to the person who committed the abuse or neglect.

Liability for Failure to Report

A person failing to report child abuse or neglect commits a Class B Misdemeanor punishable by fines up to $1000 and/or confinement for up to 180 days. Additionally, a person who is the victim of child abuse, and his or her family, may bring a civil claim against the school and/or its agent (the person who failed to report the crime) as required by law.

Immunity Statute

A person making a report or assisting in the investigation of a report of child abuse or neglect is immune from liability, either civil or criminal, that might be incurred. This means that a person who reports child abuse and is later sued by any of the parties including the parents of the child or the accused perpetrator of the crime, can defend themselves on the basis that their actions were absolutely protected by this immunity statute, and the reporter should not be liable for damages relating to the reporting.

Sexual Harassment

Employee-Student and Student-Student:

Grace Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and
including termination or expulsion. Employee-Student and Student-Student sexual harassment is prohibited.

Definition of Sexual Harassment: the unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any one of the following conditions.

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive education environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene leers, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Plan of Action

Students or employees who feel that they have been subjected to conduct of bullying or harassment are encouraged to promptly report the matter to one of the school officials designated below. Students who observe inappropriate conduct, of any type, perceived as possible harassment are urged to report the incident to one of the designated school officials. All complaints will be promptly investigated.

The Headmaster and a designated (authorized) group of school administrators are specifically authorized to receive and respond to:

- Reports of alleged child abuse or neglect
- Complaints or reports regarding sexual harassment

The chain of authorized school administrators, based on availability, is as follows:

1. Jim Clarke – Headmaster
2. Joy Bell – Principal
3. Lori Baker – Development Director
4. Sarah Jayroe – Communications Director

They may be contacted through the school at (214) 696-5648. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully
investigate every complaint, and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant.

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

**Procedure for Investigation**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Headmaster or Board of Trustees Chairman, when warranted. The Headmaster will then direct an investigation. The individual/victim of the harassing conduct will be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy is subject to appropriate disciplinary action, up to and including expulsion or termination. The severity of disciplinary action is based upon the circumstances of the infraction.

**Conflicts or Disagreements**

If a conflict or disagreement arises, the biblical principles found in Matthew 18 should be followed:

1. Go to the person directly with whom you have the conflict. This should be done privately and not include conversations with other people regarding the issue. Difficulties are always compounded when those not involved are included. Care must be taken to keep the circle of involvement as small as possible. Matthew 18:15

2. Listen and express your concern carefully, understanding that there are always two sides to a story. The conflict must be expressed in a manner that restoration/resolution can attempt to be achieved as encouraged in Galatians 6:1. The attitude with which people are approached is of utmost importance and should be done from a spirit of gentleness.

3. Restoration/Resolution Procedures:
   - **Step 1:** Self-examination and prayer
   - **Step 2:** Meet privately with the person involved to seek restoration.
   - **Step 3:** Meet with the Headmaster to seek resolution if resolution has not resulted from steps 1 and 2. If restoration is not achieved, then **Step 4:**
   - **Step 4:** Write a letter to the Board of Trustees containing a clear statement of the concern and the present circumstances of the concern. The letter should be given to the Headmaster for presentation to the Board.

**Dress Code**

Grace Academy is excited to partner with Risse Brothers School Uniforms. Uniforms may be purchased online or by visiting our local Risse Brothers’ store.

Risse Brothers School Uniforms
4452 Beltway Drive
Addison, TX 75001
www.rissebrothers.com

**Uniform Requirements by Grade Level:**

K3 Boys & Girls:
- Play clothes with closed-toe shoes
- Bring change of clothes, including underwear and socks, labeled in Ziploc bag


K4 Boys:
- Blue monogrammed oxford
- Navy shorts or pants with elastic waistband – no belt is required
- All-White or All-Black athletic shoes with Velcro
- White or black socks (covering ankle)

K4 Girls:
- White Peter Pan blouse
- Plaid Jumper w/navy modesty shorts
- White ankle or full-length socks
- White or Navy tights or leggings
- All-White Tennis Shoes with Velcro (Keds Velcro Mary Jane recommended)

K5-6th Grade Boys:
- Blue monogrammed oxford
- Navy shorts or pants
- Brown or black belt
- All-White or All-Black athletic shoes (including laces)
- White or black socks (covering ankle)

K5-3rd Grade Girls:
- White Peter Pan blouse
- Plaid Jumper w/navy modesty shorts
- White ankle or full-length socks
- White or Navy tights or leggings
- Saddle shoes or All-White Tennis Shoes

4th-6th Grade Girls:
- White monogrammed oxford
- Plaid skirt
- White ankle or full-length socks
- White or Navy tights or leggings
- Saddle shoes or All-White Tennis Shoes

*Blue and white unisex oxford shirts will be grandfathered in for the 2019/20 school year.

Outerwear:
- Only the official Grace Academy monogrammed sweater, v-neck pullover, fleece, or cardigan may be worn in the classroom
- Coats may be added for recess during cold weather, but should not be worn in the classroom

Fridays & Field Trips:
- GA Monogrammed blue polo (K4-5th)
- GA Monogrammed gold polo (6th)
- Official Grace Spirit Wear (not for field trip days)
- Blue jean pants, shorts, or skirts (no more than 3 in. above the knee)
- Uniform socks & shoes

Free-Dress Day Guidelines:
There are special occasions when students receive a “Free Dress Day.” Students may wear whatever he/she wants as long as the outfit meets the following criteria:
- Tennis shoes only should be worn (No sandals, flip-flops, boots, etc.)
• Modesty shorts should be worn with dresses or skirts
• Shirts, shorts, and pants should be modest and allow for full-range of movement without becoming revealing
• Clothing should “fit” and not be too baggy or too tight
• Clothing should be weather/temperature appropriate

General Notes About Clothing and Appearance:
• Clothing is to be clean, hemmed, and in good condition, without rips or tears
• Skirt and dress lengths are not to exceed three inches above the top of the kneecap
• Hairstyles should be neat, clean-cut and styled in a way that does not obstruct the student’s vision, cause distraction, or be considered offensive to others
• Unnatural hair color is prohibited
• Girls in 6th grade (only) may wear mascara and lip-gloss
• Girls may wear small earrings (only.) No large or dangle earrings permitted
• Excessive or distracting jewelry may not be worn

Grace Academy Technology and Social Media Policy

Internet and Social Media Use

Although the Internet makes available a wealth of valuable information, access to it also raises some legitimate concerns for our children. The Internet provides a pathway to people, information, and activity that may be inaccurate, objectionable, and potentially addictive. Such technology also affords its users new ways to find and to plagiarize the work of others. Also, personal photos and messages, and the history of one’s Internet use, can become public and permanently recorded. Moreover, the Internet also opens the door for potentially dangerous interactions with strangers. Even among friends, the sense of anonymity and speed of electronic communication seem to work against the natural restraint and inhibitions that typically govern the way we speak and communicate with one another. For these reasons, Grace Academy cautions parents about giving children unfettered access to the Internet through such items as a smart phone and tablet. While it may be convenient for family life to have such powerful data and communication capabilities, parents have the primary responsibility for supervising their children when such power is at their fingertips.

Parents and students should be mindful of the public nature of the medium and remember that they serve as a representative of Grace Academy of Dallas and their behavior on the Internet, whether in sending/receiving email, messaging, browsing, or posting on social networking sites, reflects upon the school and community. Students are prohibited from posting any messages, pictures, or videos that make reference to the School, unless prior permission has been granted. Postings that bully or harass a student, or that seriously damage the reputation of Grace Academy or someone associated with Grace Academy, are considered serious offenses. This same principle of responsible use applies also to parents. The Headmaster and office personnel have final authority as to what behavior is deemed appropriate for representing the Grace Academy of Dallas community online and reserves the right to discipline accordingly.

Grace Computers

Grace Academy provides a computer system to promote educational excellence, resource sharing, innovative instruction and communication, and to prepare students to live and work in the 21st century. Misuse of the computer system may result in disciplinary action. Any unauthorized use of computer software, computer networks, and related technology is prohibited. Any unauthorized use in school or out of school of computer software, computer networks, and related technologies, which disrupts or interferes with the education of students in any manner, is prohibited.
Mobile Device Use

Grace Academy recognizes that many parents purchase mobile phones for their children for reasons of both convenience and safety. However, such powerful devices inevitably pose serious temptations that can cause a major disruption in the school day: inappropriate internet sites, distraction due to playing games or social networking activity, cheating, etc., not to mention an unhealthy preoccupation with self. Consequently, Grace Academy expects the following:

1. Preschool through 4th grade students may not bring cell phones to school. If students need to contact a parent they may communicate with the teacher/office to determine the need.
2. Middle School students may bring, but have limited use of, cell phones. To avoid disruption of the instructional process, the cell phone or device may not be activated during the school day or during any school activity/rehearsal that takes place after school. If a student brings a mobile device to school, it must remain on OFF in their bag throughout the school day. School officials will take possession of cell phones for any violation of this regulation, and parents must make arrangements with the school to pick them up.
3. Students have access to the telephone in the school office when granted permission. The office phone use is restricted to important situations such as missed carpool rides, etc. Parents should not call to speak with their child during the school day. If you need a message relayed let the receptionist know and she will pass it on.
4. Students may not use their mobile devices on campus before school (either in lunchroom supervision or in the classroom) or during the school day but only after dismissal and then, only in Grace Camp, or outside of the School buildings.
5. Grace Academy assumes no liability for lost or broken mobile phones.
6. No student may take pictures or record audio or video images of another student or teacher without permission. Even in the case of a class project, the student who is producing the work must have the permission of the instructor and all participants involved before making public or publishing any recordings.
7. Phones are available in the school office or classroom for all emergencies. Students must have teacher or staff permission to use any phone in the school building.

Students who violate the above regulations may have their phones confiscated by any teacher or staff member. Confiscated phones will be turned over to the school office. For a first offense, typical penalties consist of a warning and loss of the phone for the day and parents will be notified to come to campus to retrieve the phone from the school office. For a second offense, the typical consequence is loss of the phone for two weeks. The office will judge the seriousness of the infraction and apply appropriate consequences.

Permission to Publish Images and Photo Release Policy

Grace Academy of Dallas respects the privacy of our students and families first and foremost. For the purposes of promoting Grace Academy of Dallas to the community, and potential enrolling families, the school publishes images of our students captured while they are at work in their classrooms, on field trips, in musical productions, and during other school events that provide an accurate and positive portrayal of student, parent, staff and faculty life at Grace Academy of Dallas. For that reason, it is the goal of the school to gain universal permission to include images and video of (all) students in promotional materials, including but not limited to: printed collateral, school advertisements, local media, website content, social media posts, weekly E-newsletter, videos, print media, signage, banners, display boards and more. Parents also give permission for photos to be shared with partner organizations such as Boosterthon.
Our pledge for protecting your child/our students is supported by a set of precautionary rules and policies that are designed to facilitate promotion of the school without compromising the safety and welfare of our students and families:

**Rules for Photographic Image Security**

- The name of a student will never be disclosed on any advertisements, publicly distributed print materials or publicly accessible content including, but not limited to, social media, videos, school website, and more without specific permission.
- School generated videos where the voice/s and images of students accompany video images will not accompany a student name.

Parents must send special request *in writing* if they wish for their child(s) image not be used in Grace promotional materials (see list above) to Sarah Jayroe, Director of Communications. When permission to publish images is denied, the result is that Grace Academy of Dallas will exclude that child from class photographs, and small and large group photographs that would otherwise be perfectly suited for inclusion in the chosen media distribution format.

**Academic & Classroom Guidelines & Policies**

**Academic Reporting**

**Parent Teacher Conferences**

Each fall, a day is set aside for parent teacher conferences. The teacher will contact the parents to schedule a time and discuss the academic and social progress of the child. Additional conferences may be scheduled or requested by the teacher or parent as needed throughout the school year.

**Report Cards and Progress Reports**

Grace Academy divides the K5-6th grade school year into quarterly reports. The parent will receive a report card that shows the academic achievement and the behavioral attributes of the student. The following grading systems are involved:

<table>
<thead>
<tr>
<th><strong>K5 and Preschool</strong></th>
<th><strong>Grade 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A developmental, academic and social behavior checklist.</td>
<td>E—Excellent</td>
</tr>
<tr>
<td>K3, K4 will go home twice a year. K5 will go home quarterly.</td>
<td>G—Good</td>
</tr>
<tr>
<td></td>
<td>S—Satisfactory</td>
</tr>
<tr>
<td></td>
<td>N—Needs Improvement</td>
</tr>
<tr>
<td></td>
<td>U—Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Grades 2-4</strong></th>
<th><strong>Grades 5 &amp; 6</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ 98-100</td>
<td>A+ 98-100</td>
</tr>
<tr>
<td>A  93-97</td>
<td>A    93-97</td>
</tr>
<tr>
<td>A- 90-92</td>
<td>A-   90-92</td>
</tr>
<tr>
<td>B+ 87-89</td>
<td>B+   87-89</td>
</tr>
<tr>
<td>B  83-86</td>
<td>B    83-86</td>
</tr>
</tbody>
</table>
**Academic Warning & Probation—Grades 4-6**

Students will be placed on Academic Warning the first time he/she receives below a 70 on the report card. Grace Academy will send a letter of warning to the parents informing them of the possible future consequences if grades are not brought up. The Headmaster will decide if additional consequences are needed in order to bring up low grades.

If, during the following quarter, the student again receives an F on the report card he/she will be placed on Academic Probation. Once a student is placed on Academic Probation, the student faces potential academic dismissal.

**Promotion Procedures**

Students will not be promoted to the next grade if he/she has failed more than one subject on the final year-end grade calculation, or if the teacher/administration does not view promotion as beneficial for the child.

**Preschool** will send a report twice a year letting you know developmental and social benchmarks.  
*In accordance with ACSI compliance, developmentally appropriate child assessments are recorded, documented and shared at least twice per year with parents. Grace Academy ensures that our preschool curriculum plan is aligned with the school’s philosophy and foundational statements, and is based on current early education research and principles.*

**CRITERIA FOR ACADEMIC RECOGNITION**

*Valedictorian | Highest GPA throughout all years attending Grace Academy*

*Salutatorian | Second highest GPA throughout all years attending Grace Academy*

*Academic Distinction | Maintaining an “A” average throughout all quarters, all years of attending Grace Academy*

*Academic Honors | Maintaining a cumulative “A” average throughout all years of attendance at Grace Academy*

*Headmaster's List | Maintaining an “A” average in all subjects for every quarter of the school year*

*Honor Roll | Maintaining an “A” average for the school year*

**Cumulative Records**

Grace Academy of Dallas keeps a student’s cumulative files in a private and secure location. These records are kept locked in a fireproof filing cabinet. The Headmaster, Registrar, student’s classroom teacher and parent may request access to the student's file.

**Curriculum**
Grace Academy believes that “all truth is God’s truth.” We teach all subjects with a biblical worldview in mind, helping the children to see the order of God through creation and the various teaching disciplines. We work to instruct students in an understanding of the gift of language and working in developing those skills to become effective, educated believers in their future vocations.

We desire for each child to reach full academic potential. Great emphasis is placed on mastering the fundamental skills in the lower grades and solidifying those “facts” into more abstract thought in the upper levels.

Not only do we work to develop them academically, but spiritually through our character development discipline system and socially in their interactions with both peers and adults. The enrichment classes balance the scholastic program to provide the opportunity for creative expression in art and music, further enjoyment of reading through library, participation in physical education for exercise and motor skill development. Computer skills are introduced and developed, and students are exposed to conversational Spanish in a weekly enrichment class.

Enrichment Classes

Art
Students in K4 through 6th Grade will participate in age appropriate, developmental projects. They will also look at different artists and mimic some of their styles, learning both about the history of the individual and the components of their art. A variety of mediums will be used as students develop both their fine motor skills and appreciation of art once a week.

Technology
In the lower elementary years, basic computer skills are taught through the use of fun, educational games that supplement what is occurring in the classroom academic goals. As they progress through our computer program, basic keyboarding, and beginning understanding of Microsoft Word, Power Point, Microsoft Excel and Internet searching is taught. Games also reinforce classroom goals once a week.

Library
The desire to make reading fun and create life-long readers is the goal of our library program. The proper care of books, Dewey Decimal system, alphabetizing and many other library skills are taught once a week. K4 classes enjoy a story time each week with the Librarian as well.

Music
Our preschool students enjoy attending music every week to learn songs, read stories, play with instruments and learn a composer of the week. The kindergarten through 6th grade learn the basic skills necessary not only to sing, but play beginning melodic and rhythm instruments, study composers and perform twice yearly in the Christmas Concert and the Spring Musical.

Physical Education
Physical activity is essential to the physical development of the child. The PE program addresses both fine and gross motor skills, teaches beginning rules for many sports, participates in fitness activities, and concentrates on God-honoring sportsmanship. Elementary students participate in PE.

Spanish
Our beginning Spanish is taught twice a week to 1-6th grade students and once a week for K5 students. It includes both a basic introduction to vocabulary and conversational speaking. Upper elementary students begin working on sentence structure and proper grammatical structure.

Homework
Homework is an important part of a student’s learning experience. It reinforces the classroom instruction and requires the discipline of time and energy. It also provides the teacher with valuable feedback as to the academic progress of your child. Students who fail to complete daily class work, however, are expected to do so at home along with any assigned homework. Each grade level teacher will determine the appropriate point penalty for late homework along with incomplete name or heading.

Textbooks/Library Books

Students are issued textbooks and library books from the school. These books should be taken care of responsibly and not marked or dog-eared.

If a student loses a needed textbook, notify the teacher to order a replacement and pay the appropriate fee, if necessary. Also, if a library book is lost it must be either replaced or the cost of a replacement paid to the Business Manager. These reports will be given from the librarian.

Organizational Notebook | Grace Binder

Building organizational skills serve our students for a lifetime. Grace Academy of Dallas teaches organizational skills throughout the elementary years utilizing assignment pages and other teacher created organizational components. As students transition from parent-dependent homework into more independent homework, Grace Academy of Dallas introduces an organizational notebook that students use and adapt to help further develop these skills.

Grades 3 through 6 are provided with a Grace Binder that is initially set up under teacher supervision, according to grade level expectations. The binder includes a homework assignment pad enabling students to keep track of, and successfully manage, homework assignments. As students become increasingly familiar with the binder system and develop their time management and organizational skills, they are able to achieve better academic result.

The Grace Binder, a proven invaluable tool to academic success, is to be taken home by 3rd – 6th grade students every night, and shown to parents, who can then monitor the successful completion of homework and the development of efficient organization practices.

Absences & Tardies

Absences

When a child is going to be absent due to illness or other personal reasons, parents are encouraged to notify their child’s teacher in advance via email, or first thing in the morning on the day of the absence. Questions regarding homework and make-up assignments should also be directed to your child’s teacher.

Tardies

Students are dependent upon parents/adults for transportation to and from school, and parents should understand that excessive tardiness is disruptive to the entire class and can be detrimental to their child’s academic experience.

- A child who arrives after 8:15 is to be accompanied by their parent to the school office to check-in and obtain a tardy slip before going to class.
- Students are not to be dropped off after supervised/attended carpool drop-off has ended.
- When a student is tardy three times it is considered an absence.
- When a student is tardy six times in one quarter, the Headmaster contacts the parents.
School Supplies

Preschool: Basic school supplies, including a nap mat (K3 and K4) are provided by the school. In addition to the pre-packaged supplies the parents need to provide the following:

1. Backpack to hang on a hook.
2. Change of clothing (see dress code)
3. Small pillow and a thin blanket

Elementary (K5-6th): The school provides textbooks and all required school supplies. In addition to pre-packaged supplies, parents are to provide students a backpack. Students in 3rd through 6th grade are assigned a school locker to store jackets and backpacks. As a privilege to Middle School (5th and 6th), students may decorate the inside of lockers using only magnets and shelves that do not cause damage to the interior of the locker.

Student Character & Outcomes

Character & Discipline

Honorable Character

Grace Academy strives to develop godly character in our students. We work to focus our discipline on reinforcing the positive, Christ-like actions students demonstrate and implementing consequences for negative behaviors. This system revolves around 14 character qualities. There are two aspects to the system: honoring and defining character.

Honoring Character—Students are honored throughout the day for the good behavior they demonstrate. Teachers may choose to reward students with verbal praise, marking the good behavior, tickets, prize box or other systems that fit within their classrooms.

Defining Character—Students will make mistakes. As negative behaviors are exhibited the teachers will work to correct them using a variety of nonverbal, verbal warnings, and set consequences. Each teacher will communicate with the parents concerning their character system within class.

Honorable Character Qualities

1. Honor
2. Obedience
3. Diligence
4. Wisdom
5. Kindness
6. Self-Control
7. Orderliness
8. Service
9. Attentiveness
10. Cooperation
11. Courage
12. Honesty
13. Forgiveness
14. Responsibility
Cheating

In developing a child’s character, we want students to display honor in their work. Giving or receiving answers without the teacher’s approval is cheating. Consequences of cheating will be determined on the basis of classroom/grade rules.

Discipline

Steps in the disciplinary process:
1. Behavior requiring discipline will be addressed first by the teacher in charge.
2. If the behavior continues, classroom teachers will notify the parents.
3. If the behavior continues and the teacher has exhausted disciplinary measures, the Headmaster will become involved. A conference with the parents, teacher, child and Headmaster may be held to implement a plan of action to resolve the discipline problem.
4. When a serious discipline situation arises, the student will be sent directly to the office. Serious discipline issues may include but are not limited to the following: physical aggression, profanity, or vandalism.
5. The Headmaster may call parents immediately if it is deemed necessary.

Student Outcomes

Grace Academy desires to create a learning environment that fosters the following…

Intellectual Outcomes

Students will find joy in the pursuit of knowledge and wisdom. They will . . .

- Express themselves creatively and intelligently through writing.
- Read fluently and for pleasure, demonstrating comprehension.
- Value the mental development of thinking mathematically; accurately compute numbers and operations; be able to solve problems strategically.
- Enjoy the drama of human history and relate it to the events of the world today.
- Be knowledgeable in science and understand that true science and true Scripture do not conflict.
- Begin to experience and appreciate the arts, computer science, library science and foreign language.

Moral Outcomes

Students will find joy in the pursuit of righteousness. They will . . .

- Practice biblical peacemaking and conflict resolution.
- Honor their bodies as temples of the Holy Spirit by following principles of healthy, moral living.
- Begin to understand and appreciate the value and reward of godly work ethics: integrity, honesty, diligence, perseverance, and self-discipline, taking responsibility for their own actions.
- Have an appreciation for the natural environment and its resources and practice responsible stewardship of God’s creation.

Relational Outcomes

Students will find joy in the pursuit of loving their neighbor as themselves. They will . . .

- Understand, value, and protect the worth of every human being as created in the image of God.
- Demonstrate an appropriate balance between humility and self-confidence; be a team player, displaying selflessness, deference, encouragement, and good sportsmanship.
- Demonstrate love, patience, gentleness, kindness, goodness, and respect to all.
- Exhibit good manners and socially acceptable behavior.
- Respect and honor those in authority; accepting instruction with grace.
Spiritual Outcomes

Students will find joy in the pursuit of knowing God. They will . . .

• Use their gifts and resources to glorify God.
• Understand the importance of choosing to trust Christ for Salvation.
• Discern truth and error and good and evil, based on their knowledge of the Word.
• Memorize, interpret, apply and reflect on Scripture.
• Learn to grow in love for God, knowing and sharing his Word.

Communication

School Website
The Grace Academy website www.graceacademy.com is updated frequently with timely information including upcoming events on campus and calendar items. In the event of a weather alert, school closing, or delay, the website will be the first place updated for notification.

Social Media
All parents and caregivers are encouraged to “Like” the Grace Academy of Dallas facebook page and “Follow” us on Instagram. Enjoy pictures and content from Grace Academy’s students and classrooms. Weather alerts will be posted to our social media accounts.

Grace E-News
The Grace Academy weekly e-newsletter is a weekly publication that is emailed every Tuesday to Grace Academy families. It contains timely, pertinent information of which parents and caregivers should be aware. If you do not receive the email, please check SPAM folders and, if necessary, adjust e-mail filter settings to insure receipt of the e-newsletter in your email in-box.

Monday Envelope and “Dear Parent” Letter
Teachers and the school office use a variety of methods to keep parents informed about a child’s academic and behavioral progress. Each week, the “Monday Envelope” will go home. In it you will find information about upcoming events, classroom information, and other pertinent information. The teacher will also include graded papers to be reviewed by the parent. This information needs to be read and the envelope signed and returned the following day.

Emergency Alerts
In the event the school needs to issue an alert related to weather, school closing, campus security (lockdown) or other critical time-sensitive alerts, parents, faculty and support staff will be notified via the Grace Alert System. This system incorporates all forms of school communication (when deemed appropriate and safe) including website post, social media post, email, and alert via phone and text message depending on the matter at hand. Email, phone, and text messaging is sent via FACTS SIS (formerly known as RenWeb) so we ask every family to verify their contact information and preferences in this system.

School Closing (Weather)
In the event of inclement weather closing or delays, the school website will be the first place updated. After the website is updated, social media posts will be made and alerts will be sent via email, text, and phone. Notifications will also be sent to local television stations.

As an easy reference, when DISD, Hockaday, or St. Mark’s School of Texas are closed due to inclement weather, Grace Academy of Dallas will also be closed.

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE LEFT AT GRACE ACADEMY OF DALLAS ON AN INCLEMENT WEATHER DAY.
FACTS SIS:
FACTS SIS (formerly known as RenWeb) is our complete online school management system and student information system. Each family has an account, and is able to login to both manage family and student data, and access the school directory, calendar, teacher reports and more. The RenWeb calendar is updated regularly, and includes posted dates for all school-related events and activities.

Before & After School Care

Before School Care

Parents/guardians should escort their child to the Hearthstone room when arriving before 8:00 a.m. This applies to students arriving between 7:30 a.m. – 8:00 a.m. The Hearthstone room is the designated, supervised area where all early arrivals are to check-in.

IMPORTANT: Students may NOT arrive before 7:30 a.m.

Grace Camp (afterschool care)

Grace Academy provides an after school program called Grace Camp. It is a fun, loving extension of our school program that provides the students with an after school snack, homework time, playground activities and organized play. See below for registration and fees.

Plan A - Monthly Unlimited Usage
- $125 - Nonrefundable registration fee (per child)
- $275 - Monthly fee (per child)
  - Monthly fee reduced in August and December
- Payment drafted on the 1st of each month

Plan B - Reoccurring Usage
- $125 - Nonrefundable registration fee (per child)
- $8.00 - Per child/per hour
- Payment drafted 10 days upon receipt of invoice

Drop-In Program
- No registration fee required and no advanced paperwork
- $10.00 usage fee per child/per day
- $8.00 per child/per hour
- Payment drafted 10 days upon receipt of invoice

Monthly billing is managed through FACTS Incidental Billing Option. To manage your Grace Camp monthly billing, login to your FACTS account and verify that you have set-up the “Incidental Expense Payment” feature. To avoid possible late fees, the school suggests setting up the “Autodraft” feature. Otherwise, you may select the “Initiate Payment” feature, as long as you manually initiate payments before the invoice due date. Past due accounts will be charged a late payment fee.

Students who remain following the end of carline are taken and remain in Grace Camp until a parent/guardian arrives. “Drop-In After School Care” fees apply for students who are taken to Grace Camp at the conclusion of carline.

Grace Camp is open until 6:00 p.m. on early release days, with the exception of Friday preceding the Christmas Break and also on the last day of school in May. Grace Camp is only offered on days students attend school.
Health Standards & Immunization Policies

Health Standards

1. Please keep your child home when one or more of the following symptoms exist:
   • 100 degree fever or higher *
   • Diarrhea
   • Vomiting
   • Severe nasal discharge due to illness
   • Persistent cough due to illness

   *Students should not return to school until fever-free for 24 hours.

2. If your child becomes ill during the day, he/she will rest while a parent is contacted. In the event that the school is unable to reach a parent, alternate contacts will be called.

   *Please notify the school office immediately if your ill child has been diagnosed with a contagious illness or disease.

3. Lice:
   While Lice are very common among school-aged children, we want to do everything in our power to prevent the spread of Lice on our campus. We ask parents to help us in this effort and to do your part to help prevent any more cases. Information for parents and caregivers:
   • Please check your child's hair daily when wet, as well as behind their ears, and the neck for any signs of lice or nits.
   • If you see lice on your child, please contact your child's pediatrician for advice. As with illness, please notify the school office immediately. If your child does show signs of lice, we ask for you to have them professionally treated before returning to campus to prevent the risk of passing along to classmates. The office asks for documentation of treatment before returning to school.
   • There are a number of preventative products on the market including shampoos and sprays as well as over-the-counter oils. Please also talk to your child about good prevention practices including avoiding head-to-head contact with other children and not sharing hats, combs, and pillows.
   • To learn more about lice, lice prevention, and treatments, visit healthline.com/health/lice/head-lice-prevention or webmd.com/skin-problems-and-treatments/understanding-lice-prevention.

4. Dispensing Medication:
   If a student requires prescription or over-the-counter medicine during the school day:
   • Submit a Medication Authorization form (available on the website or from school office)
   • Provide medication in its original child-proof container
   • No medicine is allowed in the classroom
   • If a student’s prescription or dosage changes, parents are required to submit a Medication Change Request form (available on the website or from school office)

5 Hearing, Vision & Scoliosis Testing:
   • A third-party specialist offers Screenings on campus. There is a fee associated with the testing. If you choose not to participate, you must provide medical documentation from your child’s doctor.

6. Immunization/Vaccine Requirements – See details on the following 2 pages:

   Texas Minimum State Vaccine Requirements for Students Grades K – 12
   (Below taken from the Texas Department of State Health Services – Immunization Branch)

Exemptions
Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to
choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com under “School & Child-Care.” Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Grace Academy of Dallas expects all families to comply with the Department of State Health Services (DSHS) immunization requirements outlined below:

2019-2020 Immunization Requirements for Schools
A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

<table>
<thead>
<tr>
<th>Vaccine Required (Attention to notes and footnotes)</th>
<th>Minimum Number of Doses Required by Grade Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grades K - 6th</td>
<td>Grade 7th</td>
</tr>
<tr>
<td></td>
<td>K 1 2 3 4 5 6</td>
<td>7 8 9 10 11 12</td>
</tr>
<tr>
<td>Diphtheria/Tetanus/Pertussis¹ (DTP/DTP/DT/Td/TdAp)</td>
<td>5 doses or 4 doses</td>
<td>3 dose primary series and 1 booster dose of TdAp / Td within the last 5 years</td>
</tr>
<tr>
<td>Polio¹</td>
<td>4 doses or 3 doses</td>
<td>For K – 12th grade: 4 doses of polio; 1 dose must be received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.</td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella² (MMR)</td>
<td>2 doses</td>
<td>For K – 12th grade: 2 doses are required, with the 1st dose received on or after the 1st birthday. Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.</td>
</tr>
<tr>
<td>Hepatitis B²</td>
<td>3 doses</td>
<td>For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax®) was received. Dosage (10 mcg / 1.0 mL) and type of vaccine (Recombivax®) must be clearly documented. If Recombivax® was not the vaccine received, a 3-dose series is required.</td>
</tr>
<tr>
<td>Varicella¹,²,³</td>
<td>2 doses</td>
<td>For K – 12th grade: 2 doses are required with the 1st dose received on or after the 1st birthday.</td>
</tr>
<tr>
<td>Meningococcal¹ (MCV4)</td>
<td>1 dose</td>
<td>For 7th – 12th grade: 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student’s 11th birthday. Note: If a student received the vaccine at 10 years of age, this will satisfy the requirement.</td>
</tr>
<tr>
<td>Hepatitis A¹,³</td>
<td>2 doses</td>
<td>For K – 10th grade: 2 doses are required, with the 1st dose received on or after the 1st birthday.</td>
</tr>
</tbody>
</table>

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

Rev 03/2019
Parent Involvement & Expectations

Grace Academy believes that the school is an extension of the home. The school partners with the parent in each child’s education. Parents are encouraged to become involved in their children’s school. Information regarding the numerous opportunities for involvement is distributed at the Back-to-School Fair and Parent University at the beginning of the school year. Additionally, occasional announcements will be issued via the weekly communication envelope and room parents. School families are encouraged to take part in contributing to the Grace Fund and the other various fundraising and community activities that take place at Grace Academy.

Campus & Classroom Access

Because the school is committed to providing students with the best educational environment with minimum interruptions and distractions, parents are asked not to go directly to the classrooms to deliver lunches, messages, or observe the class. In the event that a parent needs to bring something to their child, it may be dropped off in the office and the staff will ensure the student gets it within a timely manner.

Parents or prospective parents who wish to visit a classroom for the purpose of observing a particular learning situation must make arrangements through the Headmaster. The Headmaster will work to find a mutually agreed upon 30 minutes to one hour observation. All parents and visitors are required to report to the office to sign in before going to any part of the building.

Grace Parent Association

The GPA is dedicated to bringing Grace families together for fellowship, supporting Christian education, and fundraising. Our school needs volunteers to make a positive difference in our ministry. The time and talents committed each year by many GPA volunteers plays a significant role in the effectiveness of the school program.
There are many opportunities to volunteer through different events and also helping with organization of office projects.

- **GPA Luncheons:** Once a quarter, the GPA sponsors a teacher and staff luncheon. This luncheon is hosted by classes and coordinated by the room moms.
- **Grace Gala and Auction:** This annual event is our biggest fundraiser and parent fellowship. We need parents to use their talents to create an exciting auction & fabulous evening.
- **Parents in Prayer:** Each Friday, the parents are invited to come together and share a devotional thought and pray over the school, students and faculty.
- **Grace Fund:** Tuition does not cover the operating cost for the school each year; the gap of funds is filled by each family’s participation. Each year the families are encouraged to give to the Grace Fund. Donations made by Grace families and friends are used to supplement essential budgetary items.
- **Boosterthon Fun Run:** This fun-filled event combines exercise and positive messages to raise funds for our school. All parents are invited to attend the Pep Rally and Fun Run.

**Parent Cooperation**

A positive and constructive working relationship between the school and the student’s parent/guardian is essential to the accomplishment of the school’s educational mission. The administration at Grace reserves the right to terminate or not renew a student’s enrollment contract if the school reasonably concludes that the actions of a parent or guardian make a positive and constructive relationship impossible or seriously interferes with the accomplishment of its educational purposes.

The staff at Grace Academy assumes the biblical role of partnering with parents to help students become more Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition with the biblical lifestyle the school teaches. This includes, but is not limited to sexual conduct outside of a traditional marriage relationship which we understand scripture to teach is a spiritual bond between one woman and one man, or an inability to support the moral principles of the school. In such cases, the school reserves the right within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

The parent/guardian is to cooperate with the school in seeing that the student attends classes regularly, is at the school premises at the beginning of the school day, and has transportation from the school premises at the close of the school day. Furthermore, the parent/guardian agrees to assist the student to learn and advance in the educational process in solving school-related problems, and in teacher cooperation.

**Parental Custodial Policy**

_The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Grace Academy of Dallas is on the safety and well-being of your student, and our instituted policies are to further those goals._

Custody Documentation: At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Grace Academy of Dallas. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Grace Academy of Dallas within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

School Records: A noncustodial parent shall have the right to access school records related to his/her student unless prohibited by legally binding documentation.

Dismissal and Early Release: No student shall be released to any individual other than a custodial parent unless express written permission is first given to Grace Academy of Dallas by a custodial parent or a valid legally binding document granting release is on file with the school. A parent cannot ask the school to withhold release of his or her student to the other parent or parent’s authorized representative without legally binding documentation.
Parent/Teacher Conferences & Meetings: It is the policy of Grace Academy of Dallas to provide separate parent-teacher meetings/conferences upon request, and if the school is notified in a reasonable time.

School Communications: It is the custodial parent’s duty to communicate with the noncustodial parent regarding all school business. When joint-custody arrangements exist, the school will communicate with both parents. As long as a court order does not prohibit communication between the school and noncustodial parent, the school will voluntarily provide communications intended for school parents. The school is not responsible for facilitating communication between parents.

Electronics and Toys

Students are not to bring personal items such as toys or pets to school unless it is a designated day for such items. The use of toys at Grace Camp is left to the discretion of the Grace Camp Director. Grace Academy of Dallas is not responsible for any damage or loss of the students’ toys, games or valuables. Electronics with Internet access capabilities (DSI, iPod Touch or similar) are not allowed to use Grace Academy of Dallas or Grace Bible Church Internet access at school (including wifi and cellular data access).

Field Trips

Field trips are a fun part of learning that takes the classroom outside the school building. Our teachers plan meaningful field trips to enhance classroom lessons and for the purpose of serving our community. Grace Academy of Dallas welcomes and encourages parent participation in the child’s field trip. Drivers are needed and encouraged, but must meet the requirements for insurance, allow the school to conduct a background check, provide the school with current insurance documentation, and a copy of their driver license. Parents who help by driving will have their admittance to the field trip destination paid for by the school. Those who accompany the field trip, outside the set number of drivers, are required to pay their own admittance, but are welcome to attend.

While on a field trip, the students are expected to exemplify appropriate behavior at all times, including the destination and in vehicles. They should represent Grace Academy of Dallas and ultimately Jesus Christ well through their behavior. Students will walk, stay with their group, use quiet voices and listen with intention to the tour guides and chaperones. Students are to obey their field trip drivers and, in accordance with the law, sit in Booster Seats (when required) and wear seatbelts while in the vehicle. Two adults must supervise restroom breaks. Parents will not buy food, beverages or souvenirs for the students during field trips. Students will walk into the school with their driver and wait in the classroom until the teacher has returned and dismissed the chaperones. Drivers are not to use cell phones when driving, except in the case of emergencies. To limit distractions to students and drivers we ask that NO radio be played, no DVDs or movies shown, and no electronics played.

Overnight Field Trip Chaperones

For overnight field trips in middle school, chaperones must room with more than one child of the same sex. Adults must not share overnight accommodations with children of the opposite sex who are not their child.

Booster Seats Policy on Field Trips

It is the parent’s responsibility to provide a Booster Seat for your child when appropriate. Field trip drivers must follow the state of Texas Booster Seat guidelines and may not drive a child without a Booster Seat unless they meet the state age and height requirements. Students without a Booster Seat but falling below age and height requirements may not be driven until a Booster Seat is obtained.

Information Via www.dps.texas.gov:

- **What is the Texas law for child passenger safety?** All children younger than 8 years old, unless taller than 4’9”, are required to be in the appropriate child safety seat system wherever they ride in a passenger vehicle. The safety seat system MUST be installed according to the manufacturer’s instructions. When a child reaches their 8th birthday – no matter their height, it is legal for the child to use only the adult safety belt in the passenger vehicle. However, the best safety practice is: if the child is not yet 4’9”, they are better protected if
they continue to use the appropriate child safety seat system until they can properly fit in the adult safety belt. Find the text of the law at www.statutes.legis.state.tx.us/Docs/TN/htm/TN.545.htm#545.412

- **What is a child passenger safety seat system?** An infant or child passenger restraint system that meets the federal standards for crash tested restraint systems as set by the National Highway Traffic Safety Administration. Examples: rear-facing only safety seat, convertible safety seat, forward-facing only safety seat, high-back booster seat, backless booster seat, safety vest/harness.

- **What are the recommended four stages of child passenger safety?**
  1. Rear-Facing Seat: Infants stay rear-facing as long as possible – to the upper weight limits of the harness – but never forward-facing before their first birthday and 20-22 pounds.
  2. Forward-Facing Seat: Toddlers go forward-facing in a five-point harness until the upper limits of the harness, usually 40-65 pounds.
  3. Booster Seat: Children from about age four up to 4′9” tall.
  4. Adult Safety Belt: From 4′9” and taller.

---

**Lunch Program & Snacks**

**Lunch Schedule**

- Preschool lunch 11:30-12:00—in the individual classrooms
- K5-1st lunch 11:30-12:00—outdoor Pavilion or Hearthstone
- 2nd-3rd lunch 12:00-12:30—outdoor Pavilion or Hearthstone
- 4th-6th lunch 12:30-1:00—outdoor Pavilion or Hearthstone

**Wholesome Food Services** provides a healthy, unique and comprehensive school lunch program for students and staff. WFS partners with local “best in class” fresh casual restaurants to offer a wide variety of healthy lunch options. Their website makes it very easy to order lunches 24 hours to 60 days in advance.

- Lunches are individually prepared fresh each day and delivered to the school.
- Each restaurant is assigned a day of the week to deliver.
- Online Ordering with secure credit card processing.
- No cost to schools, staff, or parents to join the program.
- Flexible ordering. Order as much or as little as you like. Order as often as you like.

**Getting Started:**
- Go to [www.wholesomefoodservices.com](http://www.wholesomefoodservices.com)
- Select "Register Here" (no charge or obligation)
- Set up child's profile (select "add profile")
- Select "order now" to place orders

**Returning Customers:**
Login to Wholesome Foods and update profile information for your child(ren) including grade and corresponding lunch period. This will ensure restaurants will deliver your child’s lunch at the proper time and location.

Orders must be placed a minimum of 24 hours in advance of delivery and may be placed up to 60 days in advance.

**Sick Day Policy:** If your child is sick in the morning on a day you have a lunch order, you may cancel your order no later than 8:00 a.m. Select "Order History" and click on the red X next to the lunch.

**Healthy Snack Policy and Guidelines**
Each day, snack time is set-aside for classroom students. A snack is provided for preschool students while students in K5-6th grade will eat a small nutritious snack, sent from home. Parents are to provide nutritious snacks and lunches, with no candy. WATER ONLY is allowed as a classroom / snack time beverage. If desired, parents may request a list of recommended snacks from the teacher.

NO CAFFEINE! Students are not to drink caffeinated sodas during lunch and may not purchase from the church soda machines during school hours.

Lost and Found

All clothing and items for school are to be clearly labeled, including backpacks, sweaters, coats/jackets, all uniform pieces, lunch boxes, etc. If something is misplaced, you or your student may check with the office. They will direct you to the lost and found. Lost and found items will be donated to a charity at the end of each quarter.

Parties (Students)

Birthday Policy

A child’s birthday is very special. If a parent wants to have birthday refreshments at the school, he/she should contact the teacher to set up a day and time. There is one single day set aside each month to honor birthdays. School parties are not an occasion to exchange gifts; however, healthy treats are acceptable.

For birthday parties outside of school, invitations may only be distributed in school if the whole class (or those of the same gender) is invited. These will be distributed at a time designated by the classroom teacher or sent in Monday envelopes.

Class Parties

There are three classroom parties each year: Christmas Party, Valentine’s Day Party, and End of Year Party. These parties will be coordinated with the room mom, parent volunteers and the teachers. These activities are to be on campus and scheduled through the teacher.

All social events sponsored by Grace Academy must be approved and sanctioned by the respective classroom/sponsoring teacher as well as the administration. No alcoholic beverages are allowed at a school party where students are present.