

2017/18 Handbook



Our Statement of Faith:

We believe there is only One True God, Our Father, The Creator of the Universe, Maker of Heaven and Earth, His Son and our Savior Jesus Christ, and the Holy Spirit, our Comforter and Counselor. We believe in the entire Bible, Old and New Testament to be the inspired, Holy Word of God. We believe in God's design for marriage, between one man, and one woman. We believe each person is created in God's image for the purpose of worshiping and serving Him, following His commandments and decrees.

Our Mission

Grace and Glory is an educational ministry, based first and foremost on the foundation of Christ and a biblical worldview. Secondly, we are a Charlotte Mason program and private satellite school, promoting Ambleside principles with 21st century learning for today's hybrid's home educating family.

2017/18 Vision Verse

Philippians 4:6a

"Don't worry about anything, but instead, pray about everything."

Non-Profit Organization

Grace and Glory is a California Nonprofit 501(c)3 tax exempt organization.

Bible Believing Families

The Grace and Glory family is a diverse blend of bible believing homeschoolers; a wide variety of methodologies and philosophies are represented. Families attend various bible based churches and come from different backgrounds. Our Co-Op program welcomes students from our Academy PSP, other local PSP's and Public Charter Schools.

Summer Office Closure

Each year, our leadership team commits to taking time off during June and July. Leaders attend local homeschool conventions, training seminars, and enjoy vacations with their family. Our school office will be operating on very limited hours. Please allow extra turnaround time, for responses to emails and phone messages during summer months.

GENERAL INFORMATION

The Right Fit.

As you prayerfully determine if Grace and Glory, is the right fit for your family, please consider the following:

- 1: Parents must be actively involved (available and invested) in their student's education. Parents take children on their field trips and are directly responsible for their daily schooling.
- 2: Wednesday classes are not a substitute nor alternative for full time education.
- 3: Grace and Glory leaders are not trained to accommodate students with disabilities. Students enrolled in our Wednesday program, should be able to sit and focus for periods of class time, follow instructions and use the restroom independently. Students must be working at/or near grade level.
- 4: Church facilities are not handicap accessible; classes are held in a tri-level building and students must be able to walk stairways independently.

Parent Meetings

Parent attendance is mandatory at two meetings per academic year.

- 1: "Summer Institute" meeting (choose a date)
- 2: "Back to School Night" August 9, 2017

Priority Enrollment

Children of Board Members, Directors and Co-Op Lead Teachers will be given priority enrollment; Grace and Glory cannot make accommodations beyond that, so families are encouraged to register early to reserve spots. Space is limited and elementary classes fill quickly.

Board Members

Grace and Glory Academy has an official Board of Directors, as well as a School Advisory Board. All Board Members are volunteers. Grace and gratitude should be shown to those who lovingly give of their time by serving on the board.

2017/18 School Leaders

Superintendent, Co-Founder: Brad Roekle

Board President, Co-Founder, Principal: Michaela Roekle

Board Secretary and Program Director: Holly Croley

Board Treasurer, CFO/HR: Shaun Glenn

Wild+Free Coordinator: Heather Vanderweerd

Advisory Board: Brenda Ebberts, Rose Muffler, Juleene McGowan, Naomi D'Alessandro, Heather Vanderweerd

Team Leadership

Simply put, "team leading" is an all-around supportive style of running cooperative classroom programs and satellite schools. Teams are made up of the following:

*Administration/Directors

*Lead Teachers

*Subs, Assistants, Floaters (parents with kids age 5+)

*Non-Teaching Support (parents with littles under 5)

All parents are responsible for partnering with Grace and Glory, as active home educators and school supporters; volunteering in some capacity, on or off campus. Every parent plays an important role in our school community, no matter how big or small.

CAMPUS PROGRAM



Wednesday Campus Schedule

Classes are set for a 30-week academic term.

Natural disasters and unforeseen circumstances beyond our control, may interfere with the schedule and cause a cancellation.



Arrival and Departure

We look forward to greeting families as they arrive for school. Parents must park in the Circle City School Lot (on 8th street) and walk their student(s) to the "Historic Chapel" entrance on Main Street for **drop off**. *The Walk-In Drop-Off window of time is 9:35-9:45am.* If you have little ones with you, be sure to keep them within arm's reach at all times.

Parents must utilize the Carline Lane, entering on Stan Reynolds Parkway for **pick up**. Parents may not walk-in for pick up. Parents must arrive and depart at designated times, due to coordination with Circle City School Drop Off/Pick Up. *Our Carline Pick-Up window of time is 2:35-2:45pm.*

Students of any age, must not be left on campus, idle/alone at any time.



Technology and Toys

Due to the limited amount of time together each week, we require that **all toys be left at home**. Students may not bring books, toys, gadgets or personal items to Wednesday classes.

Middle School and High School students may bring a phone, ipad and/or laptop. Technology may only be used during break, except for during approved class use. Our teachers reserve the right to take away any device which is being misused or distracting.



Homework Policy

Kindergarten and Elementary students do not have weekly homework assignments.

Middle School students will be assigned weekly homework in History. If the student is not able to complete their Writing work in class, they must finish the assignment at home. All students are required to participate in our Project Reports (2-3x per year) and Holiday Shows (Christmas and Easter).



Class Grades

Parents of students in Kindergarten and Elementary years, may choose to receive grades for History and Science. Report Cards will be provided at the end of May. Parents of students in Middle School, will automatically receive report cards and may not opt out of graded work.



Play-yard Policy

Before/After Co-Op: No play-yard monitor will be on duty. Parents may not utilize the grass yard for their children's personal use.

During Co-Op: the play-yard is intended for use during Picnic lunch and Recess, for Kindergarten through Fifth grades. Lunch and Recess will take place under the watchful eyes of our leaders and volunteers; students will remain inside the closed gated area.

Middle School and High School students may eat lunch and break at the outdoor lunch tables, as well as utilize the basketball hoop.



In the event of inclement weather, we will utilize the Chapel Building Basement for group lunch and indoor recess.

CAMPUS PROGRAM CONTINUED

Dress Code

Kindergarten and Elementary students must wear Solid Color Polo Uniform Shirts in the colors of White, Yellow, Navy or Forest Green in addition to your choice of bottoms. The following Dress Code Guidelines apply to **campus classes** and **field trips**:

1. Pants, Jeans or Capri's must be worn in addition to your top.
2. Shorts and Skirts are acceptable only if they fall longer than the child's fingertips.
3. Undergarments must be worn and should not be visible at any time.
4. Attire must not be oversized, baggy, or falling off the waist.
5. Outerwear must be free from skulls or any offensive logos.
6. Closed toe shoes are required. No flip-flops, open-backs, high heels or platforms.
7. Hair is to be clean and away from your eyes; hair color must not distract.
8. Girls accessories must not interfere with learning or distract.
9. Backpacks and lunch bags must be free from skulls or any offensive logos.
10. Hats are permitted, if they do not cover the student's eyes; teachers reserve the right to request that the hat be removed during class time.

Dress Code for Middle School: students may wear any color, solid shirt to class. It does not have to be polo style. No prints/patterns. No tank tops.



Building Use

It is a great privilege to meet at First Baptist Church; we will respect this official, historic, landmark of our town and aim to bless the church with our presence!

Indoors: No chewing gum, running, or horseplay.

Do not touch décor. Be mindful of old doorknobs, stairs and fixtures. Permission must be obtained before anything is posted or hung on walls.

Historic Chapel pews must be honored; do not write, carve, poke or tear them. Do not touch hymnals.

Kitchen is off limits to all, except Chemistry classes.

Outdoors: Walk in passing and do not yell.

When eating outdoors, throw all trash away.



Campus Snack, Drinks, Lunch

If your child has food allergies, be sure to inform us at the time of enrollment.

Please **feed your student breakfast** before drop-off; breakfast is an essential part of the day. Students may not bring breakfast into the Historic Chapel.

Each student must pack a sensible snack from home. Make healthy choices, to keep your student satisfied until their lunch break.



Each student is required to bring their own reusable water bottle with a locking lid. *No glass bottles.* Do not fill water bottles with any colored, dark or carbonated beverages which might stain carpeting, if spilled. Water or clear liquids only. Label your student's name on his/her water bottle if possible.

*Because we do not have access to drinking fountains, you may want to pack your child an extra drink for lunchtime such as a milk box or juice pouch. Pack your student(s) ample liquids to make it through the day of classes, especially during hot weather months.

LUNCH RULES

ALL students must bring a lunch from home or place a lunch order from Villa Amalfi lunch service.

1: Students may not bring meals that require a microwave to heat them up.

2: Peanut Butter sandwiches are acceptable, however, kindly do not pack whole nuts or trail mix.

3: Remind your student(s) not to trade or share lunch with others, due to possible allergies.

4: The new Wednesday Hot Lunch Menu from Villa Amalfi is: a Hamburger, Potato Wedges and Fruit with choice of Milk, Water or Lemonade. The cost is \$4.00 Cash or Check. Orders must be placed no later than 9:45am.



Birthday Policy

Grace and Glory will gladly recognize your student's birthday during the school year. Please notify your child's lead teacher (at least one week in advance) to discuss when the best available time would be. Birthday goodies must be dropped off during Morning Walk-In.

CAMPUS PROGRAM CONTINUED



Family Health

Families should not come to **classes or field trips** during the contagious stages of any illness what-so-ever; including but not limited to a fever, sore throat or cough, common cold with nasal discharge showing green/yellow coloring, diarrhea, skin rash, head lice, eye infection or undiagnosed pain. *If your child has seasonal allergies or reoccurring issues which may flare up, please be sure to note that on your registration form so our leaders are aware. We reserve the right to request that a student(s) be picked up from campus, if deemed unhealthy.

First Aid/CPR: basic first aid and/or CPR may be performed by Grace and Glory leaders if deemed appropriate and necessary during a situation on campus.



Behavior Management

The following rules are implemented in our program:

- *Leaders bags/belongings are off limits to others.
- *Students must have permission to leave class or campus.
- *Students may not be in hallways, sanctuary, classrooms kitchen or offices without a leader present.
- *Attending class is a privilege, not a right; we will excuse any student who does not have a willing spirit to learn, to listen and to be helped.

In lieu of "time out", our leaders may ask students to "take a break" if deemed necessary.

Extending Extra Grace: Just as God's mercies are new every morning, we begin each week with a fresh start. Our leaders strive to extend grace and love to all students. Student offenses may be recorded/tracked for documentation purposes. Repeated offenses, will result in excusal from the program.

Consequences/Rewards: each new academic year, Grace and Glory leaders create a custom consequence and reward plan, to coordinate with our annual theme.

If at any time, a student's behavior escalates out of control or to highly disruptive levels, the student's emergency contacts will be called and one is expected to pick up the child immediately.



Wednesday Visitors

Wednesday classes are intended for enrolled students only. For the safety of our students - parents, friends and relatives are not to visit classes, unless they have completed a background check and are working to serve a Volunteer shift.

Young siblings **may** accompany their parent on campus during a short volunteer shift, (not full day) however, they must be kept near Mom always, within arm's reach. Littles may not be left alone and may not join in class activities or celebrations. Parents may not allow littles to linger on campus in the parking lot, play yard or wander around, improperly supervised.



Suspension or Expulsion

Action may be taken at the discretion of the Teachers, Directors and/or School Board, based on severity of an issue; including but not limited to the following actions, which are deemed worthy of suspension or expulsion:

- Student or Parent Physical Outbursts** (hitting, biting, kicking, pushing, slapping, scratching)
- Student or Parent Emotional Outbursts** (cussing, yelling, tantrums, violence, threats, defiance, opposition)
- Student or Parent Social Media Outbursts** (digital, on or off campus abuse or attacks)
- Student or Parent Destruction of Property** (breaking, smashing or destructing)
- Student or Parent Disrespect** (repeated, belligerent, disregard for school regulations and/or school leaders)



Conflict Resolution

Families can help us deal with personality conflicts and misunderstandings in a proactive, Godly manner. If a conflict should arise, our leaders/parents/students should pray first and then strive to calmly, privately, resolve the issue. If a major disagreement or incident occurs, our leadership will use Godly wisdom and the fruits of the spirit, to work towards ending the dispute. Parents will be notified of any major incidents that occur during campus hours.

CAMPUS PROGRAM CONTINUED



2017/18: Kindergarten

Students must be 5yrs old by September 1st
OR 4yrs and able to pass our Kindergarten Assessment.

Wednesday classes run 5 hours long and are best suited for the child who:

- *is no longer napping during early afternoons
- *is content with being away from mom
- *is ready to participate in structured classes
- *can sit and focus for stories, songs, crafts, games
- *can identify basic colors and shapes
- *can identify the alphabet and numbers 1-10
- *can spell their name (orally)
- *can complete age appropriate tasks (ie: pushing in their chair or putting on their coat)

NOTE: We offer the opportunity for students to complete two years of Kindergarten (K4 and K5) however, all Kindergarten students must be record keeping (in our PSP or another school) and homeschooling with mom. We are not a preschool or childcare program; we exist to serve school age children who are eager and ready to learn!



2017/18: 1-2 Combo Class

This year, we will be combining First and Second grades together during Wednesday classes.

Science studies will take place during the beginning block of the day and this will be the only block in which students work in separate, grade level, readers. Students will combine for Art/Nature Study and American History.



2017/18: 3rd Grade Class

Third grade students will be in their own classroom for Science and History studies; during third block, students will combine with fourth and fifth graders for Art/Nature Study, receiving encouragement and drawing inspiration from the older students.



Choir/Enrichment

During the closing block of the day,
Elementary students will separate for activities.

1-5th Girls: Choir and Dance | Boys: Choir and Lego Club



2017/18: 4-5 Combo Class

Fourth and fifth grade students will combine in an upper elementary class which is fast paced and interactive, helping prepare them for middle school. This class will introduce students to laboratory science with the study of Chemistry. Students will also participate in research, project-based History reports. For third block, fourth and fifth grade students will combine with third graders for Art/Nature Study; modeling good work and setting a positive example.

NOTE: a word about **Sixth graders**.... some programs recognize sixth grade as middle school, while others do not. Because of the vast difference in our Elementary and Middle School classes (expectations, work load, and lesson content) we will consider student placement on an individual basis. Parents are highly encouraged to speak into the decision-making process, although placement is ultimately determined by our Directors. *If your upcoming sixth grader is more inclined towards playful socialization and no homework assignments, then our Elementary classes would likely be a good fit.




















2017/18: Middle School Class

Junior High students (7-8th) will combine in a more challenging and mature class, specifically geared towards preparing tweens/teens for high school. Students will study Writing, Bible, History, Geography, Logic, and Chemistry Science with labs. Weekly homework assignments will be given. Students should be able to complete work independently and begin taking responsibility for their daily tasks, calendar and schedule. Students must be able to

- *type a paper
- *take initiative in planning and completing projects
- *work collaboratively with peers
- *check their own email weekly
- *be willing to participate in team assignments
- *keep a calendar
- *communicate effectively with the teacher/classmates
- *dedicate time to reading homework
- *commit to class attendance
- *participate whole-heartedly

2017/18 Wednesday Program Schedule

Kindergarten	1-2 Combo Class	3rd Grade Class	4-5 Combo Class	Middle School
9:45am-10:00am All School Chapel, Pledge, Prayer and Worship				
10-11am Art/Animal Study 	10-11am Science 	10-11am Science 	10-11am Chemistry 	10-11am Writing 
11-12pm US History and Oral Presentations 	11-12pm Art/Nature Study 	11-12pm US History and Oral Presentations 	11-12pm State History (fall) Nation History (spr) 	11-12pm US History, Bible Geography 
Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:30pm Making Math Meaningful 	12:30-1:30pm US History and Oral Presentations 	12:30-1:30pm Art/Nature Study 		12:30-1:10pm Logic 
1:30-2:30pm Music Exploration 	1:30-2:30pm Choir and Enrichment 			1:15-2:30pm Chemistry 



Student Backpacks

All Students will need to bring a backpack. Keep in mind that students will be climbing stairways in the tri-level building; backpacks should be appropriate size for the child's body size and be kept as lightweight as possible.



Loss of Homework/Books

1st Time: Warning | parent must take the child home or immediately retrieve the item. The child may share with a classmate until their item arrives.

2nd Time: Sit Out | parent must take the child home or immediately retrieve the item. The child will sit out of the classroom, unable to participate in class.

3rd Time: Suspension | parent must take the child home or immediately retrieve the book. The child is suspended from the following week of classes.



Book Policy

Student books are a vital part of our Wednesday classes and your child must have them in order to participate. Parents are responsible for purchasing books.

Families with students in Kindergarten 1, 2, 3rd Grades will need to bring all required school books to Back To School Night and submit them to your child's teacher. Books will stay with the teacher for the duration of the year. **Families with students in 4-8th** will keep their student's books throughout the school year; students are responsible for bringing them to/from school. Parents must still bring their child's books to Back to School Night, to check-in with your child's teacher.

Part of the Charlotte Mason style of education, is practicing **Habit Training** with our students. We desire to cultivate the habits of responsibility, effort and diligence, having children bring their school books to/from class. Parents can help us by holding their student(s) accountable in this area.

PARTNERSHIP



Parent Commitment

All Parents agree to:

- check email weekly
- pay tuition on time
- attend the mandatory Back to School Night
- dress your student(s) according to our dress code
- accept full responsibility to monitor your student(s) behavior and safety during field trips, events and activities.

Co-Op Parents agree to:

- serve in some capacity, on or off campus.
- purchase required resources (see catalog)
- attend one Summer Institute
- ensure your student is clean and healthy
- drop off/pick up your student on time
- pack ample drinks, snack and lunch for your student(s)
- donate an item(s) to class parties when requested
- notify your child's teacher of absences.
- be available to listen, communicate and pray with our leaders, as needs arise.



Financial Commitment

Tuition payment options are as follows:

- (1) In Full (Cash, Check or Bank Transfer)
- (2) By Semester (Cash, Check or Bank Transfer)
- (3) Via 10 Installments (Bank Transfer Only)

If your student(s) is enrolled anywhere from 1 to 180 days, tuition must be paid. Installment plans are available to simply help families break down their fees into small portions; installments begin August 1, 2017. Payment is due, regardless if your student(s) will be present for each class. We do not issue refunds or discounts for sick days, planned absences or early withdrawal.

*There will be a \$40 late fee per incident.



Student Commitment

To God: honor God in all that you say and do.

To Leaders: respect school leaders, on & off campus.

To Classmates: consider their time, work, space, personal thoughts and feelings.

To Host Campus: demonstrate good stewardship and obedience, ensuring no damage is done.



Leaders Commitment

All leaders are bible-believing, church attending individuals with classroom or ministry experience. Families can count on leaders to:

-Pray for you and your students.

-Communicate honestly with you and your students.

-Guide and mentor, in a Christ-like manner.

We will never strike, slap, or force a student into submission.



Communication

Our Principal distributes regular email updates. Parents must agree to check their email *frequently* as we use email as our main route of contact. It is very important that parents **read** and reference information provided by the school, to stay up to date. We also utilize the **Remind 101** app for text message notifications and our school Facebook page.



Anti-Harassment

Grace and Glory is committed to maintaining a Christ centered environment that is free from all forms of harassment by or towards adults or children.

Harassment based on race, color, national origin, faith, gender or otherwise. Harassment is defined as unwanted physical contact or sexual advances; inappropriate jokes, rude comments or innuendos; obscene or harassing telephone calls, emails, text messages or social media attacks.



Academy PSP Record Keeping

Upon your signed approval, Grace and Glory will request the permanent, cumulative file(s) from your student's former school. All files are kept locked and viewed only by our Principal and/or School Board. Files will not be shared with others without your permission. Files contain school ID pictures, report cards, attendance records, logs, notes, waivers, awards etc. If your student is beginning Kindergarten with us, we will create a new cum file for your student.



School Days Required

There are currently no California state requirements for the number of school hours in which private school students must complete each year. Grace and Glory has set a minimum number of 155 educational days which must be met, in order to complete a grade level at Grace and Glory Academy. We encourage families to avoid truancy and reach as close to 175 educational days as possible, aligning with traditional school attendance. *Any family, who notes less than 155 days on their annual attendance sheet, must provide a letter stating the reasons for excessive absences. (ie: hospitalization, prolonged illness or injury)*



Curriculum

Parents are responsible for purchasing, leasing or borrowing curriculum for their student(s). We provide curriculum counseling and guidance if desired. Families have the freedom and flexibility to select resources which suit their student(s) needs and learning styles. As a California private school, students must be taught in the required branches of study, as noted by the state of California education code. Please download our "Course of Study" form, from our website; print one copy per student and fill in your Curriculum choices for the 2017/18 term. **The Course of Study form must be submitted to us at Back to School Night.**



Student Report Cards

Student **report cards** are optional during K-6th grades. **Middle School and High School report cards are mandatory.** If your elementary student plays a sport or participates in scouts, you will want to have a report card on file so your student is eligible for awards.

California state law requires that each teacher (parent) keeps a record of **daily attendance** for each of their students enrolled in our private school, between the ages of 6yrs and 18yrs. ***Grace and Glory also required attendance to be logged for Kindergarten.** One attendance sheet per academic year, per student, is required to be submitted at the close of the year. Parents must keep their daily attendance up to date, ready to give an account of attendance, at any point during the academic year. Please download our Grace and Glory Attendance sheet from our school website. Do not use your own attendance template. **NOTE: If your student is absent from any campus classes, you may not count attendance for those dates.**



Start and Finish Dates

Grace and Glory campus classes follow a Modified Traditional academic calendar; beginning in August and ending in May. Each family may choose their own start and end date, creating personalized schedules for your at-home studies.



Immunizations

Families who choose to join our PSP, (with children who are educated in their family home, at least 51% of the time) are **exempt** from mandated school vaccinations. Please contact the Principal if you have any questions or concerns regarding immunizations. PSP families must provide adequate housing, food, clothing and care under a Physician and Dentist, as well as proper school resources at home, to ensure the safety, well-being and education of their student(s). Our school leaders are mandated reporters, and must notify authorities of any neglect or abuse. ***Each student must have an Immunization Record or Waiver in their student cum file.**

Thank you for reading this Handbook. **We trust that you, your spouse and student(s) have together, carefully reviewed and discussed the information provided in our School Handbook;** as well as reviewed our catalog and website, so you are confidently prepared to make your commitment to partner with Grace and Glory. The Grace and Glory program and services, are optional and entered into by mutual consent. Grace and Glory Academy has the right to terminate any and all services and agreements with a family, by written notification, at any given time.

Parents Signature _____

Students Signature _____

With Joy, Michaela and Brad Roekle
Founders of Grace and Glory Academy