

# AMAZING GRACE CHRISTIAN SCHOOL PARENT- STUDENT HANDBOOK

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# **I. INTRODUCTION**

## **A. THE IMPORTANCE OF CHRISTIAN SCHOOL EDUCATION**

Christian school education has a feature that is simply not available in any other form of education anywhere in the world. A Christian school is the only academic institution where the evangelical Christian witness to students is central to its mission. That fundamental mission is encouraged by the Church Council, the school administration and the teachers; it is encouraged by parents and most often by the students themselves. Martin Luther said, "I would advise no one to send his child where the Holy Scriptures are not supreme. Every institution that does not unceasingly pursue the study of God's Word becomes corrupt."

## **B. STATEMENT OF FAITH**

Significantly, the very first documents included in The Book of Concord are the three ancient ecumenical creeds compiled during the early, formative years of the Christian era --the Apostles' Creed (ca. third century A.D.), the Nicene Creed (fourth century), and the Athanasian Creed (fifth and sixth centuries). In addition, the Book of Concord includes Luther's Small Catechism (1529) and the Augsburg Confession (1530), and five other 16th century statements, including Luther's Large Catechism and the Formula of Concord.

Luther and the other writers of these confessions did not want to be doctrinal innovators. They, together with their contemporary descendants, maintain that we believe and teach nothing more and nothing less than what the Scriptures themselves teach and what Christians through the ages have always believed. We therefore consider ourselves to be catholic (small "c"), which means "universal." At the same time, we have always thought of ourselves as evangelical (in some countries, the Lutheran Church is still today referred to as simply the Evangelical Church), since the evangel --the Gospel, the good news of the death and resurrection of Jesus Christ for the sins of the world --is at the heart and core of everything we believe and teach. We Lutherans, therefore, can rightly be regarded as evangelical catholics. Standing firmly in the tradition of the trinitarian and Christological formulations of the 4th and 5th centuries, we believe that sinners are justified (declared right) with the Creator God by grace alone (*sola gratia*), through faith alone (*sola fide*), on the basis of Scripture alone (*sola scriptura*). These three great "Reformation *solas*" form a handy outline of what Missouri Synod Lutherans believe, teach, and confess.

## **Grace Alone**

At the heart of what we believe is the conviction that salvation is the free gift of God's grace (undeserved mercy) for Christ's sake alone. "Since the fall of Adam all men who are born according to the course of nature are conceived and born in sin" (Augsburg Confession II, 1), the Lutherans confessed before Emperor Charles V in Augsburg, Germany, in 1530. This "inborn sickness and hereditary sin" makes it utterly impossible for people to earn forgiveness. If salvation were dependent on human initiative, there would be no hope for anyone.

But God forgives our sins, says Luther in his Large Catechism (1529), "altogether freely, out of pure grace" (LC III, 96).

The basis for the grace of God that alone gives hope to sinners is the life, death and resurrection of Jesus Christ. We believe, as Luther put it in his explanation to the second article of the Apostles' Creed, "that Jesus Christ, true God, begotten of the Father from eternity, and also true man, born of the virgin Mary, is my Lord, who has redeemed me, a lost and condemned person . . . not with gold or silver, but with his holy, precious blood and with his innocent suffering and death. . . ." (*Luther's Small Catechism with Explanations*, p.14).

We believe that the Scriptures teach that God's grace in Christ Jesus is universal, embracing all people of all times and all places. There is no sin for which Christ has not died. Says the Formula of Concord (1577), "We must by all means cling rigidly and firmly to the fact that as the proclamation of repentance extends over all men (Luke 24:47), so also does the promise of the Gospel . . . Christ has taken away the sin of the world (John 1:29)" (FC SD XI, 28). Therefore, there need be no question in any sinner's mind whether Christ has died for each and every one of his or her personal sins.

## Faith Alone

After years of struggle over this question, Luther finally discovered that the Scriptures teach that sinners are saved "through faith alone." God's grace is the sole basis of salvation for the sinner only when it is appropriated solely through faith.

The implications of salvation "through faith alone" permeate everything we Lutherans believe and teach. For example, we believe that the conversion of sinners is a gift of God and not the result of any human effort or decision. Lutherans therefore confess in the words of Luther's explanation to the third article of the Apostle's Creed: "I believe that I cannot by my own reason or strength believe in Jesus Christ, my Lord, or come to him; but the Holy Spirit has called me by the Gospel." (*Luther's Small Catechism with Explanation*, p. 15).

"Through faith alone" also implies that it is only through the proclamation of the Gospel -- in Word and Sacrament -- that the Holy Spirit gives the gift of faith. The proclamation of the Gospel Word in public preaching therefore occupies a central position in our Lutheran theology. Missouri Lutheran churches are preaching churches. But we are also sacramental churches, for the sacraments -- Baptism and the Lord's Supper -- are the Gospel made visible.

We believe that Baptism has God's command and promise. Baptism is "the Word of God in water," Luther said (Smalcald Articles, Part III, V, 1). We believe that it is precisely in the baptism of infants, who are included in Christ's Great Commission (Matt. 28:19-20), that we can see the full meaning of "through faith alone." We believe that those who deny that God gives faith to infants through

Baptism, nevertheless in actuality deny salvation by grace alone (perhaps without intending to do so). God's action in Baptism, apart from any human initiative, creates and bestows the gift of faith through which the Christian lays hold of God's grace. We also believe that the Scriptures teach that the bread and the wine in the Lord's Supper are the true body and blood of Christ. Although we do not presume to understand how this takes place, we confess that in, with and under the earthly elements God gives the true body and blood of Christ for the forgiveness of sins. Missouri Synod Lutherans therefore seek a balance in public worship between the proclamation of the Gospel in the Word and in sacrament. It is only through these "means of grace" that sinners are brought to faith in Jesus Christ and preserved in it.

Finally, to say "through faith alone" means that we believe that, to use a phrase Luther made famous, Christians are at the same time sinners and saints (*simul justus et peccator*). Justification is an act, a declaration. It is not a process. Through faith in Christ, and only through faith, sinners are declared to be forgiven and to be perfectly right with God. This declaration is whole and complete, totally independent of any inherent goodness in us sinners. In short, because of God's act on the cross received through faith, we sinners are declared to be perfect saints in God's sight. But this does not mean that forgiven sinners, when judged by God's law, do not continue to be sinners. We are not "perfectionists" in the sense of teaching that following conversion, Christians stop sinning. "Forgiveness is needed constantly," says Luther. "Because we are encumbered with our flesh, we are never without sin" (Large Catechism II, 54).

Because of our emphasis on justification through faith alone, we Lutherans have sometimes been understood to advocate, or at least to condone, what the German Lutheran theologian Dietrich Bonhoeffer condemned as "cheap grace," that is, taking sin for granted and ignoring concern for a life of holy living. But such notions are a perversion of what we believe. "Love and good works must also follow faith," writes Melancthon, because "God has commanded them and in order to exercise our faith" (Apology of the Augsburg Confession IV, 74 and 189). In other words, we believe that good works are necessary --but they are not necessary for salvation. Because we believe that salvation is both "by grace alone" and "through faith alone," we Lutherans refuse to give a logically satisfying answer to the age-old question of why some people are saved and others are not. We disagree with those, like Calvin, who teach that since salvation is God's free gift, hell for those who do not believe must be proof that God does not want everyone to be saved. In opposition to this view, we maintain that the Scriptures clearly teach that God desires all "to be saved and to come to a knowledge of the truth" (1 Tim. 2:4).

Yet we also disagree with those who answer the question "why some and not others" on the basis of something which human beings do or possess, as if the ultimate cause for salvation is our striving or cooperating or "deciding" for Christ. The Scriptures teach that all people by nature are "dead in ...transgressions and sins" (Eph. 2:1), utterly incapable of contributing anything to their conversion or

salvation. If sinners, therefore, come to believe in Christ, this is the result of God's power at work in them. If they continue to reject the Gospel, this is their own fault. We do not regard this response as a "cop-out" but simply as faithfulness to what the Scriptures themselves teach about the doctrine of election. This brings us to the final *sol*a, "Scripture alone."

## Scripture Alone

Luther's insight that salvation comes by grace alone through faith alone cannot be divorced from "on the basis of Scripture alone." For it was directly as a result of his commitment to Scripture that Luther came to rediscover justification by grace alone through faith alone. Together with his contemporaries, Luther held that the Bible is the Word of God and that it does not mislead or deceive us. Scripture alone, said Luther, is infallible, it "will not lie to you" (Large Catechism V, 76). While maintaining a deep appreciation for the church catholic, Missouri Synod Lutherans believe that Scripture alone is the final standard of what the Gospel is.

But we also believe that confidence in the reliability of the Bible is not possible apart from faith in Jesus Christ. Christians believe what the Scriptures teach because they first believe in Jesus Christ. Christ is the object of faith, not the Bible. We believe that the inversion of this order compromises "scripture alone" and results in rationalistic fundamentalism, as if an accepted demonstration of the Bible's truthfulness and reliability --perhaps a piece of Noah's ark, for example -- could provide a foundation for faith in the Gospel. The Bible remains a dark book apart from faith in Christ, for He is its true content. But when sinners are brought to faith in Him, Christ points them back to the writings of the prophets and apostles as the sole authoritative source for all the church believes, teaches and confesses.

The key to understanding Scripture properly, we believe, is the careful distinction between the Law and the Gospel. The Proper Distinction Between Law and Gospel is C. F. W. Walther's best known book. The Law tells what God demands of sinners if they are to be saved. The Gospel reveals what God has already done for our salvation. The chief purpose of the Law is to show us our sin and our need for a Savior. The Gospel offers the free gift of God's salvation in Christ. The whole Bible can be divided into these two chief teachings. It is in the proper distinction between Law and Gospel that the purity of the Gospel is preserved and the three *sol*as of "grace alone," "faith alone" and "Scripture alone" are united.

### ***C. MISSION STATEMENT***

Amazing Grace is an innovative Christian learning community dedicated to preparing students for success in today as well as tomorrow's world. Students undertake an extensive course of studies that includes Bible and the Christian faith, mastery of Core Knowledge academic content, fluency with 21st century technology, and experiences with fine arts. Students will be transformed into creative, competent, and confident Christian contributors to the global community.

## ***D. PHILOSOPHY AND GOALS***

At Amazing Grace Christian School, we believe that the basis of all teaching is God and His Word. Our desire is to share the love of Jesus Christ through education, friendships and restored relationships with the goal that each student would come to know and love Jesus Christ as Lord and Savior.

AGCS teaches from a Christian perspective by offering its students the opportunity to understand themselves and the world around them from a Christian worldview, while respecting and learning to understand a variety of perspectives that differ from our own. Field trips and community and global connections are a vital part of learning. Some of this education will be formal (Chapel, Bible classes and studies, counseling) and some will occur as the faculty and students interact in the normal flow of school activity. The goal is to facilitate the development of the child spiritually, academically, physically, socially and emotionally. The School only employs Christian administration, faculty and staff. These are professing Christians actively involved on a consistent basis with a local Christian congregation and are wholeheartedly committed to serve as role models in their Christian walks, and who are maturing both professionally and in their Christian faith.

In training children to serve the Lord, AGCS makes a strong statement for high academic and social standards of conduct. We believe that school is an extension of the home, and we expect parents to support the goals of the School as outlined in the Parental Commitment section (see Section II, A1 -- Admissions Requirements of this handbook).

It is our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom and knowledge.

### **Students attending Amazing Grace shall:**

- Through the grace of God, develop a personal relationship with the Triune God
- Respond to God's gift of grace by honoring Him in their thoughts, words, and actions
- Learn through 21st century interdisciplinary themes in core subjects
- Develop digital-age literacy skills
- Learn effective communication skills, both electronic and conventional, through varied writing and speaking experiences
- Be challenged with projects requiring innovative thinking and problem-solving
- Learn spiritual, emotional, social and physical life skills
- Learn to work with others and independently

### **Program Focus**

The Amazing Grace program is designed to fully engage the spiritual, emotional, intellectual, and physical traits of each student. We continually create a student-centric collaborative learning environment that thoughtfully integrates 21st century technology skills with comprehensive Biblical and Core Knowledge content and fine arts experiences. By participating in facilitated networks, students and adults will extend learning beyond the classroom and learn from each other and experts in various fields.

### **Student Expectations and Core Values**

C.H.R.I.S.T.: Amazing Grace Christian School proclaims Jesus Christ as Savior from sin and is the ultimate core of our school. Christ's life and ministry form the foundation of our

six core values for students in partnership with parents. Students are expected to discover, display, and apply the God-given talents and gifts that make them unique individuals as they prepare for a life of leadership and service to others. Amazing Grace students must be willing and committed to:

- C**reativity: Forming and communicating new valuable ideas, products, or artifacts to reflect learning
- H**umility: Being a servant to all following the example of Christ
- R**esolve: Persevering with determination to accomplish academic, social, and spiritual goals
- I**nterdependency: Contributing your skills and talents and accepting assistance from others to benefit the community
- S**implicity: Discerning the most important aspects of life and learning and effectively applying them
- T**ransformation: Embracing change to become more Christ-like

## **E. WASHINGTON STATE APPROVAL**

Amazing Grace Christian School is approved by the State of Washington.

## **F. RELATIONSHIP OF AMAZING GRACE CHRISTIAN SCHOOL TO AMAZING GRACE LUTHERAN CHURCH**

Amazing Grace Christian School is a ministry and an integral part of Amazing Grace Lutheran Church and, therefore, the AGCS authority falls directly under the elected officers of the Amazing Grace Lutheran Church Council.

# **II. ADMISSION REQUIREMENTS**

## **A. ADMISSION STANDARDS**

Admission to Amazing Grace Christian School (AGCS) is by application. The School admits students of any color, race, national or ethnic origin. It does not discriminate based on color, race, national or ethnic origin. AGCS complies with all federal and state disability laws (as applicable to the School), and it will make reasonable accommodations to otherwise-qualified applicants. The School cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

AGCS views the education process as a family enrollment and therefore accepts families not individual students. However, AGCS reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.

It is essential for parents and students to realize that attendance at AGCS is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by the School. Each parent is required to sign a statement to that effect as outlined below.

### **1. PARENTAL COMMITMENT**

- a) We invest authority in the School to discipline our child as the

School feels necessary, according to the discipline policy, as outlined in the AGCS Handbook for Parents and Students. We have read, understand and agree to the discipline policy set forth. (*Proverbs 13:24; 19:18; 23:13-14; 29:15, 17; Ephesians 6:1-4; Colossians 3:20-21; Hebrews 12:4-13*)

- b) We agree that in case of questions or complaints, communication will be directed only to the school staff or personnel involved. (Matt. 18)
- c) We hereby agree to support school functions and to attend parent meetings when offered.
- d) We understand that assessments will be made to cover damage to school property, including but not limited to breakage of windows, abuse of books, etc.
- e) We agree to pay the tuition and fees according to the terms of the Financial Agreement. We understand that report cards and transcripts will be withheld if required payments are not made.
- f) We agree to support all standards of AGCS including dress standards.

## **2. STUDENT COMMITMENT**

AGCS is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and that those students understand and support the purpose and programs of AGCS. Enrollment is considered probationary for all students.

I recognize that AGCS is a Christian institution and accept its guidelines.

- a) I have read the AGCS Handbook for Parents and Students.
- b) I am willing to be governed by all the rules of this School including policies on dress.
- c) I commit to attend all school-sponsored retreats, field trips or other activities deemed necessary by AGCS.
- d) I will control my tongue and avoid profanity, lying and gossip. (*Psalms 19:14*)
- e) I will not use tobacco, alcohol, or illegal drugs.
- f) I will not engage in any inappropriate public displays of physical affection.
- g) I will develop discretion in all my listening, reading and viewing habits (Internet, music, books, movies and television, etc.). (*Phil. 4:8*)
- h) I will endeavor to memorize scripture as assigned by the School. (*Psalms 119:11*)

## **3. CHURCH MEMBERSHIP**

AGCS seeks to aid parents in the spiritual growth of their children, but recognizes that the School is not solely responsible for the child's development. While church membership is not required, it is encouraged that Amazing Grace Christian students worship our Lord regularly with their parents at the Christian church of their choice.

## **B. APPLICATION PROCEDURES**

Each January, enrollment for the following academic year is opened to returning students for a specified period. Enrollment is subsequently open to members of Amazing Grace Lutheran Church and then to the general public. *The School reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the School Administration and to abide by its policies and regulations. Important: There are no guarantees of placement, express or implied, by Amazing Grace Christian School.*

The enrollment procedures for new students are as follows:

1. Submit completed application forms and the required non-refundable fees along with copies of the student's latest report card and standardized test scores. (Both parents or legal guardians must sign all forms, if applicable.) Incomplete forms will not be accepted.
2. Application Fees must be paid at the time the Application for Enrollment is submitted.
3. Each new applicant is required to include with the Application for Enrollment a copy of his/her most recent report card and standardized test results (if applicable). New Kindergarten applicants may be required to submit a copy of their birth certificate. Official school records will be requested from the last school attended.
4. A personal family interview is required for new applicants. An interview appointment will be scheduled upon receipt of the application (both parents and all student applicants must be present). Approved Candidate lists may be initiated when applicable. Family interviews must be completed before a student is considered for admission or for placement on an approved candidate list.
5. Student applicants may be required to take aptitude, achievement, and/or diagnostic tests at the school before admission to classes.
6. Students will not be allowed to attend school until a current IMMUNIZATION CERTIFICATE is submitted to the School Office (as required by Washington State law).
7. Annual enrollment begins in January each year.
8. To be eligible to enter Kindergarten Level 1 students should normally be 4 years of age on or before September 5 of that school year.
9. To be eligible to enter Kindergarten Level 2, students should normally be 5 years of age on or before September 5 of that school year.

## **III. WITHDRAWALS/TRANSFERS**

For students withdrawing from the School a *written* notice of withdrawal must be submitted to the School Office thirty days prior to the withdrawal date. Please review the Financial Agreement regarding tuition payments due upon withdrawal.

Requests for the transfer of transcripts or records are processed only when the family's financial account is current.

An exit interview with a school administrator is required in order to complete the withdrawal process.

## **IV. AGCS FINANCIAL POLICY**

### **A. TUITION**

The annual cost of education and tuition is levied on a *per year* basis and is determined by the Church Council of Amazing Grace Lutheran Church, the sole owner and operator of Amazing Grace Christian School. To assist you in the payment of the yearly tuition, you must choose one of the following plans:

- Full payment of fees and tuition by August 15, by 5:00pm and receive a 3% discount.
- 10 equal monthly payments of assessed tuition and fees. The first payment is due as noted in your acceptance letter.

For reenrolling students the first tuition payment is due no later than May 15, by 5:00pm. The second payment is due before or on August 15, by 5:00pm and then each of the following months from September through April, unless other arrangements have been approved by the School.

- Payments may be made using our web based online tuition/fee payment system or using cash, cashier's check, money orders or personal checks.
- Payments must be made no later than the due date and the 5:00pm deadline.
- Beginning with the August 15 payment, it is understood that if the full payment due is NOT received before 5:01pm on the fifteenth day of the month, a \$100.00 late penalty will be assessed
- Any and every bank charges associated with NSF assessments will incur \$100.00 penalty.
- Student(s) may not be permitted to attend school beginning the NEXT school day if the account ever becomes past due and dismissal may result if payment arrangements acceptable to the School have not been made by 5:01pm on the date due.
- There is no grace period granted for any delinquent payment.
- Admittance to school may be permitted after any late payment, with all fees, are paid in full, in cash or with an acceptable money order or cashier's check.
- Any delinquent account may be submitted for collection assistance and the Student(s) may not be allowed to return to school unless and until the delinquent account has been satisfied.
- Any fees incurred for collection of delinquent accounts, including attorney fees, shall be borne by the financially responsible parent/guardian.

A \$100.00 fee will be assessed for all returned (NSF) or for any payments made after the deadline. There is no reduction in tuition for holidays, vacations, illnesses or absences. Returning families must be current in all financial accounts prior to re-enrollment.

**WITHDRAWAL:** After receipt of my first tuition payment, I understand and agree that if my child is withdrawn any time before the first official day of school, and the School is not notified in writing (30) days before the withdrawal date, I agree to make full and complete payment for each of the subsequent remaining months up to and including the December 15 payment. Verbal notification of withdrawal via a telephone call, e-mail or answering machine message becomes effective at the conclusion of the call and the School may immediately release your reserved space to another student. That will not release you

from the requirement for a written notification and payments as agreed above. I also understand and agree that if my Student(s) is withdrawn anytime during any subsequent months, after December 15, I understand and agree that I will make complete and full tuition payment for any outstanding tuition and fees balance for the remaining school months of January through May, within one week after withdrawal.

**No Pro-Rated Return of Payments:** In the event my Student(s) does not actually attend school or begins and is voluntarily withdrawn or dismissed from AGCS, I understand and agree that I will not receive pro-rated reimbursement for any payments received by the School.

#### **ROLE OF AN EXCEPTION TO TUITION REFUND POLICY**

AGCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.

Amazing Grace Christian School (AGCS) is an integral part and a ministry of Amazing Grace Lutheran Church. The Church has the right to use church funds for school expenses or purposes. Additionally, AGCS herein reserves the right to use the school finances in any way or manner we deem necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding upon AGCS.

All payments made on an account will be applied to the oldest outstanding invoice in the following order:

1. NSF or Late Payment Fees
2. Application and Registration Fees
3. Materials and Supplemental Fees
4. Tuition

Amazing Grace Christian School reserves the right to grant an exception to this financial policy on a case by case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.

Families of students who do not return textbooks by the end of the school year, or when a student withdraws from AGCS if sooner, will be assessed a penalty of \$100.00 per textbook. This penalty will be refunded, less a \$15.00 handling fee, if the book is returned within one week.

*All disputes and claims related to the Student's participation and/or enrollment at the School including but not limited to, any statutory or common law claims for discrimination, breach of contract and all other claims shall be resolved by mediation and binding arbitration. Mediation and arbitration shall be before a mutually acceptable person who: is a practicing attorney with a minimum of ten years experience or a retired judge and a member of a Lutheran Church-Missouri Synod church. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. The laws of the State of Washington shall govern.*

## ***B. SCHOOL FINANCES USED FOR CHURCH PURPOSES***

Amazing Grace Christian School is an integral part and a ministry of Amazing Grace Lutheran Church. The Church has the right to use church funds for school expenses or purposes. Additionally, AGCS herein reserves the right to use the school finances in any way or manner we deem necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding on AGCS.

## ***C. CONTROLLING POLICY***

The financial policy as set forth in this AGCS HANDBOOK FOR PARENTS AND STUDENTS is the controlling policy of Amazing Grace Christian Schools.

### **ROLE OF AN EXCEPTION**

Amazing Grace Christian School reserves the right to grant an exception to this financial policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.

## ***V. IMMUNIZATION REQUIREMENTS***

Amazing Grace Christian School is required by the State of Washington to maintain proper immunization records. The School must have a completed and signed Washington State Immunization Status Form on file by the first day of school or the student will not be permitted to attend classes.

## ***VI. CHANGE OF CHILD CUSTODY***

If a student has a change in custody or guardianship, a new Enrollment Application and Financial Agreement must be completed and signed by the new custodial parent or guardian within thirty calendar days of the date the change becomes effective. Additionally, a copy of the Parenting Plan must be submitted to the School Office. Enrollment will not be continued until such agreement is completed and on file in the School Office.

### **ROLE OF AN EXCEPTION**

AGCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.

## ***VII. ACADEMICS***

### ***A. CURRICULUM***

Amazing Grace Christian School is committed to its students' academic and spiritual needs. In the pursuit of academic excellence and in order to facilitate the stated philosophy and goals of AGCS, the School provides superior quality curriculum texts, materials, online subscription databases, and dynamic adaptive

online curriculum. To maintain a consistent course of study across grades and aligned with content standards, we use the [Core Knowledge](#) sequence, and align course of study to the International Society for Technology in Education NETS\*S and Partnership for 21<sup>st</sup> Century Skills Framework. Our certified Christian educators undergo ongoing professional development in technology, STEM and fine arts.

## ***B. BIBLE CLASSES***

At AGCS, we believe that the basis of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as his personal Lord and Savior. We seek to nurture and train our students toward the goal of growth in godliness of character and action, and to encourage a deepening faith and personal relationship with our Lord. The study of God's Word is a vital element in the life of a Christian; therefore, Bible is a required course at AGCS without exception.

## ***C. ELECTIVES***

Classes are enriched by such specialized coursework as choir, music, dance, art, drama, public speaking, computer, physical education and field trips.

Physical Education: Every student is required to participate in P.E. classes unless exempted for medical reasons.

## ***D. CHAPEL***

Chapel is a special time set aside each week for worship, praise, and sharing God's message. Special guests, pastors, and speakers may be invited to share and to teach. Individual classes may also participate by presenting programs to share with the rest of the School. Chapel attendance is mandatory for all students; parents and families are also invited to attend.

## ***E. HOMEWORK POLICIES***

### **Philosophy**

We believe homework is a positive and necessary part of a student's education. Homework reinforces classroom learning. It enriches the educational experience by helping children learn they must invest themselves in their education. Homework promotes sound, independent work habits and develops responsibility. Homework provides parents with a window to the classroom, helping tie the school to home.

We believe good work habits are most easily developed when a child is young. Developing sound work habits through homework is a key investment families make in the education of their children.

Homework should be developmentally appropriate and of reasonable length, generally no more than 30 minutes to 1 hour per evening.

All students should record homework according to individual teacher policies. Methods for recording homework may include paper and pencil, or electronically including homework management on Eduss, RenWeb, Discovery Education,

and/or email.

Students are generally allowed time in class to work on their daily assignments. Work not completed, however, becomes homework. Teachers may also give additional assignments that require library research or other work outside the classroom. It is the responsibility of the student to complete the work and turn it in when it is due, including assignments missed due to absence. If an elementary student (grades K1 through 4) regularly has more than one hour of homework a night, parents should contact the teacher.

### Late Homework

Any assignments submitted after the assigned deadline can earn no more than an Achievement Level (AL) of Developing:

1. Electronic assignments are due no later than 9:30pm on the due date.
2. Non-Electronic assignments are due no later than 8:30am on the assigned due date.

Assignments submitted two days after the deadline will automatically receive No Credit (NC), but the assignment must still be completed.

Field Trips and special event participation require all work to be completed and submitted and turned in. Students that do not complete homework on time will encounter a variety of teacher-chosen consequences including such things as missing free time during the school day, missing field trips or other “thank you” activities. Other arrangements may also need to be made with families to work toward this goal. Again, our belief system is to establish strong, positive work habits early on rather than try to undo poor habits at an older age.

### Absences

Children who are absent because of excused absences will receive the same number of days to complete their missed work as the number of days they were absent (i.e. a student that was absent three days will have three days to catch up before the work would be considered late).

Students that go on vacation or are absent for reasons other than illness during the school year will receive the work they missed when they return from the vacation or absence rather than in advance.

### Guidelines for time devoted to homework

Children vary widely in their work speed, attentiveness, and use of classroom time. One student might be able to complete all of his or her assignments at school, while another child may need to spend considerably more time working at home to stay caught up. If you have a concern about the amount of time that your child is spending on homework, work with your child’s teacher to identify the reason and find a solution.

Our goal is to provide gradually increasing amounts of homework as a child progresses from kindergarten through eighth grade. For example, a first-grade student might have only five to ten minutes of homework a night. However, an eighth-grade student might need to invest sixty minutes in an evening to complete his or her work. Please be aware that these time guidelines cannot be more specific because of the significant differences between children.

Teachers may assign homework on a regular basis Monday through Thursday. We will generally try to avoid assigning work to be completed over the weekend, but

some special projects may be assigned during the year that will occupy weekend time.

Reading practice does improve reading skill and so we encourage families to read together every evening.

### **Family role**

The family plays the key role in setting positive expectations and attitudes toward homework. We ask all parents to be aware of their child's assigned homework every day. It will help keep you in touch with what your child is doing and send an important message.

Families should put into place a homework routine that matches the needs of their household. Some factors to consider are location, lighting, noise, and distractions. (Keeping the telephone and television off limits during homework time is very important.) It is helpful to adhere to a regularly scheduled time and place (worked out with the child).

*Homework is the child's job*, not the parent's. Parents need to become great questioners rather than doers when it comes time for homework. If the parents do the homework, the child gains nothing.

Occasionally, we will design special projects that require family participation. However, we will try to be very clear and tell you when it is OK for the parent(s) to actively help the child complete the work. Otherwise, help your child to learn through questioning and supervision.

If the need arises, consult with your child's teacher about your special situation. It is important to follow-up on the plans that you and the teacher make together.

Above all, make learning a priority. There is great power in consistent actions and consistent expectations.

The purpose of homework at AGCS may include, but is not limited to, any of the following:

1. Making up work not completed during the school day or work missed because of illness;
2. Practicing or refining skills, such as working with flash cards, tasks that reinforce daily assignments, book reports, etc.;
3. Preparing students for the next day's classroom work;
4. Extending assignments to apply learning to new situations, which may include activities of a practical nature such as keeping a journal of a trip or writing to a pen pal;
5. Completing long-range assignments requiring several days or weeks to complete;
6. Developing responsibility, independence, effective study skills, and productive work habits.

## **F. ACHIEVEMENT LEVEL STANDARDS**

Amazing Grace Christian School employs an extensive, interdisciplinary, project based, Core Knowledge curriculum for students and uses a variety of assessment techniques rather than letter grades to monitor students' progress. The on-going assessment process leads to two semester evaluations that consist of teacher evaluation and may include student self-assessments. Each semester evaluation will report separate achievement levels (AL) for Content knowledge and Participation in each subject area. Evaluations will be averaged separately for Content and Participation. Content and Participation will not be averaged together. At the end of the year, Content AL for Semester 1 will be averaged with Content AL for Semester 2 for each subject area, resulting in the final AL that will be reported on the transcript. Furthermore, Participation AL for Semester 1 will be averaged with Participation AL for Semester 2 for each subject area, resulting in the final AL that will be reported on the transcript.

Descriptions of the Exemplary (E), Proficient (P), Developing (D), and No Credit (NC) ALs for Content knowledge and Participation follows. All students are expected to maintain an AL of Proficient (P) by the end of each semester. Exemplary cannot be achieved through adding "Extra Credit" to an already completed, submitted and evaluated assignment.

### **AMAZING GRACE ACHIEVEMENT LEVELS FOR CONTENT:**

Content refers to the demonstration of reaching learning objectives and goals outlined by the Core Knowledge sequence, including basic skills. Demonstration of Content understanding may consist of projects, portfolios, tests, assignments, and written work.

#### **Exemplary (E):**

To attain this AL, a student must demonstrate mastery and complete criteria set forth by the teachers through:

- Innovatively and creatively applying, demonstrating and documenting mastery of concepts/skills beyond the requirements
- Pro-actively setting goals for preparation and completion of academic content
- Initiating teaching, tutoring, or mentoring others in content knowledge
- Requesting constructive critique and applying changes to content knowledge
- Developing, applying and synthesizing individual talents to enhance learning experiences of self and others
- All academic work is completed on time and turned in, exceeding set expectations
- Students produce an accurate self-evaluation, critique, and/or reflection

#### **Proficient (P):**

To attain this AL, a student must competently complete criteria set forth by the teacher through:

- Demonstrating and/or documenting the competent acquisition of concepts/skill meeting all requirements
- Participating in class discussions, group meetings, projects, etc. through clearly communicating relevant content knowledge
- Accepting constructive critique and applying changes to content knowledge
- All academic work is completed on time and turned in, meeting all set expectations
- Students produce mostly accurate self-evaluation, critique, and or/reflection

**Developing (D):**

To attain this AL, a student is progressing toward competent completion of criteria set forth by teachers through:

- Progressing toward demonstrating and/or documenting competent acquisition of concepts/skills
- Most work is completed and turned in on time
- Few set expectations are met, but all are attempted
- Limited participation in the class discussions, group meetings, projects, etc. but unable to clearly communicate understanding of content

**No Credit (NC):** An AL of No credit is reserved for a student who fails to exhibit evidence to meet criteria set forth by the teachers.

- Showing minimal demonstration or documentation of competent acquisition of concepts/skills
- Work is rarely and inconsistently completed or turned in on time
- Set expectations are rarely attempted or met
- Participation in class discussions, group meetings, projects, etc. is minimal and expresses irrelevant and/or inaccurate content knowledge

**AMAZING GRACE ACHIEVEMENT LEVELS FOR PARTICIPATION:**

Participation refers to the quality and quantity of interaction and involvement demonstrated through communication, collaboration, critical thinking and creativity. Demonstration of Participation may consist of class discussions, collaboration with others, problem solving, preparation, and critique.

**Exemplary (E):**

To attain this AL, a student must demonstrate mastery and complete criteria set forth by the teachers through:

- Innovatively applying and documenting mastery of concepts/skills beyond the requirements through communication, collaboration, creativity and critical thinking
- Effectively and efficiently managing time and resources to maximize learning experiences
- Contributing, initiating, and/or facilitating class discussions, group meetings, projects, etc
- Demonstrating willingness to effectively benefit, teach, tutor, or mentor others
- Requesting constructive critique and applying changes to content knowledge
- Respectfully cooperating and communicating with others
- Accepts responsibility for actions while showing self-control
- Asks “What do you think?” and “Why do you think it?” and listens to response
- Prepared for class daily and follows directions

**Proficient (P):**

To attain this AL, a student must competently complete criteria set forth by the teacher through:

- Accurately applying and documenting concepts/skills meeting all requirements through communication, collaboration, with some evidence of critical thinking and creative application
- Manages time and resources to meet expectations for learning experiences
- Contributing and/or facilitating class discussions, group meetings, projects, etc

- Demonstrating the ability to effectively teach, tutor, and/or mentor others
- Accepting constructive critique and applying changes to content knowledge
- Respectfully cooperating and communicating with others
- Accepts responsibility for actions while showing self-control
- Asks “What do you think?” and “Why do you think it?” and listens to response
- Prepared for class daily and follows directions

**Developing (D):**

To attain this AL, a student is progressing toward competent completion of criteria set forth by teachers through:

- Communicates concepts and ideas when prompted.
- Communication of thought and ideas are not always expressed understandably
- Working on managing time and resources to meet expectations for learning experiences
- Limited contribution to class discussions, group meetings, projects, etc
- Accepting constructive critique to content knowledge
- Attempting respectful cooperation and communication with others
- Working on accepting responsibility for actions, and working on showing self-control
- Limited preparation for class
- Improving on following directions

**No Credit (NC):** An AL of No Credit is reserved for a student who fails to exhibit evidence to meet criteria set forth by the instructors.

- Work is rarely and inconsistently completed or turned in on time
- Set expectations are rarely attempted or met
- Participation in class discussions, group meetings, projects, etc is minimal and expresses irrelevant and/or inaccurate content knowledge

***G. SUPPLIES***

Each student is expected to come to school prepared for the day's activities. In order to maximize the students' success in this area, a supply list compiled of basic items each student needs is provided by the School Office prior to the first day of school. The students are expected to bring the necessary items on the first day of school, and to replenish supplies if necessary throughout the school year.

***H. CONCERTS & PROGRAMS***

Amazing Grace presents concerts and programs each year, generally at Christmas and in the late spring. These concerts are used to showcase the talents of our students. Friends and families are invited for these delightfully entertaining evenings.

## **VIII. PARENT POLICIES**

### **A. Media and Likeness**

The parent grants permission to the School to use photographs and likeness of the Student for School-related publicity purposes, academic, scholarly, and professional development presentations.

### **B. EMERGENCY CLOSURES**

The goal of Amazing Grace Christian School is to establish a safe and consistent teaching environment for both students and employees. During winter weather, schools may need to close because of safety concerns. In cases of inclement weather conditions, Amazing Grace Christian School will usually follow the local public school closure/delay announcements as listed below. Amazing Grace Christian School will also make effort to notify the major local television, update our website and provide messages on our phone office at 206-723-5526.

### **C. NOTIFICATION OF INFORMATION CHANGES**

Parents are requested to notify the School Office immediately in case of changes in family/student information including new addresses, phone numbers, cell numbers (including student cell numbers), work phone numbers, email addresses, carpools, emergency contacts, custody, and pertinent student medical information, such as allergies, etc.

### **D. COMMUNICATIONS**

1. **WEBSITE:** The School information website (Renweb) is updated regularly and contains important information for parents and students such as calendars, announcements, and other news, as well as links to individual teachers. Families may also access the faculty and staff email directory through the website.
2. **NOTES:** The School may publish and distribute notes with important information pertinent to the School. In addition, monthly event calendars may be posted to Renweb. It is expected that each family diligently review information in the notes in order to be kept up to date in areas of school events and policies.
4. **EMERGENCY INFORMATION LINE :** 206-723-5526
6. **CONFERENCES:** Parent/teacher conferences may be held to apprise parents of their child's progress and development. Fall conferences may be required for selected elementary students but are not required for every student. However, conferences may be requested at any time by either the teacher or the parent.

### **E. LOST AND FOUND**

Lost and Found items are kept for only short periods of time due to a lack of storage space. Items labeled with names are returned to students. Parents are requested to label your students' items to avoid loss. Unmarked items are

regularly displayed, and any unclaimed items are periodically donated to a local charity. AGCS is not responsible for lost or misplaced items and is not liable if any unclaimed items are given to a charity of AGCS' choice.

## **F. VISITORS ON CAMPUS**

1. PARENTS: It is the desire of the administration and the faculty to be of service to our families, and we welcome parental visits to the classroom. We do require, however, that any visit to a classroom be made by definite appointment with the teacher.

2. OTHER VISITORS: AGCS does not usually allow visits by students not attending our School and AGCS reserves the right to refuse to allow anyone on campus for whatever reason before, during and after school hours.

*All visitors, including parents, are required to check-in with the School Administrator or Principal to obtain a Visitor's Pass and may be required to be accompanied by a staff member.*

*Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.*

## **G. Lunches**

All students are required to bring their lunch and snacks that can be eaten within the 20 minute lunch period. There is no microwave accessibility. Therefore, all food should be able to be opened and eaten without heating or refrigeration. Students who arrive at school without lunch will be provided basic nutrition. Parents will be billed \$10.00 per meal, invoiced with the next tuition payment. Utensils will not be provided.

Lunch room is opened to students and staff only. This is a security issue.

## **H. ILLNESS/MEDICATIONS**

1. ILLNESS: If a student becomes ill at school, he or she will be sent to the School Office and the parent may be called. The parent should pick up the child within an hour of the call. Should the parent find this difficult, arrangements should be made, prior to the need, for a relative, friend or neighbor to be able to pick up the child. Any student with a communicable disease or a temperature of 100 degrees or higher must not be brought to school.

Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.

2. EMERGENCY: In case of an acute emergency, first aid will be administered as necessary. Emergency personnel and services will be consulted as indicated by the nature of the emergency. Parents will be notified. If deemed necessary, children will be transported to VALLEY MEDICAL CENTER HOSPITAL in Renton (or another facility at the discretion of emergency personnel) for treatment unless another hospital has been requested.

*The following is the Emergency Release Section from the enrollment application, which must be signed by parents/guardians for all students enrolled at AGCS.*

3. **MEDICATIONS:** Ideally, all medication should be given at home. AGCS recognizes that some students may have special needs that require medicine to be administered during school hours. If this should occur, the parent may pick up a Medication Authorization form that is available in the School Office. All medications must be in the original container and stored with the teacher. Medications will not be dispensed without a signed Medication Authorization form on file. The following certification/authorization must be signed by all parents/guardians desiring to have any medication administered to their student at school:

*I certify that I am the parent, legal guardian, or other person in legal control of the above identified student and request and authorize the School to administer the above identified medication in accordance with the instructions indicated above for the period of time described above, as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Such medication may be administered by medically untrained school personnel. Medications must be supplied to the school in the original containers.*

#### **RELEASE; PAYMENT OF EXPENSES; MEDICAL CONSENT; MEDIATION**

1. The undersigned parent(s) or legal guardian(s) ("Parent") grants permission for the Student to use all playground equipment and participate in all of Amazing Grace Christian Schools' ("School") activities, including field trips off of the School's grounds.
2. The Parent grants permission to the School and its employees and agents to take the Student to a licensed physician for medical treatment, emergency surgery, or hospitalization if the Student becomes ill or sustains an injury or otherwise requires medical treatment or attention and the School cannot contact the Parent. The Parent gives consent to any licensed physician to administer drugs or medicine or to perform such medical procedures as that physician determines necessary for the relief of pain and to preserve the Student's life or health.
3. The Parent agrees to assume the responsibility for all medical, transportation, rescue and other related expenses incurred on behalf of the Student.
4. The Parent releases and agrees to hold harmless, defend and indemnify the School and its directors, officers, employees and agents from and against any and all claims for personal injury (including loss of life) and all other losses or damages (except those caused entirely by the gross negligence or intentional conduct of the School) that the Student or the Parent may suffer as a result of the Student's participation and/or enrollment at the School.
5. All disputes and claims related to the Student's participation and/or enrollment at the School including but not limited to, any statutory or common law claims for discrimination, breach of contract, and all other claims shall be resolved by mediation and binding arbitration. Mediation and arbitration shall be before a mutually acceptable person who: is a practicing attorney with a minimum of ten years experience or a retired judge and a member of a Lutheran Church-Missouri Synod church. In the event that the parties cannot agree on such a person, each shall appoint a qualified person

and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. The laws of the State of Washington shall govern.

## ***I. CARPOOL GUIDELINES***

Carpooling is a way in which parents can help and support each other. AGCS is in no way involved or responsible for your carpool situation. The following are general guidelines to assist you in this area:

1. Please inform the School Office of all names and telephone numbers of those who are authorized to pick up your student from school. When carpools are arranged, or changed, a signed authorization notifying the School of the change must be submitted without delay.
2. It is very important that you always communicate any change in plans directly with the other parents with whom you are carpooling. Much confusion and many unfortunate situations have arisen due to messages sent through children.
3. When you are picking up children after school, do not leave the school grounds without being certain that all of the children for whom you are responsible are accounted for. The only way you can be certain that you do not need to take a child home is to communicate directly with the parent, teacher, or School Office.
4. Please give as much advance notice as possible to the other families in your carpool when you are unable to drive on your regularly scheduled day, or if your children will not be attending school.
5. Whenever you change home or work telephone numbers, please notify the School Office as well as your carpool families as soon as possible so that they are able to reach you with any change in plans.

## ***J. NOTICE REGARDING RIGHTS OF PARENTS***

Amazing Grace Christian School ("School") will allow (1) the release of a child, (2) information about the child (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the child to either of the child's parents or legal guardians unless the School receives sufficient evidence (in its sole discretion) that a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians is authorized to make decisions on behalf of the child, unless the School receives sufficient evidence (in its sole discretion) to the contrary, whether in the form of a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parent or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the School may elect to take any action it deems appropriate, in its sole discretion, including taking no action.

## **IX. STUDENT POLICIES**

### **A. EXPECTATIONS AND RESPONSIBILITIES**

*AGCS is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and those students must understand and support the purpose and programs of AGCS. Enrollment is considered probationary for all students.*

**The School reserves the right to dismiss students at any time for any reason it deems necessary.**

1. Each student must display a sincere desire to attend AGCS and agree honestly and wholeheartedly to apply themselves according to 2 Timothy 2:15 "Study to show yourself approved to God, a workman that need not to be ashamed, rightly dividing the word of truth."
2. Students must be able to meet the academic requirements of the School, and be willing to submit to the discipline required to perform successfully. (AGCS does not provide programs for severe learning disabilities or emotionally disturbed students.)
3. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration for admission.

### **B. DISCIPLINE**

At Amazing Grace Christian Schools, we believe that the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Lord and Savior. Our mission is to nurture and train each student so that they will grow in godliness of character and action.

Discipline, in general, is training in processes, procedures, preparations and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. It is in the Christian environment, training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice according to the Matthew 18 principle, which directs us to correct and restore our brother to righteousness. Parents, guardians and students recognize and agree that this Discipline Policy is general in nature. They further agree that it may apply to their student depending on grade level.

The following guidelines have been established for all students at AGCS.

1. Growing in Christian character includes, but is not limited to, the following:
  - a) Taking care of one's school
  - b) Obeying and respecting all school & church personnel
  - c) Being responsible for one's actions
  - d) Respecting other's rights, feelings, and property
  - e) Walking safely and acting orderly in the building, and staying in supervised areas
  - f) Making a determined effort to learn

- g) Attending all classes; being on time and ready to work with the necessary learning materials
  - h) Identifying oneself by name if asked by a school or church staff member
  - i) Dressing appropriately
  - j) Knowing and obeying the rules of AGCS
2. Offenses resulting in discipline include, but are not limited to, the following areas:
- a) Procedural offenses include, but are not limited to:  
*(Discipline procedures include, but are not limited to detention, fines, and other corrective measures.)*
    - 1) Chewing gum
    - 2) Running in hallways
    - 3) Tardiness
    - 4) Inappropriate dress
    - 5) Running inside the building
    - 6) Out of class without a hall pass
    - 7) Out of seat without permission
    - 8) Talking out of turn
    - 9) Eating or drinking outside of the lunchroom (unless specifically authorized)
    - 10) Entering the Sanctuary (unless for scheduled activity)
    - 11) Bringing unauthorized electronic items to school
    - 12) Unauthorized use of cell phones
  - b) Attitudinal offenses include, but are not limited to:  
*(Discipline procedures include, but are not limited to detention, suspension and possible expulsion.)*
    - 1) Disruptive conduct
    - 2) Misrepresentation/lying
    - 3) Disobedience
    - 4) Disrespect to faculty/staff member
  - c) Moral offenses include, but are not limited to:  
*(Discipline procedures include, but are not limited to suspension, fines, and immediate expulsion.)*
    - 1) Fighting
    - 2) Inappropriate language/swearing
    - 3) Bringing dangerous objects to school, including weapons of any kind
    - 4) Vandalism (damaging School, Church, or personal property)
    - 5) Use of drugs, alcohol, or tobacco
    - 6) Inappropriate physical contact (non-sexual or sexual contact)
    - 7) Theft
    - 8) Cheating
    - 9) Assault
3. Lunchroom rules, including but not limited to:
- a) Use quiet, normal conversation when permission to speak is granted.
  - b) Enter the lunchroom in a single line, quietly and orderly
  - c) Walk, do not run
  - d) Remain seated until excused

- e) Use good table manners
- f) Leave your individual eating area neat and clean (clean up after yourself)
- g) Touch and handle your own food only
- h) No food throwing, etc.
- i) Do not leave the lunchroom without adult permission

**4. Playground rules, including but not limited to:**

- a) Remain in the designated play areas until permission is given to go elsewhere
- b) Swing: sit only, no standing
- c) Return all equipment to ballroom or classroom
- d) The following are strictly forbidden:
  - 1) Throwing rocks or sticks
  - 2) Piggyback games
  - 3) Keep-away
  - 4) Fighting
  - 5) Snowballs

**5. Consequences of inappropriate behavior will depend upon the severity, age of student, and repetition of behavior. Staff members who have knowledge of students behaving inappropriately will speak with the student, explain the seriousness of the behavior, and take action which includes but is not limited to:**

**Discipline Referral Slip (report of student violation to elementary teacher or School Office resulting in lunchroom or other cleanup duties, detention or administrative referral);**

- Teacher/student conference;
- Teacher/parent conference;
- Parent/administrator/student conference;
- Detention;
- Suspension;
- Expulsion \*

**\*Expulsion: Students who are expelled from the School are subject to the normal withdrawal procedures, including but not limited to payment of the remaining tuition amount assessed under the Financial Policy section of this handbook.**

**6. It is expected that this plan will contribute toward a happy, positive school environment where students respect one another, are able to learn, and where Christ is glorified. Parents and students are required to read and discuss this policy, and to comply with all rules and regulations as established by Amazing Grace Christian School.**

**7. ROLE OF AN EXCEPTION TO DISCIPLINE POLICY**

**AGCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.**

***C. SEARCH AND SEIZURE POLICIES***

1. Enrollment in AGCS constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized, including any and all digital and electronic devices.
2. AGCS expressly reserves the right to search, including but not limited to: persons, automobiles, backpacks, purses, pockets, lockers, desks, electronic devices, etc.
3. AGCS expressly reserves the right and the parents and students grant the School the right to examine the electronic content contained in a cellular phone, pager, laptop computer or other device confiscated at school.

#### **4. ROLE OF AN EXCEPTION TO SEARCH AND SEIZURE POLICY**

AGCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.

### ***D. TELEPHONE USAGE***

Students are permitted to use the school telephone in the classroom, with permission, in cases of emergency only. All long distance calls must be made collect. Students are not allowed to use any telephone, including but not limited to, cellular, digital or any other telephones without authorization. Cell phones may be used before and after school and/or during times permitted by the teacher. They may not be used during class at any time, including text messaging, games, photos, music, or any other use, unless permitted by the teacher.

### ***E. BICYCLES***

Students are NOT allowed to ride their bikes to school.

### ***F. LUNCH POLICY***

Students must bring their own lunch and snacks, which should not be shared with any other person. **ALL FOOD ITEMS MUST BE EATEN IN THE LUNCHROOM** and may not be eaten anywhere else on campus, unless authorized.

Violations during the lunch period will be handled in accordance with the AGCS Discipline Policy as defined under Section IX, B (Student Policies -- Discipline) of this handbook.

### ***G. Birthday and Special Parties***

Families wishing to celebrate a child's birthday on campus must include all students in that classroom. Plans must be approved by the teacher prior to the celebration. No pizza's, cakes, cupcakes or candy is permitted, only juice, fresh fruit and vegetables. If invitations are being passed out to an off-campus birthday party, all students in the class must be included, otherwise invitations must be sent from off-campus.

## ***G. SCHOOL BUS and VEHICLE RULES***

The following are rules relating to students riding in school bus vehicles including, but not limited to:

1. Students being transported are considered under the authority of the vehicle's driver.
2. Students may not sit in the driver's seat, operate controls, or be in the driver's area.
3. Fighting, wrestling, or boisterous activity is prohibited in the vehicle.
4. Students shall use the emergency door only in case of emergency.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the vehicle.
6. Students shall remain seated while the vehicle is in motion.
7. When necessary to cross the road, students shall cross in front of the vehicle or as instructed by the driver.
8. The driver may assign students seats.
9. Students shall not open or close windows without the permission of the driver.
10. Students shall not extend their hands, arms or heads through the windows.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall keep the vehicles clean, and must refrain from eating in the vehicles, or otherwise damaging them. Water is the only beverage allowed on school vehicles.
13. Students shall be courteous to the driver, to fellow students, and to passers-by.

## ***X. DRESS AND GROOMING GUIDELINES***

### ***A. GENERAL GUIDELINES***

Emphasis should be placed on the fact that Amazing Grace Christian School is a Christian institution, and the clothes that students wear should reflect a Christ-like attitude. Any type of appearance that attracts undue attention to the wearer, and thus causes a disturbance in the School, is in bad taste and not acceptable. A high standard of courtesy and etiquette is to be maintained.

AGCS represents a multitude of Christian denominations and families that have a variety of perspectives regarding dress. It is the School's desire to reflect and present a neat and modest image for our families to the community. While some attire may be acceptable for Christians to wear in other environments, it may not be appropriate for School.

Everywhere in life people are given dress standards when they choose to be a part of an organization. From McDonalds, to the armed services, to post office employees, to the Supreme Court of the United States, people are required to conform to particular styles of attire if they choose to be a part of the institution. It is not considered unusual or cruel to have standards of dress in order to present a specific image.

Amazing Grace's dress and uniform guidelines are not an attempt to judge one's spirituality or impose ultra-conservative values on families. Each individual

should be recognized for his/her effort, abilities and spirit. Acceptability of dress should not determine the acceptability of the student. The goal is to reflect what we feel are commonly accepted Christian values and to encourage Christian young people to be concerned with the Biblical principle of *modesty*. AGCS assumes parents will honor this intention and will assume the responsibility for guiding their children in this area.

Students are expected to honor the Lord in their daily attire. While some students may not agree with all guidelines and expectations, it should be recognized that they choose to attend Amazing Grace Christian School and will therefore respect the authority of the school in its attempt to administer a fair and consistent dress standard.

## **B. Amazing Grace Christian School Uniform Information for Kindergarten Level 1 to Grade 8 Students**

**LANDSEND.COM IS THE ONLY OFFICIAL SCHOOL UNIFORM SUPPLIER FOR THE 2011-2012 SCHOOL YEAR.**

### **Where to Purchase Uniform Items**

- I) LANDSEND.COM ONLINE UNIFORM SHOP** (*Primary Source for uniform items*)
- A) For all students, all uniform items except outerwear, socks and shoes **MUST** be purchased through our Landsend.com online uniform shop.
  - B) Lands' End carries sizes ranging from small children through adult sizes.
  - C) Uniform tops:
    - 1) All uniform shirts and hooded sweatshirts will be purchased through our Lands' End uniform shop.
    - 2) Uniform polo shirts are available in 5 different colors.
    - 3) All uniform tops, including polo's and sweatshirts must have the school logo embroidered on them beginning with the 2011-2012 school year.
  - D) Uniform bottoms:
    - 1) Uniform bottom items are to be purchased through the Lands' End online uniform shop.
    - 2) Color Options
      - (a) All School bottoms are of the khaki color only.
    - 3) For husky and tall fits, uniform bottoms can be purchased:
      - (a) Directly from a Lands' End store, provided the items are from our approved items list. (See LANDS' END APPROVED ITEMS section for listing.)

## **E. EVENTS, FIELD TRIPS, AND SCHOOL PROGRAMS:**

AGCS sees field trips as an essential component of experiential learning. Experiences outside of the classroom help to establish and form connections to core content in a meaningful way. Many field trips provide a way to meet specific Core Knowledge content in the arts, literature, music, history, and science sub-categories. Although field trips are considered essential to the educational process, they are considered a privilege and students who demonstrate an ability to be trusted and responsible in school will be allowed to attend. Field

trips and special event participation require all work to be completed, submitted and turned in (see Homework Policies).

AGCS intends to display attitudes of respect and modesty when traveling off the school grounds. Except when specifically instructed otherwise, the usual uniform dress code will be enforced for all participants of AGCS special events including, but not limited to field trips, school programs, and other events. We may require all boys and girls to wear a specific color shirt to help us better recognize our students in crowds. All AGCS student spectators or audience members must adhere to the standard dress guidelines outlined above. This includes all events, concerts, plays, or other school events.

### ***G. ENFORCEMENT:***

All dress standard infractions may be referred to the School Office. Students found to be wearing or displaying improper dress/hair may be subject to disciplinary action, as set forth in Section IX, B (Student Policies – Discipline) of this handbook, and may be sent home. In case of questions about appropriateness, it shall be left to the discretion of the administration. The decision of the administration will be final. When the infraction has been cleared or corrected, the student may be sent back to class with notification to the teacher of action taken. Consequences of dress code violations may include specific, individually assigned dress standards for designated periods of time.

## ***XI. ATTENDANCE POLICY***

Regular and punctual attendance is essential for success as a student. Absences and tardies interrupt the process of learning for all students. Therefore, in order to maximize the learning experience, Amazing Grace discourages unnecessary absences and vacations on school days. To be excused, an absence must be due to an unavoidable emergency or illness. In some cases, other reasons may be accepted if previous arrangements are made.

AGCS is a "closed campus," meaning that students may not leave the school grounds at any time without prior permission and must checkout with their teacher.

### ***A. ABSENCES***

1. If your student is ill or prevented from attending by some other emergency, it is recommended that parents call and notify the School Office of their student's absence, or email their child's teacher.
2. Students will be allowed a maximum of 15 excused absences per semester.
3. Action required after an excused absence:
  - a) Students must report to their teacher with a written excuse from the parent/guardian. The note must include the student's name, date of absence, the specific reason for the absence, and the parent/guardian's signature.
  - b) If an excuse is not received, the absence will remain unexcused.

c) It is the student's responsibility to make up missed work. The student is responsible to get all required assignments from the teacher and turn them in by the assigned deadline.

#### 4. Excessive Absences:

a) A student may receive an Achievement Level of no credit (NC) in a course in which he/she has exceeded 15 absences (per semester), excused or unexcused. This includes absences for medical appointments and illnesses.

b) A parent may petition for credit if the parent believes extenuating circumstances merit review of the student's record. The petition process begins by a parent calling the office to schedule a review.

c) Chronic absence may result in dismissal.

#### 5. Unexcused Absences:

a) Unexcused absences are those absences that are not pre-arranged and not excused by the School Office.

b) Illnesses are also considered unexcused until a written excuse is filed on the day of return.

c) Students will not be allowed to make up work missed due to an unexcused absence for credit, but the work must be completed.

d) A second unexcused absence will result in an automatic Achievement Level (AL) of Developing (D) for the student's quarter AL, and after that, the student may receive an AL of no credit (NC).

#### 6. Pre-Arranged absences:

a) If a parent knows in advance that the student will be absent, a pre-arranged absence notice must be submitted to the teacher one week prior to the absence.

b) Assigned work during absences will be given to the student for completion upon return to school unless other arrangements for completion prior to absence have been made with the individual teacher (see Homework Policies).

c) If teachers receive less than one week's notice of pre-arranged, non-illness related absences, they are under no obligation to accept work due, or give credit for tests assigned during the absence.

#### 7. ROLE OF AN EXCEPTION:

AGCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.

## ***B. TARDIES***

1. A student arriving on campus late or after the tardy bell has rung is marked by the classroom teacher as tardy.

a) For a student to obtain a semester Achievement Level of "Proficient" (P) they must be on time and prepared for class (see Achievement Level Key).

- b) Students must have a written excuse from their parent/guardian.
- 2. For the 6<sup>th</sup> tardy (excused or unexcused), Achievement Level (AL) will automatically be recorded as “Developing” (see the Achievement Level Key for class preparedness). Chronic tardiness may result in an Achievement Level (AL) of no credit (NC).

### ***C. ARRIVAL/DISMISSAL PROCEDURES***

- 1. Please do not drop off your child any earlier than 10 minutes before classes begin. Supervision of elementary students will not begin before that time. Teacher supervision will conclude 10 minutes after school is dismissed. Any student in kindergarten through eighth grade remaining past that time will be taken to EXTENDED CARE and charged accordingly.
- 2. Students who arrive at school after the last bell has rung must submit a written excuse from a parent unless the parent/guardian signs in the student inside the classroom.
- 3. We discourage early dismissals from school, yet it is sometimes necessary to obtain doctor or dental appointments during school time. If so, we request that a written excuse be sent to the teacher that morning. In this way, the teacher can plan for the child's absence. Parents finding it necessary to pick up their child early must check with the teacher first. **ALL STUDENTS MUST BE SIGNED OUT** prior to being released. Students will be released from class once the parent comes to sign them out. To avoid missing class time, students will not be allowed to wait outside the classroom.

## ***XII. AGCS EXTENDED CARE PROGRAM***

The goal of the Extended Care Program is to provide a safe environment for children during the hours before and after school while parents are at work. This program may not be available at all times and is dependent upon adequate enrollment to pay associated costs. Where offered, it is open to any child attending AGCS in the morning for Kindergarten Level 1 through eighth grade. The Extended Care program is a drop-in as needed program. No special enrollment is necessary for enrolled students. This program is operated on an hourly fee basis, with a minimum of 1 hour charged at sign in and then at 30 minute minimums thereafter.

### ***A. ENROLLMENT AND ADMISSION***

The AGCS Extended Care program is open to any child attending Amazing Grace Christian School. The usual times offered are 7:00am – 8:30am and 3:30pm – 5:00pm and can be adjusted according to the needs of the school. **ALL LATE PICK-UPS WILL BE CHARGED A \$100.00 fee for any fraction of first half hour and \$50.00 for any fraction of the second half hour.**

### ***B. DROP-IN STUDENTS***

The Extended Care program is available on a drop-in basis. (*AGCS students only*). Because we are concerned for the safety of our students, any teacher or staff member may send students who are not picked up within 10 minutes after the close of the school day to the Extended Care Program. Parents will be charged for this service.

### ***C. EXTENDED CARE ACTIVITIES***

Morning activities include a quiet time of reading books, playing quiet games, and occasional gym time or art activities. Afternoon activities include a snack time, a short quiet period, playtime outside or in the gym (when available), study and homework time, games, art activities, and clean-up time. Videos are used on a restricted basis, and will only include age appropriately rated movies.

### ***D. SNACKS***

There are no snacks provided in the morning or after school, however your child may bring a snack if they were not able to eat a good breakfast before leaving home. Snacking is allowed on an individual basis in the morning -- especially between 7:00am and 8:00am. You must provide an after-school snack.

### ***E. PROCEDURES***

All students attending AGCS Extended Care **MUST** be signed in and out by adults authorized to transport the child. These adults must be listed on the student's registration form. Please use your full signature to sign your child in or out so that we may best protect your child and comply with licensing regulations.

Please let your child know if you want them to go to Extended Care in the afternoon. They are to go directly to Extended Care immediately when school is dismissed, at which time the teacher will sign them in. Please come to the Extended Care room to pick up your child when you arrive in the afternoon. Every student **MUST** be signed out by an adult authorized to be with your child before leaving the room. If students leave Extended Care without being signed out, the parent will be charged for the entire afternoon.

### ***F. BEHAVIOR MANAGEMENT AND DISCIPLINE***

AGCS Extended Care tries to teach children how to solve conflicts as Jesus has directed in the Bible. *Please refer to Section IX, B (Student Policies -- Discipline) of this handbook.*

### ***G. MEDICATION***

Medication will not be administered during extended care hours.