Parent & Student Handbook 2026-2027

Grace Episcopal School



Grace Episcopal School
Parent and Student Handbook

Mission Statement....1

School Philosophy....1

Character Pledge & School Prayer....2

Honor Code....2

Partnership for Educational Excellence....2

Administration and Faculty....3

School Board....4

Parents Association....5
- Officers and Program Coordinators
- Room Parents

School Hours....6

Attendance Policy....6

Unexcused Absences....6

Snow, Weather & Other Emergencies....7

Office Hours....7

Arrival & Dismissal....7
- Safety & Security
- Traffic & Parking
- Arrival and Dismissal
- Pets on Campus
- Early Pick-up
- Going Home with a Friend
- Family Emergencies

Finance....9
- Financial Policy
- Tuition
- Extended Care
- Blackbaud Tuition Management Program
- Accounts
- Financial Aid
- Other Fees
- IRS Tax Identification Number
- Credit Card Usage
- Tuition Insurance

Food Policy....11

Dress Code....12

What to Bring to School....14

Discipline....15

Academic Policies....17

Technology Policies....18

General Policies....18
- Custody of Children
- Parent Communications & Feedback
- School Projects, Homework & "Show and Tell"
- Screenings, Transcripts & Reports Progress Reports and Conferences
- School Psychologist and Learning Resource Teacher
- Lost & Found and Accident Insurance
- Supervision of Children and Visitors
- Abuse Reporting

Health Policy....21

Student Enrollment Forms Checklist....23

Parent Participation....24

School Publications....24

Crisis Management Plan - Overview....25

VA Dept. of Education Statements....26

Extended Care....27

Enrollment Fees and Payments....28

MISSION STATEMENT

The mission of Grace Episcopal School is to honor the gift of childhood.

We accomplish this mission by inspiring a passion for learning, teaching the power of goodness, and valuing every individual as a child of God.

We are committed to outstanding teachers, small classes, and an intentional focus on early and elementary education.

PHILOSOPHY

Founded in 1959, Grace Episcopal School is charged by the Vestry of Grace Episcopal Church to provide a Christ centered, co-educational school to children in preschool through Grade 5. We are a small school by design that aspires to build a strong foundation to prepare students for a lifetime of continued academic, social and emotional success.

Our size and educational philosophy enable teachers and staff to realize the individual potential of each of our students in a loving, nurturing environment. The students and faculty represent a variety of racial, ethnic, economic and religious backgrounds. This diversity is valued and encouraged as we seek to help each child discover the joyful human experience that connects us all.

At the core of our philosophy is a commitment to personal attention and differentiated approaches to learning, empowering students to grow with confidence and self-awareness. Grace's five "character keys" – honesty, respect, responsibility, compassion and courage – and Episcopal traditions set the tone for an inclusive, kind and patient academic environment. This safe environment fosters a deep-rooted love of community and learning in our students that endures as they move into middle school and beyond.

CHARACTER PLEDGE

We, who are members of the Grace Episcopal School Community, seek to live lives of Christian values and good character. We believe that good character grows from daily acts of honesty, respect, responsibility, compassion, and courage. We pledge ourselves to develop these ideals with integrity, striving to do what is right at all times.

NON-DISCRIMINATORY POLICY

Grace Episcopal School does not discriminate on the basis of race, color, national and ethnic origin, religion, gender or gender identity, sexual orientation or disability in administration of its educational programs, admissions policies, scholarship and aid programs, and any other school-administered programs and activities or otherwise discriminate in violation of federal, state or local law.

SCHOOL PRAYER

Dear Father in heaven, we thank you for all the goodness you send to us; our homes, health, food, families, and school. We give thanks for time to rest and play. Help us to act with kindness and goodness to others. Give us your guidance in all that we do. We ask this in the name of Jesus Christ, our Lord. Amen.

HONOR CODE

At Grace Episcopal School, emphasis is placed not only upon intellectual and physical development, but also upon the development of personal character and integrity. This commitment promotes an atmosphere of trust and mutual respect, an atmosphere vital to the school's pursuit of intellectual and spiritual growth. Students learn the value of honorable conduct and reap the benefits of living among honorable individuals.

Students at Grace Episcopal School are expected to grow in responsibility as they progress through the grades. Students are expected to respond positively and demonstrate increasing maturity from grade to grade. With the encouragement, care, advice, and support of the faculty and parents, students at Grace can grow in self-awareness, self-confidence, and independence.

We hold all students to high standards of behavior and we encourage all students to pay attention to the feelings of others. We endeavor to create a culture of care, a spirit of trust, and mutual support for all. Lying, cheating, stealing, and physical and verbal aggression will not be tolerated.

GRACE PARTNERSHIP FOR EDUCATIONAL EXCELLENCE

The Students' Role is to aim high, work hard, and achieve to the best of their abilities. Grace Episcopal School students take responsibility for their own studies and character building and also contribute positively to the experience of all others in the school. Students contribute to school spirit and the learning environment of Grace Episcopal School and are not merely served by it. They complement the work and dedication of their parents and their teachers.

The Teachers' Role is to create a positive environment for learning, offering a high-quality program of study and stimulating the students' efforts through encouragement and support for hard work. Teachers strive to use the students' unique talents to help them build character and self-esteem. They are dedicated to their students and the school both in the classroom and beyond.

The Parents' Role is to be partners in the learning and growing process, fostering in their children the attitudes and work habits which lead to academic and personal success. Parents help children develop judgment, sensitivity, and an appreciation of the diversity of beliefs and cultures in our communities and in Grace Episcopal School. They make schoolwork a top priority and insist on diligent effort, supporting their children in times of difficulty and rejoicing in their successes. The Parents and Teachers respect each other's integrity and authority and always uphold each other in the presence of other people, especially students.

ADMINISTRATION & FACULTY

ADMINISTRATION

Head of School Amanda Hungerford

Director of Finance and Operations Beth Bradley

Director of Advancement Julia Byrnes

Director of Curriculum and Learning and Learning Specialist Claire Ernst

Director of Early Childhood Programs Mary Kate Holland

Director of Elementary Programs Ashley Brittingham

Grace365 Coordinator Thalia Orellana

Advancement Administrative Assistant and Front Desk Ashley Entwisle

Advancement Assistant Marie Fulda

Facilities Manager Juan Rojas Ortega

FACULTY & STAFF

Preschool Lead Teacher Caroline Land

Junior Kindergarten Lead Teacher Mary Kate Holland

Early Childhood Assistant Teacher/EC Paige Medley

Early Childhood Assistant Teacher Susu Mohammad

Kindergarten Teacher Heather Vogus

Kindergarten Associate Teacher Jackie Bailey

Grade 1 Teacher Kimberly Dykes

Grade 1 Assistant Teacher Ellen Middleton

Grade 2 Teacher Liz O'Leary

Grade 3 Teacher Renee Barras

Grade 4 Teacher Debbie Salisbury

Grade 5 Teacher Cindy Mitlo

Learning Specialist Claire Ernst

Art Teacher Kindergarten - Grade 5 Keeley Rae Prestwich (K-5)

Chaplain Rev. Mother Emma Brice

Music Teacher, Kindergarten - Grade 5 Marie Fulda

P.E. Teacher, Kindergarten - Grade 5 Miguel Palacio

Religion Teacher, Kindergarten - Grade 5 Rev. Mother Emma Brice

Spanish Teacher, Preschool - Grade 5 Ana Lucia Villarraga

STREAM Teachers, Kindergarten - Grade 5 Marie Fulda(K-1); Diane Johnson (2-5)

Extended Care Staff – Thalia Orellana, Ashley Alvarez Hernandez, Sue Campbell, Dolores Collins, Rebecca Funes, Shane Grant, Valarie Guzman

SCHOOL BOARD

The policies and procedures of Grace Episcopal School are the responsibility of the School Board, a group of dedicated volunteers empowered by the Vestry of Grace Episcopal Church to govern the school and its operations. The School Board meets monthly. In addition, regular meetings are held between the School Board Chair, the Rector of Grace Episcopal Church and the Head of School.

The School Board's members include parents, parishioners, and designated Vestry representatives. The Board's committees provide oversight and review of the school. The School Board By-Laws may be viewed on the Grace Episcopal School website: www.graceschoolalex.org.

2026-2027 Officers

School Board Chair Jennifer Long
Vice Chair Laura Haines
Treasurer Marcie Huff
Secretary Jenni Shearer Voces

2026-2027 Board Members

Ashley Berrang
Jojo Catrini
Lauren Gufstason
Natalie Hernandez
Marcie Huff
Veronica Sander
Larry Thompson
Amanda Hungerford, Ex officio
Mother Anne Turner Rector, Ex officio

PARENTS ASSOCIATION

The GES Parents Association (GESPA), composed of all parents, is led by a leadership team committee leads and representatives from each class (Room Parents) and serves as a liaison between parents and school administration and faculty. An additional role of GESPA is to foster camaraderie and fellowship between families. GESPA plays an essential role in welcoming parents to our community and building our “Grace as family” values.

GESPA raises funds for faculty & staff appreciation and family events throughout the year via fundraising efforts that include Grace restaurant nights, Art to Remember and shopping loyalty programs. Supporting the Development Office is another key function of the Parents Association. GESPA works with the Development Office to host an Annual Grace Gala & Auction that raises money for a specific school need.

Room Parent representatives coordinate class activities and/or delegate responsibilities to other classroom volunteers who focus on class parties, field trips, etc. The Room Parent serves as a liaison between school and families and creates opportunities for camaraderie as appropriate.

The Parents Association By-Laws may be viewed on the school website: www.graceschoolalex.org/community/parents

GESPA Leadership Team, 2026-2027

President Natalie Hernandez

Vice President Julia Wallace

Secretary/Treasurer Jack Mayer

Outreach/Volunteer Nadia Prinz

Parent Leadership

Preschool Kate Hennigan

Jr. Kindergarten Lisa Tillinghast

Kindergarten Amanda Rudolph

Grade 1 Elizabeth McGehee

Grade 2 Viju Dilley

Grade 3 Meredith Taylor & Lindel Waclawski

Grade 4 Katelyn Poe & Caroline Morris

Grade 5 Kisha Lester

SCHOOL HOURS

A. **First Day of School** (Sept. 8, 2026)
Morning Carline 8:30 a.m.-8:50 am (see Weekly Grace for more details)
School Day Begins 8:30 a.m.
Half Day Preschool and Jr. Kindergarten 8:30 a.m. – 12:00 p.m.
Full Day Preschool and Jr. Kindergarten 8:30 a.m. – 3:15 p.m.
Pick-up from classrooms 3:00-3:25 pm (see Weekly Grace for more details)
No morning or afternoon extended care

B. **Regular Day**

Morning Carline: 8:30 a.m.-8:45 am
School Day Begins: 8:30 a.m.
Half Day Preschool and Jr. Kindergarten: 8:30 a.m. – 12:00 p.m.
Full Day Preschool and Jr. Kindergarten: 8:30 a.m. – 3:15 p.m.
Kindergarten - Grade 5: 8:30 a.m. – 3:15 p.m.
Carline 3:10 p.m. – 3:25 p.m.

C. **Final Day of School**
Chapel Service and Graduation 8:30 a.m. – 11:00 a.m.
Dismissal of All Classes 11:00 a.m. No After-School Extended Care

ATTENDANCE POLICY

Students are expected to arrive within the window of drop off (8:30-8:45). The goal is to have students settled in classrooms no later than 8:45 a.m. The learning experience that takes place during class time cannot be duplicated. When children begin their day tardy, it impedes their ability to learn.

- When a student is absent, parents must contact the school office by 9 a.m. to report the absence.
- Chronic tardiness will result not only in lower grades but may ultimately void the enrollment contract.
- Classes begin as soon as students arrive from the drop-off line. Students in grades PS-5 will be marked tardy/absent after 8:45 a.m.

ABSENCE OR TARDY

The school understands when a child is absent, arrives late to school or leaves early from school because of an illness, doctors' appointment, family emergency or religious observance. These absences and tardies are unavoidable and are excused. Parents assume the responsibility for any academic work missed from absences or tardies. The teacher will coordinate times for providing missed assignments whether prior to or following an absence. The days right before Christmas vacation and Spring Break should not be used to supplement vacation time. Multiple absences and tardies can affect a student's achievement. Therefore, parents should make medical appointments after school and make vacation plans within the defined schedule of the school calendar.

SNOW DAYS, WEATHER AND OTHER MAJOR EMERGENCIES

Grace Episcopal School will post a notice on the website (www.graceschoolalex.org) and will contact you via text and email in the event we must delay the start of school or close for the day due to inclement weather. We will do our best to make decisions by 7:00 a.m.

In the event we must close early due to inclement weather, we will contact you via text and email to alert you to the early dismissal. Please follow the instructions given in the communication regarding early closure and pick up.

OFFICE HOURS

The School offices are open from 7:30 a.m. to 3:30 p.m.; after 3:30 p.m., phones are answered by Extended Care staff until 6:00 pm.

Please be sure to speak directly with school personnel if you have an emergency message or if you have a change in transportation plans. Do not rely on email or voice mail - keep calling until you talk to school personnel.

If there is a dire emergency and no one answers the school telephone (703/549-5067), call the church office at 703/549-1980 between 9:00 a.m. and 3:30 p.m.

To schedule an appointment with the Head of School, another School Administrator or your child's teacher, please contact them via email. (We request that you do not call faculty and staff at home or on their personal cell phones).

ARRIVAL AND DISMISSAL

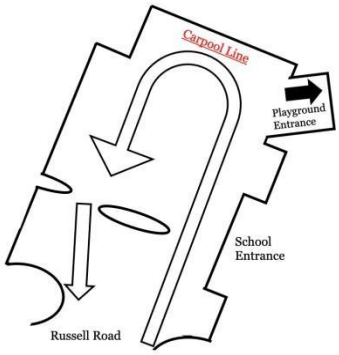
A. **Safety and Security**

Parents or visitors must check in with the school office to determine if they are allowed beyond the school office while students are in attendance.

A front door access system is installed at the main entrance to the school. To gain entrance to the school, you must "buzz" the school button outside the glass doors. School personnel will then meet you at the school entrance and help you with your needs.

B. **Traffic and Parking**

When entering or leaving the parking lot, please follow the one-way arrows around the island (pictured) and observe the following rules:



- Drive slowly.
- Obey the counterclockwise traffic flow.
- Be especially careful backing up.
- Cars should not park in front of the glass doors. Please use the spaces available.

C. **Carline Guidelines:**

- Drive to the top of the parking lot where safety cones outline the drop off zone. Pull all the way forward (toward the dumpsters) to allow for more cars to enter the drop off zone.
- Obey all directions from school traffic supervisors during drop off and pick up.

- **Parents are asked to stay in the car and let school personnel assist with car doors.** Parents will be requested to exit the car and assist with the car seat if necessary.
- Once a student is dropped off, we ask that parents carefully drive away following the traffic pattern.
- In the case of a hardship (child very upset, car seat troubles, etc.), we ask the parent to circle the route one more time and try again OR pull into a parking spot and carefully walk WITH THE CHILD to the bottom of the brick walkway for school personnel to help with the situation.
- An alternate drop-off option is to park in the Food Star parking lot and walk your child to the bottom of the brick walkway.

D. **Friday Handshake/ Inclement Weather Arrival Guidelines:**

Parents park their car and escort children into the school lobby using the glass doors. The Head of School will welcome the children into the building at the end of the hallway leading into the school. Children can say hello with a handshake, fist/elbow bump or a wave. This Grace tradition allows us to model proper etiquette in meeting and greeting others.

Please do not park in the school/church parking lot all day. Any other use of the lot except for dropping off and picking up children must be cleared with the school office. The school and church will enforce towing of vehicles parked in the lot without authorization.

Inclement weather drop off/pick up: In the event of heavy rain and/or extreme temperatures, we will ask parents to park & enter the building to drop off or pick up.

E. **Arrival**

Our carpool lane drop off will begin promptly at 8:30 a.m.

No child should be dropped off at the school building before 8:30 a.m. (The exception is the student who is attending morning care. In this case, parents will park and walk the child to the glass doors. Buzz the school office and school personnel will come to the door to greet the child and escort them to class accordingly).

On “handshake” days, the same 8:30 opening time applies but the students, escorted by a parent or guardian, enter the school through the front lobby and walk down the school hallway for a greeting. Parents should follow students until this greeting is completed. On Fridays, parents and guardians may escort their child to the classroom.

F. **Late Arrivals**

The late arrival of a child interrupts classes already in progress, is disruptive to others, and is unsettling for the child. Please do everything you can to ensure that your child arrives at school on time. Your cooperation is essential. If your children arrive at school after 12:15 p.m., please be sure that they have eaten lunch. All students arriving late must be escorted to the front glass doors by a parent. Parents should “buzz” the school office and school personnel will meet you at the glass doors, greet the child and escort him/her to class accordingly.

G. **Dismissal**

Dismissal will be similar to our carline style drop off (please note the traffic pattern). Please do your best to follow this schedule:

12:00 Dismissal of Half Day Preschool and JK Students - Parents/Guardians should park and go to glass doors to pick up your child. 3:15 - PS - Grade 5 - Car line dismissal

School personnel will help your child get into your car. Parents who need to assist children with car seats should pull forward into the “help zone “(outlined with red stanchions) along the parking spaces next to the tree line.

Afternoon Extended Care Dismissal

For those students who will stay in extended care after the 3:15 p.m. dismissal, parents must park and come to the glass doors for pick-up. Buzz the school button at the glass doors, and walk to the school lobby. Your child will meet you there.

H. **Pets**

We ask parents to leave pets at home during the drop off/pick up process and not bring pets to campus. We do not want treasured pets to escape a car and find themselves in harm's way.

I. **Early Pick Up**

If early pick up of your child is required, for any reason, the parent must buzz the school using the keypad to the right of the glass doors and wait for instructions from school office staff. We ask parents to alert the school beforehand so that teacher/child/school can be ready at pick up time.

J. **Going Home with a Friend**

In order for a child to be picked up by other parents, both sets of parents must send in permission via written note or email to the front office. If parents plan to use each other for carpooling help, parents should add this regular pick up person to the emergency form. For assistance, call the front office.

K. **Family Emergencies**

If you have an actual emergency and are unable to pick up your child at the designated time, you are required to call the school office and indicate someone listed on your Emergency Information Form to pick up your child.

If a person designated as an alternate on the Emergency Information Form is to pick up your child, written or phone permission is required. In a serious emergency only, when advance written permission is not feasible, call the school office so that your child's teacher can be notified of the change in pick-up plans. If the office does not recognize a parent's voice, the school retains the right not to release the child. If the teacher does not know the identity of the person picking up a child, even though the person is listed on the Emergency Information Form, the person picking up the child may be requested to show a picture ID card.

FINANCES

A. **Financial Policy**

All parents of enrolled children have signed a contract for the entire school year. You will be held to the agreement if a space has been reserved for your child.

Report cards will be held by the school at the close of any trimester during the school year or at the end of the year if your account is not current.

B. **Tuition**

The signed contract is for the full school year and is payable in one lump sum or in ten (10) equal payments. The nonrefundable deposit (one-tenth of the annual tuition) and the re-enrollment fee ($75 per year) are due with the enrollment contract. Contracts become enforceable for the full year on May 1. The second tuition payment is due on May 1; and the remaining eight (8) payments are due each month August through April. There will be no 2026-20267tuition payments made in February 2027.

Tuition for 2026 - 2027 is as follows:

Half Day Preschool - Junior Kindergarten $13,470
Full Day Preschool - Junior Kindergarten $19,990
Kindergarten - Grade 5 $26,405

Tuition Insurance 1.55% of annual tuition

C. **Extended Care**

Morning care is offered for all grade levels from 7:30 a.m. to 8:30 a.m.

After care is offered to all grade levels.

Extended Care fees *see page 28

Drop-in Status - Parents can request permission for a child to "drop-in" to extended care if space allows by emailing Grace365@graceschoolalex.org

Drop in Fees * see page 28

D. **Blackbaud Tuition Management Program**

Grace Episcopal School participates in the Blackbaud Tuition Management Program. The program is designed to increase the efficiency and accuracy of monthly tuition payments, including Extended Care fees. The program is mandatory for all families who pay tuition on a monthly basis. Enrollment forms for each family will be distributed in the early spring of each year, and must be returned to the office by June 1.

For families enrolled in Extended Care (not drop-ins): If Extended Care fees are not paid in full by June 1st, families are required to pay these fees through Blackbaud Tuition Management.

Tuition must be paid in a timely manner. If this tuition policy is not followed, your child may not receive a report card and may not be allowed to attend school until the delinquency is paid in full.

E. **Accounts**

Please call the Business Office or Blackbaud Tuition Management directly if you wish to discuss your account. Good communication between parents and the business office can help avoid confusion. Any discussion concerning financial matters is confidential.

F. **Tuition Assistance**

Awards are based on need as determined by the impartial judgment of Clarity Financial Aid. All aid decisions are independent of admission decisions. All requests for financial assistance must be submitted online. The tuition assistance committee determines the final award based on need, number of requests and available funds.

Please contact the Admissions Office to receive tuition assistance information. All applications for tuition assistance for 2027-2028 must be submitted through Clarity. Current tuition assistance recipients must reapply each year. The financial aid budget is limited. All information is confidential.

G. **Tuition Refund Plan / Withdrawal from Grace Episcopal School**

The enrollment contract is a legally binding document and parents are responsible for payment of a full year's tuition. No portion of tuition or fees, paid or outstanding, will be refunded or canceled in the event of a student's withdrawal from Grace Episcopal School. Because of this, participation in the Tuition Refund Plan is mandatory for all families who pay tuition on a monthly basis. For 2026-2027, the cost of tuition insurance is 1.55% of annual tuition. A copy of the plan is provided to every family. Please read the brochure carefully. Parents are reminded that a student must attend Grace for fourteen consecutive calendar days before the insurance policy is valid. In the event of withdrawal or dismissal, a portion of the tuition may be covered by the Tuition Refund Plan, with the remaining portion due immediately from the parents. The school reserves the right to withhold the student's final grades and transcripts until the student's parents have met all financial obligations to Grace Episcopal School. The school will pursue full payment in the event of a withdrawal.

H. **The School's IRS Tax Identification Number** (TIN) is: 54-0696099

NOTE: Check with your tax consultant to see what before and after school care may be deducted as Dependent Care Expenses.

I. **Credit Card Usage**

A service charge may be assessed when using a credit card to pay for school purchases.

J. **Other Fees**

Milk Fee: Milk for Lunch Bunch and Kindergarten - Grade 5 children is available for a fee of $120 per year.

Pizza Fee: Pizza for Lunch Bunch and Kindergarten - Grade 5 children is available for a fee of $160 per year.

Return Check Fee: Checks returned to the school by the bank, for any reason, will result in a $25 returned check fee. If the check is not replaced within ten (10) days, your account will be subject to a late payment charge, as well.

Late Payment Fee: Families with Blackbaud Student Accounts will be charged late fees by Blackbaud in accordance with their published fee schedule. All questions regarding these fees must be directed to Blackbaud.

Registration/Re-enrollment Fee: Re-enrollment is completed annually. A $75 non-refundable fee is due with your contract during the January re-enrollment period prior to the next school year.

Lost or Damaged School Property: Parents are responsible for replacing lost or damaged school property that was in their child's care. This includes, but is not limited to, all textbooks, workbooks, library books, Chromebooks and IPADS .

Special Fees: Parents will be advised of optional special fees (e.g., school pictures, book clubs, etc.) through notices sent home with the children or emailed to parents.

FOOD POLICY

A. **Lunch**

All students, including those in Preschool and Junior Kindergarten "Lunch Bunch", must bring lunch from home in their own lightweight insulated bags or boxes. Lunches may not be shared and items should be those that the child can open on his/her own or with minimal adult assistance. Milk may be purchased through the school by completing the Milk Order Form. Please do not send fast food, carbonated beverages, or candy in your child's lunch box. If a lunch is forgotten, the child will be given an opportunity to telephone a parent to request that the lunch box - not fast food - be brought to the school. In the event this is not possible, the school will provide the child with a replacement.

In order to minimize trash and to set an environmentally responsible example for our students, we encourage parents to use reusable containers when packing their child's lunch. We also encourage students to take home items that they say they do not like so parents can see what is not eaten and discuss this with their child.

B. **Snacks**

Nutritious snacks are served to all Preschool and Junior Kindergarten children mid-morning. Children in Grades K - 5

may bring mid-morning snacks - cheese, fresh fruit and vegetables. Kindergarten students will be served snacks at the beginning of the school year, but will ease into bringing their own snacks. Canned foods, food in thermoses, and non-breakable thermal containers or food which must be eaten with a spoon are not appropriate on the playground and, therefore, should not be provided as snacks.

Students in Grades One through Five must pack a snack each day as well as their lunch. Parents should send a non-peanut/tree nut snack and check to be sure the snack was produced in a peanut/tree nut free manufacturing plant. Because snacks are often enjoyed outdoors before recess where handwashing is limited, we ask all students to follow this guideline. Your cooperation helps ensure a safe environment for all.

Parents in grades PS through 5 may be asked to send in snacks for the entire class at special celebration times (birthday celebrations, class parties, etc.). For more information on birthday snacks, go to page 20.

When parents are asked to provide a snack for the whole class, the parent must be cautious about class allergies and restrictions.

C. **Food Allergies**

The first floor (PS/JK/K) and PS/JK/K Extended Care will be peanut and tree nut free. Some food allergies can create life-threatening situations within minutes. Some of the worst food allergies are related to peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shell-fish. In grades 1-5 depending on the type and severity of an allergy in a classroom, a specific class may need to restrict the types of food allowed into the classroom for snacks, classroom parties and lunches. This will be communicated at the start of the school year by the school office and the classroom teachers.

D. **Food Restrictions:**

- Because of food allergies, please refrain from packing peanuts, peanut butter or tree nuts as snacks.
- No fruit drinks. For the PS-K students, water or unsweetened fruit juices are served at snack time.
- If you choose a snack that requires a spoon or fork, you must provide those utensils for your child.

GRACE EPISCOPAL SCHOOL DRESS CODE

A. **School Uniform Policy for all Students in Preschool – Grade 5**

Students must adhere to the full Grace Episcopal School uniform policy during school hours. A uniform offers a cohesive and neat appearance for our student community while also taking the focus away from wardrobe distractions. Parents of students wearing inappropriate clothing may be called to notify them of the violation, or to ask them to bring appropriate clothing, or to ask them to pick up the child from school.

B. **Uniform Guidelines**

Grace Episcopal School works with Lands End to offer uniform options. **The "Preferred School Code" for Grace Episcopal School is 900033168.** Uniforms purchased through Lands End contribute to our school's Lands End rewards program. Only sweaters for grades 1 - 5 must have the school crest; otherwise, it is up to parental preference.

Tops:

- Must be free of any logo; Application of Grace crest is optional through Land's End
- Long or short sleeved knit or poly blend polo in red, white or navy blue
- White oxford or white peter pan style shirts (should be worn under jumpers)
- Turtleneck shirts in red, white or navy blue

Bottoms:

- Must be free from any logo
- Pants or walking shorts in khaki or navy blue
- Skorts or skirts in khaki, navy blue or Classic Navy Large Plaid (Land's End for plaid option) All shorts, skorts or

skirts must be mid-thigh in length
- All shorts and pants must be a traditional structured style with pockets and zipper (or mock fly)
- Should be made of woven cotton or poly blend twill materials

Jumpers/Dresses:
- Jumpers purchased from Land's End in Classic Navy Large Plaid
  Solid navy or khaki jumpers
- Polo mesh cotton dresses purchased from Land's End in red or navy (Grace crest is optional)
- All must be mid-thigh in length

Sweaters/Sweatshirts:
Cool temps allow for students to wear long-sleeved uniform shirts and uniform school sweaters or uniform sweatshirts.
PS/JK/K Only: If needed, a PS/JK/K student can wear a plain navy or red sweater or sweatshirt over uniform.
Grades 1-5: Every student in grades 1-5 must have a crested Grace sweater in red or navy. Parents order this sweater to include the Grace crest through Land's End (or may be able to find a suitable sweater in our uniform exchange). This sweater is worn to special events. In addition, students in grades 1-5 can wear a Grace crested sweatshirt in red or navy over their uniform on cold days. However, the sweatshirt does not take the place of a crested sweater for special events.

Socks/Tights/Undergarments:
- Must be red, white or navy blue
- Socks must match one another and be free from logos
- Bicycle shorts or leggings worn under dresses can be black, navy, red or white
- No "layered" look to clothing (ie. Under Armor garment showing under short sleeved polo)

Shoes:
- Sneakers/tennis shoes are the only acceptable shoe to wear to school as these rubber soled athletic shoes allow for safe play on our playground equipment and field.
- Shoelaces must be tied at all times.

Hair Accessories:

Hair accessories (such as bows and headbands) must be our Classic Navy Large Plaid (ordered from Land's End), black, red, white, or navy blue and should be minimal and not distract from the uniform.

For health and safety reasons, students may not wear scarves, bandanas/kerchiefs or hats in the school building. A head covering worn for religious observance is permitted.

Other Guidelines:

Student clothing must be neat, clean and free of any brand logos. Shirts should be tucked in. Torn or faded clothing is unacceptable. Inappropriate language, symbols, and advertising on clothing are forbidden. Students may not adorn their uniforms or bodies with unusual jewelry or accouterments, and we suggest leaving all valuable jewelry at home.

Identify Name on Clothing

We **strongly** encourage parents to mark all clothing with a student's name. Land's End products have a tag for this purpose.

C. **Policy for Students in Physical Education (PE)**

All students must wear rubber-soled, athletic shoes for PE. Students are encouraged to wear pants or shorts on PE days.

D. **Makeup/Cosmetics/Hair Dye**

Students are not permitted to wear makeup/cosmetics/hair dye while in school.

E. **Policy on Free Dress Days**

On Free Dress Days, students need to wear neat and clean clothing that is free of inappropriate language and symbols; no

costumes. Students must wear rubber-soled shoes on Free Dress Days. Sandals, ballet slippers, flip-flops, cowboy boots, etc. are not permitted. Please refer to Section A of the Dress Code for details.

F. **Crazy Dress**

"Crazy Dress" is defined as wearing mismatched items, items worn backwards, unusual combinations of patterns, or pajamas. It does not include costumes, dyed hair, wigs, hats, make up, fake blood/gore and any type of toy weapons.

WHAT TO BRING TO SCHOOL

A. **School Supplies**

School supplies are provided by the school, and when feasible, each child will have his/her own set of supplies (crayons, markers, glue sticks, etc.).

B. **School Bags**

All Preschool, Junior Kindergarten and Kindergarten students are required to have tote bags (not backpacks) for homework and carrying papers. Grace Episcopal School tote bags are provided to new students in Preschool, Junior Kindergarten, and Kindergarten.

All students in Grades 1-5 must have a backpack. School notices, papers, etc. will be sent home on a periodic basis in folders. Please check the folder, and remove, retain, and read the contents each night. Return the folder to your child's bag for future use.

C. **Clothing**

Preschool, Junior Kindergarten, and Kindergarten children must have an extra set of clothes at school in case of accidents. All clothing must be labeled with the child's name. Extra clothing does not have to be in uniform but a child will prefer it as not to draw attention. Most Parents can find this "extra set" in our uniform exchange piles.

It is often cooler in the classroom and outside than you might imagine. Thus, we encourage Preschool and JK students to bring long-sleeved sweater to wear at school for days when it is chilly. All children in Grades 1-5 may only wear their crested sweater or sweatshirt in the classroom.

In cold weather, all children need jackets, boots, gloves or mittens and hats. **Please label all clothing, boots, crested sweaters, and personal items with the child's name.**

D. **Blankets**

Preschool and Junior Kindergarten children in Extended Care must bring a small, lightweight blanket that can cover them for naptime. Clean sheets (washed weekly) are provided by the school for PS and JK cots. Blankets will be sent home each Friday for laundering and should be returned to school on Monday.

E. **Forbidden Items**

All toys, small collectibles and stuffed animals should be kept at home or in the car unless approved for nap time for children in PS and JK. . Rollerblades, skateboards, electronic games and gadgets, playing or trading cards of any kind, makeup, cell phones, i-pods or other home electronic devices, real or toy weapons, and other hazardous toys are forbidden at school or on school grounds. These items will be confiscated and parents will be notified immediately. Further action may be warranted.

Smartwatches (and similar devices) have many of the same functions and, therefore, a similar level of distraction as a phone. We ask that students leave phones and smartwatches at home, unless approved for use by the Head of School. If students need to contact their parents, they can do so with the help of their teacher or the school office.

DISCIPLINE

A. Bullying Policy

Our school is committed to providing a safe, welcoming, and supportive learning environment for all students. Bullying, cyberbullying, and hazing undermine our Character Keys and will not be tolerated. Every student has the right to learn free from intimidation, harassment, and fear of reprisal.

Key Definitions

- Bullying *(per Code of Virginia § 22.1-276.01)*: Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor(s) and the victim; and is repeated over time or causes severe emotional trauma. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
- Cyberbullying toward peers: Bullying conducted through electronic technology, including cell phones, computers, social media platforms, text messages, apps, or online communication forums. This includes posting harmful content, impersonating others, or sharing private photos/messages intended to humiliate or intimidate.
- Hazing *(per Code of Virginia § 18.2-56)*: Recklessly or intentionally endangering the health or safety of a student, or inflicting bodily injury, in connection with initiation, admission, or continued membership to school connected club, sport, or event, or program.

Distinguishing Bullying from Ordinary Peer Conflict

Not all peer conflicts or unkind behaviors meet the legal definition of bullying. To handle incidents effectively and fairly, school staff distinguish bullying from other social interactions:

- Bullying: Involves an imbalance of power, intentional harm, and a pattern of repetition (or a single severe incident causing lasting trauma).
- Ordinary Teasing & Horseplay: Mutual, lighthearted banter or playful physical interaction where all participants feel equal, safe, and unthreatened.
- Peer Conflict & Arguments: Disagreements, disputes, or emotional outbursts between students of equal power where there is no intent to humiliate, control, or systematically harm the other person.

Note: While ordinary teasing or roughhousing may still violate general classroom rules and incur standard disciplinary reminders, they do not meet the legal criteria for bullying.

Reporting Procedure & Administrative Response

If a student experiences or witnesses bullying, cyberbullying, or hazing, they should report it immediately.

- Bullying concerns can be reported by students or parents to school staff, triggering a prompt administrative investigation that includes interviewing involved parties and gathering evidence.
- Parents of both the target and the aggressor will be notified within 24 hours once a confirmed bullying incident is established.
- Confirmed cases result in immediate corrective action, ranging from disciplinary consequences, that may include suspension or expulsion, to supportive remedies such as counseling and restorative safety plans.

Protections for Victims & Witnesses (Anti-Retaliation)

Fear of retaliation should never prevent a student from speaking up. The school strictly prohibits any retaliation or threat of retaliation against any student, parent, or employee who reports an incident in good faith or participates in a bullying investigation.

To safeguard our students:

- All reports and witness statements are kept strictly confidential to the fullest extent permitted by privacy laws.
- School administrators will implement active safety monitoring plans for reporting students.
- Any retaliatory behavior against a victim, witness, or reporter will be treated as an independent, severe disciplinary offense resulting in immediate administrative consequences.

B. Discipline System

A positive approach is taken in managing children's behavior. When situations arise, faculty members try to redirect the child(ren) using positive reinforcement and encouragement to help resolve problems. Inappropriate language and physical punishment are not permitted. The following explains both Grace Episcopal School's philosophy and the standards and procedures for disciplinary action:

The purpose of any disciplinary action is to help a child see how he/she behaved inappropriately and how he/she could better handle such situations in the future. By responding clearly, consistently, and without undue delay, the faculty and administration can help students understand the importance of limits.

Parents' cooperation in reinforcing proper conduct is critically important. Students must know that their parents respect both school rules and the judgment of school personnel. The values we uphold require parents to be partners in the development of a sense of responsibility and respect for others.

The primary agents for disciplinary actions are the faculty members, as they know the students best and are most likely to have first-hand exposure to the conduct prompting disciplinary actions. Teachers are responsible for the determination of facts and for the selection and implementation of responses. Dialogue with the parents is always encouraged. It is through talking about and/or discussing the misconduct with the teacher and the parent that we hope a student learns from wrongdoing and is able to go forward in growth and to help others from making a similar mistake.

Minor disciplinary problems will be handled by the teacher in charge. However, if the student's behavior does not improve, intensifies, or risks harming others, the parent will be contacted. A parent conference may be requested by the teacher, school personnel or Head of School.

The development of a continuing pattern of misbehavior can become a serious concern. In this case, a referral for further evaluation may be necessary. A history of serious disciplinary difficulties can constitute grounds for probation, suspension, or dismissal from the school.

On occasion, a child may not be a good fit for the school. In this case, efforts will be made to determine a more appropriate educational setting. Grace Episcopal School reserves the right, however, not to renew contracts for serious and/or continuous disciplinary problems.

If at any point a child's behavior is deemed to be a danger to others or grossly unacceptable, immediate action may be required. A parent could be asked to remove the child immediately, or a student could be placed on probation, suspended, or be expelled from the school. The School Board would be advised of such action. The specific amount of time or recommendation for permanent removal would be determined by the Head of School, in conjunction with the appropriate advisory groups, including the faculty and the School Board.

Upon the recommendation of faculty, the Admissions Committee, and Head of School, a contract for the following year may be withheld. Although extremely difficult for all concerned, withholding a contract sometimes is a necessary means of helping a student learn that standards of behavior are real and meaningful, and are in the best interest of a student, and/or of the school as a whole.

C. Community Focus

Our community is only as safe as the actions of its members. If the choices of a student or parent puts the greater community at risk, the Head of School, in consultation with the School Board, may determine that Grace is not a good fit for the family and revoke the contract.

ACADEMIC POLICIES

A. Curriculum

The Curriculum and Faculty Profiles of Grace Episcopal School are available on the school website:

Curriculum: https://graceschoolalex.org/academics/

Faculty Profiles: https://graceschoolalex.org/about/faculty-directory/

B. Individual Accommodations

1. Faculty at Grace Episcopal School routinely make appropriate accommodations for their students. These include:
    - Environmental accommodations such as preferential seating for visual or auditory input;
    - Academic accommodations such as cuing, restating, checking/directing, alternative forms of evaluation to more accurately promote and assess learning; and
    - Emotional accommodations such as encouragement, reward, personal support, referrals, teaching alternative reactions, communicating with parents and concerned others as needed.
    - Accommodations for standard tests are available for students with approved, up to date paper work on file, such as medical documentations or clinical evaluation.

2. The academic program at Grace Episcopal School operates as a group process for all children with such individual accommodations as may be both appropriate and feasible. Specifically:
    - Minor curriculum modifications and/or accommodations may be both appropriate and feasible. These might include reading selections based on study interest, a variety of culminating projects to assess learning, permitting computer use for students requiring manual assistance for optimal performance, assistive devices such as number lines to facilitate learning and the like.
    - Major curriculum modifications and/or accommodations are neither feasible nor appropriate. These might include removing or restructuring significant portions of any subject area, eliminating homework, individual or group projects, or tests.

3. The faculty at Grace Episcopal School has primary responsibility for managing classroom activities so that optimal learning occurs for each child in the group. Specifically:
    - Assignments, rewards, reprimands, and evaluations are the professional domain of the classroom
    - Teacher working in concert with the mission of the institution.
    - Management of the social and emotional climate of the classroom is within the professional domain of the classroom teacher working in concert with the mission of the institution.
    - Specific requests for management accommodations/modifications which require faculty time and effort beyond the usual activities of the classroom are neither feasible nor appropriate.
    - In rare cases, the accommodation/modification might be feasible using outside resources provided by the parent. Parental assistance, additional faculty, and therapist prepared materials are examples of such collaboration.

4. The faculty of Grace Episcopal School welcomes collaboration from concerned professionals outside of the institution. All reports, recommendations, and suggestions are treated professionally and studied carefully to determine how such information might be used to better the educational opportunities available within the group process.

TECHNOLOGY POLICIES

We recognize the unique and vital learning experiences that technology offers to students. At Grace Episcopal School, we employ carefully-monitored, age-appropriate technology tools that help nurture each child's character and social development in addition to their academic progress. Our policies on the use of technology are guided by our school's five Character Keys of Honesty, Respect, Responsibility, Compassion, and Courage.

Faculty, staff, and students regularly employ a wide variety of technology products in order to strengthen and expand our learning environment. Our hardware includes, but is not limited to: Windows-based desktop and laptop computers, Apple OS-based desktop and laptop computers, Chromebooks, iPads, printers, SMART Boards, and wireless routers. We use a number of both licensed and free software products, such as Microsoft Office, Typing Agent, Safari, Chrome, and Google's G Suite for Education. Students in Kindergarten through Grade five have school associated accounts in order to use Google's G Suite for education programs. Emailing privileges for students in Kindergarten through Grade 2 are blocked.
Grades 3 - 5 students are able to use their email to communicate only with their teacher.

Grace Episcopal School provides access to the Internet through a password-protected Wireless Area Network (WAN). The school employs both hardware and software tools in order to filter and monitor Internet use on campus, and students may go online only under the direct supervision of a teacher. While we take reasonable precautions to protect our digital community, no system is perfect. We expect our students to notify their teachers if they come across inappropriate material, and to do so without sharing such material with their friends and fellow students. It is our hope that families will adopt similar policies regarding Internet usage at home, including monitoring online behavior and taking steps to protect children from inappropriate content.

Students should have no expectation of privacy with regard to their use of school-owned technology tools at any time, either on- or off-campus. All devices are registered and tracked, with items collected, wiped, and inventoried at the conclusion of each academic year.

Students are given age-appropriate lessons on Digital Citizenship throughout their time at Grace Episcopal School. In addition, at the beginning of each school year, students are asked to sign a Responsible Use Policy agreement that outlines expectations of behavior regarding technology.

The Responsible Use Policy teaches students in Kindergarten through Grade 5 to use technology with honesty, respect, responsibility, compassion, and courage. Students are expected to use devices for schoolwork only, handle them with care, and protect personal information. They should be kind and respectful online, report problems or inappropriate content to an adult, and show patience with themselves and others while learning. Older students also commit to citing sources, respecting classmates' privacy, and maintaining proper online behavior. Overall, the policy emphasizes safety, kindness, and integrity in all technology use.

Families are responsible for the cost of repair or replacement if a student's school-issued Chromebook, iPad, or charger is damaged or lost. This includes, but is not limited to, cracked or shattered screens, missing keys, damaged ports, broken or frayed charger cords, bent charging prongs, water or liquid damage, and any other physical damage that prevents the device or accessory from functioning properly. New iPads or chromebooks will be billed to families at 75% of the replacement cost. Families will be billed the full replacement amount for damaged or lost chargers.

GENERAL POLICIES

A. **Birthdays and "Half Birthdays"**

Teachers will celebrate a child's birthday (or half-birthday in the case of summer birthdays) with classroom traditions like a birthday hat, sticker, pencil, etc. Parents can choose from the approved birthday snack list (on parent portal) and coordinate with the classroom teacher to send in a special birthday snack for the entire class. These snack choices are healthy and simple and keep in mind the many food allergies of children. Please provide appropriate utensils, plates and napkins with a special snack.

B. **Carpools**

If you are participating in a carpool, please give the School office a signed statement listing the people who will be transporting your child. This information must be kept current.

C. **Custody of Children**

If only one parent has custody of the child, please file a copy of the court records with the school office. Be sure to discuss the matter with your child's teacher, the Extended Care teacher, if appropriate, and the Head of School. On a need to know basis, this information may be shared with the other faculty. Please note that non-custodial parents are given full access to the school and the child's records unless we have on file a court order limiting such non - custodial rights.

D. **Opportunities for Parent Communications and Feedback**

Effective and constructive communication between the parents, faculty, administration and School Board is a top priority for Grace Episcopal School. Parents may communicate, as necessary, with the faculty through scheduled teacher conferences, written communications, voice mail, and on annual parent survey. In addition, the Parents Association and the School Board provide numerous forums throughout the year for parent communication and participation. Grace Episcopal School values parent feedback and support.

E. **School Projects**

Periodically, Kindergarten - Grade 5 students are required to submit projects related to the curriculum for grading and/or exhibition. Students must comply with class rules for projects and exhibits. While encouragement and guidance from parents is welcome, all projects must be done by the student. If you have questions about your role as a parent, please talk to your child's teachers.

F. **Homework Assignments**

It is essential to teach students to be responsible for taking homework assignments home and bringing completed work back to school. While encouragement and guidance from parents is welcome, all homework must be done by the student. If you have questions about your role as a parent, please talk to your child's teachers.

Children may not return to their classrooms to retrieve homework after they have been dismissed for the day.

If a prolonged excused absence is anticipated, parents may contact the teacher and ask for homework assignments, as well as necessary books and workbooks. Please work with a teacher to set a time for assignment pick-up in order to allow the teacher time to put the work together. Assignments can be picked up from the front office.

G. **"Show and Tell"**

The faculty reserves the right to preview all show-and-tell items. Parents should work with their children to determine what is an appropriate show-and-tell item to share with their classmates. We encourage parents to talk with their child's teacher prior to class if there are any questions about what items are appropriate.

H. **Screenings, School Transcripts, Reports, and Forms**

GES contracts with professional personnel to administer vision, hearing, speech and language, and occupational therapy (OT) screenings to all students in Preschool, Junior Kindergarten, and Kindergarten at predetermined intervals. Parents will be alerted to any screening plans in advance. Parents reserve the right to opt their child out of participation in the survey. The results and any applicable recommendations will be given to both the parents and GES.

School transcripts, reports, testing, and forms normally kept in the Grace Episcopal School files for each student will be sent directly to other schools, camps, etc. at the written request of the parent. Parents must submit written releases to the office when requesting this. All teacher recommendations or assessments are confidential and cannot be released directly

to the parents. Please give the office several days to prepare and forward these requests. Official transcripts will not be issued for any student with an outstanding financial obligation to the school.

I. **Supplemental Testing and Screening**

In order to provide the best school services possible, the faculty periodically consults with specialists or requests that parents arrange for supplemental testing and/or screening for their child. During the course of such consultations and tests/screening, children may be observed in the classroom by specialists and may be the subject of confidential conversations. All test results, either suggested by faculty or other specialists, must be provided to Grace Episcopal School. Failure to disclose supplemental testing and/or screening may result in cancellation of the enrollment contract. No special accommodations will be given without proper documentation in the student's file.

J. **Progress Reports and Conferences**

Report Cards for Preschool- Grade 5 are issued three times a year. Scheduled conferences are held with parents in November and optional conferences are offered to parents in the spring. Please check your calendar for the exact dates. Please note that teachers may need to schedule additional conference days (these conferences may be held virtually).

A parent-teacher conference is a time for you to get to know your child's teacher and to learn about the overall progress of your child. It is also a wonderful opportunity to talk about your child's interests and challenges, as well as helping to build strong, supportive connections between home and school. Please do not bring your children into your parent-teacher
in-person or virtual conference.

You may request additional conferences with your child's teacher during the year. If concerns should arise, early communication with the proper person about your concerns is always encouraged. Please approach the teacher first. You may request a conference with the Head of School, if you have first met with the teacher. Team conferences can be arranged.

L. **School Social Worker**

Please contact the school office if you wish to schedule a 30-minute appointment with our school Social Worker.

M. **Lost and Found**

The school will do its best to return lost and found articles to the appropriate child. It is imperative for parents to label clothes with the child's name to assist us in this effort. If a valuable item (glasses, retainer, etc.) is lost, please alert the school office and we will do our best to search for the item.

N. **Accident Insurance**

The school carries limited accident insurance on our enrolled children.

O. **Visitors**

All visitors must buzz the school office to be allowed entrance to the building. Visitors will be required to sign in and wear an identification badge prepared in the school office. The School will determine visitor status with health and safety in mind.

P. **Notices and Flyers**

All letters, emails, flyers, notices (including Room Parent notices), Weekly Grace additions, and advertisements to school families must be approved by the Head of School or Director of Advancement before distribution or posting in the school. Send your
request via email to office@graceschoolalex.org. Please allow 24 hours advance notice for approval.

Q. **Child Abuse Reporting**

All staff members of the school are mandatory reporters of child abuse and/or neglect. We are required by law to report suspected abuse and/or neglect.

R. **Use of the Grace Episcopal School Logo**

The official Grace Episcopal School logo may only be used or reproduced with the prior permission of the Head of School.

HEALTH POLICY

A. **Attendance**

The Commonwealth of Virginia requires Kindergarten and Elementary School children to be in school every day unless they are ill. (Medical appointments are an exception.) Regular attendance is equally important for Preschool and Junior Kindergarten children.

On entering school each day, children must be fever free before taking any fever reducing medications to enter or remain at school (under 100 degrees).

B. **Is your child too ill to come to school?**

If your child acts listless, drowsy or headachy, has a flushed face, a runny nose with thick mucus, lack of appetite, or shows any behavior that is noticeably out of the ordinary, you should keep your child at home. Please be considerate of others and help us prevent the spread of infections throughout the school. If in doubt as to whether your child should come to school, please call your pediatrician.

YOUR CHILD MUST STAY HOME IF HE/SHE HAS:

- A fever of 100 degrees or higher for any reason
- An unexplained skin eruption or rash
- Pink eye (conjunctivitis)
- Vomiting or diarrhea
- Pinworms

C. **RETURN TO SCHOOL GUIDELINES:**

A child showing symptoms of illness can only return to school if:

Symptoms are gone or diminishing and if the child has been fever/vomit/diarrhea free for 24 hours before the day of return with no use of fever reducing medication.

D. **Head Lice**

Head lice are small insects that infest the human hair, and their silvery-white to brown-colored, oval-shaped eggs are called nits. Head lice are highly contagious and can be very common in group settings. Head lice should not lead to any serious medical problems. **If a student has head lice, the family should report this to the school office and the child's teacher.** Lice treatment should be started immediately along with the removal of nits. Once treatment is started, a student may return to school. It is important to continue checking your child's hair for nits and lice with a nit/fine tooth comb every 2-3 days for 2-3 weeks. If you have questions, please contact your pediatrician.

E. **Medication Procedure**

1. Over-the-Counter Medication

If your child is to be given non-prescription medication (including cough drops) by the school for a short period of time (no longer than 10 days), we must have a signed Parental Consent for Medication Form. This form is available on the School website (www.graceschoolalex.org), or from the office.

2. Prescription Medication

If your child is to be given prescription medication for any length of time, or non-prescription medication for longer than 10 days, we must have:

● Written authorization from the prescribing physician (a copy of the prescription with signature will suffice); and

● A signed Parental Consent for Medication Form. This form is available on the school website and **must be completed by a physician** in order for any prescription drug to be kept at the school and administered to your child.

All medication must be in the original container from the pharmacist and be current. The prescription label, with the student's name, dates, name of the medication, dosage, times to be given, and the physician's name, must be on the container.

Children may not have over-the-counter or prescription medications in their possession at any time. All medication must be given to the office and will only be administered by MAT trained personnel.

F. **Allergies and Sensitivities**

Parents must provide the school office with an updated list of all of their child's allergies and sensitivities (food and non-food), prior to the beginning of every school year. If this list should change, please contact the school office.

G. **Recess / P.E. policy**

School and State regulations require children who are well enough to be in school to go outdoors for recess and PE in fair weather. Students needing to miss PE and Recess should have a doctor's note excusing them from these activities. To ensure their full recovery, students excused from P.E. with a doctor's note will also participate in quiet activities at the snack tables or in the office, rather than physical activities during recess.

H. **Medical or Allergy Care Plan**

Any student with a diagnosed life-threatening allergy or chronic medical condition must submit a current, doctor-approved Emergency Care Plan and necessary medication before attending school or school-sponsored events.

I. **Incidents and Accidents**

An accident report is completed when a minor accident occurs at school. In the event of a serious accident or an emergency, parents are contacted immediately. If parents cannot be reached, the school secures any medical attention deemed necessary. If needed, your child may be transported to the emergency room by ambulance.

J. **Sunscreen and Insect Repellent Policy**

If parents want sunscreen and/or insect repellent to be applied to their child, they must first fill out a Parental Consent for Medication Form. In the case of younger children (PS/JK), we suggest you apply sunscreen at home before drop off time.

K. **Pick-up of Sick Child**

If the school feels your child is not well, you will be contacted at home or at work and asked to take your child from the school. State regulations require you to come to the school promptly. You must have on file an Emergency Information Form listing the names of 2 responsible adults who are available to pick up your child when he/she is ill if you are unavailable. An Emergency Contact needs to live/work close to the school and be able to pick up your child within an hour. Please keep this information up to date.

L. **Concussion Policy:**

Any student who is observed to, or is suspected of, suffering a significant blow to the head, has fallen from any height, or collides hard with another person or object, may have sustained a concussion. Symptoms of a concussion may appear immediately, may become evident in a few hours, or evolve and worsen over a few days. Concussions may occur at places other than school. Therefore, Grace faculty/staff members who observe a student displaying signs and/or symptoms of a

concussion, or learn of a head injury from the student, should have the student accompanied to the front office where the school will contact the parent/guardian. The faculty/staff member will complete an injury report per School guidelines.

Any student suspected of having a concussion either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body must be removed from athletic activity and/or physical activities (e.g., PE class, recess), and observed until an evaluation can be completed by a medical provider.

Symptoms of a concussion include, but are not necessarily limited to: amnesia (e.g. decreased or absent memory of events prior to or immediately after the injury, or difficulty retaining new information); confusion or appearing dazed; headache or head pressure; loss of consciousness; balance difficulty, dizziness, or clumsy movements; double or blurry vision; sensitivity to light and/or sound; nausea, vomiting, and/or loss of appetite; irritability, sadness or other changes in personality; feeling sluggish, foggy, groggy, or lightheaded; concentration or focusing problems; slowed reaction times, drowsiness; fatigue and/or sleep issues (e.g. sleeping more or less than usual). Students who develop any of these symptoms must be seen by a physician who will determine a return to school protocol which the school will follow.

The student will be taken immediately to the nearest hospital emergency room in the case of extreme symptoms such as: Headaches that worsen; Seizures; Looks drowsy and/or cannot be awakened; Repeated vomiting; Slurred speech; Unable to recognize people or places; Weakness or numbness in arms or legs, facial drooping; Unsteady gait; Dilated or pinpoint pupils, or change in pupil size of one eye; Significant irritability; Any loss of consciousness; Suspicion of skull fracture: blood draining from ear, or clear fluid from nose.

In the case of a concussion or suspected concussion, the student may only return to School with a doctor's permission and a return to school protocol determined by the physician.

Student Enrollment Forms

Before the first day of school, all required enrollment forms must be completed through the **Blackbaud Enrollment Parent Portal**. These forms provide important health, emergency and student information and help us prepare for a successful school year.

Where to Find Your Forms

All required enrollment forms are available in the Blackbaud Enrollment Parent Portal, which can be accessed through the school website. With the exception of the VA School Entrance Health Form, all forms are completed and submitted digitally through the portal.

Required Forms:*

Household Information	Confirms your family's contact information and household details.
VA School Entrance Health Form + Immunizations	Provides required health and immunization records for your child, completed by a healthcare provider.
Emergency Contact & Medical Information Form	Shares emergency contacts and important medical information to help us care for your child safely. Families must list at least two additional adults authorized to pick up their child within one hour if parents or guardians cannot be reached.
Media Release & Consent Form	Indicates your preferences regarding your child's inclusion in school photos, videos and publications.

Field Trip Authorization Form (K-5 students only)	Grants permission for your child to participate in school-sponsored field trips during the academic year.

Optional Forms:

Lunch Milk & Pizza Friday Registration Form	Allows families to sign up for optional milk and Pizza Friday lunch offerings throughout the school year.
Extended Care Registration	Allows families to register for Grace's before- and/or after-school extended care program.

PARENT PARTICIPATION

We value parent interest and participation. Listed below are ways to express your positive interest and support:

- Serve on the Grace Episcopal School Parents Association (GESPA) Leadership Team (GESPA)
- Serve as a GESPA Committee Lead or Committee Member
- Serve as a Room Parent
- Participate in class parties and other school activities to which parents are invited
- Volunteer to help with School community activities sponsored by GESPA (Fall Family Social, Annual Gala Auction, Bingo Night, Talent Show, etc.)
- Participate in shopping loyalty fundraising programs (Lands' End, Harris Teeter, etc.)
- Make a donation to Grace's Annual Fund, the most important source of revenue to the school after student tuition and fees
- Serve as a Grace Ambassador for the Admissions Office
- Participate in the various community outreach projects throughout the year (bagged lunch donations, Tom the Turkey food collection, Mitten Tree clothing collection, etc.)

Please contact the school office or Parents Association to volunteer your services.

SCHOOL PUBLICATIONS

A.Website: GraceSchoolAlex.org

Grace Episcopal School's website provides the community with an overview of our school's philosophy and programs using pictures and text to showcase the school. It is an important part of our admissions recruitment process. Current parents may use the website for links to the School's Google Calendar, School Spirit Store, and Parent Handbook amongst other resources.

B. Digital School Communications: The Weekly Grace and Classroom Weekly Newsletters

The Weekly Grace is an essential part of our communication plan. The Weekly Grace contains important information from our Head of School and school community. In addition, classroom teachers produce an electronic weekly newsletter. Please be sure to read the both newsletters carefully and make a note of special announcements.

C. Parent and Student Handbook and Directory

The Parent and Student Handbook and School Directory are available on the Resources board of the Blackbaud Enrollment Parent Portal which can be accessed through the school website. We encourage all parents to read The Parent and Student Handbook carefully and keep it handy for reference throughout the year. The Parent and Student Handbook is also available on the parent page of our website.

D. Policy for Proper Use of Student and Faculty Directories

Faculty and student contact information is confidential. Contact information is for Grace Episcopal School purposes only. Use of these lists for any other purpose (such as promotional or commercial purposes) is strictly prohibited.

The use of the names "Grace Episcopal Church" or "Grace Episcopal School" in conjunction with any promotional or commercial venture without the permission of the Vestry of Grace Episcopal Church or the Head of School is prohibited by a church policy adopted by the Vestry, the governing board of Grace Episcopal Church.

E. School Yearbook

The Grace Episcopal School Yearbook, The Crest, is distributed at the end of the school year. Please contact the Grace Episcopal School office if you have any questions about this publication.

CRISIS MANAGEMENT PLAN

Grace Episcopal School has a Crisis Management Plan. This plan is reviewed periodically by School Administration and the School Board, and if the Crisis Management Team should need to take action, they will assemble in the Head of School's office to decide the plan of action to take.

The actual Crisis Management Plan Handbook is lengthy and a copy is available in the school office for review. The administration, faculty, staff, and students review throughout the year procedures for the various crises that might occur during the school year. This review includes, but is not limited to, monthly fire drills, semi-annual shelter-in- place drills, and an annual review during in-service week. It should also be noted that Grace Episcopal School has an agreement with **St. Rita's School at 3801 Russell Road, (703) 548- 1888**, if we should have to vacate our property during the school day.

A wide range of topics is covered by the Crisis Management Plan (available in the School Office):

- Crisis Management Team
- Reporting of the Existence of a Crisis
- Responding to the Crisis
- Snow Days, Weather and Other Major Emergencies
- Specific Crises
- Emergency Evacuation
- Alternate Evacuation Site
- Shelter in Place
- Accident/serious injury/illness
- Bomb Threat
- Death of School Family Member

- Field Trip Crisis
- Intruder
- Lost or Missing Child
- Pandemic/National Crisis
- Notification of Parents
- Media Plan

The safety, security and well-being of your children are of utmost importance to us. Please be assured that we will be diligent until the last student has safely left the building.

Public Statements Required by Dept. of Social Services of Religiously Exempt Child Day Centers

Licensing- Virginia Department of Education	Preschool, Junior Kindergarten and Extended Care Programs are exempt from licensing through religious exemption code § 63.2-1716.
Religious Exemption Documentation	Each year Grace Episcopal School files the necessary paperwork with the Virginia Department of Education to qualify for a religious exemption.
General Liability Insurance	Grace Episcopal School has public liability insurance to cover suits brought against the institution for personal or bodily harm suffered during the operation of the center as a result of negligence.
Staff Health Report	The school complies with the Virginia Department of Education request that our Preschool, Junior Kindergarten and Extended Care Staff be certified by a practicing physician or physician's assistant or licensed nurse practitioner to be free from any disability, which would prevent them from caring for children under their supervision.
Rooms Occupied	With Grace Episcopal Church, the school has the use of 23 rooms including Merrow Hall Auditorium, two playgrounds, one turf field, one large playing field, and one amphitheater. The outside play area for the students is securely enclosed by a fence.
Enrollment Capacity	The school will enroll no more than 130 students in the entire school for the school year. The Preschool and Junior Kindergarten classes will enroll no more than 22 students per class.

Snacks: Preschool and Junior Kindergarten snacks are provided by the parents and/or the school. The Extended Care snacks are provided by the school.

Lunches: Children bring their own lunch from home each day.

GES Extended Care Program

The Extended Care program is offered to parents of all students, preschool through grade 5.

The School offers morning care to pre-registered students in PS-5 and after school care for children in PS - Grade 5. Morning Care begins at 7:30 a.m. and after school care begins at noon and runs until 6:00 p.m., Monday – Friday during the school year. The Extended Care Program follows the school calendar. There are no refunds if school is closed, or when a child does not attend school.The Extended Care Program follows the same behavior and discipline policies in place during the school day.

Parents register children for extended care at the beginning of the school year and staffing decisions are made on those numbers. Changes to the schedule disrupt the supervisory balance and cause administrative hardship. Families are allowed one change per year; additional changes will be charged $50 per change. Changes cannot be made after April 1.

Morning Extended Care

Morning Extended Care operates for the entire school year with the exception of school holidays or staff professional days.

Hours of Operation: 7:30 a.m. – 8:30 a.m.

After-School Extended Care

After-School Extended Care operates for the entire school year, with the exception of school holidays or staff professional days. After-School Extended Care starts at 3:15 p.m. and is open until 6:00 p.m.

Late Fees

Families picking up more than 10 minutes after your child's designated pick-up time will be charged the rate for the next extended care pick up time.

Late pick-up fees after the 6:00 PM dismissal are assessed at $20.00 for the first five (5) minutes and an additional $5.00 for each five (5) minutes after that. Contact the front office with any questions or concerns regarding extended care.

Extended Care Enrollment, Fees and Payments

The Extended Care Fee is for the full school year and is payable in full, directly to Grace Episcopal School, or in seven (7) equal payments through Blackbaud Tuition Management (September through April, excluding January). Any family purchasing an annual Extended Care Program by the day may not substitute days because of any school closures, planned or unplanned, or child's absence from school.

A. Annual Costs

Morning Care, 7:30-8:30 AM

Annual cost for 5 days is $1,920.00

Aftercare

3:15-6:00 PM Annual cost for 5 days is $5,270.00

3:15-4:30 PM Annual cost for 5 days is $2,400.00

B. Drop-in Fees

Drop-In Extended Care will be offered in 2026-2027 as space allows. Space is determined by state and school supervision standards.

Parents who would like to use drop-in services must request the service at least 24 hours in advance by communicating with our front office at office@graceschoolalex.org.

Half -Day Preschool & Junior Kindergarten Drop-in Fees

Morning care	7:30 - 8:30 a.m	$15/day
Aftercare	Noon - 3:15 p.m	$50/day
	Noon - 4:30 p.m	$70/day
	Noon - 6:00 p.m	$90/day

Full-Day Early Childhood and Kindergarten - Grade 5 Drop-in Fees

Morning care	7:30 - 8:30 a.m	$15/day
Aftercare	3:15 - 4:30 p.m	$20/day
	3:15 - 6:00 p.m	$40/day