

Parent and Student Handbook 2023-2024

Grace
Episcopal
School



Grace Episcopal School

Parent and Student Handbook

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Dear Grace Families,

We begin the new school year with great energy and renewed vision after successfully completing our ten year accreditation visit in the spring of 2023. Our Grace community continues to grow and prosper, and we have never been stronger.

Thank you for taking the time to review our handbook. If you have further questions or concerns, please do not hesitate to contact me (pculbreth@graceschoolalex.org). Together, we can meet our mission and offer a successful school year where children begin with Grace, grow with Grace and lead with Grace.

God bless Grace,
Patti Culbreth
Head of School

Head of School

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 admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and further, does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, 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 school work 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 Patti Culbreth

Assistant Head of School Amanda Hungerford

Director of Finance and Operations Beth Bradley

Director of Admissions Julia Byrnes

Director of Early Childhood Programs Mary Kate Holland

Director of Development Susan Miller

Facilities Manager Juan Rojas Ortega

Front Desk Administrative Assistant Ashley Entwisle

FACULTY & STAFF

Preschool Lead Teacher Grace O'Connell

Preschool Assistant Teacher Susu Mohammad

Junior Kindergarten Lead Teacher Mary Kate Holland

Early Childhood Assistant Teacher/EC Caroline Land

Early Childhood Assistant Teacher/EC Amber Jones

Kindergarten Teacher Heather Vogus

Kindergarten Assistant Teacher Debbie Salisbury

Grade 1 Teacher Claire Ernst

Grade 1 Assistant Teacher Marie Fulda

Grade 2 Teacher Lyndi Cote

Grade 3 Teacher Sylvie Harris

Grade 4 Teacher Ashley Brittingham

Grade 5 Teacher Cindy Mitlo

Art Teachers, Kindergarten - Grade 5 Julia Byrnes (K); Elisabeth Fraley (1-5)

Chaplain Rev. Emma Brice

Music Teacher, Kindergarten - Grade 5 Jennifer Mon

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

Religion Teacher, Kindergarten - Grade 5 Mother Emma

Spanish Teacher, Preschool - Grade 5 Aida Longo Knowles

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

Extended Care Staff-Jane Avery, Jennifer Benavidas, Sue Campbell, Rabab Ibrahim, Paige Marrin, Thalia Orellana

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 thirteen (13) 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.

2023-2024 Officers

School Board Chair Jennifer Long
Vice Chair Suzanne O'Malley
Treasurer Paul Bellantoni
Secretary Danielle Davis

2023-2024 Board Members

Keith Davis
Kati Deschler
Evan Robinson
Michael Sawers
Jenni Shearer Voces
Patti Culbreth, Ex officio
Rev. Anne Turner, Ex officio

PARENTS ASSOCIATION

The GES Parents Association (GESPA), composed of all parents, is led by a leadership team and class 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 (“fun-raising”) between families. GESPA plays an essential role in welcoming parents to our community and building our “Grace as family” values.

Supporting the Development Office is another key function of the Parents Association. Families are asked to consider donations to our Annual Fund and our Financial Aid Program throughout the year. In addition, GESPA works with our Development Office to host a Grace Gala that raises money for a specific school need. GESPA also supports our efforts in an Art to Remember program.

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.

GESPA Board, 2023-2024

Presidents Kati Deschler

Vice President Viju Dilley

Secretary/Treasurer Jeannie Zarate

Parent Leadership

Art to Remember Erin Kara

Preschool Jennifer Woodard & Ashley Entwisle

Jr. Kindergarten Ashley Berrang & Lisa Tillinghast

Kindergarten Liane Houseknecht & Christina Milnor

Grade 1 Ashley Berrang & Erin Lal

Grade 2 Viju Dilley & Sheila Ormond

Grade 3 Mandy Sturmfelz & Jeannie Zarate

Grade 4 Danielle Davis & Claire Miller

Grade 5 Erin Kara & Kati Deschler

SCHOOL HOURS

A. First Day of School (Sept. 5)

Half Day 8:30 a.m. - 12:00 p.m.*

Preschool through Grade 5

No morning or afternoon extended care

B. Regular Day

Morning Care 7:30 a.m. - 8:30 a.m.

School Day Begins 8:30 a.m.*

Preschool and Jr. Kindergarten 8:30 a.m. – 12:00 p.m.*

Kindergarten - Grade 5 8:30 a.m. – 3:15 p.m.*

Extended Care up to 6:00 pm.

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

*Parents will be asked to follow a staggered drop off and pick up schedule prepared by the School to allow for proper traffic flow into the school.

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 K-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. Teachers cannot be expected to provide extra help, make-up work or tests to students who miss school for non-essential reasons. The teacher will decide when missed work will be given to the student (before or after the absences). 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.

For students who are absent due to childhood illnesses (allergies, pink eye, flu, etc.), our teachers will use our traditional "make up work" system of leaving work for parent pick-up in the school office and/or work with children to make up work upon return to school. The school will not offer virtual opportunities to children whose families choose to pull students from school to work remotely. We believe in-person learning is the best way to serve our children, and we encourage parents to plan for vacation times and/or remote working locations around our 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 “ParentREACH”, an automated notification system (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 “ParentREACH” 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 directly using the school’s email system. (We request that you do not call faculty and staff at home.)

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 security camera is installed at the main entrance to the school with monitors located in the School Offices, the Extended Care classrooms, and the church office. To gain entrance to the school, you must “buzz” the school office 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.

This School Year, we will continue a hybrid of drop off plans. Complete directions and expectations will be sent to parents in late August to explain the process. On most days, Monday-Thursday, children will be dropped off using our car line lane. On Fridays, we will use our Grace tradition of “the handshake line” where parents park and walk children inside the school building to say good morning and shake hands (or wave, fist bump, etc.) with the Head of School.

For the car line:

- Drive to the top of the parking lot where safety cones will 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.

For the “handshake” option:

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.

C. Arrival

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

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.

D. Late Arrivals

The late arrival of a child interrupts classes already in progress, is inconsiderate of 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.

E. Dismissal

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

12:00 Dismissal of PS and JK - Parents/Guardians should park and go to glass doors to pick up your child.

3:10 - PS/JK Students from After Care + Kindergarten - Car line dismissal

3:15 - Grades 1-5 - Car line dismissal

Families with multiple students should pick up all children with the oldest child’s rotation.

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” along the parking spaces next to the tree line.

4:30 - For students who will be picked up at 4:30 from Extended Care – Parents park and meet child(ren) at black gate.

4:45 - 6 p.m.: For those students who will stay in extended care past the 4:30 time frame and up to 6:00 p.m., parents must park and come to glass doors. Buzz the extended care button at the glass doors, and school personnel will bring the child to the door to meet his/her parent/guardian.

F. 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.

G. Early Pick Up

If early pick up of your child is required, for any reason, the parent must buzz the school office 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.

H. 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.

I. 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-registration fee (\$75 per year) are due with the enrollment contract. Contracts become enforceable for the full year on June 1. The second tuition payment is due on June 1; and the remaining eight (8) payments are due each month August through March.

Tuition for 2023 - 2024 is as follows:

Yearly/Monthly

Preschool - Junior Kindergarten \$ 12,250/\$ 1,225

Kindergarten - Grade 5 \$ 24,500/\$ 2,450

Supply/Activity Fees are due no later than June 1 and are as follows:

Preschool - Grade 5 \$ 500 per year

Tuition Insurance 1.65% 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.

Lunch Bunch and extended care for PS and JK begins at noon and is available up to 6:00 p.m. Kindergarten through Grade 5 can be registered for extended care beginning at 3:15 and available up to 6:00 p.m.

Extended Care fees *see page 29

Drop-in Status - Parents can request permission from the school office for a child to “drop-in” to extended care if space allows. *Fees.

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. Financial Aid

Awards are based on need as determined by the impartial judgment of Student and School Services (SSS). All aid decisions are independent of admission decisions. All requests for financial assistance must be submitted online via SSS at <https://sssandtadsfa.force.com/familyportal/>. The financial aid analysis is completed by SSS and will be sent to the school. The financial aid committee determines the final award based on need, number of requests and available funds.

Please contact the Admissions Office to receive financial aid information. All applications for financial aid for 2023-2024 must be submitted to SSS by February 2024. Current financial aid 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 2023-2024, the cost of tuition insurance is 1.65% 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 (either in person or virtually) 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 \$115 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: A fee of 5% of the tuition payments will be applied to payments if 30 days late. A 10% charge will be added to the balance of all delinquent accounts after an additional 30 days.

Registration/Re-enrollment Fee: Registration and/or Re-enrollment is completed annually. A \$75 non-refundable fee is due with your contract during the January/February 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 and tablet computers.

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, Junior Kindergarten, and Kindergarten children mid-morning. Children in Grades 1 - 5 may bring mid-morning snacks - cheese, fresh fruit and vegetables. 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.

The school will provide snacks in PS/JK/K . However, parents may be asked from time to time to volunteer a snack for the group. Students in Grades One through Five must pack a snack each day as well as their lunch.

Parents in grades K 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 peanut/tree nut allergies and restrictions. 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.

Food Restrictions:

- Because of food allergies, please refrain from packing peanut, peanut butter or tree nuts as snacks. (See Food Allergies below.)
- 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.

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. 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.

THE 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. 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.

All school uniforms must follow these guidelines:

Please note that the Land's End "Preferred School Code" for Grace Episcopal School is 900033168. 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 polo in red, white or navy blue

White oxford or white peter pan style shirts (should be worn under jumpers)

Turtle neck 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

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.

B. 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.

C. Makeup/Cosmetics/Hair Dye

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

D. 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.

E. 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

Most supplies are provided by the school, and when feasible, each child will have his/her own set of supplies (crayons, markers, glue sticks, etc.). You will receive a list of any other required school supplies from your child’s teacher.

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, all Preschool children must have a long-sleeved sweater to be kept 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 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.

DISCIPLINE

A. Bullying

Bullying will not be tolerated. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Any student who believes that he/she has been the victim of bullying should report the incident to their teacher. Any student found to have engaged in bullying will be subject to appropriate disciplinary actions, which may include suspension or expulsion.

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, and classroom observation may also be recommended.

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. As we learned during the COVID-19 Pandemic, 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: www.graceschoolalex.org.

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.
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. Furthermore, students in Grades Two through Five are given email accounts that can only communicate with their teachers.

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.

A. School Character Keys for Technology - Responsible Use Policy Agreement for Kindergarten - Grade 2

Honesty

- I will tell my teacher when I find a piece of technology that is broken or not working correctly.
- If I find something on my computer or iPad that someone my age is not supposed to see, I will tell my parent or my teacher. I will not share what I have found with my classmates.
- I will use school technology, including iPads and computers, to do school work only.

Respect

- I will be a kind person when I am using technology. I will never use an iPad, a computer, or any other technology to hurt my family, my classmates, or my school.
- I will follow the same rules of behavior online that I do in person.
- I will take a break when using technology makes me feel frustrated or angry.

Responsibility

- I will be careful whenever I am using technology. I will use both hands to pick up and carry an iPad or a computer. I will never carry a computer by the screen.
- I will put my device back the way I found it when I am finished using it.
- I will protect myself online. I will not use technology to share information about myself or anyone else without permission from my teacher or my parents.
- I will remember that anything I do with a computer, an iPad, or other technology could be seen by my teachers, my parents, my classmates and even by strangers.

Compassion

- I will be friendly and helpful to other students who are using technology.
- I will remember that each person learns new things differently. I will show compassion and patience for my classmates.

Courage

- If I ever see anyone using technology to hurt someone or something, I will tell a grown-up right away.
- I will practice patience and have a good attitude when I am learning something with technology that is new or difficult.
- I will ask for help when I am having a tough time using a computer or an iPad.

B. School Character Keys for Technology - Responsible Use Policy Agreement for Grades 3, 4 & 5

Honesty

- I will tell my teacher as soon as I discover that my Chromebook or another piece of technology is broken or not working correctly.
- I will make sure that the information I gather and use from online resources is factually correct.
- I will accurately cite online resources, including pictures, sound recordings, videos, and writing. I will not pass someone else's work off as my own.
- If I find something on my Chromebook or other school technology that someone my age is not supposed to see, I will tell my parent(s) or my teacher. I will not share what I have found with my classmates.
- I will use my Chromebook and other school technology for school work only.

Respect

- I will be a kind person when I am using technology. I will never use my Chromebook or any other technology to hurt my family, my classmates, or my school.
- I will follow the same rules of behavior online that I do in person.
- I will not use swear words or other rude language.
- I will respect the privacy of my classmates. I will not take their picture or use their information without their permission. I will not ask for or seek out my classmates' usernames or passwords.

- I will take a break when using technology makes me feel frustrated or angry.
- I will not intentionally damage school technology or anyone else's work.

Responsibility

- I will be careful whenever I am using technology. I will use both hands to pick up and carry my Chromebook. I will never carry my Chromebook or any other computer by the screen.
- I will put my device back the way I found it when I am finished using it, including logging out.
- I will protect myself online. I will not use technology to share information about myself or anyone else without permission from my teacher or my parents.
- I will use proper spelling and punctuation.
- Whenever I bring my Chromebook home, I will charge it overnight before returning it to school. Compassion
- I will be mindful of how my work could be viewed by others. I will remember that anything I do with a computer, an iPad, or other technology could be seen by my teachers, my parents, my classmates and even by strangers.
- I will be friendly and nonjudgmental with other students who ask for my help with technology.
- I will help classmates when I am available and able. If I cannot help my classmate, I will kindly ask him or her to ask another classmate or our teacher for help.
- I will remember that each person learns new things differently. I will show compassion and patience for my classmates.

Courage

- If I ever see anyone using technology to hurt someone or something, I will tell a grown-up right away.
- I will ask for help if I feel unsafe or bullied or if I witness unkind behavior.
- I will practice patience and have a good attitude when I am learning something with technology that is new or difficult.

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 may coordinate with the classroom teacher to send in a special birthday snack for the entire class. These snacks should not include cupcakes/cakes with icing, candy, etc. Save these sugary treats for home celebrations. Birthday snack ideas include fruit kabobs, fruit smoothies, cheese/crackers, fruit yogurt parfaits or muffins. The School will not serve the students cakes with icing – so please think healthy and simple.

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 the 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 call the school and ask for homework assignments, as well as necessary books and workbooks. Please allow time for the message to be delivered to the teacher by the administrative staff, and for the teacher to prepare the materials to be picked up. The homework assignments may be picked up from the front office between the hours of 9 am-3 pm (buzz the school office upon arrival) unless other arrangements have been made in advance.

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 and will have the ability to opt out if safety concerns outweigh the screening desire. 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 Psychologist

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

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), and advertisements to school families must be approved by the Head of School or Assistant Head of School 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 you suspect your child has COVID-19 symptoms, keep your child home and test. Alert the school to the results. Please err on the side of caution.

Furthermore, 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.

IN ADDITION TO COVID SYMPTOMS, 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:

- (1) The child sees a physician who gives a written note that says the child can return to school and is fever/vomit/diarrhea free for 24 hours before the day of return; **OR**
- (2) The child has a negative covid home test result and is fever/vomit/diarrhea free for 24 hours before the day of return; documentation of negative test result must be shared with the school office.

In the case of a positive Covid diagnosis, a student must quarantine for five days. The student can return to school on Day 6 if symptoms are gone or diminishing and if the child has been fever/vomit free for 24 hours before the date of return. The child must wear a mask through Day 10. If the child is not able or not willing to wear a mask, the student must provide a negative result on a home test or stay home through Day 10.

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 note that lice and nit patrol must continue for a minimum of 2 weeks after the initial treatment. 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 P.E. in fair weather.

H. 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.

I. 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.

J. 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.

K. 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.

PARENTAL FORMS

We are required to keep various information forms in your child's file. These may seem repetitious to you, but keep in mind that these are valid forms, required for the protection of your child.

We appreciate your cooperation in completing these forms, and your help in keeping information on them current. It would be unfortunate if there were an emergency involving your child and we could not locate you. The following forms are available on the School website (www.graceschoolalex.org).

- Changes to the GES Emergency Information Form
- Medications Consent Form
- Virginia School Entrance Health Form
- Milk Order Form

A. Emergency Information Form

This form is completed annually, and the information is vital to the smooth operation of the school. It must be kept up to date at all times with names of at least two other adults who may pick up your child within an hour. Please notify the office immediately of any changes. This information is critically important if we need to reach you in an emergency. The Commonwealth of Virginia requires this form.

B. Re-Enrollment Contract

A new re-enrollment contract, issued in January, is required each year, along with a re-enrollment fee. This is your commitment for the entire school year. Read it carefully. It is a legally binding document and becomes enforceable for the coming year on June 1.

C. Field Trips

The blanket permission statement on the back of the Emergency Information Form must be signed by the parent to allow the child to participate in local field trips during the school year.

D. Medical Form

A Virginia State Medical form with up-to-date immunization information must be on file before a child can begin classes at the start of each school year. This form must be completed and signed by your child's doctor and by you. Please check to be sure the physician notes the dates of each immunization. We recommend that parents keep a copy/photograph of this form.

E. Allergies and Sensitivities Form

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. F. Medication Consent 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.

G. Photography Release

The school enjoys taking photographs of our students. Photos may be displayed and be used for publicity purposes, including the School's web page and social media accounts. No names of students will be used. The blanket permission statement on the back of the Emergency Information Form must be signed by the parent. If you do not want your child photographed for certain purposes, please note this on the form.

PARENT PARTICIPATION

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

- Room Parent
- Attendance at your child's teacher conferences
- Participation in class parties and other school activities to which parents are invited
- Participate in School community activities sponsored by GESPA (Fall Social, Gala, Bingo, Talent Show, etc.)
- Reader in class (in person or virtually) at a pre-scheduled time
- Participant in loyalty programs like Amazon Prime, Target, etc.
- Serve as school ambassador for Admissions Department
- Donations of nonperishable foods for collection
- Donations to the Annual Fund and/or Financial Aid Program
- Facility maintenance or equipment purchase
- Serve on the Parents Association Board (GESPA)

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

SPECIAL EVENTS AND ACTIVITIES

A. Major Fundraising Opportunities

- **The Grace Fund**

The Grace Fund is the most important source of revenue to the school after student tuition and fees. It is a vital part of the annual operating budget contributing to every part of Grace Episcopal School's operation. Donors can direct their funds to Greatest Need, Financial Aid, Faculty Development, Academic Programming and Technology, Art, Music, and Cultural Programming, and Facilities.

- **Gala/Auction**

The Gala/Auction is Grace's primary event based fundraiser. We traditionally hold the event in the fall, and fundraising efforts are targeted to a specific goal which is publicized to the community.

B. Back-to-School Night

In September, the school will conduct a Back-to-School Night for all parents. This event gives parents an opportunity to visit classrooms and learn about the curriculum plans for the current year. Back-to-School Night is for parents and teachers only. Please arrange for child care so you can participate in this important meeting.

Back-to-School Night will be held on Thursday, September 14 at 6:30 pm. Details will be shared by classroom teachers. C. Service Learning Projects

Throughout the school year, numerous outreach projects are undertaken. These include canned food drives, Carpenter's Shelter dinner delivery, clothing drives, and the Mitten Tree. These service learning projects provide students with the important experience of helping others.

SCHOOL PUBLICATIONS

A. Web Page - www.GraceSchoolAlex.org

The Grace Episcopal School web page provides the community with an overview of our school and is an important part of our admissions recruitment process.

Be sure to check our school website for announcements and up-to-date school calendar information. The Parent and Student Handbook is available on the Parent Resources section of our web page. The Directory may only be accessed by logging on to the password-protected "My GES" portal on our website. To ensure privacy, a student's name will not be published anywhere on our website that may be accessed by the general public.

B. The electronic Weekly Grace and Classroom Weekly Newsletter

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, please read. 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 Family Directory are available online. The Parent and Student Handbook should be read very carefully and kept handy for reference throughout the year.

The Parent and Student Handbook is available on the Parent Portal section of our web page.

D. Policy for Proper Use of Student and Faculty Directories

The faculty and student directories of Grace Episcopal School are confidential. The information contained within them is for Grace Episcopal School purposes only. Use of these lists for any other purpose (such as promotional or commercial purposes) is strictly prohibited.

In addition, 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

Overview

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. We also keep a supply of non-perishable food and bottled water in a sheltered area in the event that we need to enact a shelter-in-place scenario. 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 Social Services	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

OVERVIEW OF THE 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.

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 eight (8) equal payments through Blackbaud Tuition Management (September through March). 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.

7:30-8:30 AM Annual cost for 5 days is \$1,825.00

Noon-6:00 PM Annual cost for 5 days is \$11,220.00

Noon-3:15 PM Annual cost for 5 days is \$6,210.00

3:15-4:30 PM Annual cost for 5 days is \$2,285.00

Noon-4:30 PM Annual cost for 5 days is \$8,490.00

3:15-6:00 PM Annual cost for 5 days is \$5,015.00

Drop-In Extended Care will be offered in 2023-2024 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.

Fees for approved Drop-ins to the Extended Care Program:

Preschool & Junior Kindergarten Drop-in Fees (A 15 minute grace period is allotted before your child is charged the next rate)

Before School Care, 7:30 - 8:30 a.m. \$14/day

Noon to 3:15 p.m. \$42/day

Noon to 4:30 p.m. \$61/day

Noon to 6:00 p.m. \$80/day

Kindergarten - Grade 5 Drop-in Fees

Before School Care, 7:30 - 8:30 a.m. \$14/day

3:15 to 4:30 p.m. \$19/day

3:15 to 6:00 p.m. \$38/day

A. 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.

B. After-School Extended Care

After-School Extended Care operates for the entire school year, with the exception of school holidays or staff professional days. There are two after school programs: Lunch Bunch Extended Care and After-School Extended Care.

Lunch Bunch Extended Care starts at 12:00 p.m. and is for children in the Preschool or Junior Kindergarten programs. After-School Extended Care starts at 3:15 p.m. and is open until 6:00 p.m.

C. Dismissal. See page 8-9 for guidelines on pick-up from extended care.

D. Contact the front office with any questions or concerns regarding extended care. office@graceschoolalex.org