

2011-2012 HANDBOOK



Grace Valley Christian Academy

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About Our Principal

Mrs. Sharon Broderick brings a variety of gifts and experience to our school. She earned her B.S. in Biology and Political Science at Grove City College in 1999, and her J.D. from Santa Clara University School of Law in 2002. She practiced law for several years, arguing cases before state and federal courts. Mrs. Broderick previously served as the Assistant General Counsel for the California Natural Resources Agency, appointed by Governor Schwarzenegger to help shape law and policy for the state's natural resources. She has also lectured in law and writing at both the graduate and undergraduate levels.

Mrs. Broderick is also a leader of women's ministries at Grace Valley Christian Center and regularly teaches Bible courses to women of all ages. She is a dynamic teacher, zealous for the salvation of souls. God is using her to bring many people, young and old, to a saving knowledge of our Lord Jesus Christ.

In July 2011, Mrs. Broderick was appointed principal of Grace Valley Christian Academy. She is committed to providing the best education for our students and is working with teachers to ensure a challenging and comprehensive curriculum, particularly in the math and science departments. Mrs. Broderick also brings a spiritual focus to our school. She has worked with teachers in developing Bible courses such as Christian Heroes, New and Old Testament classes, Theology, and Introduction to New Testament Greek. Mrs. Broderick also introduced monthly chapel services for all students, as well as interested parents and community members.

Mrs. Broderick is a gifted instructor and leader, and is uniquely equipped to lead GVCA through its second decade of spiritual and academic excellence. May the Lord continue to bless her efforts and our school.

Mission Statement

Grace Valley Christian Academy is first and foremost a *Christian* school. Our mission is to teach and train students to be courageous Christians who live self-controlled, upright, and godly lives. Each day, we encourage our students to think and act in a biblical manner. It is our greatest passion and prayer to see all GVCA students put their faith in Jesus Christ as Savior and Lord, and grow in Christian character.

Our motto is *omne consilium dei* which means "the whole counsel of God." The Bible is the heart of our educational program, and we do not draw artificial distinctions between "religious" and "secular" subjects. We prepare our students to think and to work in all fields in the light of God's Word.

Our faculty and staff truly care for each and every student, and we teach them by both word and deed. Our desire is that each GVCA student graduate as an articulate, well-educated Christian, prepared for success in every future endeavor. Our alumni have excelled in a variety of fields, including medicine, law, engineering, education, and business. We praise the Lord for pouring out His blessing on our school, our students, and our community.

Academic Honor Code

Introduction

Academic integrity is an integral part of learning. Students at Grace Valley Christian Academy are expected to uphold the highest standards of honesty.

Plagiarism

All papers and materials submitted for a course must be the student's original work, unless the sources are otherwise cited. Students are prohibited from submitting any material prepared by or purchased from another person or company.

To plagiarize is to represent work, ideas, or words of someone else as your own without giving that person credit. Plagiarism may involve using an entire passage or essay or using someone else's words without indentations or quotation marks. It may take the form of paraphrasing another's idea without mentioning that person or footnoting the source.

Dishonesty in Examinations (In-Class or Take-Home)

An examination is to be solely a student's own work, unless otherwise directed by the teacher. No communication is allowed between or among students, nor are the students allowed to consult books, papers, study aids or notes, without explicit permission. Cheating includes but is not limited to copying from another's paper, giving unauthorized assistance, or obtaining unauthorized advanced knowledge of questions to an examination. Specific policies regarding examinations may vary by teacher.

Admissions

To be admitted to Grace Valley Christian Academy, the student and his/her parent must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and Grace Valley Christian Center. This includes full compliance of and cooperation with the school's admission procedures.

1. Grace Valley Christian Academy admits students of any race, color and national ethnic origin to all the rights, privileges, programs and activities offered to students at the school. It does not discriminate based on race, color, national and/or ethnic origin in administration of its educational policies, scholarship and loan programs, athletic, and other school administered programs.

2. GVCA reserves the right to admit or dismiss any student for any non-discriminatory purpose. This includes the right to deny admission to an applicant or, in the alternative, to dismiss a student once he or she has enrolled, solely on the basis that the religious beliefs held by the student (or student's parent or guardian) are inconsistent with the religious beliefs of Grace Valley Christian Center (GVCC).
3. All new students will be screened academically. No one will be admitted who, in the judgment of the administration, will not have his/her needs met at Grace Valley Christian Academy. This school is not geared to accommodate students who demonstrate severe grade level deficiencies.
4. All new students will be screened for behavior patterns and attitudes. No one will be admitted who, in the judgment of the administration, will not have his/her needs met at Grace Valley Christian Academy. The administration and faculty are not geared to accommodate students who demonstrate severe behavioral problems.
5. All new students are placed on academic and conduct probation from the first day of school until January 31 (approximately one semester). GVCA reserves the right to dismiss any student if, within this probationary period, the student demonstrates severe academic or behavioral issues in the judgment of the administration, even though all other conditions of admission and the terms of the Enrollment Contract have been adhered to.
6. New students must provide the following for admissions to be finalized:
 - a. Signed Enrollment Contract for the school year
 - b. \$150 registration fee
 - c. Birth certificate or passport
 - d. Social Security number
 - e. Immunization records
 - f. Proof of Residency (e.g. lease, utility bill, etc.)

School records from prior schools will be requested by GVCA administration. Upon receipt of the first month's tuition, the student may begin attending class at Grace Valley Christian Academy.

Kindergarten Admissions

Kindergarten students must be at least five years of age by December 1st of the school year. The applicant student must demonstrate age-appropriate developmental maturity on the School Readiness Survey (administered by GVCA staff) and all admissions procedures must be completed. In addition to the items mentioned in item 6 above, *Report of Health Examination for School Entry* form must be completed by the child's physician and submitted.

A dental examination is strongly encouraged.

Attendance

Regular school attendance is vital to each child's academic success. Absences should be avoided whenever possible. Parents are strongly encouraged to plan vacations in accordance with the school calendar and schedule appointments after school hours, so that students may benefit from classroom lectures/lessons. Excused absences are reserved for illnesses and family emergencies. Other absences may be excused with the principal's permission.

Please follow these procedures when reporting an absence or tardy at the start of school:

1. A parent must phone the school absence line at **(530) 758-2406** by 9:00 A.M. on the day of the absence. The answering machine will take the call. Leave the **DATE** and the student's **NAME, GRADE**, and a brief **ABSENCE REASON** (sick, appointment, family emergency, etc.) on the recording.

If the student's absence is not reported by 9:00 A.M., staff will contact parents/guardians to confirm the absence.

2. If a student is absent AND the absence was not reported per the procedure above (1) the student must present a written excuse stating the student's name, date of and reason for the absence, and a parent/guardian signature.

Make-Up Assignments

Each class has its own procedure for collecting homework assignments for absent students. In grades kindergarten through eighth, it is the parents'/guardians' responsibility to follow homework procedures for the classroom and to pick up homework assignments. Arrangements should be made in advance if a sibling or classmate is to pick up homework. The school office is not responsible for collecting or distributing homework assignments:

- Grades kindergarten through second (K-2) - homework for absent students can be picked up in the classrooms;
- Grades three through eight (3-8) – homework is delivered to the **Homework Box** located on the table outside the school office **after** 3:30 P.M. Homework is not available prior to 3:30 P.M. Classrooms are not to be interrupted for homework arrangements or early pick up.
- **Ninth (9) grade students (not parents/guardians) have the responsibility to obtain homework assignments when they are absent. They are also**

responsible for obtaining class notes, handouts and other information (e.g. assignment specifications, due dates, test dates) provided by the instructor during the missed class.

Anticipated Absences

For an anticipated absence, a special request from the parents/guardian must be made to the PRINCIPAL IN WRITING. This request should be made well in advance of the absence. If approved by the principal, parents (not students) have the responsibility to:

- Contact each teacher in a timely manner to arrange for assignments and homework during the absence period and to allow teachers sufficient time to gather necessary materials
- Teach each lesson missed
- Ensure student(s) understand the lessons
- Ensure homework is neat, presentable and complete

Teachers are not required to tutor children once they return to school. It is the parents' responsibility to provide the students with the knowledge that was missed during the absence. There will be no preferential treatment for students regarding this policy.

Absence from School Premises

At no time during the daily session are students allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent/guardian must present himself or herself to the office (NOT the classroom) before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, he or she must present a signed note from the parent or guardian before the child is released. The school assumes no liability in cases where a student leaves the premises in violation of this policy.

Doctor, Dental, Other Appointments

Every effort should be made to have dental, doctor and other appointments after 3:30 P.M. (2:00 P.M. for kindergarten) on a school day or on a Saturday or holiday. When there are NO alternatives, and appointments must be scheduled during school hours, parents must pick up their children FROM THE SCHOOL OFFICE. **ALSO, PARENTS/GUARDIANS MUST SIGN OUT THEIR CHILDREN AT THE SCHOOL OFFICE PRIOR TO LEAVING CAMPUS.**

Tardy Policy

Promptness to class is very important. Students are to be in their seats ready to work when class begins or they will be considered tardy. Teachers will assess tardies and assign grade-level appropriate consequences, such as detention, for infractions. Tardies may also be taken into account when grading. No credit or make-up work will be given for unexcused tardies.

Truancy

If a child leaves school without permission, he or she will be considered truant and subject to the penalties thereof. Truancy is considered a serious offense. After being truant, a student is suspended and must return with a parent/guardian to meet with the principal for reinstatement.

Unexcused Absences

Excused absences are reserved for illness and family emergency situations. Other absences may be excused with the principal's permission. All other reasons for absences (e.g. vacations) are considered unexcused.

At the teachers' discretion, credit may or may not be given for assignments missed due to unexcused absences. Also, one half to one hour of detention or community service may be assigned for unexcused absences.

Achievement Tests

Achievement tests are administered to students in kindergarten through ninth grades. This testing program is used as a measurement of achievement for the students. The testing takes place in the spring and is indicated on the school calendar each year. During the testing periods, it is important that students get plenty of rest, eat a well-balanced, nutritious breakfast and minimize extra-curricular activities.

Arrival to / Departure from Campus

Students shall arrive to campus **no earlier than 8:00 A.M.** Adult supervision is not provided prior to this time.

Students should be picked up **no later than 3:45 P.M.** Grace Valley Christian Academy does not provide after school care and the school cannot guarantee adult supervision for children left on the property after hours. Students still on campus at 3:45 P.M. are to report to the school office and wait to be picked up inside the Education building. After school care can be arranged through Child Development Centers, Inc. located on the Davis Joint Unified School District elementary school sites. We are willing to help you to this end.

A Late Pick up Fee may be imposed for parents/guardians who repeatedly leave their children on campus past 3:45 P.M.

Cars

Cars entering the parking lot should:

- Turn right after entering through the gates and drive into the south parking lot. Bicycles will stay to the left. Please do not use the north lot to drop off students. This area is for bicycle and pedestrian traffic only.
- Adhere to the posted speed limit signs of 10 m.p.h. and follow the yield sign when exiting out the front gate;
- Watch for small children in the parking lot;
- Students should be dropped off **AT THE YELLOW CURB** in the broad area by the first grade classroom. Please drive forward toward the crosswalk as far as possible so that other cars may also approach the curb thus eliminating congestion in the parking lot. **Do not stop at the chained driveway to drop off students if there is room to move forward.**
- Students are **NOT TO EXIT CARS INTO THE PARKING LOT.** Children should only exit from the right side of the vehicle.

For after school pick up:

- The same route should be followed to pick up students.
- Drivers should wait at the pick up/drop off curb, prepared to pull forward as space permits.

- Due to the number of cars in the parking lot at the same time, extreme caution should be exercised at all times.
- Students should wait **ON THE CURB** until their car stops at the curb before entering their vehicle.
- Students **ARE NOT TO WALK INTO THE PARKING LOT** to enter their car. They should enter the vehicles via the curb side.
- Any student still on campus at 3:45 P.M. should report to the school office.

To maintain a safe and secure environment before and after school, the administration asks parents/guardians to follow these guidelines when dropping-off and picking-up students:

- The designated drop-off and pick up area is the yellow curb in front of the first grade classroom. If you wish to avoid the queue, please park your vehicle and escort your child to the curb via the walking lanes and crosswalk.
- Cars should **NEVER** be left unattended at the drop off curb as they obstruct traffic and pose a safety hazard. Please park in the lot if you are leaving your car for **ANY** amount of time.
- Car doors should be closed immediately upon exiting the car so that they do not obstruct passing cars.
- The access road to the back parking lot behind the school is closed during school hours (8:00 A.M. – 3:45 P.M.) A chain has been placed at the entrance to the road as a visible reminder. Children are present at all times during the day in this area. Please ensure this policy is followed out of concern for our students' safety.
- Children are to immediately proceed to their designated playing field (or the gymnasium) upon their arrival. Students are not to loiter near the south parking lot.
- Please park in the lot if it is necessary to converse with other parents, rather than blocking the cars that are exiting.

Parking Lot Safety

ALL PEDISTRIANS (including parents, teachers, staff and student) must use the crosswalk from 8:00 AM to 8:40 AM and from 3:25 PM to 3:45 PM.

All pedestrians (adults and children) should proceed to the crosswalk at the north side of the lot and walk within the painted boundaries. **Do not cut through the tree/planters to get to the crosswalk.** A crossing guard is on duty before and after school. Drivers must yield to the instructions from the crossing guard.

Bicycles

Students bicycling to and from school are to follow all state and local laws pertaining to bicycles, including the use of bicycle helmets. Upon entry through the gates, students are to continue straight up the driveway towards the north parking lot. Students are never to ride in the school parking lot (south lot). Once arriving at the curb, they are to WALK the bicycles across the front of the church to the bicycle racks. If your child plans to ride to school, please pick up a Bicycle Safety handout at the school office for additional safety tips and reminders.

The administration strongly encourages students who ride their bikes to school to do so accompanied by another student.

Pedestrians

Students who walk to and from school should follow the bicycle path described above.

Books and Supplies

Each day, students must come to school fully prepared with the books and supplies required by the teachers. Curriculum books are provided by GVCA. They are to be cared for and remain in new condition, aside from normal wear and tear. Students will have the opportunity to inspect books at the time of distribution and formally note any prior damage to the book. Upon return of the book, a second inspection will identify any new damage. If the damage is severe enough, the student will be financially responsible for the book's replacement.

In most classrooms, each student will have his/her own supply box. Students in grades three through nine are responsible for keeping their supplies stocked and with them on a daily basis.

Some classrooms will collect a one-time supply fee at the start of the school year to purchase items that are used in the curriculum, but not considered a normal classroom supply. This fee may also include monies for field trips planned for the class. The amount collected varies from grade to grade. Some teachers may ask parents/guardians to purchase a set of supplies, along with a box to be used for the school year, and will collect field trip fees when the field trip is taken. Teachers will specify at the start of the year their policy for fees.

Notice: Student backpacks should be a solid color (two-toned OK) with no words, pictures or logos. Administration may ask that inappropriate backpacks, notebooks, etc. be replaced.

Calendar

The school year calendar is available in the school office, is posted on the bulletin board outside the office and can be printed from the website. It lists important dates in the school year, such as the start and end of school, holidays, minimum days, vacation periods, teacher in-service/work days, etc. All families should have a copy of the calendar for reference. Calendars for the upcoming school year may be available in May of the prior school year.

Custody of Students

In order to cooperate with student and family needs, the school administration should be informed of any custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and/or arrangements. The school may ask for legal verification of these arrangements.

Discipline

The staff of Grace Valley Christian Academy commits themselves to ensuring the following:

- All students learn in a distraction free environment
- No student distracts others from learning
- Teachers will instruct in a distraction-free environment

To this end and with these goals in mind, all staff will develop a set of expectations for student conduct, will make those expectations known to students and available to parents, and will establish a set of positive rewards which may include verbal and written praise and recognition, special privileges, attendance at assemblies, and special classroom celebrations. Should a student choose to break a rule, an appropriate reprimand may be imposed, which is also established by staff and made known to students.

In the case of a more severe violation of the rules, the student:

- May be removed from class
- May be taken to the principal
- May have parents called
- May have detention time assigned

- May, at the principal's discretion, invoke a suspension or expulsion in accordance to the severity of the violation.

Any questions regarding rules and discipline may be directed to teachers at any time during the year. We invite your support in assisting us to direct your children to consistently correct decision-making, and we pledge our support to your efforts for follow-up at home.

Detention

When a student has served a total of thirty minutes in detention during one school trimester/quarter, he or she is automatically assigned three hours of Saturday detention the next time the student is given detention. After the student has served Saturday detention, he or she will be given Saturday detention again if he or she accumulates thirty more minutes of regular detention. This process is repeated until the end of the trimester/quarter. At the end of each trimester/quarter every student who has served detention time begins with a "clean slate."

Saturday detention dates and times are assigned by the principal. If a child serves Saturday detention and is scheduled to participate in an extra-curricular activity that day, the student is not allowed to participate in that event. Failure to report for assigned Saturday detention may result in suspension. Serving two Saturday detentions in one trimester/quarter may result in suspension.

Suspension and Expulsion - General Guidelines

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the California Education Code, will be the criteria used for Suspension or Expulsion.

- Continued willful disobedience, habitual profanity of vulgarity, open and persistent defiance of the authority of school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school...
- Smoking or having tobacco on school premises constitutes good cause for suspension of a pupil...
- The school may suspend or expel a pupil who has on school premises or elsewhere used, sold, or been in possession of narcotics or other hallucinogenic drugs or substances.

- The school may suspend or expel a pupil for misconduct when other means of correction fail to bring back proper conduct...
- Any minor who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor...

Grace Valley Christian Academy students are forbidden to use or possess intoxicating liquor while on school grounds or elsewhere when under the authority of direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

Threats of physical harm made by a student toward any other student, teacher, or staff member, in any context, will be considered serious and viable and may constitute good cause for suspension or expulsion from Grace Valley Christian Academy.

Suspension – Specific Guidelines

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation. Official suspension may assume various forms depending on the circumstance:

- The student may attend class but lose the right to participate in any school activity on or off campus.
- The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- The student may also be required to report for a maintenance work responsibility.
- In unusual cases, the student may be sent home for the entire period of suspension.

Expulsion – Specific Guidelines

The final decision to expel a student rests with the principal, with the knowledge and consent of the Educational Subcommittee of Elders. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

Driving for School Events

Driving for school activities will require that a “Notification to Adults Driving Private Vehicles” form must be completed for each activity (or sports season) AND a copy of the California Drivers License and insurance coverage card be on file in the school office.

Electronic Devices

Students are not permitted to bring any personal electronic devices of *any* kind on the Grace Valley Christian Academy campus. Such devices (i.e. iPod, CD player, MP3 player, laptop computer, cellular telephones, digital cameras, etc.), if found, will be confiscated and held in the school office until a parent/guardian comes to retrieve the device from the principal.

If a student needs to bring an electronic device to school (i.e. laptop computer to work at a friend's house after school), the device must be left in the school office at the start of the day with a parental note explaining why the device is necessary. At the end of the school day, the student is to come by the office to pick up the device. It should not be used, however, until the student is off campus.

Exceptions due to medical reasons must be pre-approved by the principal. Other requests for exemptions may be obtained by contacting the school office.

Emergency Information Cards

Each student at Grace Valley Christian Academy must have a *current* and accurate Emergency Information Card on file in the school office at all times:

- A new card must be completed each school year.
- Emergency Information cards must be turned in **ON THE FIRST DAY OF SCHOOL.**
- Each child must have his/her own card. A sibling's card cannot be used.
- It is the responsibility of the parents/guardians to immediately inform the school office of changes in information (i.e. new address, doctor, phone numbers), or submit a new card.

Illness or Injury

Parents are notified immediately of serious injury or sudden illness that occurs during school hours (via information on the Emergency card.) It is understood that enrollment at Grace Valley Christian Academy confers upon the school the obligation to select emergency providers in the absence of our ability to reach the parents and that no liability would attach to such a decision in the event that the parents cannot be reached. For this reason the school office must be notified when there is a change of phone numbers or persons to be contacted when the parents cannot be reached.

Parent Unavailability

When parents/guardians are going to be out of town, or unavailable (i.e. hospitalization), a copy of the *Delegation of Authorization for Medical Care* form should be provided to the school, along with the name and numbers of the caregivers during the absence/unavailability. This information should be provided in writing and delivered to the school office as soon as the information is known.

Emergency Procedures

Teachers will regularly review and practice emergency procedures.

Fire and Emergency Evacuation:

- Evacuation routes are posted in each room
- Teachers will provide direction to the students when the alarm sounds
- Evacuation of the area in a quick, quiet and orderly manner
- The last person to leave should close the door
- Remain with the classroom teacher at all times

Earthquake:

- Drop under the desk or table
- Cover your head with your arms
- Remain calm
- Listen for teacher's instruction

Lock Down:

- The universal danger signal is a series of three short bells
- Remain in the classroom
- If you are out of the classroom, return immediately
- Staff will provide necessary direction

In case of emergency or other situation requiring evacuation of the school, parents/guardians will be notified to pick up their students immediately. Students will be kept in a safe place at school until they are picked up. They will only be released to parents, guardians, or those listed on emergency cards.

Grading

Teachers will establish the specific grading criteria according to grade level and subject matter requirements. Criteria may include test scores, homework, reports, class participation, effort and any other standards appropriate for the class and subject matter. Grading for grades fourth through ninth is as follows:

%	Grade
99-100	A+
93-98	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
0-59	F

Incomplete (INC) work must be made up within two (2) weeks after grade cards are distributed or the mark automatically becomes an “F.” Incomplete grades are given only when extenuating circumstances make it impossible for a student to complete work during the term. No incomplete grades will be given in the final trimester or semester.

For grades kindergarten through third, marks are defined as follows:

Mark	Description
G	Good – Demonstrates strength
S	Satisfactory development
N	Needs improvement and requires additional support
I	Showing improvement

Progress Reports

Progress reports indicate student progress at that point in the grading period and are guides to help parents understand the student’s achievements. They are sent home at a minimum of three times a year for elementary level classes and four times a year for junior high and high school levels approximately half way through each term (trimester or quarter). However, if a student needs attention sooner than the scheduled progress report, teachers will contact parents/guardians as required. Parent/guardian signatures are required on all progress reports.

Parents are always encouraged to speak to the student’s teachers regarding their student’s ongoing progress.

Report Cards

Report cards are issued each trimester/quarter. For elementary grades, the first report card is distributed at the parent-teacher conference. The second trimester card is sent home with the student. The final report card may be sent home on the last day of school, or may be mailed. For non-elementary grades, report cards are given directly to the students at the time scheduled in the yearly calendar. The final report card will be distributed on the last day of school or mailed home.

Awards/Honors

Each trimester/semester students may be recognized for academic performance, citizenship and attendance. Recognition of achievement encourages learning and gives students a sense of pride in their work and their school. Above all, it gives our school an opportunity to give praise and thanks to God for the help He has given.

- | | |
|---------------------|---|
| Honors Level: | Students must achieve an overall grade point average of 3.0 and demonstrate good effort and citizenship. |
| Golden Circle: | Students must achieve an overall grade point average of 3.7 and demonstrate excellent effort and citizenship. |
| Principal's Circle: | Students must achieve and grade point average of 4.0 for all trimesters/quarters. |
| Citizenship: | Students must know and obey all school and class rules, set an example in speech and godliness, and take correction immediately and graciously and actively demonstrate concern for others. |
| Attendance: | Student must have perfect attendance (no absences or tardies) for the entire trimester/quarter. |

Grievance Procedures

Parents are encouraged to follow the grievance procedures if they have a concern regarding classroom discipline policies. The purpose of these procedures is to secure, at the lowest possible level, equitable solutions to problems which may arise from time to time affecting the welfare of students and teachers.

A parent/guardian-teacher conference should always be the first level of this procedure. A mutually agreeable time and location of the conference shall be made, via written request or telephone call, without disruption of classroom instruction.

If an agreeable solution cannot be reached at this level, a parent-principal conference may be arranged. These procedures will be kept as informal and confidential as may be appropriate in order to facilitate reconciliation, communication, and the strengthening of the school community. If the problem still remains unresolved, the principal and/or the Educational Subcommittee of Elders may make a resolution they deem appropriate.

Homework

Homework will be assigned every day. Teachers are in the best position to assess how much homework is appropriate for each child and grade level. Homework is assigned for many purposes related to the acquisition and practice of learning, including the extension and reinforcement of classroom learning and establishing the habit of independent study.

We ask parent/guardians to do the following to support the students and the school with homework:

- Provide students with a set time and distraction-free place for study
- Review the homework with the student
- Check that the homework is completed everyday
- Refrain from doing the homework for the student

Incomplete homework will lower student grades, and consistent failure to complete homework may be considered defiance.

Approximate amount of time students can expect to work on homework each evening (by grade):

Kindergarten	30 minutes	Fifth	1 hr 55 min
First	50 minutes	Sixth	2 hr 20 min
Second	1 hour	Seventh	2 hr 35 min
Third	1 hr 30 min	Eighth	2 hr 45 min
Fourth	1 hr 45 min	Ninth	2 hr 55 min

Forgotten Homework/Books

To minimize classroom interruptions, any forgotten homework, books, PE clothes, etc. are to be brought to the school office, not the classroom. No parent may visit a classroom during school hours unless prior arrangements have been made for the visit through the principal. Students will not be allowed to call parents when school items are forgotten.

Hours

Kindergarten	8:30 A.M. to 2:00 P.M.
1 st through 9 th	8:30 A.M. to 3:30 P.M.
Playground	8:00 A.M. to 3:30 P.M.

Classroom instruction begins at 8:30 A.M. for all students. Students should be on campus and able to line up by grade at 8:25 A.M. so they may be escorted to class by the first period teacher. A student lining up after 8:25 a.m. may be considered tardy and recess detention may be imposed. Late arrivals disrupt the classroom and should be avoided if at all possible.

Upon arrival, students (2nd to 9th) are to proceed to the playing field at the back of the property (or the gymnasium on rainy days) immediately. Kindergarten and 1st grade students should go to the kindergarten playground.

Kindergarten is dismissed at 2:00 P.M. For all other grades, the school day ends at 3:30 P.M. Grace Valley Christian Academy does **not** provide after school care. Please make every effort to pick up your children no later than 3:45 P.M. Your assistance is greatly appreciated. A Late Pick up Fee may be imposed for parents/guardians who repeatedly leave their children on campus past 3:45 P.M.

Immunization

No person shall be admitted to Grace Valley Christian Academy unless the student has been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, and H. Influenza Type B (HIB), in the manner and with immunizing agents approved by the State Department of Health:

- Measles, mumps and rubella shots must be given after the first birthday.
- A polio booster and DPT booster must be given after the second birthday.
- The immunization process for hepatitis B should be initiated on or after the 2001-2002 school year.

Preferably at the time of registration, but prior to attending GVCA, a student must provide verification of immunization from a health care provider.

GVCA shall not unconditionally admit any student to the seventh grade level, nor unconditionally advance any student to the seventh grade, unless the student has initiated the process of full immunization against hepatitis B. Once completed, the student shall provide documentation of the immunization to GVCA.

A California School Immunization Record (CSIR) is to be completed for each new or transfer student, if the CSIR is not in the student's permanent file. It is a permanent record and must be transferred with the student's permanent cumulative records.

GVCA shall exclude any student who fails to obtain the required immunizations within time limits allowed in the regulations of the State Department of Health. The exclusion shall be effective until that child has received said immunization.

An exemption from immunizations may be granted if the parent/guardian files with the school a written statement by a health care provider providing information to the effect that (1) the medical/health condition of the student renders immunization unsafe, and (2) describes the specific nature and probable duration of the subject condition or the circumstances which contraindicate immunizations.

Illness and Guidelines for Returning to School

If a student feels ill, he/she will be sent to the office. Students too sick to be in class will be sent home. Office staff will contact parent/guardian or emergency contacts as indicated on the student's Emergency Card.

If your child has been vomiting, running a fever, or exhibiting other symptoms of illness, **please keep your child at home**. An extra day of rest is preferable to sending a child back to school early and exposing classmates and teachers to the illness. Guidelines for determining when a child should return to school include:

1. Child must feel well enough to sit in the classroom and actively participate in learning.
2. Child must be symptom-free from vomiting, diarrhea, and/or fever for a **FULL 24 hours** prior to coming/returning to school.
3. Coughing must be manageable – if coughing is persistent, uncontrollable, or hacking, child must remain at home.
4. A child requiring tissues should bring a box from home and keep it at the desk until symptoms are gone.
5. If medication is required, complete BOTH sides of the "Request for Administration of Medication by School Personnel" form and turn the form and medication into the school office. Students are not to have any type of medication in their possession while in school.

Please remind your children to cover their nose and mouth when they sneeze or cough, and to immediately wash their hands with soap and water. Frequent hand washing with soap and water is one of the best ways to prevent the spread of contagions.

Absences must be reported to the school's **absence line: 758-2406**. Please leave the date, your child's name, grade and reason for the absence, and the anticipated number of days s/he will be out. Please keep your message brief.

Lost and Found

Many lost articles are collected at school each week. In order to manage the many items in the lost and found, the following procedures will be followed:

- Labeled items will be returned to the student's classroom.

- All non-labeled items will be placed on the coat rack in the kitchen/teacher's workroom.
- Parents may check the coat rack for lost articles. Students are not allowed in the kitchen/workroom.
- The rack will be emptied every two weeks and the contents either thrown away or donated to charity. Wearable GVCA clothing will become part of the "for sale" stockpile of used clothing. Unusable clothing will be thrown away.

To avoid lost articles, please label **all** items (lunchboxes, backpacks, books, calculators, etc.) your students bring to school, including clothing (shirts, shorts, skirts, belts, outerwear, etc.), especially for those students who change for P.E. Paper lunch bags will be thrown away when found to avoid ant infestations in and around the school.

If you are interested in purchasing used GVCA clothing from the "for sale" stockpile, please complete a request form and place it in the envelope on the clothing rack. You will be contacted if the items are available.

Lunches and Snacks

Grace Valley Christian Academy encourages students to bring and eat well-balanced meals and healthy snacks to provide the nutrition necessary for optimal performance. Foods that are to be avoided:

- Fast-food lunch brought by parent/guardian;
- Carbonated soft drinks;
- Glass containers;
- Candy and gum;
- Foods requiring microwave oven access.

Lunch boxes should be a solid color (two-toned OK) with no pictures or logos.

All students will sit in the designated eating area (picnic tables) until excused for recess or for class.

Lunch Clean-up Policy

- Each student is responsible for his/her own trash.
- Each student is responsible for making sure that the entire campus is clean and neat, even if this means picking up trash that is not one's own.
- Students will be assigned to lunch "clean up," on a rotating basis.

Forgotten Lunches

To minimize classroom interruptions, any forgotten lunches (or other articles) are to be brought to the school office, not the classroom. No parent may visit a classroom during school hours unless prior arrangements have been made for the visit through the school office and obtaining permission from the principal.

Medication

Students are not to have any type of medication (prescription or over-the-counter) in any form on their person, or in their backpacks/purses at any time while on campus or involved in a school-related activity. If medication is required during the school day, students must deliver the medication to the school office immediately upon arrival. Inhalers (for asthma, etc.) are included in this policy.

Grace Valley Christian Academy will not administer medication to students unless parents/guardians provide:

- Current prescription by a physician for the medication with child's name and dosage indicated, or;
- Over-the-Counter (OTC) medication in its original packaging with child's name added, and;
- Completed ***Request for the Administration of Medication by School Personnel*** form which specifically documents this prescription, or OTC medication, to be administered. Each type of medication needed must have a completed ***Request for the Administration of Medication by School Personnel*** form.

The form must be submitted before medicine will be administered. Students will report to the school office at the time indicated on the form to receive medication from office personnel. Parents may administer medications when on the school grounds.

Requests for exemptions from this policy may be obtained by contacting the school office. ***Request for the Administration of Medication by School Personnel*** forms may be obtained outside the school office.

Injectable Medication

Parents/guardians should come to the school office to discuss the administration of such medications.

Parental Involvement

The role of parents is critical in helping a child succeed in school. Helping students develop responsibility and good study habits and providing support for the student's learning efforts is necessary for success at school. Parents can make a difference.

Grace Valley Christian Academy requires parents to attend at least two of the following events during the academic year:

1. Back-to-School Night (September, if scheduled)
2. Fall Parent Conference (December)
3. Open House (May)

Grace Valley Christian Academy offers the following suggestions to parents to help students be more successful with homework assignments:

1. Pray for and with your child daily.
2. Set aside a special and consistent time for your child to do homework. Try to provide a quiet place and proper tools.
3. Assist your child with homework when necessary. Do not do the work for your child. If assistance is provided to your child, a note indicating the amount or type of help would be appreciated.
4. Assist your child in making sure that homework is neat, presentable and turned in promptly.
5. Listen to your child and provide a supportive and responsive environment.
6. Show an interest in your child's work and homework assignments.
7. Make only positive comments about the school, administrators and teachers in front of your child.
8. Share the insights you have about your child with the teacher at parent conferences. This will help the teacher better understand your child.
9. Contact the teacher if you have questions concerning the homework your child receives. Teachers would be happy to discuss your child's progress and work habits. Is the homework too easy? Is the homework too difficult? Too complex?

Parent/Guardian Visits

We encourage parents/guardians to visit our school and we ask as a courtesy that you schedule visits in advance. All visitors are required to sign in at the school office and to secure a visitor's badge. The visitor's badge is to be returned upon signing out in the office. If you have an interest in a particular subject area, please contact the teacher and arrange your visit to coincide with the time that particular subject is being taught.

Parent-Teacher Conferences

Elementary parent-teacher conferences are formally held twice a year. The first conference is mandatory and the first term's report card is distributed at this time. Conferences are usually held the first week in December. A second opportunity for a parent-teacher conference is in the spring, usually mid-April. This conference is not mandatory, but is available at the teacher's, or parent's/ guardian's request.

Our teachers are available to meet with you whenever you need a conference. It is usually most convenient for the teacher to have these conferences after school. We ask that you do not drop in unannounced; schedule an appointment with the teacher at his/her convenience. Please do not call teachers at home unless they have given you permission to do so. Under no circumstances should you try to talk to a teacher while class is in session.

** Junior high conferences are held only at teacher or parent request. **

Parent/Guardian Participation

The school depends on parent/guardian participation. We expect parents to support the school program in every way possible and to make every effort to attend school functions to which parents/guardians are invited and to participate in specific service activities to assist the school.

The Academy requires the contribution of a minimum of five (5) volunteer hours each semester for a total of ten (10) volunteer hours each academic year. Volunteer time credit may be earned by serving in a variety of events and activities. A Volunteer Job form is distributed at the start of each school year and is also available outside the school office. This form collects your contact information and the areas of interest and expertise that can be used to support the school. Each family should complete one form every school year as the categories may change from year to year.

Photographs and Videos

Grace Valley Christian Academy students may be photographed and/or video-taped in class, during recess and special events. These photos and videos are used to promote the school by showing many of our great activities. If a student or family does not wish such pictures to be used in the school's publications, web site or promotions, the school office should be notified in writing.

Re-Enrollment by Invitation

Each year an invitation for re-enrollment is issued to Grace Valley Christian Academy students who are exhibiting reasonable academic progress and good character.

Release of Records

Release of records to any person is not permitted without written permission of the parent or legal guardian. When a student transfers to another school, a copy of the student's transcripts will be transferred by Grace Valley Christian Academy only when the proper request has been made in writing from the new school. These transcripts will be mailed to the receiving school or delivered by a school official. They will never be given to parents/guardians for delivery to the school.

Rules

Students enrolled at Grace Valley Christian Academy shall maintain the highest level of academic and behavioral integrity. Romans 13 commands us to be subject to all authority, since they are all established by God, and Colossians 3 commands us to do everything to the glory of God. These are the principles to which we expect students to adhere to at all times. When students are corrected for failing to meet these expectations, we expect them to respond to correction immediately, joyfully, humbly and completely.

School Rules

School rules can be summarized as follows:

- Be Prompt
- Be Polite
- Be Prepared
- Be Productive
- Honor Authority

Specifically, students must remember these points:

- Students must show respect to all adults and to peers.
- Language must be edifying – no vulgar language, coarse joking, or arguing.
- All school and personal property must be treated with care and respect.
- Remain in proper school boundaries – always be in the right place at the right time.
- Do not bring toys, radios, games, or other non-school related items.
- No roughhousing or play fighting.
- No gum chewing allowed at any time.
- Students must follow the uniform policy at all times.

Each teacher is expected to develop and maintain a classroom atmosphere which will lend itself to order and discipline. Students should be taught to show proper respect toward all school personnel and parents/guardians, as well as church staff. They should also be taught to respect classrooms, school buildings and equipment. Students will be responsible to pay for any damage they cause.

Playground Rules

Recess and lunch for classes are staggered during the school day. Students must remember at all times that there are other students in class at the time of their recess or lunch. Therefore, student conduct should be considerate of those in the classrooms.

1. Students will show proper respect toward peers, yard duty supervisors, teachers, classrooms, school buildings and equipment. Students will not kick or throw balls against the building.
2. No food is to be eaten in the classrooms, hallways, or restrooms.
3. Students are not to use the hallway phone at any time, or for any reason. Phone call requests must be made in the school office.
4. Students must walk in the corridors and hallways. They are to stay out of the hallways during recess, lunch, and before/after school.
5. Students are to speak quietly in hallways, corridors and restrooms.
6. The restrooms are not part of the playground; students are not to play in these facilities. Loud talking in the restrooms is not permitted. Students are responsible for keeping the restrooms clean and orderly AT ALL TIMES.
7. Students are not allowed in the school kitchen/ workroom before, during or after school, unless they are performing assigned cleaning duties.

8. Students are not to pass through the gym to get into or out of the school building.
9. Students are not to forcibly enter a locked school door.
10. Students are not allowed in the gym storage closets unless a teacher is present.
11. Exit doors are to be quietly opened and closed.
12. Students should use only school equipment; problems result when play equipment is brought from home. This includes small toys, baseball bats, etc.
13. Footballs, baseballs and soccer balls are to be used on the far grass area only.
14. Students should bring items found on the playground to the yard duty teacher. See the Lost and Found section of the Handbook for retrieval information.
15. Grace Valley Christian Academy is a closed campus. Students may not leave the campus unless under the supervision of a parent or guardian, or a designee of the parent/guardian and the adult has formally signed the student out in the school office, thus taking responsibility for that student.
16. For their own protection, students are never to:
 - Climb on the backstops
 - Climb on or over the fences
 - Climb on the school building, or other non-play structures on the GVCA campus
 - Climb on the tether ball poles, or the basketball stands
 - “Slam dunk” or hang on the basketball hoops.
17. When the bell rings (whistle blows), all students must immediately stop all activity and walk towards the line up area on the playground:
 - All playground equipment must be brought in, whether a student used it or not. Stewardship of school property is a responsibility for all Grace Valley students.
 - All belongings found on the playground should be brought in.
 - Lines are to be QUIET and STRAIGHT as the students wait for their teacher to bring them into the school building.
 - Students are to make sure their uniforms shirts are **tucked in** prior to entering the school building.
18. Fighting is a serious offense and will not be tolerated at Grace Valley Christian Academy. Children are encouraged to seek help from staff members before serious problems arise.

19. No wrestling or gymnastics is allowed during recess. Students are not to pick up or try to carry each other.
20. No hazardous play is allowed at any time.
21. Students may not enter parking lots unless accompanied by an adult.
22. Students are not allowed inside the classroom at any time unless it is an emergency, or under teacher supervision.
23. No clubs are allowed at Grace Valley Christian Academy unless they have been authorized by the school principal.
24. No skates or skateboards are allowed on school property.
25. Students are to stay away from any equipment (ladders, lifts, tools, etc.) present in the play area. Chairs are not to be removed from the storage carriers.

Lunch Recess

26. Students are to eat at the lunch tables, not on the ground.
27. Students may not leave the lunch area (tables) until they receive permission to leave from the adult supervisor.
28. Each student is responsible for getting his/her own lunch papers to the garbage cans after eating. Conveniently located cans are available in the lunch area.

Rainy/Bad Weather Days

29. At the discretion of the yard duty supervisor, recess may be held in the gym.
30. Based on the number of children playing in the gym, the types of activities and the number of balls permitted may be limited as the supervisor deems necessary for the safety of the children.
31. The black chairs stored in the gym are not for student use. They should not be climbed on. Items (coats, backpacks, food, etc.) should not be placed on these chairs.

Play Structure

- Keep your body under control - no hitting, pushing, pulling, tripping or punching.

- Do not throw objects of any kind from structure or on to the structure.
- You may not take anything but your body onto the equipment.
- Use the equipment as intended (e.g., go down the slide feet first, not up; stay inside the rails.)
- Go up and down the climbing structures one at a time. You may only jump off from the lowest points of the structure.
- Do not run or play tag on or around the structure.
- Keep at least one hand on the equipment at all times.
- Never hang by your knees. Your body should always be positioned so that your feet are the first to land on the ground.
- Do not wear loose clothing, hoods or draw strings that might catch on the equipment. Do not wear sandals or go barefoot. Tie your shoes. Do not wear helmets.
- Look before doing: make sure all is clear before you slide or jump.
- Report hazards such as protruding bolts, broken parts and sharp objects on or around the structure.
- Obey the yard duty supervisor immediately, exactly and with joy.

Abuse of Teachers

Notice: Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place, if the teacher is required to be at such other place in connection with assigned school activities, may be guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars (E.C. 13560).

Harassment

Harassment is any form of conduct that is not welcome, is personally offensive, and undermines one's integrity.

Harassment in any form, including sexual harassment, is prohibited. Any person who believes that he/she has been the object of harassment or has witnessed such behavior should notify a teacher and/or the principal immediately.

Weapons Policy

[Pursuant to California Ed. Code] Grace Valley Christian Academy has a zero tolerance policy for weapons. At no time may a student possess any type of weapon or any item resembling a weapon (such as a toy knife, gun, etc.) on campus or at a school event. Any student in possession of a weapon or look-alike object will be dealt with to the fullest extent of school discipline and, if necessary, the police will be contacted. If a student needs for school use (a prop, display item, or the like) any object resembling a weapon, the student must in advance secure written permission from the principal. Teacher permission is not sufficient.

Study Skills

Learning how to learn in a disciplined manner is a very important skill. Parents/guardians and teachers should help develop the following habits that support this skill.

On a daily basis:

- Have all books and supplies necessary at all times.
- Participate in class discussions.
- Listen attentively.
- Ask questions whenever they do not understand something.
- Be sure to understand the assignment before beginning it or bringing it home.
- Work hard every day.

During tests:

1. Relax and forget about what other students are doing.
2. Read and listen to directions very carefully.
3. Read each question twice.
4. Think before you write your answer.
5. Before turning in your test, check it carefully for completion, neatness, and accuracy.

Suggestion Box

We at Grace Valley Christian Academy are always striving to improve our school. If you, as parents/guardians, have ideas to this end, please complete a card and place it in the suggestion box located next to the bulletin board across from the school office. Please sign and date your card.

Tuition

As set forth more fully in the Tuition Schedule (Appendix A), annual tuition for instruction at Grace Valley Christian Academy is based on a ten-month calculation. Payments may be remitted by one of the following methods:

(1) Monthly payment for ten months of the year:

Applicants choosing the monthly payment plan will remit to Grace Valley Christian Academy 10 equal payments for each of the months August through May. The first tuition payment is due no later than August 10. For the months of September through May, monthly tuition payments are due *in advance* on the first of the month.

(2) A full-year installment, calculated as the total of ten monthly payments:

Applicants choosing the full-year installment plan must remit one payment to Grace Valley Christian Academy by August 20, prior to the start of school. A five percent discount will be applied to the tuition if this plan is selected and payment is timely.

Payments received after the tenth (10th) are late, and will result in the assessment of a \$25.00 late charge. Returned checks are also subject to the late charge, *plus* any and all fees assessed to Grace Valley Christian Academy by the bank.

Tuition checks should be made payable to: **GRACE VALLEY CHRISTIAN ACADEMY** or **GVCA**. Donations made to Grace Valley Christian Center or to Grace Valley Christian Academy are *not applicable* to tuition. Tuition payments are *not* tax-deductible.

Partial Year Tuition

Tuition for students who begin at Grace Valley Christian Academy after the start of the regular school year will be placed on a month-to-month contract for the remainder of the school year. Full-year installment contracts (including 5% discount) will be offered in subsequent years.

Uniform Policy

The Grace Valley Christian Academy uniform policy was adopted to foster a standard of excellence, discipline, and to minimize certain influences which distract from the purpose of the school. God has called each of us to a high standard of excellence and we should pass this ideal onto our children. We are called to live by faith, not by sight.

Our dress philosophy is that a student should be neat and well-groomed. All clothing must be neat, clean, properly fitting and in good repair. Everyone is expected to exercise good habits of personal grooming, not only to abide by the uniform policy, but to also

live within the spirit of its intention. If a student is asked by an adult to change clothing or to remove items not appropriate for a school setting, he/she must do so without protest.

Grace Valley Christian Academy is committed to the use of uniforms for its students. We perceive this policy to have four fundamental benefits:

1. **Uniforms positively affect school discipline** – GVCA places particular value on a disciplined learning environment. It is our hope that when children wear their uniforms they understand that they are expected to engage in studious activity. Just as parents dress for their work day, wearing an Academy uniform is a signal that education is just around the corner. This discipline should make it easier for GVCA to complete its primary task of educating children.
2. **Uniforms encourage team spirit** – Uniforms set our students apart from other schools. They encourage students to operate as part of a body, much like an athletic team or military group identified by common dress. It is our hope that students will take proper pride in the uniform and the school it represents.
3. **Uniforms prevent the application of subjective dress standards** – Parents, students and teachers know that the uniform meets the Academy's modesty standards. Some may argue that a dress code is a good uniform substitute. However, as styles change, the dress code must be revised and reconsidered which distracts from the school's operation.
4. **Uniforms decrease clothing costs** – Uniforms are rugged and of high-quality which can take abuse. Typically parents can purchase two to three uniform sets to last throughout the school year. These can often be handed down to other children.

Students are expected to be in complete uniform (regulation or optional – defined below) while school is in session and must wear the uniform everyday for the duration of the school day, unless otherwise approved by the principal for special classroom or school events. If a student is unable to comply with this regulation, a parent/guardian must send a written note addressed to the principal explaining why his/her child is unable to comply.

Notice – student backpacks and lunch boxes should be a solid color (two-toned OK) with no pictures or logos.

Uniform Supplier

All regulation and optional uniform attire must be purchased through GVCA's official uniform supplier, which is now Lands' End, unless otherwise specified.

Our preferred school number is **9001-3153-3**. A list of approved items from Lands' End may be obtained by going to the web site:

www.landsend.com/school

Contact/ordering information for Lands End:

Tel: 800-469-2222
Fax: 800-332-0103
Address: 2 Lands' End Lane
Dodgeville, WI 53595-0001

A binder of approved items is also available in the school office. Sizing information is also available online and in the binder.

Grace Academy uniforms may be obtained two ways:

1) Lands' End Direct Ordering

Order anytime directly from Land's End via web, mail, fax or phone. Use our preferred school number (9001-3153-3) to access the list of items approved for our school, including the new logo embroidery. Not all items sold by Lands' End are approved by GVCA. Please select items **ONLY** from the approved list. All items may be purchased directly through Lands' End at any time. Ordering directly requires that all questions, issues, returns and exchanges must be handled through Lands' End Customer Service department and are subject to their terms and conditions.

- a) Lands' End periodically has sales on uniform items. Regular visits to the web site will alert you to special deals being offered.

- b) Items requiring a logo **must** be embroidered by Lands' End directly. There is an additional cost for the logo of around \$6 per item. Ink Monkey will no longer embroider items for GVCA.

2) **Lands' End Uniforms from Sears**

Sears stores at Sunrise Mall in Citrus Heights and Roseville Galleria carry Lands' End uniform items. Both stores are approximately 30 miles away. If you are unsure of sizing, a trip to the store to try on items may help determine the best size to order. Sears at Arden Fair Mall no longer carries Lands' End uniforms.

Dennis Uniform

Previously purchased uniform attire from Dennis may still be worn. All items must be clean, neat, properly fitted and in very good condition. Overly worn, holey, or faded items (including the crest) should be replaced.

General Appearance - GIRLS

Uniform

Must be clean, neat, properly fitting and in good repair at all times.

Pant length must cover socks.

Jumpers, dresses, skirts and skorts are to be KNEE LENGTH.

Shirts

Shirt and camisoles must be tucked in at all times.

Girls are encouraged to wear a tee shirt or camisole under white blouses and polos.

Socks

Socks or tights must be worn at all times.

Leggings and slouch socks are NOT permitted at any time

Socks must cover the ankles.

Hairstyles –Hair should be well groomed and appropriately styled. Hair should be pulled back, braided, or secured with a headband or barrette to keep the hair from being a distraction. Matching or coordinating hair ribbons, scrunchies, and headbands are acceptable. **Excessive amounts of hair clips are not permitted.** Coloring of hair and extreme styles are not permitted, and student may be sent home until the matter has been rectified. No grooming will be allowed in the classroom.

Makeup – Light, modestly applied makeup may only be worn by 7th, 8th, or 9th grade girls only. No colored nail polish is allowed. Only clear (no tint or sparkles) nail polish is acceptable.

Jewelry – Limited to small gold or silver chains, pendants and watches. Girls with pierced ears should wear small, plain or simple studs. Hoop earrings are limited to the size of a dime. Only one earring per ear lobe may be worn. Valuable jewelry should not be worn to school.

Modesty – Girls are encouraged to wear navy blue bicycle shorts under the uniform skirts and jumpers. Also, t-shirts or camisoles are recommended under white shirts and blouses.

General Appearance - BOYS

Uniform

Must be clean and in good repair at all times.

Pant length must cover socks.

Shirts

Shirt and undershirt must be tucked in at all times.

Undershirt should not be visible.

Socks

Navy blue, black, or white socks must be worn at all times.

Socks must cover the ankles.

Haircuts – Boys are required to have a traditional haircut (no tails or trendy haircuts.)

Hair should be above the ears and shirt collar. Coloring of hair and extreme styles are not permitted, and students may be sent home until the matter has been rectified. No grooming will be allowed in the classrooms.

Jewelry – Boys are not permitted to wear earrings or studs. No jewelry except a watch is permitted.

Regulation Uniforms

Regulation uniforms have been defined for both boys and girls and vary by grade level. Regulation uniforms are to be worn on field trips, for school pictures and special events where the students are representing GVCA. Optional attire, such as shorts, skorts and long-sleeved shirts, is also available from the uniform supplier. See Appendix B for a complete list of approved uniform items.

GIRLS – Kindergarten through 5th Grade Regulation Uniform:

- 1 plaid jumper–Classic Navy Plaid (Lands’ End) or Dunbar Plaid (Dennis)
- 1 White short-sleeve Peter Pan collar blouse

GIRLS – 6th through 9th Grade Regulation Uniform:

- 1 plaid skirt - Classic Navy Plaid (Lands’ End) or Dunbar Plaid (Dennis)
- 1 White short-sleeve interlock polo shirt with embroidered GVCA logo

BOYS – Kindergarten through 5th Grade Regulation Uniform:

- 1 burgundy short-sleeve mesh polo shirt with embroidered GVCA logo
- 1 Navy blue pant
- 1 Navy blue stretch belt or navy leather belt

BOYS – 6th through 9th Grade Regulation Uniform:

- 1 White short-sleeve mesh polo shirt with embroidered GVCA logo
- 1 Navy blue pant
- 1 Navy blue stretch belt or navy leather belt

The cardigan is no longer part of the regulation uniform.

Shoes/Socks

Shoes and socks are considered part of the uniform and are mandatory. All shoes must have non-marking soles. High top tennis shoes and boots are not allowed. Sock must be high enough to COVER the ankles for both boys and girls. “Peds” and ankle socks (those that are as high as the ankle, but do not cover) are NOT permitted. Guidelines for shoes and socks are as follows:

GIRLS – Kindergarten through 5th Grade

- All white tennis shoes preferably with no logo, or with white logo
- All black or navy blue Mary Jane style shoe (no ballet slipper style)
- White, navy blue or burgundy triple roll socks, or socks that cover the ankle
- White, navy blue or burgundy tights

GIRLS – 6th Grade through 9th Grade

- All white tennis shoes preferably with no logo, or with white logo
- Penny Loafer style shoe, or black or navy blue Mary Jane style shoe
- White, navy or burgundy triple roll socks, or socks that cover the ankle
- White, navy blue or burgundy stockings

BOYS – All grades

- All black shoes, or all black tennis shoe with black logo
- White, black or navy blue crew socks that cover the ankle

Shoes may be purchased through Lands' End, or any other store.

Outerwear

No outerwear shall be worn inside the school building except for items that bear the school logo. Outerwear that does not bear the GVCA logo must be taken off immediately upon entering the school building and may not be put back on until student has exited the school building. Sweatshirts and jackets with the *Grace Valley Volleyball Club* logo are permitted. Outwear items may be purchased through Lands' End, or any other store. Outerwear that is deemed inappropriate for a Christian school in the judgment of school administration or faculty will not be permitted on the Grace Valley Christian Academy campus.

Hats and caps are not allowed on school grounds, except for rain and winter caps. These may be worn outside and only during inclement weather. Sun glasses may be worn only if medically necessary (physician's note required.)

P.E. Clothing

Students in grades 4 through 9 shall wear GVCA's P.E. t-shirt and gym shorts in all P.E. classes. T-shirts are available only through GVCA and are ordered once a year. Order forms are sent home in the Back-to-School packets prior to the start of school, and are due back with the student's Emergency Information card on the first day of school. Students must order at least one shirt, but may order more. P.E. shirts from prior years may be worn if they are in very good condition and fit properly as determined by the P.E. teacher, or school administration. GVCA regulation uniform shorts/pants and shirt/polo/blouse are not acceptable for P.E. class. Please note the P.E. uniform policy:

- Students must wear P.E. clothes (GVCA P.E. t-shirts, gym shorts) for every P.E. class.
- Regulation uniform shirts/polos/blouses are not permitted.
- Gym shorts must be either solid navy or solid black – side stripes are permitted. Regulation uniform shorts are not permitted for P.E.
- Athletic shoes and socks must be worn for P.E.
- Solid navy or solid black sweat pants may be worn instead of gym shorts.
- Students may receive warning/demerit slips for not following this policy and grades may be lowered for repeated non-compliance.

Questions

Please call the school office for uniform policy questions.

Use of School Telephone

The school phone is a business phone and is not intended for student use. Students may use the telephone IN THE OFFICE in cases of illness or emergency. Hallway phones are not for student use at any time. Students are expected to come to school prepared fully for the day. Forgotten items are NOT a reason to request use of the school telephone.

Visitors to Campus

Only visitors who have legitimate business at Grace Valley Christian Academy will be allowed on campus. All visitors (including parents assisting the classroom for classroom events) must sign in at the office and secure a visitor's badge. When the visitor's business is complete, he/she must sign out at the office and return the badge.

Volunteer/Service Opportunities

As with any school, Grace Valley Christian Academy relies on parent volunteer for many of its programs. A Volunteer Job Form is distributed at the start of each school year and is also available outside the school office. This form collects your contact information and the areas of interest and expertise that can be used to support the school. Each family should complete one form every school year as the categories may change from year to year.