

Grace Episcopal School



Student/Parent Handbook

2011-2012

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Part I The School

Grace Episcopal School was founded in 1954 as St. Christopher's Episcopal Day School by Grace Episcopal Church under the leadership of Rector John Maury Allin, later to become the Presiding Bishop of the Episcopal Church, and June Strausser, Head of School.

In August 1985, St. Christopher's Episcopal Day School was renamed Grace Episcopal School to emphasize its relationship to the Parish of Grace. In 1987, expansion to Grade 8 was completed.

Presently, Grace Episcopal School is a coed, parochial school, serving PreK-3 through Grade 8 in six parishes in North Louisiana. Grace Episcopal School is accredited by the Southwestern Association of Episcopal Schools and recognized by the National Association of Independent Schools and the National Association of Episcopal Schools.

Governance

Grace School is a parochial entity of Grace Episcopal Church governed by a self-perpetuating Board of Trustees responsible to the Vestry of the Church. The School operates under the leadership of the Head of School without financial support from the Church or tax dollars. It is independently free and challenged to design its own nationally and internationally benchmarked curriculum and to develop its supportive programs. Grace Episcopal School relies solely upon tuition, program fees, the Annual Fund and proceeds from fund-raising activities such as the Grace Auction/ Gala to meet its operating expenses.

Facilities

Administrative Building
Bancroft Hall (Middle School)
Grace Episcopal Church Sanctuary
Joann B. Sager Life Center (Gym)
Kilbourne Hall
Lower School
Lowery Hall
Dimos Park (Playground)

Part II Mission and Philosophy

Mission Statement

Grace Episcopal School provides a challenging curriculum that promotes academic excellence in a Christian environment in order to nurture each child's spiritual, intellectual, ethical, and physical development. Grace Episcopal School embraces diversity among its faculty and student body.

Statement of Philosophy

Grace Episcopal School operates under the principle that all children are unique, possessing special gifts, talents, and abilities that should be developed to their fullest potential.

Seeking to instill in each child a belief in his or her worth and in the worth of others as creations of God, Grace Episcopal School encourages the development of individual values within a

Christian context. Among these values are an appreciation and desire for knowledge and the obligation to live responsibly in the human community. It is our hope that each Grace Episcopal student will formulate the basis for a responsible, reflective, cultured, compassionate, and faithful life.

Part III Student Life

Student Philosophy and Goals

As a student of Grace Episcopal School, I will strive to develop as an individual who:

- Exhibits curiosity, discernment, and reflection as a life-long learner.
- Promotes a spirit of friendliness.
- Develops good manners and consideration of others.
- Sees opportunities to lead and serve through civic participation and community outreach.
- Achieves a balanced life based on spiritual, emotional, and physical health.
- Makes ethical decisions, acts with integrity, and accepts responsibility for my actions.
- Demonstrates self-confidence and discipline in applying my unique gifts and talents.
- Develops an appropriate sense of humor.
- Collaborates to accomplish goals, solve problems, and solve conflict.
- Recognizes global interdependence by working for justice and promoting peace.

The Code of Honor

1. I shall be honest in all matters regarding the life of the School. My word may be trusted, and I will strive to be fair.
2. I will respect others.
3. I will not undermine our life together by taking or defacing that which belongs to another.
4. I will not infringe upon the rights of others to learn.
5. I will do all I can to uphold and defend this Code, demonstrating to others that its existence is at the heart of the quality of our life together.

Discipline Policy

Grace Episcopal School will work with parents to ensure each child is treated fairly and with respect. In return, parents are expected to reinforce and support the Code of Honor, and all school policies, rules and regulations, as well as disciplinary efforts. Actions that tend to undermine the discipline of the school cannot be tolerated.

Learning to behave appropriately throughout all areas of the school, to follow the rules and procedures of the individual classrooms and the school at large, to get along with others, and to deal with difficult situations are essential skills that must be taught to students and modeled by adults. At Grace Episcopal School, these personal skills are as valued as those skills that are academic in nature.

Each teacher is primarily responsible for student discipline. Productive and supportive partnership with the parents is essential to students learning to make wise and responsible choices. A parent will be notified regarding any disciplinary referral. A parent conference and/or professional staffing may be requested by the school or the parent at any time.

Students are expected to acknowledge their infraction, the impact of that choice on self and others, and to establish a more appropriate plan of action. Consequences assigned will be relevant, realistic, timely, and respectfully handled at the discretion of appropriate school personnel.

Discipline Report

When a student behaves inappropriately and is brought by a staff member to the Head of School or Dean of Students, a discipline report will be entered into the Achieve system, and an e-mail will be sent to the parent regarding the report.

Some examples of disruptive behavior include but are not limited to:

- Excessive tardiness (three are allowed per nine weeks)
- Chewing gum
- Inappropriate dining behavior
- Littering
- Opening another student's locker or personal effects without permission
- Possession of electronic devices such as cell phones, MP3 players, Ipod devices, or video game players
- Unnecessary roughness or fighting
- Defacing or destroying property
- Disrespectful behavior to others
- Inappropriate language, gestures, or graffiti
- Absence from school or departure from school grounds inappropriately
- Behavior which endangers any person

Suspension

The Head of School has the authority to issue a suspension. Suspensions may be issued in-school or out-of- school. Regular assignments that are missed and additional work assigned are expected to be made up by the student. Missed assignments should be completed prior to the student's return to the classroom. Students who are suspended will not be allowed to participate in any school activity, on or off campus.

Students with more than one suspension may lose the right to make up any work missed and to participate in any extra curricular activity.

Expulsion

A student may be permanently expelled from Grace Episcopal School for a serious breach of the School's regulations or for persistent minor infractions at the discretion of the Head of School.

Alcohol, Drugs, and Contraband

Possession, use, or distribution of alcohol, tobacco, drugs, or drug-related paraphernalia are prohibited on the Grace Episcopal campus and are also prohibited at school-related activities off campus.

Firearms, knives, other harmful or disruptive articles, pornography or explicit sexual material are prohibited.

Violation of this policy will result in immediate suspension and are grounds for dismissal from Grace Episcopal School.

Bullying/ Harassment/ Intimidation

The community of Grace Episcopal School dedicates itself to establishing and maintaining an environment free of bullying, harassment, and intimidation in any form. Students who experience or witness such behavior are expected to report it to a teacher, advisor, or coach immediately.

Actions, words, jokes, or comments of a demeaning or insulting nature that are based on an individual's gender, race, ethnic origin, religion, disability or sexual orientation will not be tolerated. In addition, harassment includes deliberate exclusion or intimidation in any form, to include but not be limited to: unwanted questions about personal life, violation of personal space, unwanted touching, suggestive or disrespectful notes, e-mails, letters, and unauthorized personal photographs. These behaviors, verbal or non-verbal and regardless of locale or form of communication, are considered unacceptable and are forbidden. Violation of bullying, harassment, and intimidation may result in dismissal from Grace Episcopal School.

Bullying/Harassment may take many forms. The US Legal website defines bullying as "an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved." In July 2010, Gov. Jindal signed into law a bill designed to protect individuals from bullying via the Internet, better known as cyberbullying. HB 1259 criminalizes the "transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of 18."

Any Grace Episcopal School student who engages in bullying directed towards another Grace student, including cyberbullying (whether on or off campus), will be subject to serious disciplinary action.

Cheating

Cheating is defined as using unfair and/or dishonest methods to gain an advantage. This includes using deceptive means of gaining information for use on quizzes, tests, projects, papers, homework or any other assignment. Students should consider all work as individual responsibility, unless otherwise specified by the teacher.

Plagiarism

Plagiarism is defined as using others' ideas and the words of another as one's own or without clearly acknowledging the source of that information. To avoid plagiarism, the student must give credit or acknowledge the source of the information when using

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings, creative products
- Quotations of another person's actual or paraphrased spoken or written words

Conduct Off Campus

A student is expected to conduct himself/ herself both on and off campus in a manner consistent with the Grace Episcopal School Code of Honor. Any conduct which is detrimental to the well-being and reputation of Grace Episcopal School may result in disciplinary action, including suspension or dismissal.

Backpacks and Rolling Bags

Rolling bags are permissible. Students may take their backpacks/ rolling bags from class to class or store them in single file along the hallways against the wall. Backpacks must not block any doorway. Middle School students may leave backpacks in 7th period classes. No backpacks are allowed in the hallways. Cheer, Dance and sports bags must be kept in the locker room.

Cell Phones

Students may bring a cell phone to school for use after 3:15 P.M. Cell phones should be kept in a student's locker or backpack and should be turned off during the school day. Students who use their cell phones during the school day will have their phones confiscated and turned in to the school administration. Any confiscated cell phone will be kept by the school for one week for a first offense and for two weeks for a second offense. Students need to remember to turn their phones off prior to the start of the school day and forgetting to do so will not be an acceptable excuse to avoid having the cell phone confiscated. Taking photographs from a cell phone is strictly prohibited on our campus.

Athletic Program

Grace Episcopal School is dedicated to excellence in athletics and will not compromise academic standards should they prove to be in conflict with participation in the athletic program.

Athletic Code of Conduct

As students, parents, friends, players, and coaches, it is our intent to support our athletic teams in accordance with the following ideals of sportsmanship while maintaining high standards of courtesy, discipline, deportment, and support for our teams by:

- Treating the officials, opposing teams, and spectators from other schools as our guests
- Respecting the property and reputation of our competitors as well as that of our own school
- Showing discretion during athletic events
- Cheering for our team's strengths and accomplishments
- Refraining from degrading the performance of our opponents or officials
- Abiding by the Code of Conduct by keeping all team rules and policies, and helping our teammates adhere to the same.

Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, theft, vandalism, disrespect, or violations of law, tarnish the reputation of everyone associated with the athletic program and are unacceptable.

Middle School Athletics

Students participate in Co-ed Cross Country, Girls & Boys Basketball, Softball, Baseball, Girls & Boys Soccer, Co-ed Track & Field, Girls & Boys Tennis, Cheerleading and Gatoettes.

Lower School Athletics

Students participate in 4-5th Girls & Boys Basketball, Biddy Basketball (1st-3rd), Co-ed Track and Co-ed Cross Country.

Fees

All coaching fees, uniform costs, or camp fees must be current in order for the athlete to attend practices or perform in games.

Practices

All practices will be scheduled through the Athletic Director. Players are required to attend games/ practices. Vacation/ holiday games/ practices are at the discretion of each individual coach, but the coach must outline prior to the season exactly what will be expected of the athletes. If a student is absent from school on the day of a game, he or she will not be allowed to play in the game on that day.

Chapel

Services are held four days a week in the Nave of Grace Episcopal Church for grades K- 8 and in the Children’s Chapel for children in PreK-3 and PreK-4. All Children are expected to attend Chapel services with their class.

Chapel services are as follows:

- PreK3- PreK4 Monday Children’s Chapel
- K, Grades 1- 2 Monday Grace Sanctuary
- Grades 3-5 Thursday Grace Sanctuary
- Grades 6-8 Tuesday Grace Sanctuary

Holy Eucharist

- Grades 1-8 Wednesday Grace Sanctuary

The Chapel services are led by either the Rector or a clergy assistant. Students participate in reading lessons and leading prayers. Middle School students also serve as acolytes and readers as well as ushers for the School Mass on Wednesdays. Parents are encouraged to attend Chapel services and the School Mass with their children.

Religion Classes

In addition to the Chapel services, the Middle School curriculum includes Religion classes for 6th, 7th and 8th grades. These classes are normally taught by the Rector or a clergy assistant and include but are not limited to an Old Testament survey for the 6th grade, a New Testament survey for the 7th grade and a moral and ethical decision making model based on Christian precepts for the 8th grade. All students must take religion classes.

In addition to Chapel services, students in Lower School religion courses are instructed in age appropriate activities. Students in Pre-Kindergarten through Grade 1 learn the basic tenets of the Christian faith, and they follow the liturgical calendar and have presentations appropriate to the season. Students in Grades 2-5 learn about the geography of the Land of Israel, read and study parables, and are introduced to terms that they see and experience in Chapel services such as the vestments that Priests wear in a particular season and the colors of each season. They also study the life of Christ and his teachings.

Dress Code

Uniform Policy General Guidelines/Retail Stores/Grace Gator Day/ Free Dress Day Attire

General Guidelines

- Boys must wear their neckties throughout the designated Dress Uniform day.
- Dress Uniform shoes must be conservative in color. i.e. navy, brown, or black
- The hemlines of all girls' shorts, skirts, and skirts must be no more than 4 inches above the top of the knee. Skirts may not be rolled up at the waistline.
- Daily Uniform shoes are optional in color and style, but sandals, cowboy boots, Birkenstocks, Crocs, Uggs and flip flops are NOT to be worn. No backless shoes.
- Socks should be void of pronounced labels and colored trim.
- All undershirts should be white and void of writing other than the P.E. shirts that have the Grace emblem.
- Belts must be worn at all times when belt loops are present. Students in PreK3 and PreK4 are exempt.
- Students may wear the Grace fleece jacket, the Grace hoodie, the Grace sweat shirt, or the navy cardigan with their daily uniform on cool days. On Wednesday, students may wear the navy cardigan or the navy blazer as appropriate. Students may wear other outerwear to school and to walk to the chapel or to the lunchroom. It is not appropriate to wear other outer wear during class time.
- Leggings are not allowed. Navy or white tights may be worn.
- Jewelry should be conservative. Necklaces should be worn inside the shirt. Earrings should be in ears only.
- Make-up should be conservative.
- Boy Scouts and Girl Scouts may wear their complete uniforms when appropriate.
- Athletes may wear the shirt to their uniform with khaki shorts or slacks on game days unless it falls on Wednesday. Cheerleaders and Gatoettes may wear their uniforms on Pep Rally days and other days that are designated.
- PLEASE LABEL YOUR CHILD'S NAME ON EVERY ARTICLE OF CLOTHING.

Logo Sizes for Monogramming

The dimensions for the monogrammed logo are 2.84 wide x 2.84 high.

GES (script - 1/2") is monogrammed on Girls peter pan collars.

GES (block - 1/2") is monogrammed on Boys dress shirts on the pocket.

Retail Stores

KMS Uniforms, 1325 Louisville Avenue

Monograms Unlimited, 2114 Forsythe Avenue

H. Mickel, 2106 Forsythe Avenue; Land's End, landsend.com/school

Grace Gator Day Attire

Grace Gator Day is held on the last Friday of each month. Students who elect to participate in Grace Gator Days pay one dollar which is used for projects for the privilege of wearing the following:

- a Grace Gator Day t-shirt
- khaki, white, or blue denim shorts/capris/pants
- tennis shoes
- Sweat pants, Birkenstocks, sandals, Crocs, Uggs and flip flops are not allowed.
- Only athletic shorts purchased through PTF may be worn. No other athletic shorts are allowed on Grace Gator Day.

Every year, every Grace student may enter a design for the annual Grace Gator t-shirt. A t-shirt is made using various designs from Lower School and Middle School students. A student vote determines the winning designs. This shirt also may be worn on Field Day which takes place during the spring.

The PTF also sells Grace Gator shirts & sweatshirts that may be worn for every Grace Gator Day. Proceeds from this sale support various projects of PTF for school improvement.

Free Dress Day Attire

Students are on occasion provided a free dress day. Free dress day passes may not be utilized on Wednesdays.

If shorts are worn, they must be no shorter than 4 inches above the knee. Midriffs, halter tops, tops with spaghetti straps, baseball caps, athletic shorts, and flip flops are inappropriate. On cold days, Uggs may be worn on a free dress day. Athletic shorts, of appropriate length, may be worn with a free dress day pass.

PreK3-Kindergarten

Dress Code

The uniform of Grace Episcopal School denotes the distinction of the Grace student. It also serves to ensure creative order and to alleviate inappropriate social pressure.

The responsibility for appropriate uniform dress is first the responsibility of the parent.

The Uniform Policy will be enforced by faculty and staff throughout the day.

Parents are responsible for:

- ◆ Purchasing only regulation apparel
- ◆ Maintaining an adequate supply of laundered uniforms and ensuring that faded uniforms are replaced
- ◆ Supporting discipline that is imposed by teachers and administrators

Dress Uniform

Boys

Navy pants
White monogrammed golf shirt
Dark colored socks

Girls

Houndstooth jumper
White monogrammed blouse with Peter Pan collar (piped in blue)
White knee socks

Daily Uniform

Boys

Navy shorts
Navy pants

White Monogrammed golf shirt
White Monogrammed turtleneck

Grace sweat shirt
Grace hoodie
Navy cardigan
White socks

Girls

Navy shorts/pants
Navy skort
Houndstooth shorts/skirts/skort
Houndstooth jumper
White monogrammed golf shirt
White monogrammed turtleneck
White monogrammed blouse with Peter Pan collar (piped in blue)
Grace sweat shirt
Grace hoodie
Navy cardigan
White socks

Grades 1 - 5

Dress Code

The uniform of Grace Episcopal School denotes the distinction of the Grace student. It also serves to ensure creative order and to alleviate inappropriate social pressure.

The responsibility for appropriate uniform dress is first the responsibility of the parent.

The Uniform Policy will be enforced by faculty and staff throughout the day.

Parents are responsible for:

- ◆ Purchasing only regulation apparel
- ◆ Maintaining an adequate supply of laundered uniforms and ensuring that faded uniforms are replaced
- ◆ Supporting discipline that is imposed by teachers and administrators

Dress Uniform

Boys

Khaki slacks
White monogrammed Oxford Cloth dress shirt

Grace necktie
Navy blazer

Dark colored socks
Dress shoes
Solid belt (navy, brown, or black)

Girls

Houndstooth jumper
White monogrammed blouse with
Peter Pan collar
Houndstooth skirt (**5th grade only**)
White monogrammed oxford cloth shirt
(**5th grade only**)
White crew socks/navy tights/white tights
Dress shoes

Daily Uniform

Boys

Navy shorts
Navy pants

White monogrammed golf shirt
White monogrammed turtleneck
Grace sweat shirt
Grace hoodie
Navy cardigan
White socks
Solid belt (navy, brown, or black)

Girls

Navy shorts/pants
Navy skort
Houndstooth shorts/skirts/skort
Houndstooth jumper
White monogrammed blouse with
Peter Pan collar
White monogrammed golf shirt
White monogrammed turtleneck
Grace sweat shirt
Grace hoodie
Navy cardigan
White socks

Grades 6-8

Dress Code

The uniform of Grace Episcopal School denotes the distinction of the Grace student. It also serves to ensure creative order and to alleviate inappropriate social pressure.

The responsibility for appropriate uniform dress is first the responsibility of the parent.

The Uniform Policy will be enforced by faculty and staff throughout the day.

Parents are responsible for:

- ◆ Purchasing only regulation apparel
- ◆ Maintaining an adequate supply of laundered uniforms and ensuring that faded uniforms are replaced
- ◆ Supporting discipline that is imposed by teachers and administrators

Dress Uniform

Boys

Khaki slacks
White monogrammed Oxford Cloth dress shirt
Grace necktie
Navy blazer
Dark colored socks
Dress shoes
Solid belt (Brown or black)

Girls

Houndstooth skirt
White monogrammed Oxford cloth shirt
Navy blazer
White knee socks
Dress shoes

Daily Uniform

Boys

Khaki shorts/slacks
White monogrammed golf shirt
White monogrammed turtleneck
Grace sweat shirt
Grace hoodie
Navy fleece
Solid belt (Brown or black)
White socks

Girls

Khaki shorts/pants/skort
Houndstooth skirt/shorts
White monogrammed golf shirt
White monogrammed turtleneck
Grace sweat shirt
Grace hoodie
Navy fleece
White socks

Field Trips

All learning does not occur in the formal classroom. Class trips are stimulating and enjoyable educational experiences designed to extend and enhance the academic curriculum of the school.

Field trips as well as overnight trips foster a family spirit among the students, support team building, and develop responsibility, trust, and self-confidence. All students are expected to participate. Parents will be given complete information about the trips well in advance of the event.

- Each trip is planned to be of educational value and/ or an extension of community service appropriate for the specific age group taking the tour.
- The organizer of each trip is responsible for making decisions regarding schedule and places visited, obtaining approved parental chaperones, securing transportation, obtaining approval from the appropriate administrator, and scheduling it on the master calendar of events.
- When utilizing individual vehicles instead of buses, all drivers must have a copy of their current driver's license and proof of insurance on file in the office prior to any field trip. The driver and all passengers must be secured in an individual seat belt.
- All approved chaperones are to maintain a positive attitude and realize that the leader/teacher is making decisions which are best for the entire group and necessary to ensure a safe and successful trip.
- No alcohol, tobacco, or controlled substances are to be consumed by the teachers or chaperones while on any school trip. Chaperones are to be with their assigned students at all times.
- Students are representing Grace Episcopal School on every overnight and day trip. The dress code on those trips will be dress uniform unless otherwise instructed by the teacher in charge of the trip. Students are expected to exemplify the Grace Honor Code at all times.
- Students whose academic standing, attendance, or behavior is in jeopardy must gain administrative approval to participate. Students are responsible for all make-up work prior to the field trip if possible. Otherwise, it must be completed in a reasonable time determined by the teacher.
- A Field Trip Form must be on file at the school before the student participates in the field trip.

Overnight Trips

Once each year, students in grades 4-7 take an overnight trip, and students in grade 8 take an extended educational trip near the end of the academic year. School rules apply on all overnight trips.

To make these trips possible, parents are needed to help chaperone. The number of chaperones for each trip may vary, and parents may sign up to serve as a chaperone. In the event that more parents sign up to volunteer than are necessary for the trip, the Head of School will randomly draw parents' names to participate.

Charter Bus Policy

Some parents may feel uncomfortable allowing their child to ride on a charter bus for an out of town field trip. If this is the case, students who are not allowed to ride on a charter bus but who do want to attend the field trip may follow the bus in a chaperone's car. There will be no reduction in cost, however, if the student does not ride on the charter bus.

Information Specific to the Middle School Division (6-8)

Community Service

Each student in the Middle School is required to perform two hours per each quarter of individual community service outside of the school's community service program. This is monitored by the sponsor of Community Service and individual advisors.

Students' community service participation will be recorded and will count towards their grade in Religion class. The Religion grade will have 10% points each nine weeks that will be allotted for this requirement. If a student works both hours, he or she will receive all ten points on the final nine weeks' grade. If a student works one out of two hours, he or she will receive 5% points of the 10% points possible. No points will be earned if a student does not serve any organization during a particular nine week period.

Service projects in our community include, but are not limited to:

1. Azalea Estates
2. Northeast Louisiana Food Bank
3. Water for Life
4. Salvation Army
5. Save our Synagogue
6. CASA
7. Grace Place Ministries
8. St. Jude Research Center

Copy Pass

Students must have a Copy Pass issued by a teacher or advisor in order to use the copy machine in the Middle School workroom.

Extracurricular Activities

Extracurricular activities enrich the lives of the students and provide them with opportunities to express themselves through art, athletics, service organizations, publications, leadership, and clubs or organizations with a particular focus. Leadership skills are developed within student activities by chairing committees and serving as officers of clubs and organizations.

Eligibility for participation in athletics, drama productions, spirit organizations, and club and athletic trips is not allowed for a student on academic probation.

Students are encouraged to join the variety of clubs offered by Grace Episcopal School. Every Middle School student should be active in at least one club or organization. Currently the clubs offered are: Art Club, Chess Club, Robotics Club, Friends of the Parish, Garden Club, Gator Gazette, National Junior Honor Society, Student Council, and Yearbook.

National Junior Honor Society

Students are invited to apply for membership after the second quarter of their sixth, seventh, or eighth grade year. They must meet the criteria in the areas of scholarship, service, leadership, citizenship, and character.

Scholarship

- Has a grade point average in their core subjects as follows:
97 % in 6th grade, 93% in 7th grade, and 87 % in 8th grade.

Service

- Willingness to render any service to the school and community when called upon
- Successfully holds school offices or positions of responsibility

Leadership

- Demonstrates positive leadership in classroom, organization work, and in promoting school activities
- Is thoroughly dependable in any responsibility he/ she accepts
- Exemplifies the qualities and attitudes which are a silent influence on others for good

Citizenship

- Exemplifies the Code of Honor
- Volunteers for school-related activities and follows through in participation with a positive attitude
- Readiness to show courtesy by assisting teachers, students, and visitors

Character

- Meets pledges and responsibilities to school and teacher in a prompt matter
- Demonstrates highest standards of honesty and reliability
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, neatness, poise, stability)
- Upholds principles of high standard of morality and ethics

The Middle School faculty rates the students whom they have taught, advised, or have supervised in some school sponsored activity or organization in the above areas on a five point scale defined as follows:

- 4- Exceptional, creative, unusual
- 3- Receptive, constructive, productive
- 2- Cooperative, but does not show initiative
- 1- Usually complies but does so grudgingly
- 0- Negative, destructive, or dishonest

Student Council

Students, in grades 5-8, elect representatives for the Student Council at the beginning of each year. Students in grades 6-8 elect officers. Regulations regarding campaigning and official duties are discussed with candidates. The contract is to be signed by each student and his/ her parent. The student running for President must be an 8th grader. The Vice President may be a 7th or 8th grader. The Secretary and the Treasurer may be a 6th, 7th, or 8th grader. Each candidate is to submit a copy of his/ her campaign speech to the Student Council Advisor at least two days before the general election.

The day after the general election the students elect four students to serve as their Student Council Grade representative.

The SC meets weekly with a faculty advisor to discuss student views and concerns and to seek mutually acceptable ways to address them. The SC sponsors a dance at the beginning of the school year and operates the Gator Store to raise funds for school enhancement. The officers conduct the Forum which is held once a week in the Commons Room where announcements are made to the entire Middle School.

Yearbook

In an elective class, Middle School students prepare the publication, edit the captions, and complete the layouts. The yearbook records significant aspects of life at GES. It is issued to each student in the fall of the subsequent year.

Gator Gazette

In an elective class, Middle School students prepare the issue, review writing, and complete the layouts. The Gator Gazette is published multiple times during the academic year with the support from ads that are sold by the Middle School students. This newspaper publication covers the school's newsworthy events and student accomplishments.

Final Exams

Students in the middle school take a final exam in the core subjects (English, history, Spanish, math, and science) at the end of the year.

The Middle School grading policy for evaluating the annual average is as follows:

1 st Quarter	25%
2 nd Quarter	25%
3 rd Quarter	25%
4 th Quarter	25%
Annual Average	100%

Gator Store

The store is run by the members of the Student Council. It is open daily during the students' morning break.

Graduation Ceremony

The graduation ceremony is traditionally held in Grace Episcopal Church. Family members and guests are invited to attend.

Eighth graders are to dress nicely for this occasion: girls wear simple dresses or suits (no strapless dresses or thin spaghetti strap dresses are allowed), and boys wear button-down shirts, ties, slacks (no jeans), a blazer, and dress shoes (no sneakers).

Those eighth grade students who earn the 4th Quarter Head of School Honor Roll and Honor Roll Awards, 4th Quarter Citizenship Awards, Head of School Honor Roll and Honor Roll for the Year, and Subject Awards will receive their awards that evening.

Outstanding students are recognized on this night with the following awards:

Mitchell Vance Gardner Award

- Honors a student who has outstanding academic and athletic ability and who demonstrates good sportsmanship

June Strausser Award

- Named in honor of June Strausser, the founding Head of St. Christopher School, honoring a student, stellar in the areas of diligence, academics, and kindness

Betty Middleton Moore Award

- Named in honor of Betty Middleton Moore, long time Grace parishioner and benefactor of the school, recognizing the student who has graciously volunteered for the benefit of others

Spirit of Grace

- Exemplifies a student who has shown the true spirit of GES by his/ her enthusiasm and participation in the total life of the school

Student of the Year

- Honors the student who is well-rounded academically, socially, and personally

Head of School Award

- Honors that student who has achieved scholastically with good character, strong values, leadership, and committed service

The Parents, Teachers, Friends Association hosts a reception following the Commencement. Students and parents of grade 7 are responsible for the arrangements.

High School Credited Courses

In the Middle School, Algebra I, Physical Science, and Spanish I may be taken for high school credit by those who qualify. The grades earned are accepted according to the grading scale set by the school in which the course/ courses are taken. Transfer of high school courses is optional before it is placed on a student's transcript. Once a course is on the student's transcript and forwarded to a high school, it becomes part of the student's permanent cumulative record. The

choice not to transfer a credit/ grade may result in a student repeating the course in the receiving high school.

It is the responsibility of the parent to contact GES to determine the status of high school credits and grades transferred.

Incomplete Work

Occasionally, due to untimely absences, it may be necessary to give a student an Incomplete (I) in a particular subject pending completion of make-up work. The work must be made up within an agreed time frame. The staff will strategize with the student to assist him or her to achieve a successful completion of his or her work.

Leap Testing

Students who plan to attend a Louisiana public high school must take the LEAP 21 test for Grade 8. LEAP 21 is administered on the Grace campus by a testing official from Monroe City Schools usually in March or early April. Students receive scores in English and mathematics in one of five achievement levels: Unsatisfactory, Approaching Basic, Basic, Mastery, and Advanced.

All students are required to score Basic or above on the English or mathematics section to be promoted to the 9th grade.

Lockers

Each student is assigned a locker. Students are responsible for maintaining their lockers and are not permitted to leave food or other perishables in their lockers overnight.

Grace Episcopal School reserves the right, in the school's discretion and without notice, to open any locker at any time, inspect the contents inside, and remove any unauthorized item found in the locker. The school is not responsible for damage to unauthorized personal items occurring during any inspection and will advise the student where any removed article is located.

Lunch

Grade 8 students meet at the end of the hallway to be escorted across 5th Street to Lowery Hall. On Thursday, students of Grade 8 may eat lunch in the Commons.

Grades 6 and 7 go to the Bancroft Commons to heat their lunches in the microwaves and wait to be escorted to Lowery Hall.

Phone Use

Students may use the telephone in the Middle School workroom during the school day with permission "Phone Pass" issued by their teacher/ advisor for emergency use. (See policy on cell phone use under Student Life.)

Social Events

Age- appropriate social activities such as scavenger hunts, dances, skating parties, bowling, etc. which foster healthy social interaction and social skill development for young adolescents will be provided. Class field trips provide opportunities for both educational and social growth.

Dances are held during the school year sponsored by the Student Council, the Cheerleaders and the Gatoettes, and the National Junior Honor Society. Each GES student may invite two guests to these dances. For each guest who attends, an information sheet which gives emergency contact information must be filled out and returned to the Middle School office by noon on the day before the event. One must be on the guest list in order to be admitted to a dance.

Expectations for dress and for behavior are the same as during the school day. Students should be picked up promptly by their parents at the end of the event.

Supplies and Textbooks

Supplies and textbooks will be distributed on specific days designated before school begins. On this day, middle school students will receive their class schedules, supplies, textbooks, and locker assignments. Lockers will be organized on this day. If students are unable to come on the days specified, they must get their materials *at the end of the first day of school*.

Students are responsible for maintaining their textbooks, and they should be returned at the end of the academic year in good condition. Students will be charged appropriate fees for misuse or loss.

Test Days

Students at GES have challenging academic loads. A test plan has been developed for the Middle School to assist students in planning, organizing, and achieving maximum academic success. Quizzes, vocabulary tests, and similar assignments do not fall under these guidelines. Teachers are required to post any scheduled test one week in advance. Test schedules are sent home each week with Tuesday Notes, and they are also posted on Achieve.

Information Specific to the Lower School Division (PreK3- 5)

Honor Roll and Citizenship Awards

Students who demonstrate academic excellence in grades 3-8 will be recognized at the end of each quarter for their achievement. Additionally, two students from each grade (1-8) are chosen every quarter for the Citizenship Award. Those who are selected for this award exemplify the Code of Honor, show kindness to others, volunteer for school-related activities, exhibit positive attitude, and demonstrate courtesy to teachers, students, and visitors.

School Supplies and Textbooks

Students in the Lower School will receive their school supplies and textbooks on the first day of school if these supplies have been purchased through the PTF.

Part IV Academic Policies

Academic Probation and Eligibility

Students are expected to maintain passing grades in all academic subjects to be eligible to participate in extracurricular activities. Indications of unsatisfactory progress on Mid-Quarter Reports or Report Cards may result in a student being placed on academic probation and withdrawn from participation. The student's progress will be a priority for staff to assist the student in resolving this situation in a positive and expeditious manner. The Administration will define the specific length of probation depending on the academic standing.

Assignments/ Homework

Successfully completing assignments and homework is an important skill for students to learn. It provides students an opportunity to practice skills and review learning that has taken place in the classroom while helping them foster independent work habits.

Should a student experience difficulty with assigned tasks, we encourage the student and/ or parent to discuss the difficulty with the teacher immediately so any re-teaching or other accommodations can be made.

Parents and teachers must help students develop the independent responsibility to be successful at completing homework. Helping students designate a time and place to complete their homework is essential to their success. We would recommend discussing the optimal location and time for study at home. Other ideas to consider would include materials and supplies necessary, appropriate noise level, possible distractions, and snacks.

Awards

Academic Awards

Academic excellence is a primary objective of GES. Outstanding academic performance is recognized every quarter by the following designations in grades three through eight:

Head of School Honor Roll: Defined as 93 or above in Middle School and 94 and above in Lower School in every subject

Honor Roll: Defined as 83 or above in Middle School and 87 and above in Lower School in every subject

End of the Year Academic Awards

Subject Awards are given to the student who has earned the highest grade point average in that particular subject. Subject awards are given to students in grades 4-8.

Head of School Honor Roll and *Honor Roll* awards are given to students in grades 3-8. These grades are determined by the final average in each class and not by individual marking period grades.

All A's in Lower School Award is given to students who have earned 94 or higher in each subject throughout grades 3-5.

Accelerated Reader Award is given to the top four readers of grades 1-8.

Good Citizenship Awards:

Two students are chosen from each class in grades 1-8 every quarter for Citizenship Awards. These students exemplify the Code of Honor, show kindness to others, volunteer for school-related activities, exhibit positive attitude, and demonstrate courtesy to teachers, students, and visitors.

Grading Policy

In grades Pre K-3 and Pre K-4 students are evaluated by teacher assessment. In grades K-8, grades are reported every nine weeks.

The Lower School grading scale is as follows:

A	94-100
B	87-93
C	78-86
D	70-77
F	0-69

Grades are rounded.

The Middle School grading scale is as follows:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Grades are rounded.

The three eighth grade courses (Algebra I, Physical Science and Spanish I) for high school credit have a different grading scale. The scale for these courses is based on a 10-point scale and is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Grades are rounded.

Homework Assignments When Absent

Homework for a student who is absent will be gathered by the student's teacher(s) and sent to the appropriate office by 3:00 p.m. for pick-up. In the Lower School, assignments are placed on the bench outside the Lower School office. For the Middle School, assignments are posted on the Middle School office door.

Standardized Testing

Each spring, students take a nationally standardized achievement test in grades K-8 assessing individual performance in word study skills, reading, vocabulary, comprehension, math problem solving and computation, and writing and language mechanics. Additionally, this testing provides a measure of academic skill that allows the school to compare the performance of our students to other students in their age group, nationwide.

At GES, we use an assortment of assessment tools to give us a more rounded picture of each child's progress. These tools include classroom observation, portfolio assessment, and teacher evaluations. We also use student performance on the tests as a means to evaluate the strengths and weaknesses of our programs.

Part V Operational Policies

Admission Policy

Grace Episcopal School actively seeks students who can successfully benefit from its challenging academic program. Students are selected for admission on the basis of academic potential, readiness, developmental maturity, and school achievement. Consideration is given to achievement testing, a writing sample, and teacher recommendations. Students applying for Pre-School and Kindergarten are required to participate in a readiness assessment administered by our teachers through the Admissions Office.

Grace Episcopal School's admission policy for qualified students is administered without regard to race, creed, religion, gender, national and ethnic origin or disability.

Prospective families are invited to call the Office of Admission at 322-5837 for further information.

Re-Enrollment

Students who demonstrate ability, preparation, industry, acceptable conduct and maturity consistent with the standards and purposes of Grace Episcopal School will be invited on an annual basis to continue their enrollment at the School. Each admissions contract is good for only the current academic year and does not guarantee that a contract for the following year will be issued.

Financial Assistance

Grace Episcopal School is committed to attracting a community of students from diverse economic, ethnic, racial, and social backgrounds. The school provides need-based tuition assistance to families who otherwise would be unable to consider Grace as an option for their

child. The tuition assistance process is completely confidential. For further information, please contact the Office of Admission at 322 5837.

Attendance

School Hours

Pre-K 3- Grade 5	7:50 A.M. - 3:00 P.M.
Grade 6-8	7:50 A.M. - 3:10 P.M.

Instruction begins promptly at 8:00 A.M. Students should be organized within the classroom and prepared for instruction.

Early Check Out

If a student is to be excused early, the parent or guardian must send or e-mail a note to the appropriate school office indicating the reason for early dismissal, the time the child will be picked up, and the person to whom the child is to be released. The student must be officially signed out by the respective adult at the appropriate school office.

Tardiness

A student who arrives after 7:55 A.M. compromises instruction begun by the teacher and distracts the learning of other students. Habitual tardiness is unacceptable and will incur consequences.

He/ She must sign in at the appropriate school office before going to class.

Absences

A student's absence must be reported to the school office by a parent or guardian. If a student will be checking in late due to an appointment, please inform the school office prior to the beginning of the day.

Excessive absenteeism could prevent a student from receiving credit for the work required that year.

Birthdays, Flowers, Gifts, Invitations

Birthdays are celebrated at the end of each month with a birthday blessing by the priests of Grace Episcopal Church during the respective chapel services as follows:

- PreK3- PreK4 Mondays Children's Chapel
- K, Grades 1- 2 Mondays Grace Sanctuary
- Grades 3-5 Thursdays Grace Sanctuary
- Grades 6-8 Tuesdays Grace Sanctuary

Students with June birthdates will be celebrated in May; those with July birthdates will be celebrated in August. Families and friends are invited.

Students are allowed to bring treats for the class on their birthday. The treats should be delivered to the office.

Balloons and flowers delivered to the school are discouraged and will be held in the office until the end of the day.

Grace Episcopal School discourages the distribution of individual student gifts at school.

If a student plans to host a private party for his/ her classmates, invitations cannot be distributed at school unless all members of the grade are invited. If a birthday party is gender specific, invitations may be distributed at school only if all the boys or all of the girls are invited to attend. See the section on Library for Honorary Birthday Books.

Calendar

An annual school calendar is published for students and parents. Periodic updates are made as events are scheduled.

Parents are requested to coordinate vacation plans with the School calendar to protect the academic needs of their child.

Divorce or Separation

In cases of parental divorce or separation, it is the School's practice to include both parents in the school directory with equal access to all student mailings, grade reporting, and general activities, until such time that the School is served with a certified court order to do otherwise.

Emergency Announcements

Emergency closings or delayed openings will be announced by 6:30 A.M. Emergency closings during the school day may also be necessary. Notification of all closings, delayed openings, or early dismissals will be made in the following sequence:

- KNOE-TV8; KTVE-NBC 10; KARD-FOX-14; KAQY- ABC 11
- Posting on GES website at www.graceepiscopal.org
- E-mail notification: Current family and business e-mail addresses are vital!

Fire Drill and Tornado Procedures

Regulation fire drills are held monthly at varying times of the school day to prepare our students in the event of a real emergency. Tornado drills are held twice each academic year.

GAP

The Grace After-School Program is available for all students from 3:00 P.M.-5:30 P.M. Students enrolled in regular child care enjoy a safe and nurturing environment, homework assistance and mentoring, outdoor exploration, and social interaction.

If a parent is running late for afternoon pickup, the student(s) must report to GAP until the parent arrives. Parents are asked to sign out their child before departure. Pickup is in Lowery Hall or out on the playground.

Once a student is picked up from GAP, he or she may not return that day.

Health Forms/ Medications/ First Aid

Student health forms must be on file in the Main office or Middle School office. Current health updates are required on all students prior to the first day of school. Students with no current health form on file will not be permitted to attend school until the form is received. PLEASE BE CERTAIN TO SPECIFY ANY FOOD ALLERGIES ON THE HEALTH FORM.

- All medical excuses for student absences, as well as all statements from doctors about restrictions on activities or diets, must be officially documented with the school.
- A written doctor's release is required after illnesses caused by a communicable disease or any illness requiring five consecutive days of absence.
- A doctor's release is required before an athlete may resume play after having been treated by a physician.
- Students must be free of fever for twenty- four hours before returning to school.

All prescription drugs or medications must be authorized by a physician, parent, or guardian. For security purposes, parents are asked to deliver the medication and not have it delivered by the students. Prescription drugs must be in the original container from the pharmacy. The prescription drugs or medications must be kept and administered by the appropriate school official.

School staff members are trained in first aid and basic life support. In situations requiring further medical evaluation and/ or assistance, parents will be notified. If the school official is unable to contact the parent or the emergency contact person, the student will be transported to the hospital by ambulance. It is critical for families to keep all medical information current in the school records.

When a student cannot remain in class because of illness with or without fever, the parent and/ or guardian will be called to take the student home.

Library

The library is an integral part of Grace Episcopal School. Students quickly learn the importance of literary resources and research as extensions to classroom study and as enrichment to their personal lives. The GES library facilitates the Accelerated Reader program and the Star program.

The *Accelerated Reader Program* is implemented in Grades 1-8. Students may test on computers for Accelerated Reader points in various locations in the school.

The *Star Program* denotes the level of reading for your child in Grades 1-8. The librarian tests students of grades 1-8 three times a year.

Books are checked out for a two-week period. A fine is charged for each day a book is overdue, excluding weekends and holidays. All lost and/ or damaged books must be paid for before a student's record is clear.

Parents may purchase a book to the library in honor of the occasion. Selections must be made with the librarian at the beginning of the school year. A special bookplate with the child's name and birth date will be placed in the *Birthday Book*.

The GES Library provides an excellent option for the designation for a memorial or honorarium to a special person or occasion.

Lost and Found

All found items such as clothing and lunch boxes should be taken to the container in Lowery Hall or in Bancroft Commons. Watches or jewelry items should be taken to the Main office or the Middle School office.

ALL GARMENTS AND ARTICLES BROUGHT TO SCHOOL SHOULD BE CLEARLY LABELED WITH THE STUDENT'S NAME.

Unnamed items are saved for the Swap Shop or given to charitable organizations. Parents are encouraged to search the lost and found containers for lost items.

Media Releases

The Head of School is the main spokesperson for GES and consequently the only individual whose duty and obligation it is to speak to the media in times of emergency, crisis, catastrophic event, or any other serious incident. All media inquiries or requests must be directed to the Head of School.

Non-discrimination Policy

Grace Episcopal School does not discriminate on the basis of race, color, gender, creed, national or ethnic origin, physical disability, or in the administration of its admission, hiring, educational policies, financial aid programs, athletics and other school-administered programs.

Parental Concerns

Collaborative communications between home and school is crucially important in the successful academic and personal development of our students. We welcome and benefit from candid information regarding the concerns and perceptions of our parents.

Parents best create a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Parents are encouraged to schedule a conference at any time with an individual teacher or teachers. It is incumbent upon the school to provide parents with timely and pertinent information.

If the nature of the concern has not been resolved after meeting with the teacher or teachers, the parent is encouraged to schedule a conference with the Curriculum Director.

In the event that this meeting does not resolve the matter to the satisfaction of the parent within a reasonable period of time, the parent should then meet with the Head of School and potentially with all interested parties whom he deems relevant to the issue.

In the event that a parent, having exhausted the above resources, is unsatisfied with the manner in which the issue was resolved, he/she may send a written letter of concern to the Chairman of the Board of Trustees.

In the event that the Board Chairman receives a letter of concern, this will be reviewed by the Executive Committee, along with the Head of School, who may be asked to share additional information, in confidence, about the situation. Unless the Board determines that the Head of School has acted in an unsafe or irresponsible manner or in violation of school policies and procedures, the decision of the Head of School shall be upheld and supported by the Board. The Board will send a letter to the concerned party indicating its decision.

In all such matters, the Board speaks as a whole, one voice, unanimous in its decision.

Parent Support Organizations

Dads' Club

The Dad's Club consists of dads who are interested in fellowship and planning activities to support the school. Every dad is invited to join for \$20.00 a year.

Grace Athletic Booster Club

The Grace Booster Club is an athletic club whose purpose is to support and aid the athletic program of the school. Committees include Concessions for Basketball games and Family Basketball Day.

Parent, Teacher, and Friends Association

The Parent, Teacher, and Friends Association is a vital auxiliary and voluntary association at GES. Every parent and/ or guardian is a member of the association. The PTF serves as the primary volunteer network to assist the school in many areas of fund-raising as well as other school functions in support of Grace students. The PTF has an executive committee and various other committees to include, but are not limited to Book Fair, Evergreens, Fall Festival, Grade Parents, Grace Gala, Grace Grotto, Grandparents' Day, Open House, Swap Shop, and Teacher Appreciation Week.

Playground Safety

Faculty members will be on duty whenever students are on the playground or courtyard. Students must adhere to basic safety rules and should use all playground equipment responsibly.

Release of Records

Parents are responsible for prompt payment of all outstanding tuition and fees. Student records will be withheld if a student's/parent's account is not current, including but not limited to: unpaid library fines; GAP bill; Cheerleading or Gatorette fees; athletic uniforms; unpaid Gala/Auction

bills; missing or damaged textbooks or similar unpaid fees. Student records are issued when the account is made current.

School Office Hours

School office hours are Monday through Friday, 7:30 a.m. until 4:00 p.m. Summer office hours are Monday through Friday, 9:00 a.m. until 12:00 p.m.

School Photographs

During the year, GES may take and use photographs and/or videotapes of students on campus, or off campus in school-related activities, for promotional purposes. Parents will be asked to give permission to the school for such activity prior to the start of the academic year.

School Pictures

Individual school pictures are taken each year of the students. Parents may sign-up with the chosen school photographer if they wish to have the formal school picture.

Transportation Plan

The Transportation Plan of Grace Episcopal School is designed first, to *assure the safest possible process for receiving and dismissing our students and second, to provide an expedient process* for parents. Cooperation is essential; we request and simply expect from staff, faculty, and parents that from 7:30- 8:00 A.M. and 3:00- 3:30 P.M. there be thoughtful and vigilant adherence to the process as described. The established plan, if courteously and diligently followed, will assure the *safety of our students, respect the integrity of our neighborhood, minimally impact city traffic flow, and facilitate the time and convenience* of our parents as well.

Parking

- Parking on the residential streets surrounding the campus is discouraged but is *prohibited from 2:30 P.M. until 3:30 P.M.*
- Parental parking is provided on the parking lots located on North Fourth and Glenmar and on North Fifth and Glenmar.
- The parking area at Lowery Hall is reserved for Grace Episcopal Church.

Pedestrians and Bikers

- All crossing points for North Fourth, North Fifth, and North Sixth are designated at the intersections with Glenmar.

Receiving Process

- Pre-K3, Pre-K4, and siblings in Grades K-5 will be received at the Lowery Hall entrance located on Glenmar at the corner of North Fifth from 7:30 A.M. until 7:50 A.M. Students arriving after 7:50 A.M. will enter the school office entrance on North Fourth Street.
- Students in Grades K-5 without siblings in Pre-K will be received at the Kilbourne Hall-Playground entrance located on Erin Street from 7:30 A.M. until 7:50 A.M. Students arriving after 7:50 A.M. will enter the school office entrance on North Fourth Street.

- Middle School students will be received at the Bancroft Hall entrance at the corner of Glenmar and North Fifth from 7:30 A.M.- 7:50 A.M. Students arriving after 7:50 must register at the Middle School office.
- Grace Episcopal School will not be responsible for students who are dropped off before 7:30 A.M.

Dismissal Process

The following are the three dismissal locations:

- PreK-3, PreK-4, and their siblings of Grades K-5 are picked up at Lowery Hall.
- Students of Grades K-5 with no younger siblings are picked up at Kilbourne Hall.
- Middle School students and their siblings of Grades K-5 are dismissed from the Bancroft Hall (Middle School) parking lot.
- Grace Transportation Number Tags are provided for all families, Pre-K through Grade 8, and must be displayed from the rear-view mirror for rapid identification of the student to be called from the processing area.
- The traffic monitors will be focused on the tag number, so please be certain that your family's vehicle tag number is distributed to anyone authorized to pick up your child.
- Students waiting will be called to the line in sequence by the indoor monitor to immediately be assisted into the vehicles by the outdoor team.
- It is essential not to interrupt this flow by:
 - * Parking and attempting to escort students through the traffic lines.
 - * Using this time to confer or leave messages ---the focus is safety and expediency.
 - * Parking on the neighborhood streets that are utilized for the Grace Transportation Plan.
- If you are on campus at the close of the day, please wait until the flow of dismissal is complete and do not attempt to back out into the forming lines.
- Please do not interrupt the classroom at the close of the day to pick up your child from the classroom before the dismissal process begins. The faculty is responsible for sharing valuable closing information with the students and organizing them for dismissal. That time is personally critical between the teacher and students---please help us protect its constructive nature.
- All messages regarding transportation home must be received in the school office by 2:00 to be assured that the messages will be received by the transport teams. We cannot assure that the message can be delivered if received later than 2:00.

Please be mindful that your support and courtesy are essential to the safety of our families and to the expediency of the process.

Tuition Payment Policy

Students with past due tuition greater than \$100 are not allowed to re-enroll for the next academic year or participate in extracurricular activities. During the academic year, if a family defaults on their chosen payment plan (i.e. a monthly default or a semi-annual default), then the student may not return after the end of the current nine week session under which the default occurs unless another plan has been chosen and approved. Families may opt to select a bank draft plan to satisfy the enrollment contract obligation.

Use of Technology

In addition to Mimeo Boards for classroom use, GES provides other technological resources, including the Internet, to support the pursuit of educational excellence by its students. Within the school environment, these resources are to be used to conduct research, support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school. Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on this system because of its limited educational purpose.

Grace Episcopal students who use the school's technology resources will be required to sign an Acceptable Use Policy.

The use of technology resources at GES is a privilege, not a right. Users who fail to adhere to the terms of the Acceptable Use Policy face cancellation of access privileges as well as disciplinary action.

Visitors

For the protection and security of the School community, strict regulations with regard to visitors on the School campus must be enforced. No student from any local school is permitted to visit other school campuses without permission from the School administrators in charge of the respective institution. All visitors must register at the appropriate school office (Lower or Middle School).

Academic Calendar

**Grace Episcopal School
2011-2012 Calendar**

August

Tuesday, August 9
Wednesday, August 10
Thursday, August 11- Monday, August 15
Monday, August 15

New Parent Orientation;Lowery Hall– 6p.m.
New Teacher Orientation
Faculty Professional Days
GES Family Picnic and sports round-up;
Dimos Park; 5:30 p.m.-7:30 p.m.
Noon Dismissal; First Day of School
Back to School Night—6:00p.m.

Tuesday, August 16
Tuesday, August 30

September

Monday, September 5
Monday, September 12-Friday, September 16
Friday, September 16

Labor Day Holiday; No school
GES Book Fair
Grandparents' Day; Noon dismissal

October

Friday, October 7
Monday, October 10
Friday, October 14
Friday, October 21
Wednesday, October 26
Chapel
Thursday, October 27
Friday, October 28

Blessing of the Animals, 8A.M.
Columbus Day; No school
End of the 1st Nine Weeks
Report Cards (Grades K-8)
1st Nine Weeks Awards Assembly after

Parent/Teacher Conferences after School
No School: Parent/Teacher Conferences

November

Wednesday, November 9
Friday, November 18
Monday, November 21- Friday, November 25

Veterans' Day (Observed) Assembly
Noon Dismissal
Thanksgiving Holiday

December

Tuesday, December 20
p.m.
Wednesday, December 21- Monday, January 2

Full Day of classes; Christmas Concert 1:45
Christmas Holiday

January

Tuesday, January 3
Friday, January 6
Friday, January 13
Monday, January 16
Wednesday, January 18
Chapel

Classes Resume
End of 2nd Nine Weeks
Report Cards (Grades K-8)
Martin Luther King Day Holiday
2nd Nine Weeks Awards Assembly after

February

Saturday, February 4
Friday, February 10
Gala/Auction

Family Basketball Day; Sager Life Center
Noon Dismissal; Krewe of Gator

Friday, February 17
Monday, February 20-Tuesday, February 21

Noon Dismissal
Winter Holiday; No school

March

Friday, March 9
Friday, March 16
Wednesday, March 21
Chapel
Thursday, March 22
Friday, March 23
Day
Monday, March 26-Friday, March 30

End of 3rd Nine Weeks
Report Cards (Grades K-8)
3rd Nine Weeks Awards Assembly after

Parent/Teacher Conferences after School
No School: Parent/Teacher Conferences/Prof.

Spring Vacation

April

Monday, April 2
Friday, April 6
Monday, April 16-Friday, April 20

Classes resume
Good Friday, No school
IOWA Testing

May

Friday, May 4
Monday, May 7 – Friday, May 11
Wednesday, May 16-Friday, May 18
Friday, May 18

Field Day; Noon Dismissal
Teacher Appreciation Week
Middle School Exams
End of 4th Nine Weeks (Grades K – 8)
End of Year Parties
Last Day of School for Students (1/2 Day)
Eucharist; 8:00 AM
4th Nine Weeks Awards and End of Year
Awards Assembly (Grades 1-7); 9:30 AM
Kindergarten Graduation; 10:30 AM
Grade Eight Commencement 6:00 PM
Faculty Professional Days

Wednesday, May 23

Thursday, May 24-Friday, May 25