

# Elementary Parent Handbook

## **All God's Children Christian School Philosophy and Purpose**

Our belief is God personally formed each child to His liking with a specific plan in mind.

We see a glimpse of God's individual design reflected in the life of each child. As All God's Children Christian School educators we embrace the uniqueness of each and every child God has placed in our school.

The purpose of All God's Children Christian School is to provide a Christian atmosphere that encourages social, emotional, physical, and intellectual growth. We strive for the development of the whole child, and to present the love of Jesus Christ.

## **1. SCHOOL POLICIES - ADMISSION**

Admissions are based on availability of space. All God's Children Christian School does not discriminate on the basis of race, color, sex, national or ethnic origin in the admission of students or the administrations of its educational program. **To enroll, the student application forms must be completed and returned with the registration fee of \$100 and \$250 materials fee for a total of \$350.** These fees are **non-refundable.**

## **2. PROBLEM SOLVING**

A school is made up of people, and there is always the potential for misunderstanding, irritation, or even strong disagreement. Scripture outlines a procedure to follow when such difficulties arise.

Matthew 18:15-17 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

John 13:34-35 "A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another."

**Based on these passages, the All God's Children Christian School board, faculty, staff, parents, and students are exhorted to face problem situations in the following manner:**

If you have a complaint:

1. **Express it promptly.** Keeping it to yourself can cause ill feelings and friction which decrease our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else. Express it promptly.
2. **Tell it to the right person.** Complaints about school policy or operations should first be expressed

directly to the Administrative Assistant, Dianna Dobbie or the Interim Principal, Jennifer Leypon. Complaints against specific individuals should be expressed first to the individual in question and should be expressed to the administration only if you cannot work it out between yourselves, or if you feel a third party needs to be involved.

3. **Express it clearly.** Make sure the person you are expressing your complaint to knows all the details of the situation, exactly what you are complaining about, and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
4. **Don't broadcast it.** Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.
5. **Pray about it.** Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory and growth of His kingdom. Read and think about such passages as Ephesians 4:1-3 "As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace." and Colossians 3:12-13 "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you." Pray about it!

#### **If you overhear or are told a complaint:**

Encourage the person speaking to go to the person(s) involved and try to resolve the problem. Try to limit any further discussion about the matter and do not repeat anything you heard.

Parents should always go directly to the teacher if a problem arises with their child. If the matter remains unresolved, it should then be taken to the administration. It is very important that the chain of authority be followed in such cases.

***In summary, these scriptural guidelines direct that parents confer with teachers regarding student problems before talking to an administrator. If necessary, the administrator will take the matter to the Board of Directors. It is beneficial to deal with problems in the order just mentioned. The attitude of all involved should reflect love and conciliation with the goal of establishing an acceptable solution.***

### **3. DROP-OFF AND PICK-UP OF STUDENTS**

Child care will open each morning at 7:00 a.m. The students will be taken to their classroom at 8:45 a.m. At 2:45 (K-3) & 3:45 (4<sup>th</sup> and 5<sup>th</sup>) the childcare students will be taken back to the childcare classroom for remainder of the day.

If your child is not in childcare, please do not drop off before 8:40 a.m. as there is no staff supervision. The classroom teacher or the classroom aide will come out to the playground and bring the students into the

classroom. The teachers will bring the students out to the playground at the end of the day. Please inform your classroom teacher if your child will be walking or biking home without adult supervision.

**AGC is a closed campus.** After dropping off and picking up your child(ren) feel free to visit with other parents, but please exit the campus by 9:00 a.m. in the morning and 3:00 p.m. in the afternoon (4:00 p.m. for 4<sup>th</sup> & 5<sup>th</sup> grade).

**Visitors on Campus:** If you need to come on campus during the school day, please check in with the school office first to get a visitors badge. If you are picking up your child early or dropping off late, please check in with the school office first. If you need to drop off lunch during the day, backpack, boomerang folder, etc. please check in the school office and the office will deliver to your child.

#### 4. TUITION

We want to be able to maintain excellent staff, facilities and equipment for the students. Timely tuition payments make this possible.

Tuition is set at an annual amount. It may be paid in full by the first day of class, whereupon a 5% discount is given. Otherwise, the tuition may be divided into ten equal installments. The first installment is due no later than the first day of school thereafter; monthly installments are due and payable on the first day of each month. Any unpaid installments more than **5 days past due are subject to a \$25.00 late fee**. Returned checks are subject to a \$25.00 fee as well, and may result in a cash payment requirement. Please contact the AGC bookkeeper, Diana Dobbie, with any questions or concerns @ 513-8006 or agcschool8@gmail.com

Any account 90 days past due will be turned over to a collection agency.

**\*\*Credit Card Transaction Fee:** There will be a one-time credit card transaction fee of \$100 per family, to be paid by 1<sup>st</sup> month's tuition, in order to pay tuition online via BluePay at [www.agcschool.net](http://www.agcschool.net) . If you decide to pay via credit card at a later date, a \$150 credit card transaction fee will be added to your next month's invoice.

#### 5. WITHDRAWALS

In the event a parent or guardian wishes to withdraw a child from the school, he/she must give two weeks' written notice. Any credit remaining after prorating the tuition will be refunded within one month of the last date of attendance. **If tuition is paid in full, you will receive any unused tuition less a \$500 administration fee.** There are no refunds for absences such as vacations or illnesses.

#### 6. DISCIPLINE

**SELF-DISCIPLINE:** All God's Children Christian School teaches self-discipline, helping to develop Christian character according to the Word of God. Emphasis is placed on the following qualities in order to develop Christian character in the lives of the students:

1. **Respect** for authority of the administration, faculty, and all school personnel. Students are to conduct themselves courteously to all school staff members and to one another.
2. **Proper speech.** The scriptural teaching, "Let the words of my mouth and the meditation of my heart be acceptable in thy sight, oh Lord," is the guideline of All God's Children Christian School. Vulgarity, profanity, and lying have no place.
3. **Proper behavior.** Students are expected to conduct themselves in an orderly manner anywhere on the school campus: halls, classrooms, restrooms, athletic, and play areas. Unruly behavior is both disrespectful and potentially dangerous and will not be tolerated.

Initiative – The ability to work on one's own.

Integrity – Is honest, upright, and shows moral soundness.

Reliability – Accepts responsibilities and is dependable.

Attitude – Portrays respectful sentiments toward others.

4. Students must exhibit respect for the property and personal belongings of the school and its people. Deliberate mutilation or destruction of property is not acceptable.
5. Students are expected to maintain a good attitude. Defiant attitudes and griping are not acceptable.
6. Classroom conduct. Students are to be orderly and listen, be on time, and be prepared for class.
7. Bullying: is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity; these acts are repeated against the same student over time. Bullying includes, but is not limited to: physical intimidation or assault, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid

to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

### **Informal complaints**

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action and then placed in the child's behavior file for documentation of the incident.

### **Formal complaints**

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action and then placed in the child's behavior file for documentation of the incident.

### **Anonymous complaints**

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s), administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

## **Examples of Consequences**

- Admonishment/conference with student- email to parents
- Written warning-bullying incident form & call to parents-Plan for remediation
- Temporary removal from the classroom-Remediation
- Meeting with Principal & call home
- Loss of privileges
- Classroom or administrative detention
- In-school suspension during the school week
- Out-of-school suspension
- Expulsion or termination

\*\*All incidents will be documented in the child's behavioral file for continuity of care, remediation and for future reference and documentation of incidents to establish a pattern in behavior.

**Remediation** is intended to counter or "remedy" a behavioral mistake. Remediation is intended to correct the problem behavior, prevent a reoccurrence, protect and provide support for the victim and take corrective action for documented problems related to bullying or harassment. This allows the student an opportunity to reflect on behaviors, learn pro-social skills and make amends to those affected.

**Consequences** tend to be punitive in nature and will be used only when appropriate and almost always in conjunction with remediation measures.

## **7. EMERGENCY PROCEDURES**

All God's Children staff has been thoroughly trained and an emergency policy is in effect.

Part of a good security plan includes keeping security procedures confidential. Accordingly, we will not share such information outside the staff. For your part of the plan, please be sure all emergency contact information on file with us is current.

**One Student Emergency Kit is required for each student. There is a flyer in your red orientation folder with what is required. This kit is due back to your classroom teacher on or before August 15, 2016.**

***Accidents:*** If a child is injured and the injury is minor, first aid will be administered. An injury report form will be filled out and a copy given to the parent when the child is picked up.

If a child needs medical or dental attention, but it is not an emergency, the school will contact the parent. If the parent cannot be reached, the school will contact the emergency numbers on the student enrollment form.

In case of an emergency, a staff member will call "911" and the child will be transported to the hospital by ambulance. A teacher will accompany the child. The parents and the physician will be notified immediately.

***Fire:*** Under the direction of their teacher the children will evacuate the building quickly and remain on the school grounds with their teacher until it is safe to re-enter the building.

***Earthquake:*** In the event of a major earthquake, parents should follow emergency instructions given by the local government. Children will be supervised by staff until they can be released to parents or authorized individuals listed on their enrollment form. The director will remain at the school until all children have been picked up.

***Temporary Relocation Site:*** In case of an emergency evacuation the children will be removed to the following

location:

Delta Community Presbyterian Church - Main Building  
1900 Willow Lake Road  
Discovery Bay, CA (925) 634-0184

## 8. HEALTH & MEDICATIONS POLICY

For the safety of our students, faculty, and staff, sick children should not be sent to school. If your child has any of the following symptoms, please keep them home from school.

- Has a fever (**needs to be fever free for 24 hours without medication**)
- Has a heavy nasal discharge that is not clear in color
- Has constant cough
- Suffering from diarrhea (diarrhea free for 24 hours)
- Unable to retain food or liquids (vomiting). Be able to retain food for 24 hours.
- Red throat, tonsillitis, swollen neck glands
- Red or pink eyes
- Unexplained rash or skin eruptions
- Shows any behavior that is noticeably out of the ordinary (listlessness, drowsy, headache, no appetite).

Communicable diseases and/or symptoms of communicable diseases for which children may be sent home from school include, but are not limited to:

- Pediculosis – lice infestation and nits
- Scabies – skin mite infestation
- Chicken pox – blister-like skin rash
- Conjunctivitis – “Pink Eye”
- Diarrhea illnesses
- Vomiting
- Influenza
- Measles
- Meningitis
- Mumps
- Staphylococcal diseases – Impetigo, boils, skin lesions
- Streptococcal diseases – Strep throat, scarlet fever, impetigo
- Illnesses causing the student to have a fever

At the **written** request of a parent, school personnel will assist with the distribution of prescribed medications in

accordance with state laws and guidelines. The required Medication Authorization Record may be obtained from the school office. Medication Authorization Records must also be completed for distribution of non-prescription medication, which must also be distributed according to state laws and guidelines. The school clinic will coordinate the administration of all medicines. All medications (including Tylenol, etc.) must be brought to the homeroom teacher along with the required Medication Authorization Record and a note from the parent with directions for dosage, immediately upon arrival at school.

## 9. ATTENDANCE POLICIES AND PROCEDURES

Attendance at school provides a student with the all-important classroom experience. This experience is composed of participation in class activities and direct instruction by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up” and every absence represents a loss to the student. However, if the student is ill, he/she should stay home from school (please see section 8 of this handbook). Please contact the school if your child will be absent @ [agcschool8@gmail.com](mailto:agcschool8@gmail.com), 925.513.8006 or email your teacher directly.

**Written notice** is required to the school office and your classroom teacher if your child will be out due to a planned absence. AGC's POLICY IS THAT WE DO NOT provide MAKE-UP work ahead of time. Missed work will be given to the child upon return to school. For each day absent, the student will be given 1 day to complete and return missed assignments. Concepts taught in class during your child's absence cannot be re-taught once the student returns to school. Teaching the missed concepts will be the parent's responsibility.

**Tardies:** Promptness is a measure of student discipline. Daily instructions are given at the beginning of the school day. Please avoid having your child miss out on important information. Being on time to school is a habit your child will benefit from for life.

**Total Absences:** We follow public school policy in regard to excessive absences. If a student misses more than **twenty-five (25) days** during the school year, AGC reserves the right to retain the child in that grade for the following school year.

## 10. ELECTRONIC DEVICES

Students **are not** allowed to bring the following items to school: i-Pods or similar devices, cell phones, game systems, or other electronic devices. If an electronic device is brought to school and taken away, the parent will be called and asked to come to the office to pick it up. If an electronic device is brought to school a second time, it will be taken away and securely placed in our “May” box and may be picked up on the last day of school.

## 11. COMMUNICATION & PARENT RIGHTS

Parents are informed of the activities of the school through weekly newsletters. The newsletter will include

weekly unit topics, class activities, field trips, and suggestions for parents.

There will be two parent/teacher conferences offered during the year, one in the fall and one in the spring. Either the parents or teachers may request an additional conference any time there is a special concern.

After being separated from your child during their time at the school, we encourage parents to greet the children with a positive attitude and with interest about what they have been doing during their day. This will help their initial adjustment and help them feel good about their experiences and activities at school.

We reserve the right to deny our services to anyone who refuses to conform to our policies or who engages in abusive language or conduct towards any child, parent or staff member. Parents have rights. They have the right to inspect the facility at any time. They have the right to know their children are being treated kindly, fairly, and lovingly.

## 12. PARENT PARTICIPATION

The school depends on parent participation. Parental involvement is vital for the emotional, social, and academic development of our students and overall development and success of our school. **Each AGC Family will be required to volunteer 15 hours per school year, helping in the classroom (as communicated by teaching staff), at AGC Parent Booster Events, AGC Hot Lunch Program, AGC Fundraising, and AGC Fellowship events.**

## 13. DRESS CODE

All God's Children elementary students are required to wear uniforms. These uniforms may be purchased from Uniforms Direct, Wal-Mart, Costco, and Target; or online at French Toast. Tennis shoes are required for P.E.

Girls may wear polo shirts in navy, red, white, yellow, hunter green or light blue, or "peter pan" style button down dress shirt.

Girls may wear pants, shorts (just above the knee), skort, skirt, jumper & capri pants in navy, khaki, or red/blue plaid.

Boys may wear polo shirts in navy, red, white, yellow, hunter green, light blue or white button down dress shirt.

Boys may wear pants or shorts in navy or khaki.

Socks – white, black, navy, khaki

Tights – navy, white, black, hunter green

Shoes – (NO SANDALS) black, dark brown, navy & white

All students are to wear navy bottoms and white polo shirt on Chapel Day. Chapel Day for the 2016-2017 school year will be on Thursday.

Special school logo t-shirts will be ordered for parents to purchase for their child. The staff requires all children to wear their t-shirts on all field trips.

### **Hair, Make-up & Accessories:**

Boy's hair must be above the collar and above the eyes. Boys may not wear earrings.

Girl's hair must be pinned back out of their eyes.

Hair: No unnatural hair coloring or radical styling as determined by teachers, office staff, and the principal.

Make-up: NO make-up is allowed to be worn by any student at AGC.

Hats may not be worn in class.

Clothing, or accessories, containing or communicating negative, offensive symbols or meanings (such as skulls, occult symbols, non-Christian rock groups/singers, etc.) may NOT be worn.

## **14. FIELD TRIPS**

Throughout the year teachers plan field trips to nearby points of interest to expand and enhance classroom instruction and meet academic standards. All K-5 students wear a school T-shirt while they are on field trips. Parents will receive notices of field trips well in advance and will be asked to sign permission forms. A fee will be requested from each student to cover admission costs. Parent chaperones are encouraged to attend. Siblings are not allowed.

Field trips which require transportation will be by private vehicle. Parents and guardians of All God's Children Christian School will provide the transportation. If you are planning to drive on our field trips we will need a copy of your driver's license and current insurance card. A separate permission slip will be required for each of these field trips.

All God's Children staff members are not authorized to transport children enrolled at All God's Children except his/her own family members on field trips. This is a strict policy dictated by the Delta Community Presbyterian Church Session, the All God's Children Board of Directors, and our insurance carrier.

## 15. ENROLLMENT FORMS

The forms listed below need to be completed before a child can attend All God's Children Christian School

- Tuition Contract
- Child's pre-admission Health History-Parents Report
- Medical Consent
- Parents' Rights
- Personal Rights
- Physician's Report
- Immunizations Records
- Walking field trip permission slip
- Identification & Emergency Form
- Parent Participation-Volunteer Agreement
- Needs & Service Plan (for children with special needs)



**I have read, understand, and will abide by the All God's Children Christian School Parent Handbook.**

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Parent or Guardian signature

Print name

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Child's Name

Child's Grade

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Student's Signature

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Date

***January 2016***