

The Grace and Glory Family Handbook



Grace and Glory Academy
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We are a non-denominational, non-campus, private satellite school in California.

OUR STATEMENT OF FAITH

We believe there is only One True God, Our Father, The Creator of the Universe, Maker of Heaven and Earth, His Son and our Savior Jesus Christ, and the Holy Spirit, our Comforter and Counselor. We believe in the entire Bible, Old and New Testament to be the inspired, Holy Word of God. We believe in God's design for marriage, between one man, and one woman. We believe each person is created in God's image for the purpose of worshiping and serving Him, following His commandments and decrees.

SCHOOL VERSE

Psalm 84: 11 - The Lord gives grace and glory; no good thing does He withhold from those who walk uprightly.

SCHOOL COLORS

White –as we are given purity, sanctity, and salvation by God's Grace.
Blue – as we are given Jesus, The Living Water to flow through us, for God's Glory.

SCHOOL MASCOT:

Lighthouse – the beacon of light and guidance to families on their homeschool journey!

SCHOOL FOUNDING HYMN:

Turn Your Eyes Upon Jesus by Helen H. Lemmel.

SCHOOL CODE OF CONDUCT

Displaying the Fruits of the Spirit, as mentioned in Galatians 5 in the Bible.

- Show love – extending the gift of compassion to others.
- Show joy – walking in gladness regardless of circumstances.
- Show peace – demonstrating calm contentment.
- Show patience – slow to speak and slow to anger.
- Show kindness – exhibiting grace with a smile.
- Show goodness – being generous and forgiving.
- Show faithfulness – diligent and dependable.
- Show gentleness – humbly serving with care.
- Show self-control – physically and verbally well behaved.

SCHOOL ACCEPTANCE STANDARDS

- Family agrees with Grace and Glory's statement of faith.
- Family shows an ability to communicate in English and teach their student in English.
- Family are members of a bible-believing church and can provide a reference if asked.
- Family affirms financial commitment to Grace and Glory Academy.
- Family owns or agrees to purchase a computer, laptop or tablet for online records.
- Family has an active membership with HSLDA.
- Families of Kindergarten students have submitted a health exam signed by a primary physician, an immunization letter or copy of immunization records, and a copy of the child's birth certificate.
- Families of first grade students and above have submitted a copy of your student's most recent report card as well as completed an entrance assessment.

COMPLYING WITH THE LAW

Our CA state law requires that children between the ages of 6-18 must be enrolled in school. California does not have a specific homeschool law; California is one of the 12 states in which homeschools operate as *private in-home schools (or under supervision of a public school)*. Grace and Glory Academy students are filed on our Grace and Glory Academy private school affidavit and daily attendance is required.

HOME SCHOOL LEGAL DEFENSE ASSOCIATION [H.S.L.D.A.]

Home School Legal Defense Association (HSLDA) is an association of attorneys who defend the home schooling rights of members nationwide. One of the most comforting areas of support any homeschool family can have, is the assurance of knowing you have a team ready to defend you in any/all legal matters that may arise at any time.

We require all families to be HSLDA members and we offer a group discount code!

CHRISTIAN HOME EDUCATIONS ASSOCIATION [C.H.E.A.]

Since 1982, CHEA has been California's primary advocate for private home schoolers, offering educational training, webinars and events which connect families with vendors, authors and organizations. Grace and Glory Academy is partnered with CHEA of California as a Private School Support Network Member, and the Roekle's serve as Regional Board Members on the leadership team. CHEA has a blog, online store of resources and much more. Visit their website at <http://cheaofca.org>

CURRICULUM

Parents are responsible for securing curriculum for their student(s). Academic counseling and guidance is available for an additional fee if needed.

All curriculum selections must be approved by an admin before usage. As a California private school, students must be taught in the required branches of study, as noted in the state of California educational code.

DAYS REQUIRED

Grace and Glory Academy set a minimum number of 165-175 educational days which must be met, in order to complete one grade level at our Academy. We do not count hours. *Any family, who notes less than 165 days on their annual attendance sheet, must provide a detailed letter stating the extreme circumstances for excessive absences.*

(ie: hospitalization, prolonged illness or injury) Families who fall short without reason, may be not allowed to complete a grade level and may be reported to the district for truancy.

OPERATING YOUR HOME SCHOOL

Our state law requires we keep a record of daily attendance for every student enrolled in our private school. Though your student should never really be absent (*aside from illness*), you do need to keep an accurate, up to date record of your home educational days. As of the 2022-23 school year, all attendance reporting will be done through Ed Port online. We will not accept paper attendance records.

Please note: we do not have a minimum number of minutes per day required to determine a “school day.” The amount of time spent on homeschooling will vary by grade level and by family.

GRADING + COURSE OF STUDY

Our Academy requires an annual report card submitted for all students, through Ed Port online. We have approved grading scale for parent-teachers to follow. The academic and the behavioral sections must be completed on the report card.

Our Academy requires an annual Course Of Study to be submitted for each student(s) online; all grades K-12. If at any time during your academic year, you decide to change or remove curriculum, classes, videos, books or courses out of your student’s educational plan, you must log in to the online portal and update your student’s status.

TESTING AND EVALUATIONS

It is important in your day-to-day schooling to evaluate your students understanding and progress. Testing can be verbal, written, project-based or multi-media. **Evaluations are required at Grace and Glory in 6th, 8th and 12th grades.** We will also offer a list of educational goals and milestones for our parent-teachers to utilize in their homeschooling.

IEP (Special Needs/Individualized Education Plans)

Grace and Glory may accept new IEP students on a case-by-case basis. We do not offer any government/state special services because we are a private school. If your student is coming from a traditional campus school with an IEP, our Grace and Glory Principal has the authority to update/remove the IEP – based on proof of evaluations and meeting with student’s parents.

Students who are operating at two grade levels behind or more, must automatically have an IEP on file to continue schooling under Grace and Glory Academy. IEP Students must have an annual Grace and Glory Goal Sheet submitted online. Annual IEP meetings are a conducted privately for an additional.

STUDENT FILES

Upon your signed approval, Grace and Glory will request the permanent, cumulative file(s) from your student’s former school. All files are kept locked and viewed only by our school leaders. Files will not be shared with others without your permission. Files contain school ID pictures, report cards, attendance records, logs, notes, waivers, awards etc. If your student is beginning Kindergarten, we will create a new cumulative file for your student. If you have been with Grace and Glory and apply for a new school, that school has the right to request screening information from us, about your students’ academic performance, behavior, and your family financial commitment.

FAMILY FELLOWSHIP/FIELD TRIPS/ACTIVITIES

Academy activities such as field trips and parks days are coordinated/planned by volunteers, multiple times each semester. We may or may not have someone from our administration or school board, attending the activities. Field Trips may be free or cost a fee. Our school also offers unique seasonal events planned by our administration. Please refer to our school calendar for details. Participation is always optional.

RECOGNITION/PROMOTION

Since every student is studying different types and levels of curriculum at home with their parent, Grace and Glory Academy does not offer Academic Awards/Certificates.

Each year, we do strive to offer a Promotion Day – a special time to recognize our student's hard work as they have completed one grade level. We offer the option for your student(s) to receive a Fruit of the Spirit/Character Quality Award. We offer recognition for Kindergarten Graduation, Sixth and Eighth Grade Promotion. We do not hold an official graduation ceremony for Seniors at this time. (our Seniors are given multiple choices for ceremony options)

FINANCIAL COMMITMENT

Grace and Glory Academy is a recognized 501c3 non-profit organization in the state of California. Our school pays annual federal and state filing fees, CPA, Accounting and Legal fees– as well as web and email maintenance fees, insurance and office fees, thus, we have set our enrollment pricing accordingly to cover these ever-rising costs.

Families must affirm a financial commitment to Grace and Glory Academy.

Fees are non-refundable after being submitted. If your student is enrolled anywhere from 1 to 175 days in our Academy, your tuition must be paid. We do not prorate fees.

FAILURE TO KEEP YOUR COMMITMENTS

If your family fails to keep your financial commitment or fails to submit required record keeping information, you can expect the following action:

First, a penalty fee of \$40 for the first late submission will be applied. Then, a \$50 penalty will be collected for the second instance. IF there is a third instance where a penalty is needed, that is grounds for dismissal.

DISMISSAL STANDARDS

Parent-Teacher proves to be unwilling/unable to fulfill your teaching responsibility.

Parent-Teacher proves to be unwilling/unable to deal respectfully with our school leaders.

Parent-Teacher proves to be unwilling/unable to fulfill your financial responsibility.

Parent-Teacher provides to be unwilling/unable to faithfully submit academic records in accordance with our Academy set time frames and deadlines.

Parent-Teacher, Student or Family has violated any handbook terms.

Parent-Teacher, Student or Family has acted in verbal or physical misconduct or violence.

Parent-Teacher, Student or Family has vandalized property.

Parent-Teacher, Student or Family has been found in the possession of drugs, vape, alcohol, cigarettes or marijuana.

Parent-Teacher, Student or Family has proven unwilling/unable to work with our school board and administration at fulfilling your educational commitment to Grace and Glory.

SCHOOL SERVICES

- 1) We will file a **private school affidavit** with the state of California annually.
- 2) We will keep **professional** files and records, offer teacher training and encouragement.
- 3) We will **create and/or maintain student** cumulative records and health reports.
- 4) We will **oversee high school transcripts** and issue diplomas to all eligible graduates.
- 5) We will **manage the transfer** of student records, to/from other schools as needed.
- 6) We will **provide a School-To-Home online platform** to collect attendance and grades.
- 7) We will **provide a school picture day** and school identity outside of your family home.
- 8) We will **alert you** of California state or nationwide legislative action pertaining to homeschooling.
- 9) We will **connect you** with homeschool counselors, tutors, or faith-based mentors as needed.
- 10) We will **equip you with tools like:** Assessments, Learning Style Quiz, Early-Learning Tips, Suggested Curriculum List and a Directory of Southern California Classes/Activities.

- 11) We will **discuss student needs** and provide accountability for you on your homeschool journey.
- 12) We will **offer park days, field trips, family days and learning experiences** to meet homeschoolers.

PARENT TEACHER RESPONSIBILITIES

- 1) **Own a smart-technology device (computer, laptop, tablet, smartphone).**
- 2) **Provide** copies of student(s) birth certificate, health records, and school history.
- 3) **Report Online an Annual Curriculum Plan** for every student. (we train you how)
- 4) **Report Online Monthly Academic Attendance** for every student. (we train you how)
- 5) **Report Online an Annual Student Report Card** for every student. (we train you how)
- 6) **Inform us** of your start and end dates, breaks and holiday schedule of home educating.
- 7) **Submit a Class Details Sheet** for every High School class. (we train you how)
- 8) **Teach** your child **in English**, for 165-175 days each academic year.
- 9) **Make digital payments** in a timely manner via **Zelle, Paypal or Venmo.**
- 10) **Provide** names and contact info of any teachers, including co-op tutors, coaches, etc.
- 11) **Safe-keep samples** of your student's writing, math, and favorite school memories.
- 12) **Maintain annual membership with Home School Legal Defense Association (HSLDA).**

OUR PURPOSE/MISSION

To equip and encourage the Christian homeschool community in a manner that brings Glory to God.

To assist and support Christian families in upholding state laws and fulfilling legal requirements for private home education.

To provide unique homeschool workshops, activities and events, information, and inspiration which fosters fellowship, praise, prayer and harmony amongst Christian families.

Schooling by God's grace, for God's Glory