

# The Grace and Glory Family Handbook



## **Grace and Glory Academy**

**Home Office:** [951-638-4170](tel:951-638-4170)

**Website:** [www.graceandgloryacademy.org](http://www.graceandgloryacademy.org)

**Principal:** Michaela Roekle

**Email:** [michaela@graceandgloryacademy.org](mailto:michaela@graceandgloryacademy.org)

We are a non-denominational, non-campus private satellite school.

## **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 Living Water to flow through us, for God's Glory.

### **SCHOOL MASCOT:**

A Lighthouse – the beacon of light and guidance to families on their homeschooling 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 – updated for 2021**

- Family is in agreement with Grace and Glory's statement of faith.
- Family shows an ability to teach in English, with proper availability to do so daily.
- Family are members of a bible-believing church; a reference letter is provided from a bible study leader, ministry leader or a pastor.

- Family has completed and provided all necessary info/documents/forms.
- Family has attended an Intake-Meeting/Interview with one of our team members.
- Family affirms financial commitment to Grace and Glory Academy.
- Family agrees to abide by our Academy Handbook guidelines.
- 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.
- Family has joined HSLDA.

### **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 offer a group discount code!

### **COMPLYING WITH THE LAW**

Our 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 may 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.

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

Since 1982, CHEA has been California's primary advocate for private home schoolers, offering Christian support 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). We provide academic counseling and guidance for those who ask. One free curriculum counseling session each year, is included with your tuition. Families have the freedom and flexibility to select the best resources which suit their student(s) needs and learning styles.

As a California private school, students must be taught in the required branches of study, as noted by the state of California educational code. Please download our "Course of Study" form, from our website; print one copy per student and fill in your Curriculum choices for this school year. **The Course of Study form must be submitted to us before your first day of school.**

## **DAYS REQUIRED**

Grace and Glory has set a minimum number of 155-175 educational days which must be met, in order to complete one grade level at Grace and Glory Academy. We encourage families to avoid truancy and reach as close to 175 educational days as possible, aligning with traditional school attendance.

*Any family, who notes less than 155 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 of 155 days without reason, may be reported to the district for truancy.*

## **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 with us, we will create a new cum 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.

## **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 or extended vacation*), you do need to keep a record of educational days. One attendance sheet per academic year, per student, is required to be submitted in ink. (no photocopies) We will provide an attendance sheet that is to be used.

Please note: we do not have a minimum number of minutes or hours per day required to determine a "school day." If you take a week or more of vacation time off school, do not count that time period for school attendance.

### **GRADING + COURSE OF STUDY**

New for 2021 - our Academy requires an annual report card submitted for all students. We will provide the report card form. Please use an approved grading system only.

Our Academy requires an annual Course Of Study to be submitted for each student(s); all grades K-12. You must use the form we provide. If at any time during your academic year, you decide to change or remove curriculum or courses out of your student's educational experience, you must notify us and complete a new form to submit.

### **TESTING AND ASSESSMENTS**

It is important in your day-to-day schooling to evaluate your students understanding and progress. Testing can be verbal, written, or even simple discussion. Standardized testing is required at Grace and Glory in 6<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup> grades. We offer multiple testing options for you to choose from.

Annual checklist assessments for each grade level K-Highschool are required at Grace and Glory Academy. These provide both for the parent and our Academy, an overview of the student's academic status.

### **IEP (Special Needs/Individualized Education Plan)**

Grace and Glory accepts new IEP students on a case-by-case basis.

We do not offer any government/state special services or resources.

If your student is coming from a traditional school with an IEP, our Grace and Glory Principal has the authority to add/remove the IEP – based on evaluations, assessments and meeting with student's parents.

Students who are operating at two grade levels behind or more, must have an IEP on file to continue schooling under Grace and Glory Academy.

IEP Students must have an annual goal sheet submitted with their assessment, attendance and report card.

### **TEACHER'S TRAINING MEETINGS**

Grace and Glory does not require attendance for parent meetings, training workshops or seminars; however, we know that successful home schoolers are not doing this alone. We encourage you to participate in teacher training meetings.

New for 2021, we will offer 6 teacher training small group meetings.

### **FAMILY FELLOWSHIP/FIELD TRIPS/ACTIVITIES**

All Academy activities are initiated and planned by our leaders, multiple times each semester. Field Trips may be free or cost a fee; participation is always optional. We will utilize our Email List and Social Media to announce outing opportunities.

### **RECOGNITION**

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 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.

### **OTHER SERVICES**

Professional School Photos and ID CARDS  
Park Days  
Scholastic Book Club  
You Tube Channel

### **FINANCIAL COMMITMENT**

Grace and Glory Academy is a recognized 501c3 non-profit organization in the state of California. Our school requires annual federal and state filing fees, CPA, Accounting and Legal fees to be covered – as well as web and email maintenance 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 24hrs of 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 FINANCIAL COMMITMENT**

If your family fails to keep your financial commitment, you can expect the following action:

1. A penalty fee of \$40 will be collected after 2 business days of not receiving your tuition payment on time.
2. There will be a \$30.00 fee for all bounced checks.

### **OVERDUE RECORDS/DOCS**

We require (4) quarterly check-ins with our Academy to show your attendance records, report and forms.

If your family fails to follow protocol and/or properly communicate with our Academy in a timely manner, you can expect the following action:

1-7 days past due, additional email warning  
7-14 days past due, phone call/texts warning  
14 days or more past due, \$15 per document late fee

First quarter: warnings

Second quarter: your family is placed on probation

Third quarter: your family is subject to suspension/dismissal

### **DISMISSAL STANDARDS – updated for 2021!**

- Family proves to be unwilling or unable to properly fulfill your teaching responsibility.
- Family proves to be unwilling or unable to deal respectfully with Academy leaders.
- Family proves to be unwilling or unable to fulfill your financial responsibility.
- Family proves to be unwilling or unable to faithfully submit academic records/forms/attendance on time.
- Family has violated Academy Handbook policies.