

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

- Families agree with Grace and Glory's statement of faith.
- Families show an ability to communicate in English and teach their student in English.
- Families are members of a bible-believing church and can provide a reference if asked.
- Families can affirm financial commitment to the school.
- Families owns or agrees to purchase a computer, laptop, tablet, or smart phone for online records.
- Families have an active membership with HSLDA.
- Families submit a health exam signed by a primary physician, an immunization letter or copy of immunization records, and a copy of the student's birth certificate.
- Families transferring in from another school, provide a copy of your student's recent report card.

COMPLYING WITH THE LAW

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 may operate as *private in-home schools*. 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. Visit their website at <http://cheaofca.org>

CURRICULUM

Parents are responsible for securing curriculum for their student(s). Curriculum counseling and guidance is available annually, if needed. **All curriculum used is subject to approval by our Principal.** Any custom created curriculum must be accompanied by written lesson plans and be submitted for approval before usage. As a CA private school, Grace and Glory students must be taught in the required branches of study, as noted in the state of CA educational code. This includes Language Arts (Phonics, Grammar, Writing, Spelling, Reading), Math, Science, History and Geography, Art, PE and High School Electives.

DAYS REQUIRED

Grace and Glory Academy has set a minimum number of 170-175 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 170 days on their annual attendance sheet, must provide a detailed letter stating the 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 at our Academy.*

OPERATING YOUR HOME SCHOOL

CA 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. All attendance reporting will be done through Ed Port www.edportapp.com. 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 to be submitted for all students, through Ed Port. We have a pre-approved grading scale for parent teachers to follow. The academic and the behavioral sections must be completed on the report card. CA also requires an annual Course Of Study to be submitted for each student in every grade level. 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. **Grace and Glory Assessments are provided for parent teachers to use as an educational tool.** Parents may also choose to have their student take an online or paper achievement test or standardized test from a pre-approved vendor.

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 or 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 and update their goals in August, February, and June of each year. Annual IEP meetings are a conducted privately with our Principal.

STUDENT FILES

If this is your student's first year of schooling, Grace and Glory Academy will create a cumulative file for your student. If your student is transferring from another school, upon your signed approval, Grace and Glory Academy will request the cumulative file from your student's former school. Once we receive your student's file, we will pass the paper records on to you as the teaching parent. Grace and Glory Academy will keep digital files only via Ed Port. Files are not shared without your permission. Files contain report cards, attendance records, logs, notes, waivers, awards, etc. 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.

RECOGNITION/PROMOTION

Since every student is studying different styles and levels of curriculum at home with their teaching parent, Grace and Glory Academy does not offer Academic Awards. Our school will recognize graduates by emailing a promotion certificate for Kindergarten Graduation, Fifth or Sixth, and Eighth Grade Promotion. We no longer hold in-person promotion ceremonies.

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.

FAILURE TO KEEP YOUR COMMITMENTS

If your family fails to keep your financial commitment or fails to submit required record keeping information by our posted due dates, 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 communicate 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 deadlines.

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

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

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.

PARENT TEACHER RESPONSIBILITIES

- 1) **Own a smart-technology device (computer, laptop, tablet, or smartphone).**
- 2) **Provide** copies of student(s) birth certificate, health records, and school history.
- 3) **Report Online an Annual Course of Study** for every student. (we train you how)
- 4) **Report Online Monthly Academic Attendance** for every student. (we train you how)
- 5) **Report Online a Semi-Annual Student Report Card** for every student. (we train you how)
- 6) **Abide by** our school start and end dates between Sept 1 and June 15, each year.
- 7) **Submit a High School Contract** for every High School class. (we train you how)
- 8) **Teach your child in English**, for 170-175 days each academic year.
- 9) **Make digital payments** in a timely manner via **Zelle, PayPal, Apple Pay, 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 annual work.
- 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