

Amazing
Grace and
Renton
Preparatory
Christian
School
Parent-
Student
Handbook

2016-
2017

This is the most current revised Parent-Student Handbook for the 2016-2017 school year. Please review its contents with your student.

2016-2017
Parent-Student
Handbook

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I. INTRODUCTION

A. THE IMPORTANCE OF CHRISTIAN SCHOOL EDUCATION

Christian school education has a feature that is simply not available in any other form of education anywhere in the world. A Christian school is the only academic institution where the evangelical Christian witness to students is central to its mission. That fundamental mission is encouraged by the Church Council, the school administration and the teachers; it is encouraged by parents and most often by the students themselves. Martin Luther said, "I would advise no one to send his child where the Holy Scriptures are not supreme. Every institution that does not unceasingly pursue the study of God's Word becomes corrupt."

B. STATEMENT OF FAITH

Significantly, the very first documents included in The Book of Concord are the three ancient ecumenical creeds compiled during the early, formative years of the Christian era – the Apostles' Creed (ca. third century A.D.), the Nicene Creed (fourth century), and the Athanasian Creed (fifth and sixth centuries). In addition, the Book of Concord includes Luther's Small Catechism (1529) and the Augsburg Confession (1530), and five other 16th century statements, including Luther's Large Catechism and the Formula of Concord.

Luther and the other writers of these confessions did not want to be doctrinal innovators. They, together with their contemporary descendants, maintain that we believe and teach nothing more and nothing less than what the Scriptures themselves teach and what Christians through the ages have always believed. We therefore consider ourselves to be catholic (small "c"), which means "universal." At the same time, we have always thought of ourselves as evangelical (in some countries, the Lutheran Church is still today referred to as simply the Evangelical Church), since the evangel --the Gospel, the good news of the death and resurrection of Jesus Christ for the sins of the world --is at the heart and core of everything we believe and teach. We Lutherans, therefore, can rightly be regarded as evangelical Catholics. Standing firmly in the tradition of the Trinitarian and Christological formulations of the 4th and 5th centuries, we believe that sinners are justified (declared right) with the Creator God by grace alone (*sola gratia*), through faith alone (*sola fide*), on the basis of Scripture alone (*sola scriptura*). These three great "Reformation *solas*" form a handy outline of what Missouri Synod Lutherans believe, teach, and confess.

Grace Alone

At the heart of what we believe is the conviction that salvation is the free gift of God's grace (undeserved mercy) for Christ's sake alone. In 1530, the Lutherans confessed before Emperor Charles V in Augsburg, Germany, "Since the fall of Adam all men who are born according to the course of nature are conceived and born in sin" (Augsburg Confession II, 1). This "inborn sickness and hereditary sin" makes it utterly impossible for

people to earn forgiveness. If salvation were dependent on human initiative, there would be no hope for anyone.

"But God forgives our sins," says Luther in his Large Catechism (1529), "altogether freely, out of pure grace" (LC III, 96).

The basis for the grace of God that alone gives hope to sinners is the inseparable junction of the life, death, and resurrection of Jesus Christ. We believe, as Luther put it in his explanation of the second article of the Apostles' Creed, "that Jesus Christ, true God, begotten of the Father from eternity, and also true man, born of the virgin Mary, is my Lord, who has redeemed me, a lost and condemned person . . . not with gold or silver, but with his holy, precious blood and with his innocent suffering and death. . . ." (*Luther's Small Catechism with Explanations*, p. 14).

We believe that the Scriptures teach that God's grace in Christ Jesus is universal, embracing all people of all times and all places. There is no sin for which Christ has not died. Says the Formula of Concord (1577), "We must by all means cling rigidly and firmly to the fact that as the proclamation of repentance extends over all men (Luke 24:47), so also does the promise of the Gospel that Christ has taken away the sin of the world (John 1:29)" (FC SD XI, 28). Therefore, there need be no question in any sinner's mind whether Christ has died for each and every one of his or her personal sins."

Faith Alone

After years of struggle over this question, Luther finally discovered that the Scriptures teach that sinners are saved "through faith alone." God's grace is the sole basis of salvation for the sinner only when it is appropriated solely through faith.

The implications of salvation "through faith alone" permeate everything we Lutherans believe and teach. For example, we believe that the conversion of sinners is a gift of God and not the result of any human effort or decision. Lutherans therefore confess in the words of Luther's explanation of the third article of the Apostle's Creed: "I believe that I cannot by my own reason or strength believe in Jesus Christ, my Lord, or come to him; but the Holy Spirit has called me by the Gospel." (*Luther's Small Catechism with Explanation*, p. 15).

"Through faith alone" also implies that it is only through the proclamation of the Gospel – in Word and Sacrament – that the Holy Spirit gives the gift of faith. The proclamation of the Gospel Word in public preaching therefore occupies a central position in our Lutheran theology. Missouri Lutheran churches are preaching churches. But we are also sacramental churches, for the sacraments -- Baptism and the Lord's Supper -- are the Gospel made visible.

We believe that Baptism has God's command and promise. Baptism is "the Word of God in water," Luther said (Smalcald Articles, Part III, V, 1). We believe that it is precisely in the baptism of infants, who are included in Christ's Great Commission (Matt. 28:19-20), that we can see the full meaning of "through faith alone." We believe that those who deny that God gives faith to infants through Baptism, nevertheless in actuality deny salvation by grace alone (perhaps without intending to do so). God's action in Baptism, apart from any human initiative, creates and bestows the gift of faith through which the Christian lays hold of God's grace. We also believe that the Scriptures teach that the bread and the wine in the Lord's Supper are the true body and blood of Christ. Although we do not presume to understand how this takes place, we confess that in, with and under the

earthly elements God gives the true body and blood of Christ for the forgiveness of sins. Missouri Synod Lutherans therefore seek a balance in public worship between the proclamation of the Gospel in the Word and in sacrament. It is only through these "means of grace" that sinners are brought to faith in Jesus Christ and preserved in it.

Finally, "through faith alone" means that, to use a phrase Luther made famous, Christians are at the same time both sinners and saints (*simul justus et peccator*). Justification is an act, a declaration. It is not a process. Through faith in Christ, and only through faith, sinners are declared to be forgiven and perfectly right with God. This declaration is whole and complete, totally independent of any inherent goodness in us sinners. In short, because of God's act on the cross received through faith, we are, even as sinners, declared to be perfect saints in God's sight. However, this does not mean that forgiven sinners, when judged by God's law, do not continue to be sinners. We are not "perfectionists" in the sense of teaching that following conversion, Christians stop sinning. In contrast, "forgiveness is needed constantly," says Luther. "Because we are encumbered with our flesh, we are never without sin" (Large Catechism II, 54).

Because of our emphasis on justification through faith alone, we, as Lutherans, have sometimes been understood to advocate, or at least to condone, what the German Lutheran theologian Dietrich Bonhoeffer condemned as "cheap grace," that is, taking sin for granted and ignoring concern for a life of holy living. But such notions are a perversion of what we believe. "Love and good works must also follow faith," writes Melancthon, because "God has commanded them and [they are necessary] in order to exercise our faith" (Apology of the Augsburg Confession IV, 74 and 189). In other words, we believe that good works are necessary – but they are not necessary for salvation. Because we believe that salvation is both "by grace alone" and "through faith alone," Lutherans refuse to give a logically satisfying answer to the age-old question of why some people are saved and others are not. We disagree with those, like Calvin, who teach that since salvation is God's free gift, hell for those who do not believe must be proof that God does not want everyone to be saved. In opposition to this view, we maintain that the Scriptures clearly teach that God desires all "to be saved and to come to a knowledge of the truth" (1 Tim. 2:4).

Yet we also disagree with those who answer the question "why some and not others" on the basis of something which human beings do or possess, as if the ultimate cause for salvation is our striving or cooperating or "deciding" for Christ. The Scriptures teach that all people by nature are "dead in ...transgressions and sins" (Eph. 2:1), utterly incapable of contributing anything to their conversion or salvation. If sinners, therefore, come to believe in Christ, this is the result of God's power at work in them. If they continue to reject the Gospel, this is their own fault. We do not regard this response as a "cop-out" but simply as faithfulness to what the Scriptures themselves teach about the doctrine of election. This brings us to the final *solà*, "Scripture alone."

Scripture Alone

Luther's insight that salvation comes by grace alone through faith alone cannot be divorced from "on the basis of Scripture alone." For it was directly as a result of his commitment to

Scripture that Luther came to rediscover justification by grace alone through faith alone. Together with his contemporaries, Luther held that the Bible is the Word of God and that it does not mislead or deceive us. Luther stated that Scripture alone is infallible; it "will not lie to you" (Large Catechism V, 76). While maintaining a deep appreciation for the catholic (universal) church, Missouri Synod Lutherans believe that Scripture alone is the final standard of what the Gospel is.

However, we also believe that confidence in the reliability of the Bible is not possible apart from faith in Jesus Christ. Christians believe what the Scriptures teach because they first believe in Jesus Christ. Christ is the object of faith, not the Bible. We believe that the inversion of this order compromises "Scripture alone" and results in rationalistic fundamentalism, as if an accepted demonstration of the Bible's truthfulness and reliability – perhaps a piece of Noah's ark, for example – could provide a foundation for faith in the Gospel. The Bible remains a dark book apart from faith in Christ, for He is its true content. However, when sinners are brought to faith in Him, Christ points them back to the writings of the prophets and apostles as the sole authoritative source for all the church believes, teaches, and confesses.

The key to understanding Scripture properly, we believe, is the careful distinction between the Law and the Gospel. *The Proper Distinction between Law and Gospel* is C. F. W. Walther's best-known book. The Law tells what God demands of sinners if they are to be saved. The Gospel reveals what God has already done for our salvation. The chief purpose of the Law is to show us our sin and our need for a Savior. The Gospel offers the free gift of God's salvation in Christ. The whole Bible can be divided into these two chief teachings. It is in the proper distinction between Law and Gospel by which the purity of the Gospel is preserved and the three *solas* of "grace alone," "faith alone," and "Scripture alone" are united.

C. MISSION STATEMENT

MISSION – To offer a secure and technology-enabled Christ-Centered School where students learn to use their voice to contribute solutions to the challenges of our global community.

VISION – To inspire a passion for harnessing emerging technology for teaching, learning, critical thinking and sharing the hope of becoming responsible and productive citizens, whose legacy will leave the world a better place.

ACTION – By providing a well-rounded; technology-enabled Christ-Centered Education.

D. PHILOSOPHY AND GOALS

At Amazing Grace Christian School and Renton Preparatory Christian School, we believe that the basis of all teaching is God and His Word. Our desire is to share the love of Jesus Christ through education, friendships, and restored relationships. Our goal is that each student would come to know and love Jesus Christ as Lord and Savior.

We teach from a Christian perspective by offering students the opportunity to understand themselves and the world around them from a Christian worldview, while respecting and learning to understand a variety of perspectives that differ from our own. Field trips and community and global connections are a vital part of learning. Some of this education will be formal (Chapel, Bible classes and studies, counseling) and some will occur as the faculty

and students interact in the normal flow of school activity. The goal is to facilitate the development of the child spiritually, academically, physically, socially, and emotionally. The School only employs Christian administration, faculty and staff. These are professing Christians who are: actively involved on a consistent basis with a local Christian congregation, wholeheartedly committed to serve as role models in their Christian walks, and maturing both professionally and in their Christian faiths.

In training children to serve the Lord, we make a strong statement for high academic and social standards of conduct. We believe that school is an extension of the home, and we expect parents to support the goals of the School as outlined in the Parental Commitment section (see Section II. A.1. – Admissions Requirements of this handbook).

It is our belief that children are a gift from God to be nurtured and trained so that they may grow strong in character, wisdom, and knowledge.

Students attending Amazing Grace or Renton Prep shall:

- Through the grace of God, develop a personal relationship with the Triune God
- Respond to God's gift of grace by honoring Him in their thoughts, words, and actions
- Learn through trans-disciplinary themes in core subjects
- Develop new-media literacy skills
- Learn effective communication skills, both electronic and conventional, through varied experiences (writing, speaking, visual representation)
- Be challenged with projects requiring novel and adaptive thinking
- Learn spiritual, emotional, social, and physical life skills
- Learn to work with others and independently
- Work collaboratively with different ages, skills, disciplines, and working and thinking styles
- Learn through a student-centric technology-enhanced process with comprehensive Biblical and Core Knowledge content informed by current national and international standards (ISTE, P21, and CCSS), fine arts, and field trips
- Participate in facilitated networks, extending learning beyond the classroom and learn from each other and experts in various fields.

Student Expectations and Core Values

C.H.R.I.S.T : Our schools proclaim Jesus Christ as The Savior from sin and the ultimate core of our schools. Christ's life and ministry form the foundation of our six core values for students, in partnership with their parents. Students are expected to discover, display, and apply the God-given talents and gifts that make them unique individuals as they prepare for a life of leadership and service to others.

Amazing Grace and Renton Prep students must be willing and committed to:

- **C**reativity: Forming and communicating new valuable ideas, products, or artifacts to reflect learning
- **H**umility: Being a servant to all following the example of Christ

- **R**esolve: Persevering with determination to accomplish academic, social, and spiritual goals
- **I**nterdependency: Contributing skills and talents and accepting assistance from others to benefit the community
- **S**implicity: Discerning the most important aspects of life and learning and effectively applying them
- **T**ransformation: Embracing change to become more Christ-like

E. WASHINGTON STATE APPROVAL

Amazing Grace Christian School and Renton Preparatory Christian School are approved by the State of Washington.

F. RELATIONSHIP OF AMAZING GRACE CHRISTIAN SCHOOL and RENTON PREPARATORY CHRISTIAN SCHOOL TO AMAZING GRACE LUTHERAN CHURCH

Amazing Grace and Renton Prep Christian Schools are ministries of and an integral part of Amazing Grace Lutheran Church and, therefore, the school's authority falls directly under the elected officers of the Amazing Grace Lutheran Church Council.

II. ADMISSION REQUIREMENTS

A. ADMISSION STANDARDS

Admission to Amazing Grace Christian School (AGCS) and Renton Preparatory Christ School (RPCS) is by application. The School admits students of any color, race, national, or ethnic origin. It does not discriminate based on color, race, national, or ethnic origin. AGCS and RPCS complies with all federal and state disability laws (as applicable to the Schools), and it will make reasonable accommodations to otherwise-qualified applicants. The Schools cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the Schools.

AGCS and RPCS views the education process as a family enrollment and therefore accepts families, not individual students. **However, AGCS and RPCS reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications, including a willingness to cooperate with the school administration and teachers and to abide by its policies and regulations.**

It is essential for parents and students to realize that attendance at AGCS and RPCS is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by the Schools. Each parent

is required to sign a statement to that effect as outlined below.

1. PARENTAL COMMITMENT

a) We invest authority in the school to discipline our child as the School feels necessary, according to the discipline policy, as outlined in the *AGCS/RPCS Handbook for Parents and Students*. We have read, understand and agree to the discipline policy set forth. (*Proverbs 13:24; 19:18; 23:13-14; 29:15, 17; Ephesians 6:1-4; Colossians 3:20-21; Hebrews 12:4-13*)

b) We agree that in case of questions or complaints, communication will be directed only to the school staff or personnel involved. (Matt. 18)

c) We hereby agree to support school functions and to attend mandatory parent meetings.

d) We are responsible for reciprocal communication including, but not limited to, emails, phone calls, and required signed documents.

e) We understand that in the event of damage to school property by our child, assessments will be made and responsible parties will be charged to cover school property including, but not limited to, breakage of windows, abuse of books, any technological device, etc.

f) We agree to pay the tuition and fees according to the terms of the Financial Agreement. We understand that report cards and transcripts will be withheld if required payments are not made.

g) We agree to support all standards of AGCS/RPCS including dress standards.

2. STUDENT COMMITMENT

AGCS/RPCS are private Christian institutions that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and that those students understand and support the purpose and programs of AGCS and RPCS. Enrollment is considered probationary for all students.

I recognize that AGCS/RPCS is a Christian institution and accept its guidelines:

a) I have discussed the rules outlined in the Parent Student Handbook with my parents.

b) I am willing to be governed by all the rules of this school including policies on dress.

c) I commit to attend all school-sponsored retreats, field trips, or other activities deemed necessary by AGCS/RPCS.

d) I will honor Christ's name in all I do and say. (*Colossians 3:17 "And whatever you do, whether in word or deed, do all in the name of the Lord Jesus giving thanks to God the Father through Him."*)

- e) I will work to my greatest potential using my God-given talents and abilities.
- f) I will control my tongue and avoid profanity, bullying, lying, and gossip. (*Psalm 19:14*)
- g) I will not use tobacco, alcohol, or illegal drugs.
- h) I will not engage in any inappropriate public displays of physical affection.
- i) I will develop discretion in all my listening, reading and viewing habits (Internet, music, books, movies and television, etc.). (*Phil. 4:8*)
- j) I will endeavor to memorize scripture as assigned by the school. (*Psalm 119:11*)

3. CHURCH MEMBERSHIP

AGCS/RPCS seeks to aid parents in the spiritual growth of their children, but recognizes that the School is not solely responsible for the child's development. While church membership is not required, it is encouraged that students worship our Lord regularly with their parents at the Christian church of their choice.

B. APPLICATION PROCEDURES

Enrollment for the following academic year is opened to returning students for a specified period. Enrollment is subsequently then opened to new students. **The School reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications, including a willingness to cooperate with the School Administration and to abide by its policies and regulations. Important: There are no guarantees of placement, express or implied, by Amazing Grace Christian School or Renton Preparatory Christian School.**

The enrollment procedures for new students are as follows:

1. Submit completed new student inquiry form.
2. A personal family interview is required for new applicants. An interview appointment may be scheduled upon receipt of the new student inquiry. (Parent(s) and student applicants must be present). Approved Candidate lists may be initiated when applicable. Family interviews must be completed before a student is considered for admission or for placement on an approved candidate list.
3. Student applicants may be required to take assessment and/or diagnostic tests before receiving an offer of admission.
4. If approved for admission, parents must follow the enrollment process as detailed by the admission letter. Copies of the student's latest report card and standardized test scores may be requested. (Both parents or legal guardians

must sign all forms, if applicable.) Incomplete forms will not be accepted.

5. Enrollment Fees must be paid at the time of completing the online enrollment process.
6. New Kindergarten-Prep and Kindergarten applicants may be required to submit a copy of their birth certificate. Official school records will be requested from the last school attended.
7. Student applicants may be required to take aptitude, achievement, and/or diagnostic test before admission to classes.
8. Students will not be allowed to attend school until a current IMMUNIZATION CERTIFICATE is submitted to the School Office (as required by Washington State law).
9. Annual enrollment begins in November of each year.
10. To be eligible to enter Prekindergarten students must be 4 years of age on or before September 6 of that school year.
11. To be eligible to enter Kindergarten, students must be 5 years of age on or before September 6 of that school year or have proven the capability for success as an early entry student.

III. WITHDRAWALS/TRANSFERS

For students withdrawing from the School, a *written* notice of withdrawal must be submitted to the School Office ninety days prior to the withdrawal date. Please review the Financial Agreement regarding tuition payments due upon withdrawal.

Requests for the transfer of transcripts or records are processed only when the family's financial account is current.

An exit interview with a school administrator is required in order to complete the withdrawal process.

IV. AGCS FINANCIAL POLICY

A. TUITION

- Payments may be made online through parent RenWeb accounts, with personal checks, money orders, or cash.
- Payments must be made no later than the due date by the 5:00 p.m. deadline.
- If the full payment due is NOT received before 5:01 p.m. on the fifteenth (15th) day of the month, a \$100.00 late penalty may be assessed.
- Any and every bank charge associated with NSF assessments will incur a \$50.00 penalty.

- Student(s) may not be permitted to attend school beginning the NEXT school day if the account ever becomes past due and dismissal may result if payment arrangements acceptable to the School have not been made by 5:01 p.m. on the date due.
- There is no grace period granted for any delinquent payment.
- Admittance to school may be permitted after any late payment, with all fees, are paid in full.
- Any delinquent account may be submitted for collection assistance and the Student(s) may not be allowed to return to school unless and until the delinquent account has been satisfied.
- Any fees incurred for collection of delinquent accounts, including attorney fees, shall be borne by the financially responsible parent/guardian.
- There is no reduction in tuition for holidays, vacations, illnesses or absences. Returning families must be current in all financial accounts prior to re-enrollment.

WITHDRAWAL: Please review the withdrawal policy as stated in your financial agreement policy.

No Pro-Rated Return of Payments: In the event my Student(s) does not actually attend school or begins and is voluntarily withdrawn or dismissed from AGCS or RPCS, I understand and agree that I will not receive pro-rated reimbursement for any payments received by the School.

ROLE OF AN EXCEPTION TO TUITION REFUND POLICY

AGCS/RPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS/RPCS.

All payments made on an account will be applied to the oldest outstanding invoice in the following order:

1. NSF or Late Payment Fees
2. Before/After School Care
2. Tuition/Fees

Families of students who do not return textbooks or issued digital devices by the end of the school year, or when a student withdraws from AGCS/RPCS if sooner, will be assessed a penalty of the actual new replacement cost of the item plus a \$35.00 reordering fee.

All disputes and claims related to the Student's participation and/or enrollment at the School including but not limited to, any statutory or common law claims for discrimination, breach of contract and all other claims shall be resolved by mediation and binding arbitration. Mediation and arbitration shall be before a mutually acceptable person who: is a practicing attorney with a minimum of ten years of experience or a retired judge and a member of a Lutheran Church-Missouri Synod church. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on

a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. The laws of the State of Washington shall govern.

B. SCHOOL FINANCES USED FOR CHURCH PURPOSES

Amazing Grace Christian and Renton Preparatory Christian Schools are an integral part and a ministry of Amazing Grace Lutheran Church. The Church has the right to use church funds for school expenses or purposes. Additionally, AGCS/RPCS herein reserves the right to use the school finances in any way or manner we deem necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding on AGCS or RPCS.

C. CONTROLLING POLICY

The financial policy as set forth in this *AGCS/RPCS Handbook for Parents and Students* is the controlling policy of Amazing Grace Christian School and Renton Preparatory Christian School.

ROLE OF AN EXCEPTION

We reserve the right to grant an exception to this financial policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS or RPCS.

V. IMMUNIZATION REQUIREMENTS

AGCS and RPCS are required by the State of Washington to maintain proper immunization records. The Schools must have a completed and signed Washington State Immunization Status Form on file by the first day of school or the student will not be permitted to attend classes.

VI. CHANGE OF CHILD CUSTODY

If a student has a change in custody or guardianship, a new Enrollment and Financial Agreement must be completed and signed by the new custodial parent or guardian within thirty calendar days of the date the change becomes effective. Additionally, a copy of the Parenting Plan must be submitted to the School Office. Enrollment will not be continued until such agreement is completed and on file in the School Office.

ROLE OF AN EXCEPTION

AGCS/RPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS or RPCS.

VII. ACADEMICS

A. CURRICULUM

Amazing Grace and Renton Preparatory Christian Schools are committed to its students' academic and spiritual needs. In the pursuit of academic excellence and in order to facilitate the stated philosophy and goals of AGCS/RPCS, the schools provide superior quality curriculum texts, materials, online subscription databases, and dynamic adaptive online curriculum. To maintain a consistent course of study across grades and aligned with Common Core State Standards, we use the [Core Knowledge](#) sequence, and align course of study to the International Society for Technology in Education NETS*S and Partnership for 21st Century Skills Framework. Our certified Christian educators undergo ongoing professional development in technology, and STEAM (Science Technology Engineering Arts and Mathematics).

B. BIBLE CLASSES

At AGCS and RPCS, we believe that the basis of all teaching is God and His Word. Our desire is that each student would proclaim Jesus Christ as his/her personal Lord and Savior through the power of the Holy Spirit. We seek to nurture and train our students toward the goal of growth in godliness of character and action, and to encourage a deepening faith and personal relationship with our Lord. The study of God's Word is a vital element in the life of a Christian; therefore, Bible Study is a required course at AGCS and RPCS without exception.

C. INTEGRATED CURRICULUM

Classes are enriched by such specialized coursework as choir, music, dance, art, drama, public speaking, physical education, and field trips. *Physical Education: Every student is required to participate in P.E. classes unless exempted for medical reasons.*

D. CHAPEL

Chapel is a special time set aside each week for worship, praise, and sharing God's message. Special guests, pastors, and speakers may be invited to share and to teach. Individual classes may also participate by presenting programs to share with the rest of the School. Chapel attendance is mandatory for all students; parents and families are also invited to attend.

E. FIELD TRIPS

AGCS sees field trips as an essential component of experiential learning. Experiences outside of the classroom help to establish and form connections to core content in a meaningful way. Many field trips provide a way to meet specific Core Knowledge content in the arts, literature, music, history, and science sub-categories. Although field trips are considered essential to the educational process, they are considered a privilege, and only students who demonstrate an ability to be trusted and responsible in school will be allowed to attend.

School Administrators and teachers reserve the right to make the decision that a student cannot attend a field trip based on behavior and/or attitudes. Parents will be informed of this decision prior to the field trip. Students not attending a field trip must still attend school that day and will be placed in another classroom. For all-school field trips, parents must provide their own child care for any child not attending.

F. READINESS WORK POLICIES

Philosophy

Readiness Work encompasses learning activities that prepare students to demonstrate mastery of required outcomes. These required outcomes could include, but are not limited to, class discussions, projects, tests, and life-long skills. Readiness Work will be done both in and outside of class.

Readiness Work promotes sound, independent work habits and develops responsibility.

Readiness Work provides parents with a window to the classroom, helping tie the school to home.

Readiness Work should be developmentally appropriate and of reasonable length.

All students should record Readiness Work according to individual teacher policies. Methods for recording Readiness Work may include paper and pencil or electronic systems including Canvas, RenWeb, Discovery Education, IXL, and/or email.

It is the responsibility of the student to do all necessary Readiness Work on time, including assignments missed due to absence. Late Work is unacceptable.

Definition of Late Work

Late work is any assignment that is turned in:

1. Electronically later than 9:00 p.m. the night before the due date.
2. Other work turned in later than the start of school day on assigned due date.

Consequences of Late Work:

Late Work will affect a student's overall achievement level. All work still needs to be submitted, work submitted late will receive a maximum achievement level of Unsatisfactory.

ROLE OF AN EXCEPTION

AGCS and RPCS reserves the right to grant an exception to this academic policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS.

Absences and Assignments

Students who are absent because of excused absences will receive the same number of days to complete their missed work as the number of days they were absent (i.e. a student that was absent three days will have three days to catch up before the work would be considered late).

Students that go on vacation or are absent for reasons other than illness during the school year will receive the work they missed when they return from the vacation or absence rather than in advance.

Grades 4 – 10 must turn in work assigned the day before a planned absence by the due date.

Guidelines for Time Devoted to Readiness Work

Students vary widely in their work speed, attentiveness, and use of classroom time. One student might be able to complete all of his or her assignments at school, while another student may need to spend considerably more time working at home to stay caught up. If you have a concern about the amount of time that your student is spending on Readiness Work, work with your student's teacher to identify the reason and find a solution.

Teachers may assign Readiness Work on a regular basis Monday through Thursday. We will generally try to avoid assigning work to be completed over the weekend, but some special projects may be assigned during the year that will occupy weekend time.

Reading practice does improve reading skills and so we encourage families to read together every evening.

Family Role

The family plays the key role in setting positive expectations and attitudes toward Readiness Work. We ask all parents to be aware of their child's assigned Readiness Work every day. It will help keep you in touch with what your child is doing and models responsibility.

Families should put into place an after school routine that matches the needs of their household and school related assignments. Some factors to consider are location,

lighting, noise, and distractions. (Keeping distracting electronic devices off limits during a study time is very important.) It is helpful to adhere to a regularly scheduled time and place (worked out with the child). We recommend that when students are working on digital devices for readiness work that parents/guardians actively monitor students to keep them on the assigned task.

Readiness Work is the student's job, not the parent's. Parents need to become great questioners rather than doers when it comes time for Readiness Work. If the parents do the Readiness Work, the student is not ready for the next class day.

Occasionally, we will design special projects that require family participation. However, we will be very clear and tell you when it is okay for the parent(s) to actively help the student complete the work. Otherwise, help your student to learn through questioning and supervision.

Above all, make learning a priority. There is great power in consistent actions and consistent expectations.

G. SNOW DAY OR WEATHER DELAY POLICY

In the event school is cancelled due to snow, weather, or other issues, students will be assigned regular daily school work via e-mail. Students are expected to carefully read and follow their teacher's instructions and turn in their completed work according to the timeline and directions stated by the teacher. By assigning work during snow days, this allows the school to maintain the scheduled school calendar without change and avoid the necessity to add additional school make-up days. Furthermore, this allows the school to meet the required Washington State documented academic hours.

H. ACHIEVEMENT LEVEL STANDARDS

INTRODUCTION

AGCS and RPCS employs an extensive, interdisciplinary, project based, Core Knowledge curriculum for students and uses a variety of assessment techniques to monitor students' progress. The ongoing assessment process leads to two semester evaluations that consist of teacher evaluations and may include student self-assessments.

Each semester evaluation will report achievement levels (ALs). At the end of the year, the AL for Semester 1 will be combined with the AL for Semester 2 for each course, resulting in the final AL that will be reported on the transcript. For some Secondary courses, an AL will be assigned for only one Semester.

Descriptions of the Exemplary (E), Mastery (M), Proficient (P), Developing (D), Unsatisfactory (U), and Insufficient (I) ALs are as follows. Please note that all students are expected to maintain an AL of Proficient (P) by the end of each semester. Exemplary

cannot be achieved through adding “Extra Credit” to an already completed, submitted and evaluated assignment.

E: 96–100%

M: 90-95%

P: 80–89%

D: 70–79%

U: 60–69%

I: 59% or below

AMAZING GRACE ACHIEVEMENT LEVELS

Achievement levels reflect the demonstration of reaching learning objectives and goals outlined by the Core Knowledge sequence, including basic skills through projects, portfolios, tests, assignments, and written work. Achievement levels also reflect the quality and quantity of interaction and involvement demonstrated through communication, collaboration, critical thinking and creativity. This may be evident through class discussions, collaboration with others, problem solving, preparation, and critique.

Exemplary (E):

To attain this AL, a student must meet all requirements and exceed criteria set forth by the teacher through:

- Averaging a 96-100% in the overall content subject
- Innovatively and creatively applying, demonstrating and documenting concepts/skills beyond the requirements
- Consistently and accurately connecting and transferring subject matter to other subject areas and/or making life applications
- Pro-actively setting goals for preparation and completion of academic content
- Initiating teaching, tutoring, or mentoring others in content knowledge
- Requesting constructive critique and applying changes to content knowledge
- Developing, applying, and synthesizing individual talents to enhance learning experiences of self and others
- Completing and submitting all academic work on time, exceeding set expectations
- Producing an accurate self-evaluation, critique, and/or reflection
- Innovatively applying and documenting concepts/skills beyond the requirements through communication, collaboration, creativity, and critical thinking
- Effectively and efficiently managing time and resources to maximize learning experiences
- Contributing, initiating, and/or facilitating class discussions, group meetings, projects, etc.
- Demonstrating willingness to effectively benefit, teach, tutor, or mentor others
- Requesting constructive critique and applying changes to content knowledge
- Respectfully cooperating and communicating with others
- Accepting responsibility for actions while showing self-control

- Asking “What do you think?” and “Why do you think it?” and listening to response
- Preparing for class daily and following directions

Mastery (M):

To attain this AL, a student must demonstrate mastery and complete criteria set forth by the teachers through:

- Averaging a 90-95% in the overall content subject
- Demonstrating and/or documenting the complete acquisition of concepts/skills meeting all requirements
- Participating in class discussions, group meetings, projects, etc. through clearly and consistently communicating relevant content knowledge
- Connecting and transferring subject matter to other subject areas and/or making life applications
- Accepting constructive critique and applying changes to content knowledge
- Completing and submitting all academic work on time, meeting all set expectations
- Producing an accurate self-evaluation, critique, and or/ reflection
- Accurately applying and documenting concepts/skills, meeting all requirements through communication, collaboration, with evidence of critical thinking and creative application
- Managing time and resources to meet expectations for learning experiences
- Contributing to and/or facilitating class discussions, group meetings, projects, etc.
- Demonstrating the ability to effectively teach, tutor, and/or mentor others
- Accepting constructive critique and applying changes to content knowledge
- Respectfully cooperating and communicating with others
- Accepting responsibility for actions while showing self-control
- Asking “What do you think?” and “Why do you think it?” and listening to response
- Preparing for class daily and following directions

Proficient (P):

To attain this AL, a student must competently complete criteria set forth by the teacher through:

- Averaging an 80-89% in the overall content subject
- Demonstrating and/or documenting the competent acquisition of concepts/skill meeting all requirements
- Participating in class discussions, group meetings, projects, etc. through communicating relevant content knowledge
- Accepting constructive critique and attempts to apply changes to content knowledge
- Completing and submitting all academic work on time, meeting all set expectations
- Producing mostly accurate self-evaluation, critique, and or/ reflection
- Accurately applying and documenting concepts/skills, meeting all requirements through communication and collaboration, with some evidence of critical thinking and creative application
- Managing time and resources to meet expectations for learning experiences

- Contributing and/or facilitating class discussions, group meetings, projects, etc.
- Occasionally demonstrating the ability to effectively teach, tutor, and/or mentor others
- Accepting constructive critique and trying to apply changes to content knowledge
- Respectfully cooperating and communicating with others
- Accepting responsibility for actions while showing self-control
- Periodically asking “What do you think?” and “Why do you think it?” and listening to response
- Preparing for class daily and following directions

Developing (D):

To attain this AL, a student is progressing toward competent completion of criteria set forth by teachers through:

- Averaging a 70-79% in the overall content subject
- Progressing toward demonstrating and/or documenting competent acquisition of concepts/skills
- Completing and submitting work on time
- Meeting some set expectations, but attempting all
- Having limited participation in class discussions, group meetings, projects, etc. with inconsistent or inaccurate demonstration of content knowledge
- Communicating concepts and ideas when prompted.
- Expressing ideas that are at times irrelevant or unclear
- Working on managing time and resources to meet expectations for learning experiences
- Providing limited contribution to class discussions, group meetings, projects, etc.
- Accepting constructive critique to content knowledge
- Attempting respectful cooperation and communication with others
- Working on accepting responsibility for actions, and working on showing self-control
- Providing limited preparation for class
- Improving on following directions

Unsatisfactory (U):

An AL of Unsatisfactory credit is reserved for a student who fails to exhibit evidence to meet criteria set forth by the teachers.

- Averages a 60-69% in the overall content subject
- Shows minimal demonstration or documentation of competent acquisition of concepts/skills
- Work is inconsistently submitted
- Set expectations are rarely attempted or met
- Participation in class discussions, group meetings, projects, etc., is minimal and expresses irrelevant and/or inaccurate content knowledge
- Work is rarely and inconsistently completed or submitted on time
- Set expectations are rarely attempted or met

- Participation in class discussions, group meetings, projects, etc. is minimal and expresses irrelevant and/or inaccurate content knowledge

Insufficient (I):

An AL of Insufficient credit is reserved for a student who fails to exhibit evidence to meet criteria set forth by the teachers.

- Averages a 59% or below in the overall content subject
- Disruptive participation, inattentiveness, taking away from other learners
- Inappropriate use of school or personal property (computers, art supplies, ruler, etc.)
- Submitting late work impacts student progress and achievement levels. Consistent late work will be reflected in semester evaluations.

I. SUPPLIES

Each student is expected to come to school prepared for the day's activities. In order to maximize the students' success in this area, a supply list compiled of basic items each student needs is provided by the School Office and emailed to all families prior to the first day of school. The students are expected to bring the necessary items on the first day of school and to replenish supplies if necessary throughout the school year.

J. CONCERTS & PROGRAMS

AGCS and RPCS presents concerts and programs each year, generally at Christmas and in the spring. Our annual dance program takes place at Renton IKEA Performing Arts Center. These concerts are used to showcase the talents of our students. Friends and families are invited to these events. Amazing Grace also hosts a school-wide STEAM Fair in the spring. Teachers work individually with the students in each class to complete age appropriate demonstrations or projects. Throughout the school year there will be other school-wide events. You will receive communication about these as they approach during the year.

VIII. PARENT POLICIES

A. MEDIA AND LIKENESS

The parent grants permission to the schools to use photographs and likeness of the student for school-related publicity purposes, academic, scholarly, and professional development presentations.

B. EMERGENCY CLOSURES

The goal of AGCS and RPCS is to establish a safe and consistent teaching environment for

both students and employees. During winter weather, schools may need to close because of safety concerns. In cases of inclement weather conditions, AGCS and RPCS will usually follow the local public school closure/delay announcements. We will also make effort to notify the major local television stations, update our website, and provide messages on our office phone at 206-723-5526.

As presented above in the Readiness Work Policy for Snow Day procedures:

In the event school is cancelled due to snow, weather, or other issues, students will be assigned regular daily school work via e-mail. Students are expected to carefully read and follow their teacher's instructions and turn in their completed work according to the timeline and directions stated by the teacher. By assigning work during snow days, this allows the school to maintain the scheduled school calendar without change and avoid the necessity to add additional school make-up days. Furthermore, this allows the school to meet the required Washington State documented academic hours.

C. NOTIFICATION OF INFORMATION CHANGES

Parents are requested to notify the School Office immediately in case of changes in family/student information including new addresses, phone numbers, cell numbers (including student cell numbers), work phone numbers, email addresses, carpools, emergency contacts, custody, and pertinent student medical information, such as allergies, etc.

D. COMMUNICATIONS

1. **RenWeb:** RenWeb is used for email communication from the school and staff as well as to maintain family and student data/contact information. RenWeb maintains family accounting information. Families may also access faculty and staff email directory through the website.
2. **Canvas:** This is where you will want to go as your primary place for readiness work and classroom content. Parents and students will have access and will be able to see readiness work, scores, and resources posted by the teacher and students. Canvas should be checked daily and you will be able to choose how to receive notifications from Canvas.
3. **Facebook:** Like our school's Facebook pages and see photos and videos of classroom happenings. Helpful resources and activities going on in the Seattle area will also be shared here. Reminders for upcoming events may also be posted.
4. **Website:** The AGCS/RPCS website is updated regularly and contains important information such as calendars, announcements, and other news, as well as links to individual teachers. Families may also access faculty and staff email directory through the website. The websites also shares some of the projects and accomplishments taking place at AGCS/RPCS.

5. **Newsletters:** The school may publish and email periodic newsletters with important information pertinent to the school. It is expected that each family diligently review information in the notes in order to be kept up-to-date in areas of school events and policies. **Classroom teachers** may also send regular newsletters via email to students' families to update them on classroom news, upcoming projects and assignments, and current learning topics and objectives.
6. **Emergency Information Line:** 206-723-5526
7. **Conferences:** Teachers hold voluntary student-led conferences at mid-1st semester (November) and a conference may also be arranged in March to check-in on student progress for second semester. Conferences may also be requested or offered at any time by either the teacher or the parent.

E. LOST AND FOUND

Lost and Found items are kept for only short periods of time in the School Office due to a lack of storage space. Items labeled with names are returned to students. Parents are encouraged to label their students' items to avoid loss. Unmarked items are regularly displayed, and any unclaimed items are periodically donated to a local charity. AGCS and RPCS is not responsible for lost or misplaced items and is not liable if any unclaimed items are given to a charity of our choice.

F. CAMPUS VISITORS and PERMISSION FOR VIDEO/AUDIO RECORDING

1. **Parents:** It is the desire of the administration and the faculty to be of service to our families, and we welcome parental visits to the classroom. We do require, however, that **any visit to a classroom be made by definite appointment with the teacher.**
2. **Other Visitors:** AGCS and RPCS does not usually allow visits by students not attending our school, and AGCS and RPCS reserves the right to refuse to allow anyone on campus for whatever reason before, during, and after school hours.

All visitors, including parents, are required to check-in with the school Administrator or Principal and may be required to be accompanied by a staff member. Upon entering any part of the AGCS or RPCS campus, all visitors, parents, and students give permission to being video and audio recorded at all times while on the campus.

Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.

G. LUNCHES

All students are required to bring lunches and snacks that can be eaten within the 20- minute lunch period. There is no microwave accessibility. Therefore, all food should be able to be opened and eaten without heating or refrigeration. Students who arrive at school

without lunch will be provided basic nutrition. Parents will be billed \$10.00 per meal, invoiced with the next tuition payment. Utensils will not be provided.

If a child forgets to bring a lunch, a lunch can be dropped off to the student only during a recess time. At no time should a class be interrupted to deliver a lunch.

For security purposes, the lunch room is opened to students and staff only.

H. ILLNESS/MEDICATIONS

1. **Illness:** If a student becomes ill at school, he or she will be sent to the School Office, and the parent will be called. The parent should pick up the child within an hour of the call. Should the parent find this difficult, arrangements should be made, prior to the need, for a relative, friend, or neighbor to be able to pick up the child. Any student with a communicable disease or a temperature of 100 degrees or higher must not be brought to school until they are healed or the fever has been absent for 24 hours or more. *Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.*

2. **Asthma Pumps:** If a student has asthma, parents should provide an asthma pump labeled with the child's first and last name as well as a current prescription label to the child's teacher on the first day of school and retrieve it back on the last day of school as well as provide new pumps if medication expires or is changed. The teacher will notify the student of where the pump is in the classroom.

3. **Allergies:** If a student has any allergies, the parents must notify the child's teacher and the administration by filling out an allergy form by the first day of school. In severe cases, parents should also provide the teacher with an appropriate epipen and any other medications useful in the case of allergic reaction.

4. **Medications:** Ideally, all medication should be given at home. AGCS and RPCS recognizes that some students may have special needs that require medicine to be administered during school hours. If this should occur, the parent may pick up a Medication Authorization form that is available in the School Office. All medications must be in the original container and stored with the teacher. Medications will not be dispensed without a signed Medication Authorization form on file. The following certification/authorization must be signed by all parents/guardians desiring to have any medication administered to their student at school:

I certify that I am the parent, legal guardian, or other person in legal control of the above identified student and request and authorize the School to administer the above identified medication in accordance with the instructions indicated above for the period of time described above, as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Such medication may be administered by medically

untrained school personnel. Medications must be supplied to the school in the original containers.

5. Emergency:

In case of an acute emergency, first aid will be administered as necessary. Emergency personnel and services will be consulted as indicated by the nature of the emergency. Parents will be notified. If deemed necessary, 911 will be called and child will be transported to VALLEY MEDICAL CENTER HOSPITAL in Renton (or another facility at the discretion of emergency personnel) for treatment, unless another hospital has been requested.

The following is the Emergency Release Section from the enrollment application, which must be signed by parents/guardians for all students enrolled at AGCS.

RELEASE, PAYMENT OF EXPENSES, MEDICAL CONSENT, AND MEDIATION

1. Parent(s) or legal guardian(s) ("Parent") grants permission for the Student to use all playground equipment and participate in all of Amazing Grace Christian Schools' and Renton Preparatory Christian's ("School") activities, including field trips off of the School's grounds.
2. The Parent grants permission to the School and its employees and agents to take the Student to a licensed physician for medical treatment, emergency surgery, or hospitalization if the Student becomes ill or sustains an injury or otherwise requires medical treatment or attention and the School cannot contact the Parent. The Parent gives consent to any licensed physician to administer drugs or medicine or to perform such medical procedures as that physician determines necessary for the relief of pain and to preserve the Student's life or health.
3. The Parent agrees to assume the responsibility for all medical, transportation, rescue and other related expenses incurred on behalf of the Student.
4. The Parent releases and agrees to hold harmless, defend and indemnify the School and its directors, officers, employees and agents from and against any and all claims for personal injury (including loss of life) and all other losses or damages (except those caused entirely by the gross negligence or intentional conduct of the School) that the Student or the Parent may suffer as a result of the Student's participation and/or enrollment at the School.
5. All disputes and claims related to the Student's participation and/or enrollment at the School including but not limited to, any statutory or common law claims for discrimination, breach of contract, and all other claims shall be resolved by mediation and binding arbitration. Mediation and arbitration shall be before a mutually acceptable person who: is a practicing attorney with a minimum of ten years of experience or a retired judge and a member of a Lutheran Church-Missouri Synod church. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. The laws of the State of Washington shall govern.

I. CARPOOL GUIDELINES

Carpooling is a way in which parents can help and support each other. AGCS or RPCS is in no way involved or responsible for your carpool situation. The following are general guidelines to assist you in this area:

1. Please inform the School Office of all names and telephone numbers of those who are authorized to pick up your student from school. When carpools are arranged, or changed, a signed authorization or email notifying the School of the change must be submitted without delay.
2. Please notify your student(s) and their teacher if another parent or adult other than a legal guardian/parent is picking up your student(s) on a regular basis or on an abnormal day with special arrangements.
3. It is very important that you always communicate any change in plans directly with the other parents with whom you are carpooling. Much confusion and many unfortunate situations have arisen due to messages sent through students.
4. When you are picking up student(s) after school, do not leave the school grounds without being certain that all of the student(s) for whom you are responsible are accounted for. The only way you can be certain that you do not need to take a student home is to communicate directly with the parent, teacher, or School Office.
5. Please give as much advance notice as possible to the other families in your carpool when you are unable to drive on your regularly scheduled day, or if your student will not be attending school.
6. Whenever you change home or work telephone numbers, please notify the School Office as well as your carpool families as soon as possible so that they are able to reach you with any change in plans.

J. NOTICE REGARDING RIGHTS OF PARENTS

Amazing Grace Christian School ("School") and Renton Preparatory Christian School will allow (1) the release of a student, (2) information about the student (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the student to either of the student's parents or legal guardians unless the School receives sufficient evidence (in its sole discretion) that a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revokes those rights. Either of the student's parents or legal guardians is authorized to make decisions on behalf of the student, unless the School receives sufficient evidence (in its sole discretion) to the contrary, whether in the form of a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parent or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the student), the School may elect to

take any action it deems appropriate, in its sole discretion, including taking no action.

IX. STUDENT POLICIES

A. EXPECTATIONS AND RESPONSIBILITIES

AGCS and RPCS are private Christian institutions that seek to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged both academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and those students must understand and support the purpose and programs of AGCS and RPCS. Enrollment is considered probationary for all students.

The School reserves the right to dismiss students at any time for any reason it deems necessary.

1. Each student must display a sincere desire to attend AGCS/RPCS and agree honestly and wholeheartedly to apply themselves according to 2 Timothy 2:15: "Study to show yourself approved to God, a workman that need not to be ashamed, rightly dividing the word of truth."
2. Students must be able to meet the academic requirements of the School, and be willing to submit to the discipline required to perform successfully. (AGCS/RPCS does not provide programs for severe learning disabilities or emotionally disturbed students.)
3. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration for admission.

B. DISCIPLINE

At AGCS and RPCS, we believe that the basis of all teaching is God and His Word. Our desire is that each student would proclaim Jesus Christ as his/her personal Lord and Savior through the power of the Holy Spirit. Our mission is to nurture and train each student so that they will grow in godliness of character and action.

Discipline, in general, is training in processes – procedures, preparations, and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. In the Christian environment, it is training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice that which, according to the Matthew 18 principle, directs us to correct and restore our brother to righteousness. Parents, guardians, and students recognize and agree that this Discipline Policy is general in nature. They further agree that it may apply to their student depending on grade level.

The following guidelines have been established for all students at AGCS and RPCS:

1. Growing in Christian character includes, but is not limited to, the following:

- a) Taking care of one's school
- b) Obeying and respecting all school and church personnel
- c) Being responsible for one's actions
- d) Respecting other's rights, feelings, and property
- e) Walking safely and acting orderly in the building, and staying in supervised areas
- f) Making a determined effort to learn
- g) Attending all classes; being on time and ready to work with the necessary learning materials
- h) Identifying oneself by name if asked by a school or church staffmember
- i) Dressing appropriately
- j) Knowing and obeying the rules of AGCS and RPCS

2. Offenses resulting in discipline include, but are not limited to, the following areas:

a) Procedural offenses include, but are not limited to:

- 1) Chewing gum
- 2) Running in hallways
- 3) Tardiness
- 4) Inappropriate dress
- 5) Running inside the building
- 6) Being out of class without a purpose and/or permission
- 7) Being out of seat without permission
- 8) Talking out of turn
- 9) Eating or drinking outside of the lunchroom (unless specifically authorized)
- 10) Inappropriate behavior in the Sanctuary
- 11) Bringing unauthorized electronic items to school
- 12) Misuse of authorized or appropriate digital communication devices especially when it negatively impacts any person

(Discipline procedures for procedural offenses include, but are not limited to, detention, fines, and other corrective measures.)

b) Attitudinal offenses include, but are not limited to:

- 1) Disruptive conduct
- 2) Misrepresentation/lying
- 3) Disobedience
- 4) Disrespect to faculty/staff member

(Discipline procedures for attitudinal offenses include, but are not limited to, detention, suspension and possible expulsion.)

c) Moral offenses include, but are not limited to:

- 1) Fighting
- 2) Inappropriate language/swearing
- 3) Bringing dangerous objects to school, including weapons of any kind
- 4) Vandalism (damaging School, Church, or personal property)
- 5) Use of drugs, alcohol, or tobacco
- 6) Inappropriate physical contact (non-sexual or sexual contact)
- 7) Theft
- 8) Cheating
- 9) Assault

(Discipline procedures for moral offenses include, but are not limited to suspension, fines, and immediate expulsion.)

3. Lunchroom rules, including but not limited to:

- a) No talking
- b) Enter the lunchroom in a single line, quietly and orderly
- c) Walk, do not run
- d) Remain seated until excused
- e) Use good table manners
- f) Leave your individual eating area neat and clean (clean up after yourself)
- g) Touch and handle your own food only
- h) No food throwing, etc.
- i) Do not leave the lunchroom without adult permission
- j) Take all personal belongings daily from the lunchroom when you are finished

4. Playground rules, including but not limited to:

- a) Remain in the designated play areas until permission is given to go elsewhere
- b) Return all equipment to designated area
- c) Go down the slides one at a time, climbing up or on top of slides is prohibited.
- d) The following are strictly forbidden:

- 1) Throwing rocks, sticks, or bark
- 2) Piggyback games
- 3) Keep-away
- 4) Fighting
- 5) Snowballs
- 6) Inappropriate language or play

e) When crossing monkey bars on playground, students need to be supervised by a teacher or adult. Pre-K through Second grade may only use the monkey bars with adult supervision during individual class recess or P.E. times.

5. Consequences of inappropriate behavior will depend upon the severity, age of student, and repetition of behavior. Staff members who have knowledge of students behaving inappropriately will speak with the student, explain the seriousness of the behavior, and take action that includes, but is not limited to:

- **Behavior Notification** (report of student violation to teacher or administrator)

- **A course of action** may proceed as follows, but is not limited to:
Teacher/student conference;
Teacher/parent conference; Parent/administrator/student conference;
Probation;
Suspension; Expulsion *

*Expulsion: Students who are expelled from the School are subject to the normal withdrawal procedures, including, but not limited to, payment of the remaining tuition amount assessed under the Financial Policy section of this handbook.

6. It is expected that this plan will contribute toward a happy, positive school environment where students respect one another, are able to learn, and where Christ is glorified. Parents and students are required to read and discuss this policy and to comply with all rules and regulations as established by Amazing Grace Christian School.

Anti-Bullying Policy

Amazing Grace/Amazing Grace/Renton Prep Anti-Discrimination Statement

Amazing Grace/Renton Prep is proud of its diverse educational community. Amazing Grace/Renton Prep does not discriminate with respect to educational opportunities on the basis of race, color, gender, national origin or ancestry, or disability, or any other category protected under state or federal law. As a Christian school we do reserve the right to consider faith traditions (religion) as a basis for admission. All students are entitled to all rights, privileges, programs, and activities generally afforded or made available to students at Amazing Grace/Renton Prep. Amazing Grace/Renton Prep complies with and adheres to all state and federal anti-discrimination laws with respect to its educational policies, admission policies, financial assistance programs, and athletic or other school-administered programs.

Anti-Bullying Policies & Plan

I. Overview

Amazing Grace/Renton Prep is committed to maintaining a safe learning environment in which all members of our community treat each other with civility and respect and that is free from all forms of harassment, including bullying and cyber-bullying.

Amazing Grace/Renton Prep will not tolerate any form of bullying that occurs on school grounds or in connection with any school activity or that otherwise interferes with the educational experience of any student at Amazing Grace/Renton Prep. Amazing Grace/Renton Prep will support this commitment in all aspects of our school community. Amazing Grace/Renton Prep will provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. Furthermore, Amazing Grace/Renton Prep will provide annual training for all employees on its Bullying Prevention & Intervention Plan. Amazing Grace/Renton Prep will share information with parents about the Plan, at least annually.

Certain students may be more vulnerable to becoming targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. With this in mind, Amazing Grace/Renton Prep will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the Amazing Grace/Renton Prep community, and it will provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. Amazing Grace/Renton Prep affords all students the same protection regardless of their status under the law.

Amazing Grace/Renton Prep will respond promptly and effectively to any report of bullying or

retaliation against any person who has any information about bullying or who has participated in an investigation of bullying. Amazing Grace/Renton Prep will promptly investigate the report. If Amazing Grace/Renton Prep finds that bullying or retaliation has occurred, we will promptly take action to end that behavior and restore a sense of safety for those who were the target of it. Amazing Grace/Renton Prep will impose disciplinary sanctions in appropriate cases, up to and including dismissal from Amazing Grace/Renton Prep or termination from employment. Amazing Grace/Renton Prep will report to local law enforcement incidents of bullying that may constitute a violation of criminal law.

The following information details the Amazing Grace/Renton Prep Bullying Prevention & Intervention Plan ("Plan") and reflects on our comprehensive efforts to work with students, staff, families, law enforcement agencies, and the community to prevent, intervene, and respond to incidents of bullying, cyber-bullying, and retaliation.

II. Bullying & Cyber-Bullying Defined

The Washington State Anti-Bullying Law defines bullying as:

"Harassment, intimidation, or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW [9A.36.080](#)(3), or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (a) Physically harms a student or damages the student's property; or
- (b) Has the effect of substantially interfering with a student's education; or
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (d) Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

(3) The policy and procedure should be adopted or amended through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives. It is recommended that each such policy emphasize positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district's policy prohibiting harassment, intimidation, or bullying.

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim.

* The law defines a "hostile environment" as "a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education."

For the purposes of this section, bullying shall include cyber-bullying.

Bullying includes "Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include **(i)** the creation of a web page or blog in which the creator assumes the identity of another person or **(ii)** the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses **(i)** to **(v)**, inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses **(i)** to **(v)**, inclusive, of the definition of bullying.

Amazing Grace/Renton Prep's definition of bullying and cyber-bullying includes but is not limited to the definitions stipulated in Washington's law. Amazing Grace/Renton Prep, at its discretion, may

apply stricter standards of behavior in order to prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, the School reserves the right to impose disciplinary measures or other corrective action in a case of a single expression, act or gesture, as well as in a case of inappropriate conduct that may not rise to the level of the legal definition of bullying. This may occur if the School determines that the behavior is of sufficient severity to warrant disciplinary measures or other remedial action, or if the repetition of an expression, act, or gesture might result in bullying as defined under the Washington State anti-bullying law.

In sum, Amazing Grace/Renton Prep prohibits bullying:

1. On school grounds, which means any building or property that the school owns or uses for educational, athletic, or other purposes;
2. At or in connection with any school-sponsored or school-related activity, function or program, whether or not the activity occurs on school grounds;
3. In any vehicle or other form of transportation owned or used by the school; or
4. Through the use of any technology or any electronic device owned, or used by the school.

Amazing Grace/Renton Prep also prohibits bullying that does not meet any of the above criteria, but that nonetheless:

1. Creates a hostile environment at school for the alleged target;
2. Infringes on the rights of the alleged target at school; or
3. Materially and substantially disrupts the education process or the orderly operation of the school.

In addition, Amazing Grace/Renton Prep also prohibits retaliation against any person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information pertaining to bullying.

III. Reporting Bullying or Retaliation

Students: Any student who feels he or she or any other student has been the subject of bullying or retaliation should immediately report the matter to his or her Principal, or to any other staff member or teacher with whom they would feel more comfortable making the report. If a reported bullying incident involves any other staff member, the report of bullying should be directed to the Executive Director. If a reported bullying incident involves the Executive Director, the report of bullying should be directed to the Board of Director's President. Student reports of bullying can be made anonymously, although no disciplinary action will be taken against a student solely on the basis of an anonymous report.

Parents/Guardians: Any parent or guardian who feels that any student has been the subject of bullying or retaliation should promptly report the matter to the appropriate Director. Such reports of bullying may be made anonymously, although the school is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report*. Any parent or guardian who wishes to file a claim/concern or seek assistance outside of the school may do so with our security consultant, Sean Spellecy.

*Although there are circumstances in which an anonymous report can be better than none at all, the school encourages students and their parents and guardians not to make reports anonymously. It is far more difficult to determine the facts of what occurred if complaints are made anonymously. While the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of bullying, cyber-bullying, and retaliation only as needed to address concerns.

Teachers & Staff: Any faculty or staff member of our school community who has witnessed or otherwise become aware of any bullying or retaliation must, by law, report it to the appropriate Director. If a teacher or staff member witnesses an act of bullying, cyber-bullying or retaliation in progress, the teacher or staff member is expected to take reasonable steps to stop the act by

communicating directly with the person where behavior is considered unacceptable, offensive, or inappropriate. Employees may NOT make reports under this policy anonymously. The Executive Director is available to assist anyone who may need support in reporting such activity.

Note: A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, up to and including dismissal. If a parent or guardian knowingly makes a false accusation of bullying or retaliation, the school may terminate the enrollment of any child(ren) of that parent or guardian. An employee who knowingly makes a false accusation of bullying or retaliation or who fails immediately to report an instance of bullying or retaliation of which they are aware shall be subject to disciplinary action, up to and including dismissal.

IV. School Response to Allegations of Bullying or Retaliation

Once any allegation of bullying or retaliation is received, a prompt investigation of the charge will be conducted by the appropriate Division Director/Principal*. The nature and extent of the investigation will depend on the circumstances.

If the Executive Director determines that bullying or retaliation has occurred, he will **(i)** notify the local law enforcement agency, if he believes that criminal charges may be pursued against a perpetrator; **(ii)** take appropriate disciplinary action; **(iii)** notify the parents or guardians of the perpetrator; **(iv)** notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; **(v)** assess the victim's need for protection and take appropriate steps as necessary to restore a sense of safety for the victim; and **(vi)** in consultation with a counselor or others as appropriate, refer perpetrators, victims, and appropriate family members of such students for counseling or other appropriate services.

*If a bullying incident involves a Director, the Executive Director or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged target. If a bullying incident involves the Executive Director, Amazing Grace/Renton Prep Board of Directors, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the School:

An impartial investigation of the complaint is conducted by the Executive Director or designee. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, employees, or other persons who witnessed or who may otherwise have relevant information about the alleged incident. Depending on the circumstances, the Executive Director or designee conducting the investigation also may choose to consult with other teachers and/or a counselor.

Following interviews and any other investigation undertaken, as the School deems appropriate, the Executive Director or designee will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Executive Director or designee will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. When necessary, the following steps may be taken:

- In consultation with a counselor, refer perpetrators, targets, and family members of such students for counseling or other services as appropriate.
- Take appropriate disciplinary action, up to and including dismissal. In accordance with Washington's law, any disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
- Notify local law enforcement if the Executive Director or designee believes that criminal charges may be pursued against a perpetrator. Depending on the nature of the conduct,

bullying may involve, for example, the crimes of stalking; making threats; harassment; or making harassing, annoying, or molesting electronic communications. In addition, retaliation or threats of retaliation may involve, for example, the crime of witness intimidation.

- Notify the appropriate administrator of another school if an incident of bullying or retaliation involves a student from that school. If an incident of bullying or retaliation occurs on school grounds and involves a former Amazing Grace/Renton Prep student under the age of 21 who is no longer enrolled in a school, Amazing Grace/Renton Prep will contact law enforcement consistent with the provisions of the law.

• For all reports of bullying or retaliation, the Executive Director or designee will keep a file of the report, the investigation, and any steps taken in response to a finding of bullying or retaliation.

V. Student & Faculty Education pertaining to the prevention of Bullying or Retaliation and the support of members of our Community who have been victimized.

Amazing Grace/Renton Prep takes specific steps to create a safe, supportive environment for vulnerable populations in Amazing Grace/Renton Prep community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying and harassment that may interfere with a safe and effective educational environment. Indeed, Amazing Grace/Renton Prep is committed to support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The curriculum of required guidance classes in each class (a course called Decisions) includes topics that comprehensively address bullying, including case studies highlighting the toll on victims, school policies and procedures, state laws, etc. In addition, Amazing Grace/Renton Prep periodically convenes assemblies, advisory meetings, and other student gatherings to address the topic of bullying.

In addition annual faculty and staff professional development – including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals – will review the following topical areas related to bullying: **(i)** developmentally-appropriate strategies to prevent bullying incidents; **(ii)** developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; **(iii)** information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim, and witnesses to bullying incidents; **(iv)** research findings on bullying, including information about students who have been shown to be particularly at risk for bullying in the Amazing Grace/Renton Prep environment; **(v)** information on the incidence and nature of cyber-bullying; and **(vi)** Internet-safety issues as they relate to cyber-bullying. Faculty and staff shall also review annually Amazing Grace/Renton Prep's Anti-Bullying Plan, the content of which is included the Employee Handbook.

VI. Additional Notes

The entire Plan is posted on the Amazing Grace/Renton Prep website, and the parent community will receive copies of the Amazing Grace/Renton Prep's Anti-Bullying Policies & Plan at the start of each academic year. Amazing Grace/Renton Prep has invited comments from various school constituencies, and will continue to do so, periodically.

Amazing Grace/Renton Prep reserves the right to modify these policies and plans during the year, and it will formally notify parents prior to the effective date of any changes. The Plan will be reviewed, and as needed, updated at least once every two years. In connection with that update, the Executive Director or designee will be responsible for reviewing the Plan, reviewing the file of reported incidents of bullying or retaliation in at least the preceding two years, and undertaking such other steps as may be appropriate to evaluate the effectiveness of this Plan and the school's compliance with the Plan and any laws or regulations relating thereto.

If required by the state, Amazing Grace/Renton Prep shall annually report bullying incident data to

the appropriate state department. The data shall include, but not be limited to: (i) the number of reported allegations of bullying or retaliation; (ii) the number and nature of substantiated incidents of bullying or retaliation; (iii) the number of students disciplined for engaging in bullying or retaliation; and (iv) any other information required by the department. Said incident data shall be reported in the form and manner established by the department, in consultation with the attorney general.

If required by the state, Amazing Grace/Renton Prep will assess the school climate along with the prevalence, nature, and severity of bullying in the school by administering a student survey at least once every four years beginning with the 2016-2017 school year.

ROLE OF AN EXCEPTION TO DISCIPLINE POLICY

AGCS and RPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason, and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child/ward attends AGCS or RPCS. We may choose to move directly to suspension or expulsion in the event we determine the behavior or actions warrant such an immediate decision.

C. SEARCH AND SEIZURE POLICIES

1. Enrollment in AGCS and RPCS constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized, including any and all digital and electronic devices.
2. AGCS and RPCS expressly reserves the right to search, including but not limited to: persons, automobiles, backpacks, purses, pockets, lockers, desks, electronic devices, etc.
3. AGCS and RPCS expressly reserves the right, and the parents and students grant the School the right, to examine the electronic content contained in a cellular phone, pager, laptop computer, or other device confiscated at school.

ROLE OF AN EXCEPTION TO SEARCH AND SEIZURE POLICY

AGCS and RPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child/ward attends AGCS or RPCS.

D. TELEPHONE USAGE- Additional policies regarding use of electronic devices is outlined in the Acceptable Use Policy.

Students are permitted to use the school telephone in the classroom, with permission, in cases of emergency only. All long distance calls must be made collect. Students are not allowed to use any telephone, including but not limited to, cellular, digital, or any other telephones without authorization. Cell phones may be used before and after school and/or during times permitted by the teacher. They may not be used during class at any time, including social media, text messaging, games, photos, music, or any other use, unless permitted by the teacher. Any device used on campus can be reviewed for content.

E. BICYCLES

Students are NOT allowed to ride their bikes to school.

F. BIRTHDAYS and SPECIAL PARTIES

Families wishing to celebrate a student's birthday on campus must include all students in that classroom. Plans must be approved by the teacher prior to the celebration. No pizzas, cakes, cupcakes, or candy is permitted – only juice, fresh fruit and vegetables, or another approved healthy snack. If invitations are being passed out to an off-campus birthday party, all students in the class must be included; otherwise, invitations must be sent from off-campus.

G. SCHOOL BUS and VEHICLE RULES

The following are rules relating to students riding in school buses and other vehicles include, but are not limited to:

1. Students being transported are considered under the authority of the vehicle's driver.
2. Students may not sit in the driver's seat, operate controls, or be in the driver's area.
3. Fighting, wrestling, or boisterous activity is prohibited in the vehicle.
4. Students shall use the emergency door only in case of emergency.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the vehicle.
6. Students shall remain seated while the vehicle is in motion.
7. When necessary to cross the road, students shall cross in front of the vehicle or as instructed by the driver.
8. The driver may assign students seats.
9. Students shall not open or close windows without the permission of the driver.
10. Students shall not extend their hands, arms or heads through the windows.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall keep the vehicles clean, and must refrain from eating in the vehicles, or otherwise damaging them.
13. Students shall be courteous to the driver, to fellow students, and to passers-by.
14. When riding a Seattle Metro City Bus, students should sit in area designated by the classroom teacher and always know where their teacher is located in order to stay with the class.

X. DRESS AND GROOMING GUIDELINES

A. GENERAL GUIDELINES

Emphasis should be placed on the fact that Amazing Grace Christian School and Renton

Preparatory Christian School are Christian institutions, and the clothes that students wear should reflect a Christ-like attitude. Any type of appearance that attracts undue attention to the wearer, and thus causes a disturbance in the School, is in bad taste and not acceptable. A high standard of courtesy and etiquette is to be maintained.

AGCS and RPCS represents a multitude of Christian denominations, families and cultures that have a variety of perspectives regarding dress. It is the School's desire to reflect and present a neat and modest image of our students to the community. While some attire may be acceptable for Christians to wear in other environments, it may not be appropriate for School.

Everywhere in life people are given dress standards when they choose to be a part of an organization. From McDonalds, to the armed services, to post office employees, to the Supreme Court of the United States, people are required to conform to particular styles of attire if they choose to be a part of the institution. It is not considered unusual or cruel to have standards of dress in order to present a specific image.

Our dress and uniform guidelines are not an attempt to judge one's spirituality or impose ultra-conservative values on families. Each individual should be recognized for his/her effort, abilities and spirit. Acceptability of dress should not determine the acceptability of the student. The goal is to reflect what we feel are commonly accepted Christian values and to encourage Christian young people to be concerned with the Biblical principle of *modesty*. AGCS and RPCS assumes parents will honor this intention and will assume the responsibility for guiding their student(s) in this area.

Students are expected to honor the Lord in their daily attire. While some students may not agree with all guidelines and expectations, it should be recognized that they choose to attend AGCS and RPCS and will therefore respect the authority of the school in its attempt to administer a fair and consistent dress standard.

B. AGCS UNIFORM INFORMATION: PREKINDERGARTEN TO 10th Grade

****LANDSEND.COM IS THE ONLY OFFICIAL SCHOOL UNIFORM SUPPLIER FOR THE 2016-2017 SCHOOL YEAR.****

Where to Purchase Uniform Items

1. LandsEnd.com Online Uniform Shop (Primary Source for uniform items)

Visit and log-in to the custom shopping experience for Amazing Grace Christian School to make all purchases.

- a) For all students, all uniform items except outerwear, socks, and shoes MUST be purchased through our LandsEnd.com online uniform shop.
- b) Lands' End carries sizes ranging from small children through adult sizes.
- c) Uniform tops:
 - 1) All uniform shirts and tops will be purchased through our Lands' End uniform shop.
 - 2) Uniform polo shirts are available in-black, cobalt, deep purple, evergreen, red, &

orange.

- 3) All uniform tops, including polo's and sweatshirts must have the appropriate school logo embroidered on them. Prekindergarten-5th is the Amazing Grace logo and 6th-10th is the Renton Prep logo.
- d) Uniform bottoms:
 - 1) Uniform bottoms are to be purchased through LandsEnd.com
 - 2) Color Options: All School bottoms are of the khaki color for Prekindergarten-2nd grade and gray for 3rd-10th grade.
 - 3) For husky and tall fits, uniform bottoms can be purchased directly from a Lands' End store, provided the items are from our approved items list. (See LANDS' END APPROVED ITEMS section for listing.)

2. Shoes, Socks, and Tights

- a) Shoes must be completely black and non-scuff with no colored logos or shoestrings.
- b) No boots are to be worn inside the classroom.
- c) Socks must be white or tan.
- d) Tights must be white or off-white for students in Prekindergarten-2nd grade and black for students in 3rd-10th grade. Tights can be purchased at any retailer.

3. Hair and Accessories

- a) Boys' hair should not pass the collar nor go over the ear. Head carving or designs are prohibited as are dread locks/braiding for boys.
- b) Hair styles and accessories should not be a distraction in class. Hair must remain its natural color. Earrings for girls must be studs and worn only in the ear. This is for the safety of the student. Boys are not allowed to wear earrings.
- c) Necklaces, bracelets, or rings cannot be worn.
- d) No visible tattoos.
- e) Headbands, barrettes, or large hair-ties in the colors of black, brown, khaki, white, red, blue, forest green, or purple can be worn.
- f) No bandannas, hats, or headbands with attachments can be worn.
- g) Nail polish and make-up are not allowed except for the Dance Program.
- h) Renton Prep has its own professional dress code for 6th-10th graders.

4. Free Dress Days

- 1) Free Dress days are allowed on the last school day of each month.
- 2) Students may wear nice (no holes, not sagging) jeans and plain-colored or patterned shirts. In addition, girls may wear dresses and skirts of knee length or longer with colors or patterns. Shirts, skirts, and dresses with logos, pictures, or words are not allowed.

C. EVENTS, FIELD TRIPS, AND SCHOOL PROGRAMS

AGCS and RPCS intends to display attitudes of respect and modesty when traveling off the school grounds. Except when specifically instructed otherwise, the usual uniform dress code will be enforced for all participants of AGCS and RPCS special events including, but not limited to, field trips, school programs, and other events. We may require

all boys and girls to wear a specific color shirt to help us better recognize our students in crowds. All AGCS and RPCS student spectators or audience members must adhere to the standard dress guidelines outlined above. This includes all events, concerts, plays, or other school events.

D. ENFORCEMENT

All dress standard infractions may be referred to the administrator. Students found to be wearing or displaying improper dress/hair may be subject to disciplinary action, as set forth in Section IX, B (Student Policies – Discipline) of this handbook, and may be sent home. In case of questions about appropriateness, it shall be left to the discretion of the administration. The decision of the administration will be final. When the infraction has been cleared or corrected, the student may be sent back to class with notification to the teacher of action taken. Consequences of dress code violations may include specific, individually assigned dress standards for designated periods of time.

XI. ATTENDANCE POLICY

Regular and punctual attendance is essential for success as a student. Absences and tardies interrupt the process of learning for all students. Therefore, in order to maximize the learning experience, we discourage unnecessary absences and vacations on school days. To be excused, an absence must be due to an unavoidable emergency or illness. In some cases, other reasons may be accepted if previous arrangements are made.

AGCS and RPCS is a "closed campus," meaning that students may not leave the school grounds at any time without prior permission and must checkout with their teacher

A. ABSENCES

1. Absence Procedures

- a.** If a student is ill or prevented from attending school by some other emergency, parents should email their student's teacher to notify them of their absence.
- b.** If a student has a planned absence (see below), parents should notify the student's teacher at least 3 days before the absence. These may be excused or unexcused (see lists below).
- c.** A student being picked up before the end of the school day will only be released to a Parent or Guardian when the Parent or Guardian comes directly to get the student from the student's teacher.

2. Excused Absences

Excused Absences include:

- Student Sickness/Illness (Temperature of 100°F or higher): School may require parents to send a written notice from a doctor or physician.

- Student Injury: School may require parents to send a written notice from a doctor or physician.
- Death in the family
- Planned Absences: Doctor's appointments with student absent for only the necessary appointment and travel time to and from school
- Special one-day, academically-related events

3. Unexcused Absences

Unexcused absences include, but are not limited to:

- Sickness in the family (i.e. sibling of student sick)
- Appointments for someone other than the student
- Family vacations
- Absences caused by the student or parent oversleeping
- Transportation problems
- Student needed for babysitting
- Not attending while on a waitlist for another school assignment
- Student or parent conflicts with school staff
- Finishing homework
- Excursions - such as attending the fair, sports events, movies, etc.
- A parent's request to "excuse my child's absence" without a stated reason or with a reason that does not meet the criteria for excused absences will result in the child's absence remaining unexcused
- Any absence, whether planned or unplanned, will remain unexcused when the parent does not provide either an emailed or written excuse within 2 days after the date of the absence

4. Absence Consequences

- It is the student's responsibility to make up missed work. The student is responsible to get all required assignments that can be completed outside of class from the teacher and turn them in by the assigned deadline.
- Excused and unexcused absences can impact a student's Achievement Levels for Content and Participation.

5. Excessive Absences or Unreported Absences

- On the day a student is absent from school without pre-arrangement or notification, staff will attempt to telephone or email each absent student's parent/guardian. If unable to reach a guardian, emergency contacts may be phoned.
- After 5 consecutive or non-consecutive excused absences or 2 unexcused

absences, administration will contact the parents.

- A student may receive an Achievement Level of Unsatisfactory (U) or Insufficient (I) in a course in which he/she has exceeded 10 absences, excused or unexcused. This includes absences for medical appointments and illnesses.
- A parent may petition for credit if the parent believes extenuating circumstances merit review of the student's record. The petition process begins by a parent calling the office to schedule a review.
- Chronic absence may result in dismissal.

6. Role of Exception

AGCS and RPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS or RPCS.

B. TARDIES

1. Tardy Policy

- A student arriving on campus or entering their classroom after the last bell.
- If there is a planned tardy (i.e. doctor's appointment), parents should email their student's teacher to notify them of the tardy.

2. Unexcused Tardies

Examples include but are not limited to:

- any family member/household member oversleeping
- student or other family/household member causing delay
- turning around to attain Readiness Work or school supplies from home
- completing Readiness Work or assignments
- traffic
- loitering outside the classroom

3. Tardy Consequences

- For each unexcused tardy, students will check in with their classroom teacher including date and time of their arrival. The teacher will notify the parents of the student's tardy.
- For the 3rd unexcused tardy, Administration will be notified of student's unexcused tardies and will contact his or her parents.

4. Role of Exception

AGCS/RPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason. An exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends AGCS or RPCS.

C. ARRIVAL/DISMISSAL PROCEDURES

Drop-off and Dismissal at AGCS Campus:

All students will be dropped off and picked up in the school parking lot on 59th Ave. S. Older siblings may walk younger siblings to their classroom in the morning and pick them up from their classroom after school.

Please do not drop off your child any earlier than 15 minutes before classes begin. Supervision of students will not begin before that time. Supervision of students prior to 15 minutes before classes begin and starting at 7 a.m. is provided for an additional charge.

Drop-off and Dismissal at RPCS Campus

All students will be dropped off and picked up in the Mill Ave. S parking lot. Students can wait in the lobby. Students in 3rd – 5th grade will wait in the 3rd floor lobby and students in 6th-10th grade will wait in the 1st floor lobby.

Please do not drop off your child any earlier than 15 minutes before classes begin. Supervision of students will not begin before that time. Supervision of students prior to 15 minutes before classes begin and starting at 7 a.m. is provided for an additional charge.

See Extended Care policies (Section XII). Teacher supervision will conclude 10 minutes after school is dismissed. Any student remaining past that time will be taken to Extended Care and charged accordingly.

1. Students who arrive at school after the start of class are tardy.
2. We discourage early dismissals from school, yet it is sometimes necessary to obtain doctor or dental appointments during school time. If so, we request that a written or electronic excuse be sent to the teacher that morning. In this way, the teacher can plan for the child's absence. Parents finding it necessary to have a student picked up before the end of the school day will have their student released to them when the Parent or Guardian comes directly to get the student from the student's teacher.

XII. AGCS EXTENDED CARE PROGRAM AND USE OF AMAZING GRACE CHRISTIAN SCHOOL PLAYGROUND AFTER SCHOOL DISMISSAL

The goal of the Extended Care Program is to provide a safe environment for students during the hours before and after school while parents are at work. This program may not be available at all times and is dependent upon adequate enrollment to pay associated costs. Where offered, it is open to any student attending AGCS or RPCS in the mornings and afternoons for Kindergarten-Prep through Tenth grade. The Extended Care program is a drop-in-as-needed program. No special enrollment is necessary for enrolled students. This program is operated on a minute to minute fee basis at the rate of 10 cents per minute. It is billed at the end of the preceding month and must be paid by the 15th before 5:00 p.m. each month (same time tuition is due) or a \$100.00 latepayment fee may be assessed. Students may not attend the extended care program unless all fees and/or late fees, if any, are paid when due.

A. ENROLLMENT AND ADMISSION

The AGCS/RPCS Extended Care program is open to any student attending AGCS or RPCS. The usual times offered at AGCS are 7:00 a.m. – 8:00 a.m. and 3:30 p.m. – 6:00p.m. and can be adjusted according to the needs of the school. At Renton Prep, from 7:00 a.m. - 8:30 a.m. and from 4:00 p.m. – 6:00 p.m.) ALL LATE PICK-UPS (students picked up after 6:00 p.m. will be charged an additional \$100.00 fee for any fraction of first half hour and \$50.00 for any fraction of a half hour thereafter. Renton Prep students using before and after school care will sign in on the 3rd floor of the Renton campus. DROP-IN STUDENTS

The Extended Care program is available on a drop-in basis. (*AGCS and RPCS students only.*) Because we are concerned for the safety of our students, any teacher or staff member may send students who are not picked up within 10 minutes after the close of the school day to the Extended Care Program. Parents will be charged for this service.

B. EXTENDED CARE ACTIVITIES

Morning activities include a quiet time of reading books, playing quiet games, and occasional gym time or art activities. Afternoon activities include a snack time (provided by the student), a short quiet period, playtime outside or in the gym (when available), study and Readiness Work time, games, art activities, and clean-up time. Videos are used on a restricted basis, and will only include age appropriately rated movies.

Notes Regarding afternoon extended care and playground use after school:

1. Families staying or using playground after school ends:

Parents are responsible for watching their children while they're on the school grounds once they have picked them up and they are not in extended care. Parents are responsible for making sure their children are safe and follow the rules of the playground. Parents need to be aware of the Amazing Grace Christian School playground rules which apply at all times. For the safety and enjoyment of all students, the playground will be open to Amazing Grace families after school until 4:00 p.m. After 4:00 p.m., the playground will be reserved for extended care use only until 6:00 p.m.

2. Personal devices in extended care:

Students are allowed to bring their computers to extended care for readiness work and project use, students must have a laptop carrying case to transport their computer, all of the same Acceptable Use Policy Guidelines apply in extended care. Computers may only be used to complete work related to school goals. All other personal digital devices must be kept put away in extended care unless permission is given by the extended care teacher.

3. Children with no Readiness Work in extended care: We suggest that parents who have their children in extended care after school for more than 1 hour, provide their children with other materials that they can work with while waiting. While a student may not have readiness work, this time is a great opportunity to work on skills and make additional progress.

4. Supplies: We are requesting that for children who stay longer than 1 hour at least 3-4 times per week that they have a supply of pencils, crayon & markers for extended care. This is especially applicable to Pre-Kindergarten and Kindergarten students. All students need to have a supply of pencils and paper as well when staying in extended care.

5. **Goals:** Our overall goals for extended care supported by the extended care teachers is for the children to have a productive, fun & safe time while waiting for their parents. We appreciate parent partnership in this and making this time a great time to reinforce classroom learning and skills.

C. SNACKS

There are no snacks provided in the morning or after school; however, your child may bring a snack if they were not able to eat a good breakfast before leaving home. Snacking is allowed on an individual basis in the morning -- especially between 7:00am and 8:00am. You must also provide an after-school snack for your child(ren).

D. PROCEDURES

All students attending AGCS/RPCS Extended Care **MUST** be signed in and out by adults authorized to transport the child. These adults must be listed on the student's registration form. **Please make sure you scan your child in or out using the barcode recording system so that we may best protect your child and comply with licensing regulations.**

Please let your child know if you want them to go to Extended Care in the afternoon. They are to go directly to Extended Care immediately when the scheduled pick-up time has passed, at which time the teacher will sign them in. Please come to the Extended Care room to pick up your child when you arrive in the afternoon. Every student **MUST** be signed out by an adult authorized to be with your child before leaving the room. If students leave Extended Care without being signed out, the parent will be charged for the entire afternoon.

E. BEHAVIOR MANAGEMENT AND DISCIPLINE

AGCS Extended Care tries to teach children how to solve conflicts as Jesus has directed in the Bible. *Please refer to Section IX.B. (Student Policies – Discipline) of this handbook.*

F. MEDICATION

Medication will not be administered during extended care hours.

XIII. AGCS Video and Audio Equipment Usage Policy

A. CAMERA LOCATIONS AND DETAILS

Cameras are located in hallways, each classroom, outside (viewing the playground and parking lot), and other designated areas. No cameras are in restrooms. The cameras record visual and auditory actions 24/7. All people entering the AGCS and RPCS campuses grant permission to be recorded. Individuals who object should not enter the AGCS or RPCS campus.

B. PURPOSES

Amazing Grace and Renton Prep are committed to the free exchange of ideas and freedom of action that should be found at any Christian school. At the same time, it is committed to safeguarding the safety and security of those who visit, work, or study on its campuses and are involved in its activities. Thus, the use of video cameras on campuses shall be conducted so as to provide for the safety of and on-going assessment of faculty, staff, students and visitors in their personal and professional activities.

The utilization of installed audio/video equipment shall be to meet one or more of the following objectives:

1. Enhance public safety and security, while reducing the costs incurred by Amazing Grace and Renton Prep in the promotion of campus security.
2. Aid in the on-going assessment of instruction and/or facilitate its delivery to remote locations, as well as enable video conferencing among remote sites.
3. Prevent, deter, or halt inappropriate behavior and/or criminal activity, and facilitate criminal investigations and police actions to safeguard faculty, staff, students, and visitors.

C. REGULATIONS

Regulating camera use, additions, reductions, improvements, and permission to view camera recordings is the responsibility of the Committee on Audio/Video Surveillance (CVS). The CVS shall consist of one representative from the Church Council of Amazing Grace Lutheran Church, one faculty member, and the administrator or principal.

D. SCOPE, PRINCIPLES, and PROCEDURES

The AGCS Policy of Video and Audio Equipment Usage located in the School Office provides more detail on the equipment scope, principles, purposes, regulations, and procedures. It is available for viewing upon request.

Policy: To regulate the use of audio-video equipment that is employed to monitor and record public and restricted areas for the purposes of safety and security on the Amazing Grace and Renton Prep campus.

Scope: This policy applies to all students, families, visitors, personnel, campuses, offices, and other subdivisions of Amazing Grace and Renton Prep in the use of audio-video recording and surveillance.

General Information:

1. The Committee on Audio-Video Surveillance (CVS) has the primary responsibility for crime prevention, rule enforcement, and other public safety and security matters on our campuses. AGCS and RPCS works closely with students, staff, and faculty to create a reasonably safe living, learning, and research environment for the campuses. In furtherance of this approach, AGCS and RPCS is committed to enhancing its public safety efforts through the use of digital audio-video recording and/or surveillance under appropriate circumstances.

2. The purpose of audio-video recording of public areas by AGCS and RPCS personnel is to deter crime and any unacceptable behavior and to assist us in protecting the safety of students, staff and property of the AGCS and RPCS community.

3. Audio-Video recording for security and behavior review purposes will be conducted in a professional, and Christian ethical manner. Personnel involved in video recording will be appropriately trained in the responsible use of this technology. Training will be provided by CVS. Violations of this policy may result in disciplinary action consistent with the rules and regulations of AGCS and RPCS.

4. Information obtained through any audio-video recording will be used only as provided herein. Information obtained through audio-video recording will only be released when authorized by the Amazing Grace Church Council according to the procedures established in this policy. Unless required by a legal directive all audio-video recordings are for internal administrative use only.

5. Audio-Video recording of public areas for security and behavior purposes will be conducted in a manner consistent with all existing AGCS and RPCS policies.

6. Audio-Video recording of public areas for security and behavior purposes at AGCS and RPCS is limited to uses that do not violate the reasonable expectation of privacy and as agreed upon by signed enrollment and work documents giving permission to be so recorded at any and at all times while on our campuses.

7. Images of activities performed by employees, students, families and visitors in the workplace and that are captured/ recorded by AGCS and RPCS audio-video devices may be used for any disciplinary or other employee work relations purpose as noted in agreements in force between AGCS and RPCS and its employees, students, families and visitors. The use of audio-video recordings/captured images of the workplace for criminal or inappropriate behavior investigation purposes or as evidence for prosecution of criminal acts discovered in the workplace (i.e.: thefts, assaults, etc.) is granted by anyone entering our AGCS and RPCS campuses.

8. To maintain an informed AGCS and RPCS student and staff community, we will periodically communicate the purpose and location of audio-video recording equipment and the guidelines for its use.

9. All existing uses of audio-video recording and surveillance are presently in compliance with this policy.

Responsibilities:

1. The CVS (Committee on Audio-Video Surveillance) is the only agency authorized to oversee and coordinate the use of audio-video recording for safety and security purposes at the AGCS and RPCS. All AGCS and RPCS areas using audio-video recording are responsible for implementing this policy in their respective operations. CVS has primary responsibility for disseminating the policy and assisting others in implementing the policy and procedures.

2. The Church Council has authorized all audio-video recording for safety and security

purposes at AGCS and RPCS. All new installations will follow CVS's operating principles. All existing audio-video recording systems have been evaluated for compliance with this policy. In determining whether audio-video recording is advisable, the Church Council will consider, among other things, whether other security or safety measures may better address a particular security or safety concern.

3. CVS will monitor new developments in the relevant law and in security industry practices to ensure that audio-video recording at AGCS and RPCS is consistent with any such developments.

4. The Church Council will review all requests to release recordings. No release of audio-video recordings will occur without authorization by the Church Council. Excluded from this review are those recordings directly related to a criminal investigation or arrest or releases required under a validly issued subpoena or other lawfully issued court order. Any request for release of recordings must be made in writing. Under no circumstances will any copy of audio-video recording be released directly to parents, students or employees. Any saved copy of audio-video recordings will be maintained in a safe and secure vault and will be destroyed once any investigation is completed to the satisfaction of the Church Council, unless retention is required by any lawfully issued court order. Arbitration and Mediation consultants may request review of recordings but the Church Council is the final and sole determiner as to whether or not such a request is honored or denied. Under no circumstances is an arbitrator or mediator to remove such copy from the campuses. An appropriate staff member designated by the Church Council will be present at any review of audio-video recordings approved for arbitration or mediation services. No recording devices are to be used to re-record the original audio-video recordings.

5. CVS will review this policy annually and recommend revisions if needed.

Procedures:

1. All AGCS and RPCS personnel involved in the use of audio-video equipment and systems will perform their duties in accordance with this policy.

2. Any camera proposed/installed in any premise or public location on campuses must meet the standard as specified by CVS to ensure that all cameras and alarm devices integrate and are compatible with the AGCS and RPCS network/IT infrastructure and Digital Audio-Video Recording (DVR) devices.

3. Any campus or other entity with cameras installed in their respective area(s) will be permitted viewer access to recorded images in real-time, only. The ability to provide access to any recorded image or to reproduce any recorded image shall rest solely with the Church Council.

4. Members of CVS or the Church Council are prohibited from disseminating any information acquired from the audio-video equipment, unless it is determined its dissemination would provide answers and/or justification to specific employee, student, family, visitor actions that may be relevant to issues the Church Council has been asked to review.

All information and/or observations made in the collection and use of audio-video equipment are considered confidential and can only be used for official AGCS and RPCS business and rule enforcement business upon the approval of the Church Council.

5. Recorded events are stored temporarily on a DVR, unless retained as part of an investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Church Council.
6. The DVRs maintained by AGCS and RPCS are capable of storing images and sounds from networked cameras for a period of up to one (1) month (31 days), depending on the programmed settings and amount of image detail required. DVRs are programmed to automatically record over the oldest image once the hard drive reaches storage capacity.
7. Under no circumstances will copies of recordings be released to any parent, student, employee or visitor. Parents may be permitted to review audio-video recordings but only in the presence of an appropriate staff member granted that permission by the Church Council. Review of audio-video recordings by any parent or student must have the permission of any and all persons that appear or are heard on the audio-video recording. If permission is not granted by all parties so recorded, permission to review the recordings will always be denied. Transcripts of specific portions of audio-recordings may be used, provided the identity of the individual(s) speaking cannot be determined through the transcript. Written permission from all the individual(s) must be received prior to the transcript being reviewed.
8. The Church Council has the sole and final determination of who may review recordings and is under no legal obligation to allow anyone to review recordings, unless so directed by a lawful court order.
9. The Church Council may choose to share transcripts of any portion of any audio recording it deems appropriate to fulfill its fiduciary functions and assigned responsibilities.

Amazing Grace Christian School

ACCEPTABLE USE POLICY

FOR ELECTRONIC DEVICES

Please read this document carefully. We must have your signature and that of your guardian/parent in order to use electronic devices on campus and/or when in relation to Amazing Grace & Renton Prep Christian School. The electronic device brought by each student is for the exclusive and sole use by the student. The acceptable use policy for electronic devices applies to any device brought on campus. Any electronic device on campus can be reviewed for content, this includes personal electronic devices brought to campus. Instructors may have additional guidelines specific to their grade level and courses. All electronic devices may only be used at the discretion of the instructor.

Note: Laptops/Tablets should not be carried outside of the classroom outside of school hours without a protective case/sleeve provided by the individuals using the laptop/tablet. This includes taking it home or to after school care. All use outside of the classroom of the laptop/tablets will be up to the discretion of Amazing Grace and Renton Prep Christian School while students are on the campuses and/or school sponsored field trips or activities. Damage or loss of the laptop/tablet or its supplies is the responsibility of the owner to replace or substitute a device as soon as possible.

An immediate fee of \$10.00 will automatically be charged for any laptop/tablet substitute during the school day.

Amazing Grace and Renton Prep Christian School is not responsible for the loss or theft of an electronic device, AGRPCS is also not responsible for any damage done to the electronic device while at school.

Amazing Grace Christian School declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- Uses the AGRPCS network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle;
- Uses the AGRPCS network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
- Intentionally disrupts the AGRPCS network traffic or crashes the network and connected systems;
- Degrades or disrupts AGRPCS equipment or system performance;
- Uses AGRPCS computing resources for commercial or financial gain or fraud;
- Steals data, equipment, or intellectual property;
- Gains unauthorized access of others' files, or vandalized the data of another user;
- Gains or seeks to gain unauthorized access to resources or entities;
- Intentionally circumvents AGRPCS's content filtering systems;
- Forges electronic mail messages, or uses an account owned by another user;
- Uses school issued accounts for purposes other than defined by AGRPCS;
- Wastefully uses finite resources;

- Invades the privacy of individuals;
- Posts anonymous messages;
- Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Students are responsible for good behavior on school computer networks just as they are everywhere in the school environment. Communications on the network are public in nature. General school rules for behavior and communication apply.

Consequences of Violations

- Suspension of Network and Internet access;
- Revocation of Network and Internet access;
- School suspension;
- School expulsion;
- Financial responsibility for replacing intentionally damaged software or hardware;
- Legal action and prosecution by the local authorities.

Remedies and Recourses

If you are accused of any of the violations, you have all of the rights and privileges that you would have if you were accused of school vandalism, fighting and so forth. Note: All systems operate on the AGRPCS in-house portal. The AGRPCS Administration sees everything sent via your computer. **(ANY INAPPROPRIATE MESSAGES OR CONVERSATIONS WILL PROMPT THE ADMINISTRATOR OR HIS APPOINTEE TO APPEAR IN YOUR CLASSROOM, RETRIEVE YOUR LAPTOP/TABLET AND MEET REGARDING DISCIPLINE FOR INAPPROPRIATE USE.)**

The Administrator and Principal have the right to restrict or terminate network and Internet access at any time for any reason. They also have the right to monitor network activity in any form that he or she sees fit to maintain the integrity of the network.

The following form must be read and signed by you and your parent or legal guardian.

By signing the Consent and Waiver form attached, I (printed name) _____ and my parent(s) or guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that Amazing Grace and Renton Prep Christian School do not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the school's intent is to make Internet access available to further its educational goals and objectives, account holders may have the ability to access other materials as well.

Any questions should be directed to the AGRPCS Administrator or Principal.

The student and his/her parent(s) or guardian(s) must understand that student access to the AGRPCS network is being developed to support the school's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, AGRPCS assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source outside AGRPCS, or any costs or charges incurred as a result of seeing or accepting such advice;
- B. Any costs, liability or damages caused by the way the student chooses to use his/her AGRPCS network access;
- C. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of AGRPCS;

By signing this form, I agree to the following terms;

- 1. My use of the laptop/tablet and AGRPCS network must be consistent with the school's primary goals.
- 2. I will not use the laptop/tablet and network for illegal purposes of any kind.
- 3. I will not use the laptop/tablet and network to transmit threatening, obscene, or harassing materials. AGRPCS will not be held responsible if you participate in such activities.
- 4. I will not use the laptop/tablet or network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- 5. It is assumed that information and resources accessible via the laptop/tablet and network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the laptop/tablet or network to access information resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

LAPTOP/TABLET DAMAGE AND ABUSE POLICY

- Laptop/tablets are owned by the students for use in education.
- An immediate fee of \$10.00 will automatically be charged to a student for the use a replacement laptop/tablet when they are not prepared and are without their device to use during the school day. The fee will be assessed accordingly and added to tuition.
- The School will make every effort to recover any laptop/tablet that is lost or stolen while on school property, however, the laptop/tablet is ultimately the responsibility of the student.
- Students who do not have use of a laptop/tablet will be responsible for completing their schoolwork on computers available in their home.
- Willful or malicious damage is the responsibility of the parent.
- Students are to bring their laptop/tablet fully charged at the beginning of each school day.
- Students may not install any unauthorized software on the laptop/tablet while on campus including but not limited to games, file sharing software, proxy or other software intended to defeat AGCS's web filtering. Violation of this policy may result in suspension of laptop/tablet utilization and returned to the user's parents.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____