



But grow in the GRACE and knowledge of  
our Lord and Savior Jesus Christ. To Him  
be the glory both now and forever. Amen.  
- 2 Peter 3:18

## **Grace Christian Educators Handbook**

**A 501(c)(3) non-profit home school organization**

**Meeting in Johnson County, Texas**  
**Serving home schoolers in and around Johnson County, Texas**

### **Our Mission:**

**To assist home schoolers in growing in the grace and the knowledge  
of our Lord and Savior Jesus Christ (2 Peter 3:18)**

# Grace Christian Educators Policies

## Policy #1 - Membership:

**GCE membership** is open to home educating families that are currently home schooling at least one student, age 4-18, and are willing to abide by the statement of faith, mission statement, and code of conduct of Grace Christian Educators.

**GCE classes** are for class members only and include the ability to register for GCE classes and participate in graduation in the spring. Class members pay an additional administrative fee and facility fee. These fees cover expenses such as:

- Church rental (facility fee) for classes
- Common use supplies such as dry erase boards, dry erase markers, emergency school supplies, etc.
- Cleaning supplies for facility
- Party supplies, cake, punch for spring graduation\* and reception
- Printing of programs and materials for expos and special events

\*GCE class students may participate in our beautiful GCE graduation, held in the spring, if the graduating student, or members of the graduating student's family have been enrolled in classes.

Students may not be dropped off at GCE classes without at least one parent remaining onsite. If parent must leave or cannot be present, another adult must be designated to oversee their children. There is a parent sign-out sheet available to assign responsibility of your children to another parent when you are temporarily absent from campus. This is to ensure that we have an adult to contact immediately in case of an emergency. This is only permitted for short term events, such as parent must miss classes for a day, doctor appointment, or errand. Students may not regularly attend classes without their parent or guardian.

### Visitors:

Visitors are permitted to attend campus for tours only, one time per family. These tours are conducted by GCE team members. Non-enrolled children may not attend classes or be left unattended. Students must be enrolled in each class they attend.

- Open to visitors: Outside GCE events, such as field trips, mom's nights, and park days
- Closed to visitors: Elementary parties and teen events are strictly members only.

## Policy # 2 – Supervision of your children:

For safety reasons and out of respect for the church facility, every child must be in a classroom, with a teacher, or with their parent while at FBC Alvarado. *We believe it a privilege to be allowed to hold our classes at FBC Alvarado, and it is important to protect the safety rules of their office staff and the FBC Daycare.* Please do not allow your children to go to their classrooms until 5 minutes before class. Please escort pre-k and kindergarteners to and from classes. Older students may go to their classes, but please ask them to wait quietly in the hallway until the teacher is able to be in the room. Teachers sometimes need a few minutes to drop off a child from teacher tots or to get into their classroom after teaching in another room. Because there are other activities and events going on at the church, please limit use of the hallways, building, and outdoors, on the church grounds. Students outside the building must be supervised by an adult. Please do not enter the day care portion of the building, to help them comply with their regulations and for the safety of their students.

### **Policy #3 – Facilities:**

Members and their children must treat the church and its property with respect. Our actions directly affect the facilities that we use. Please help to keep it clean by picking up trash, cleaning up after yourselves, flushing toilet after use, having food and drink only in the designated areas, etc. (Church policy - NO red drinks of any kind allowed.) Students/children must not destroy or deface the church property in any way. No climbing on the chairs or tables is allowed. \*

*\*If child/student is found breaking these rules (or being destructive to the church facilities in any way), he or she will be sent to their parent for the remainder of classes that day and a meeting will be required between child, parent, church staff member and director. Depending upon the damage, restitution may be required by the child/family. If a second offense occurs, it could be grounds for dismissal from the co-op program and, depending upon the damage, restitution may be required.*

We ask that you acknowledge that participation in GCE activities may involve inherent risk of physical injury or illness. Because the church has let us use their facilities, we ask that you agree not to hold First Baptist Church or any staff, member, or volunteer responsible for any physical or mental injury or illness and that you will assume all responsibility for risk in activities of GCE that you participate in.

### **Policy # 4 – Class times / inclement weather:**

In order that teachers can prepare for their class, please do not enter the building until 10 minutes prior to the first class of the day. Please do not allow your students to go to class until 5 minutes before class is to begin. Please use the restroom before class begins. Preschool & kindergarten parents should escort students to and from classes.

GCE will follow AISD closings in bad weather. If the weather changes during classes, the Grace School Team will be responsible to make the call to close early.

### **Policy # 5 – GCE Classes:**

Students are expected to be on time to their classes and have all required materials with them, including assigned homework. Because we, as parents, are responsible for our children's home school education, we need to be sure our children have their homework for the day. \*

*\* Students who show up to a class without their required homework may be sent to spend the remainder of that class time with their parent at the discretion of the teacher.*

There may be circumstances when a class is not a good fit for the student. GCE Leadership team will work with the teachers to help the child succeed in the class, however there may be times when the student will be asked not to re-enroll for a class that is not well suited to his/her abilities or learning style.

**Registration status:** Tier determines order of registration.

- First to register: **Board / Teacher**
- Next to register: **Family**
- Final registration tier: **New Family**
  - After one semester: **New Family** is changed to **Family**

## **Policy #5 – GCE Classes (continued)**

### **Class Absence Policy:**

It is difficult on teachers and other members when families are frequently absent. GCE will enforce the following absence policy:

- If a family (parent service position and/or student) misses four or more class days in one semester, that family will be moved to the next tier down for the subsequent semester.
- If a family no-shows (no call/text) more than once without contacting the Service Position Coordinator prior to the absence, they will be dropped to the next tier for the subsequent semester.
  - Example of tier change:
    - **Board / Teacher** would change to **Family**
    - **Family** would change to **New Family**
    - **New Family** will remain **New Family**
- GCE understands extenuating circumstances; some exceptions may apply, at the discretion of the leadership team.

### **Policy # 6 - Discipline:**

Regarding disciplinary issues, most offenses will first receive a verbal warning. At the discretion of the team, following the verbal warning, a discipline statement will be issued, and signed by parent and student. Consequences for this disciplinary statement are as follows:

- 1<sup>st</sup>** – Parent not permitted to use parent sign-out sheet opt, for designated number of weeks, and child must remain with the parent when not in class.
- 2<sup>nd</sup>** – Parent accompanies child to classes for designated number of weeks
- 3<sup>rd</sup>** – Temporary suspension from classes (must remain w/parent on campus); risks expulsion
- 4<sup>th</sup>** – automatic expulsion

### **Zero Tolerance Offenses:**

GCE Board reserves the right to determine that some situations may require the member family be considered for expulsion without the 1<sup>st</sup> – 3<sup>rd</sup> written disciplinary warnings and are treated with zero tolerance. Offenses that could constitute a Zero Tolerance Offense apply to the entire member family, or accompanying guardians, and include, but are not limited to profanity and name calling.

### **Policy # 7 – Character and Conduct:**

Although GCE families are all Christians, we are still diverse families from different backgrounds with different ways of thinking. We want to encourage all of us to get to know each other and to hopefully form friendships among our members. We need to always be respectful of each family and member. If a problem should arise with another member, teacher, or leadership member, it is **STRONGLY** recommended that the Matthew 18 principle is followed. (Go to the one who has offended you in love and try to reconcile.)

Gossip will not be tolerated. As brothers and sisters in Christ, we are to encourage one another to love and good deeds. (“Let no unwholesome word proceed out of your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” Ephesians 4:29) In whatsoever you do, do it in the name of the Lord (Colossians 3:23).

## Policy # 8 – Cancellations / Transfers / Refunds / Returned checks:

### Payments to GCE:

1. Membership fees are non-refundable. Website fees are charged by our website administrator, per family, therefore membership fees are due up front each year, in June. Members who have not paid their membership fee by the due date each year will have their log-in disabled, pending receipt of payment.
2. Facility fees and administration fees (sometimes called GCE fees or Grace Class Fees) are non-refundable at noon on the day of orientation night. These are due each semester from families who register one or more students in Grace School Classes. Please remit payment for these fees to be permitted to process your class registration. **No registration portals will be opened on the same day the payment is received.**
3. \*Returned check policy: the amount of the check plus all bank fees will be required. Payable in cash or money order only, or remit payment via PayPal online. *Note – teachers will have their own returned check policies that are separate from fees charged by GCE.*
4. Membership, facility, and administration fees are billed in full; fees cannot be pro-rated.

### Payments to teachers:

1. All cancellations of class fees and / or supply fees are at the discretion of the teacher you enrolled with. Please be considerate of their time and planning and give them at least two weeks' notice if you find you are unable to take a class; however, if you would like a refund, you will need to verify with them personally regarding their last date to cancel.
2. Transfers are also at the discretion of the teacher you are transferring from and to; please verify that there is space available in the requested class and if both teachers allows adds / drops.
3. At the discretion of the teacher, class may be added during the semester at full price plus full supply fees
4. Returned checks: If teachers accept checks, see teacher for individual policy.

## Policy # 9 – Class / event ages:

All our activities are based upon age by September 1<sup>st</sup> for the fall semester, and January 1<sup>st</sup>, for the spring semester. Please note that this is a FIRM policy for children younger than the listed age on the class. If you enroll your child in a class and they are younger than the listed age of the class, you are at risk of losing the spot of a class that is the appropriate age for your child. We do allow parents to register their children in the next class age **DOWN only** if they are ONE year older than the highest listed age – this is **ONLY** for classes that are not physical, such as PE, tumbling, or fitness classes. Your adherence to the age policies is appreciated; we understand that some children turn the next age very shortly after the cut-off date, however there are always multiple children that fall in this group. Class ages may vary, and with exception of middle and high school, we encourage teachers to keep the age span to 5 years or less.

Often class ages are: 4-5 years old ■ 6-8 years old ■ 9-11 years old ■ 12-18 years old

### Teen events:

Teen events are for those 12-18 years old by September 1<sup>st</sup> for the fall semester, and January 1<sup>st</sup>, for the spring semester of the current school year. Teen events are for current members only. Older teens that are not currently home schooling may **ONLY** stay if they are serving in the capacity of guardian for their younger sibling(s), in place of their parent.

## **Policy # 10 – Illnesses:**

Please be considerate of others regarding illnesses; please keep your child home with the following conditions and either find a replacement for the services you provide, if it is a class day, or contact the Service Position Coordinator for assistance in obtaining a replacement.

Criteria for excluding from class or other GCE events:

1. The illness prevents the child from participating comfortably in activities, including outdoor play
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the activities
  - a. Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness
  - b. Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness
  - c. Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness
  - d. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill
  - e. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious
  - f. The presence of lice, or an oozing or weeping sore that cannot be contained by a bandage

## **GCE STUDENT POLICIES AND DRESS CODE:**

### **Classroom and GCE activities - Student Policies:**

All GCE groups and activities, unless otherwise noted, are reserved for GCE members only.

\*Students must treat their teachers and/or activity leaders, and other class members with respect.

\*Remember to have an attitude which is pleasing to God....be courteous, be kind, be happy, and help.

\*If a student is disruptive in class or at a GCE activity, they will be given one verbal warning. If there is a second offense, they will be sent to spend the remainder of that class or activity with their parent.

\*No cell phones, iPod, headphones, gaming devices, etc., unless authorized by the teacher, during Grace classes. Please leave these items (turned off) in your backpacks or with your parent in the lounge area.

\*No skateboards, rollerblades, or roller shoes allowed at Grace classes.

\*While we encourage friendships among the students, NO public display of affection while attending any GCE event is allowed.

\*Let no unwholesome words or gestures be a part of your conduct (Ephesians 4:29). All language used should glorify God and edify others.

\*The personal space and property of others should be treated with respect.

### **Grace School and GCE Activities Dress Code:**

#### **\*Girls:**

NO low-cut, tube, halter, backless, or spaghetti strap tops. Shirts must be long enough to cover stomach and back, even when raising arms.

NO short skirts, dresses, or shorts. They must cover the bottom when bending over and the bottom of the shorts/skirt must reach at least fingertips when arms are held down by side.

NO pajamas or house shoes allowed.

Undergarments must not show.

One-piece swim suits are required or a t-shirt must be worn over other suits.

#### **\*Boys:**

Boys must wear t-shirts while swimming at GCE events.

#### **\*All Students:**

NO offensive, rude, alcohol or drug related sayings or pictures on clothing.

NO body piercings are allowed (except for girls' ears)

NO gang-related apparel or chains worn on clothing.

PANTS must fit and be worn up around the waist.

\*Event or activity leaders reserve the right to make determinations concerning dress code violations and may restrict involvement of the student. Your child may be asked to change into clothes that comply with the dress code, or put a cover over their clothing, or they may be required to leave the event.

Clothing shouldn't be a distraction to others while attending classes.



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## Grace School Class Policies

Please go over these policies and reminders with your children before each new semester begins. Please note that these rules are created for the enjoyment, safety, and respect of our families that attend, as well as for church members conducting activities and business in the building and daycare children and employees. Our behavior should always be above reproach to always glorify God through our actions.

### Registration & general info:

- Returning families should register prior to the first day of class for Grace School. We encourage all families to register prior to the first day of classes. Please be understanding that if you arrive on the first day of classes to register, there may be limited team members available to complete registrations, and you may experience delays. The first day of classes tends to be very busy! Please note that there is a \$20 late fee for returning families that do not pre-register.
- Families that enroll as members and pay the annual membership fee will be classified as returning families for registration during the following year, if they were members for one or both semesters of the previous school year. Families that were not a member for any part of the previous school year just completed, will be classified as a new family for registration purposes. GCE school year runs from June 1 – May 31, every calendar year.
- We ask that all families complete a minimum of one semester before applying to teach at GCE.
- Please do not enter the building prior to 10 minutes before the first class, to allow those trying to get the building ready and classrooms set-up.

### Parking lot & outdoors:

- Parking for Grace School families is at the rear of the church, on the west side. Our entrance is the rear, west entrance, and the west hallway. Please observe caution entering the parking lot as daycare employees and families are using the other end of the parking lot.
- Children must not be outside unattended.

### Building & halls:

- Please keep conversation at front table and in the hall, to an absolute minimum.
- Your children are your responsibility. Please be aware of where your children are and how they are conducting themselves anytime they are not in class. Be sure they wait in the hall until the teacher or helper arrives in the class.
- Treat the building with respect. Please keep the halls and classrooms neat and remove any trash or personal belongings before you leave the area.



## Grace School Class Policies (continued)

### Food & drink policies:

- No red liquids are permitted in the building.
- Please limit drinks, other than water, in classrooms. Students may only take water to classrooms.
- Please empty liquids into sink or fountain before disposing of drink containers.
- Please enjoy snacks in the fellowship hall.
  - Snacks permitted in classes, only when part of class activity.

### Restroom:

- Try to have your child use the restroom prior to class time to eliminate distractions during class.
- Keep restrooms clean: toilets flushed, pick up trash, wipe counter of splashed water or spilled soap after hand washing, and notify the Grace team if toilet needs plunging or other attention.

### Library:

- Library may be used as a study hall if a GCE member adult is present.
- The library space is sometimes needed for other groups or activities; please be flexible.
- Do not allow children to use the television in the library.
- If books are checked out, ensure that these are returned promptly.

Thank you for doing your part to help GCE Home School Co-op function smoothly. Please also remember each GCE family in your prayers. Pray for love, kindness, unity, and respect to be on our hearts, minds and mouths. Pray for the leaders, our teachers and all the families that make GCE a part of the education of their children. What a blessing it is to be able to home school our kids and to be able to fellowship with one another on a weekly basis!

Please let the Grace Team know if there is ANYTHING you are concerned about, now or anytime throughout the semester. Serving others is serving God; we are here to serve.



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## Grace Christian Educators

### Statement of Faith

1. We believe the Bible to be the inerrant and infallible Word of God, the supreme and final authority for all faith and life.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
4. We believe that man was created in the image of God but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone can be saved.
5. We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.
6. We believe that the ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower believers for godly living and service.
7. We believe the spiritual unity of believers through our common faith in Jesus Christ and that individual doctrinal differences, which may exist, should not hinder the unity of Christians who educate their children at home.
8. We believe that the family is the basic governing, social, and spiritual unit created by God whereby the child learns self-discipline, social relationships, and develops a relationship to the Creator and Savior. In the eyes of God, a family is comprised of either a single parent or male and female parents who are scripturally married, not merely cohabitating or in a homosexual relationship.

I have read a copy of the GCE Policies, in the GCE Handbook, I agree with the GCE Statement of Faith, and will abide and make certain that my family and children abide by all these policies.

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Signature of parent(s)

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Date