

Parent/Student Handbook

Grace Christian School
2018 – 2019



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www.grace-school.net

Table of Contents

Introduction

Welcome.....	1
Letter from the Principal	1
School Leadership.....	2

Identity of Grace Christian School

School History	3
Accreditation.....	3
Mission and Vision Statements.....	3
Philosophy.....	4
Core Values and Student Goals.....	4
Statement of Faith.....	5

General Information

Office Hours.....	7
Visitors/Parents.....	7
Lost and Found Items	7
Lunch Program	7
Healthy Snack Options.....	7
Messages and Telephones.....	7
Who to Contact.....	8

Parent Information

Change of Contact Information.....	9
Communication.....	9
FERPA Regulations.....	9
Financial Policies.....	9
○Scholarships.....	9
○Procedures for Withdrawal from GCS.....	9
Student Supplies.....	10
Parent-Teacher Organization (PTO).....	10
Personal Home-Based Businesses.....	10

QuickSchools.....10

Student Mission Trips and Fundraising.....10

School-Wide Fundraising.....10

Volunteering.....10

Grievance Procedure.....11

Admissions and Re-enrollment

Non-Discrimination Policy 12

Admission Philosophy (II Timothy 2:15)..... 12

Admissions Procedures/Policies (I Corinthians 14:40) 12

Payments.....14

Re-Enrollment..... 14

Attendance and Transportation

Parental Support for Attendance..... 15

Attendance Policies..... 15

oAbsences..... 15

oTardies 16

Before and After Care..... 17

After School Sporting Event Care.....17

Drop-Off and Pick-Up of Students 18

Early Dismissal 18

Late Pick-Up..... 18

High School Drivers.....18

Physical Education – Nonparticipation Requirements 18

Student Transportation..... 19

Student Vehicles19

Academics

Bible..... 20

Academic Honesty: Plagiarism and Cheating20

Expected Technology and Internet Use 21

At-Home Computer/Internet Use.....22

Community Service 22

Conferences 22

School Awards 23

Grade Placement 23

Grading	23
Dual Enrollment Courses.....	24
Transferring High School Credits to GCS.....	25
Honor Rolls.....	25
Individual Action Plans (IAPs).....	25
Library.....	25
Probation and Dismissal.....	25
Report Cards.....	25
Standardized Achievement Tests.....	26
Field Trips.....	26
Senior Trip.....	27
Transcripts.....	27
Tutoring.....	27

Curriculum & Instruction

Curriculum/Textbooks.....	28
Exams.....	28
Graduation Requirements	28
o Valedictorian/Salutatorian	29
Homework	29
Repeating a Course	30
Failing a Course.....	30
Withdrawing from a Course	30
Part-time Student Re-Enrollment Eligibility	30
High School Online Courses.....	30
Student Clubs.....	31

Dress Code

Uniform Philosophy.....	32
Uniform Dress and General Dress Requirements.....	32
Free Dress	33
Enforcement.....	33
Physical Education Clothes.....	33
Prom/Formal Dance Dress Code.....	33

Health and Safety

Distribution and Consumption of Medication.....	34
Emergency Procedures	34

Health and Safety Issues 34
 Illness 34
 Hospitalization.....35

Student Character and Lifestyle Expectations

Public Display of Affection.....36
 Biblical Guidelines for Student Conduct.....36
 Undesirable Lifestyle Actions and Consequences.....36
 Student Arrest/Probation.....37
 Pregnancy.....37
 Marriage and Cohabitation.....37
 Purity of Body and Mind.....37

School -Wide Discipline Plan

Defining Discipline.....39
 Beliefs Related to Discipline39
 Purpose of School-Wide Discipline Plan40
 Chracter Traits to be Modeled & Reinforced with students.....40
 School-Wide Discipline Plan.....40
 Level 1 Behaviors..... 40
 Level 2 Behaviors.....41
 State-Mandated Harassment Policy.....42
 Bullying Prevention.....42
 Cyberbullying.....42
 Cell Phones.....44
 Detention.....44
 Suspension and Expulsion.....44

GCS Athletics

Purpose of Athletics 46
 Athletic Awards 46
 Athletic Awards Night.....47
 Athletic Eligibility 47
 Athletic Fees 47
 Athletic Competitive Teams.....47
 Athletic Examinations..... 47
 Athletic School Attendance 48
 Athletic Practice Regulations..... 48

Athletic Uniforms 48
Athletic Dress and Travel Wear for Athletes..... 48
Athletic Transportation 48
Athlete Requirements 49
Parent Requirements 49
Parent Volunteering for Athletics.....49
What to Expect from the Coaches 49
What to Expect From the Athletic Director 50
Chain of Command..... 50
Standard of Conduct 50
Parent/Student Handbook Commitment and Agreement.....51

Introduction

Welcome from the Executive Director, Head of School

Welcome to Grace Christian School! Grace Christian School has been designed to prepare students for whatever call God has placed on their lives. Through our curriculum offerings, extracurricular opportunities, service awareness, and emphasis in technology, Grace seeks to prepare students for success in life.

Every student's academic, spiritual, social, and emotional success matters to us. Unique to our school are the smaller classes, low teacher-student ratios, traditional and multi-sensory teaching approaches and the nurturing Christ-centered environment.

Grace Christian School is governed by a Board of Directors. Each member has to meet strict criteria of professionalism, faith, and community to care for this school. Grace Christian School is independent of any one church, and welcomes students from all denominations. The school is organized as a non-stock corporation with the Commonwealth of Virginia and a not-for-profit 501(c)(3) with the Federal Government.

GCS is committed to the constant pursuit of academic excellence, quality instruction, and providing the best learning experience for your child. We look forward to partnering with you and your family in the education of your child.

In service,

Kathryn R. Bremner, M. Ed.
Executive Director, Head of School

Letter from the Principal

I am delighted to welcome you to Grace Christian School. It is an honor to serve as the school's principal. I believe that all students can achieve at high levels when they receive quality instruction and are able to demonstrate their learning in a variety of ways. At Grace Christian, we take great care in getting to know all students and their individual learning styles in order to best meet their needs. We strive for excellence and work to honor God in all that we do. Students are always encouraged to do their best while demonstrating Christ-like attitudes and actions towards others.

I see my work at Grace Christian as a ministry first, and a school second. I love every student. It is my privilege to partner with you in educating your children, and it is my prayer that whatever path they may choose, they will serve God faithfully. Colossians 3:23.

Sincerely,

Jennifer Britton, M. Ed.
Principal, Academic Advisor

School Administration, Teachers, Staff and Board Members

NAME	POSITION/TITLE	EMAIL ADDRESS
Beddard, Connie	High School Chemistry	cbeddard@grace-school.net
Bleach, Amy	High School Electives	ableach@grace-school.net
Bremner, Kathryn	Executive Director, Head of School	kbremner@grace-school.net
Britton, Jennifer	Principal, Academic Advisor	jembritton@grace-school.net
Cole, Susan	High School Social Studies	scole@grace-school.net
Conti, Tanya	Administrative Assistant	tconti@grace-school.net
Harrison, Amy	Middle School Language Arts	aharrison@grace-school.net
Hogue, Brandy	Middle School Social Studies	bhogue@grace-school.net
Holmes, Kathleen	Art	kholmes@grace-school.net
Jamara, Ginger	Dual Enrollment Math & Technology	gjamara@grace-school.net
Jenkins, Susan	Middle/High School Math	sjenkins@grace-school.net
Jenks, Paul	PE	pjenks@grace-school.net
Martin, Amy	Middle/High School Science	amartin@grace-school.net
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Toro, Maria	Spanish	mtoro@grace-school.net
Whitlow, Laci	High School English/Dual Enrollment English	lwhitlow@grace-school.net
Doise, Nicole	Board Treasurer	
Harris, Greg	Board Secretary	
John, Bill	Board Member	
Piland, Jethro	Board Chairman	vmimedic96@gmail.com
Salapka, Andrea	Board Member	

Identity of Grace Christian School

History of Grace Christian School

The vision to establish a Christian upper school in Hanover County began informally among families and good friends in 2010. By 2011 the vision evolved into a genuine concept and was given focus and direction. Our upmost intention was to develop a board governed independent Christian school with a Christ-centered environment and high academic standards.

A board of directors was established in 2011 and two years of hard work and diligent planning began. In December, 2012, an offer was extended by Mechanicsville Church of Christ to host GCS in their modern and exceptional educational wing. The inaugural enrollment period opened in January 2013 with grade levels 6th – 10th. Our first day of school, September 3rd, 2013, welcomed the first 38 students. During the first school year, GCS provided students an Art Club, Yearbook Club, Drama Club, Volleyball Team, and Basketball Team.

As awareness of GCS continues to grow in the community, GCS will welcome over 100 students in the fall of 2016. Our academic program continues to advance with the addition of dual enrollment courses through J. Sargent Reynolds Community College. Our extra-curricular offerings are expanding as well with the addition of a variety of middle school and varsity sports.

Grace Christian School student body and teachers currently represent over 35 churches from Chesterfield, Hanover, Henrico, City of Richmond, and King William.

Accreditation

Accreditation is a voluntary method of quality assurance that was developed by American universities and secondary schools over 100 years ago. The purpose of accreditation is to distinguish schools aligning to a set of educational standards. For a school to earn accreditation status, the academic and elective programs, organizational structures, developmental responsiveness, social equities, and the community of stakeholders must be fully evaluated to determine how well the parts work together to meet the needs of all students. Grace Christian School has been a member of the Association of Christian Schools International (ACSI) since 2015. In the summer of 2016, GCS formally applied with ACSI to undergo the accreditation process. The expected accreditation date is spring of 2018.

Grace Christian School follows the Virginia Department of Education guidelines for required high school coursework to ensure all GCS students are adequately prepared for educational opportunities beyond high school. While awaiting accreditation status, individual student documentation of course work, text materials, and additional educational evidence will be retained for all high school credited courses.

Mission Statement

Grace Christian School is a Christ-centered school of academic excellence in which each student is educated fully and trained in Biblical principles and world views.

Vision Statement

Students at Grace Christian School will demonstrate standards of learning, biblical discipleship and embrace challenging opportunities that promote values and service at home, in the community, and in the world.

Philosophy

Grace Christian School's philosophy of education is inspired by the intentional pursuit of the fundamentals set forth in our Mission Statement. Understanding the Biblical call for parents to educate and train up their child in the fear and love of the Lord, Jesus Christ, Grace seeks to partner with parents to achieve the mutual goals of both. With each student's intellectual, emotional, physical, social and spiritual development in mind, Grace places a high value on holistic student development utilizing the best resources available. By creating a Gospel centered teaching environment, through the discipleship of Christ centered educators, and through the instruction in the educational disciplines of Philosophy, Science, Language, and the Arts, Grace provides each student the opportunity to discover the Creator within His creation.

Core Values and Student Goals

Grace Christian School will teach its students with the goal that said students will exhibit the following beliefs, attitudes, and traits:

Students Will Be Christians Who:

1. Understand that God is real and realize that all truth is God's truth.
2. Believe that the Bible is God's Word and know, understand, and possess apologetic skills that enable them to articulate and defend their Biblical worldview.
3. Are empowered by the Holy Spirit to pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, kindness, and love.
4. Understanding the worth of every human being as created in the image of God by respecting and relating appropriately with integrity to people.
5. Embrace and practice justice, mercy, and peacemaking in family and society.
6. Understand that work has dignity as an expression of the nature of God by personally carrying out Jesus' Great Commission locally and around the world.
7. Are actively involved in a church community, serving God and others.

Supporting Scriptures:

- 1 Peter 3:15** “..in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect”
- 1 John 5:20** “We know also that the Son of God has come and has given us understanding, so that we may know him who is true. And we are in him who is true by being in his Son Jesus Christ. He is the true God and eternal life.”
- 1 John 4:16** “And so we know and rely on the love God has for us. God is love. Whoever lives in love lives in God, and God in them.”
- Matthew 28:18-20** “Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”
- Psalms 78:35** “They remembered that God was their Rock, that God Most High was their Redeemer.”
- 1 Peter 3:8** “Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble.”

2 Timothy 3:16-17 “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.

Students Will Be Thinkers Who:

1. Read, write, speak, listen and demonstrate appropriate language and communication skills in diverse academic and social situations.
2. Are proficient in mathematics, science, and problem solving
3. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
4. Have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other people groups and places.
5. Value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas).

Supporting Scriptures:

Proverbs 9:10 “The fear of the Lord is the beginning of wisdom and knowledge of the Holy One is understanding.”

1 Peter 3:15 “..in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect”

Proverbs 18:15 “The heart of the discerning acquires knowledge, for the ears of the wise seek it out.”

Isaiah 33:6 “He will be the sure foundation for your times, a rich store of salvation and wisdom and knowledge; the fear of the LORD is the key to this treasure.”

Students Will Be Responsible Citizens Who:

1. Understand, value and engage in appropriate social (community) and civic (political) activities.
2. Use the skills they have learned to question, solve problems, and make wise decisions.
3. Are good stewards of their finances, time, and all other resources.
4. Know how to utilize resources including technology to find, analyze and evaluate information.
5. Treat others as they would like to be treated.
6. Take responsibility for their actions.

Supporting Scriptures:

John 15:13 “Greater love has no one than this: to lay down one's life for one's friends.”

Ephesians 4:2 “Be completely humble and gentle; be patient, bearing with one another in love.”

Romans 13:8 “Let no debt remain outstanding, except the continuing debt to love one another, for whoever loves others has fulfilled the law.”

Romans 12:10 “Be devoted to one another in love. Honor one another above yourselves.”

1 John 4:11 “Dear friends, since God so loved us, we also ought to love one another.

Statement of Faith

While there are many doctrines in church history that are viewed differently, there are some that must be agreed upon for those that claim faith in Jesus Christ. Grace Christian School is non-denominational and is not affiliated with any one Christian tradition. However, we do consider these beliefs as "close-handed" fundamentals of the Christian faith:

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen, eternally existent in three persons – Father, Son, and Holy Spirit (the Trinity).

We believe in one Lord, Jesus Christ, the only begotten Son of God the Father, true God from true God, not made, of one being with the Father and through him all things were made. We believe in Jesus Christ's virgin birth, His sinless life, His miracles, His substitutionary and atoning death, His resurrection, His ascension to the right hand of the Father, and His ultimate personal return in power and glory.

We believe that God, in the form of the Son Jesus Christ, for our sake and our salvation:

Came down from heaven, became incarnate from the Virgin Mary and was made man,

Was crucified under Pontius Pilate, suffered death and was buried,

Rose again to life from death on the third day in accordance with the Scriptures, ascended into heaven and is seated at the right hand of the Father,

Will come again in glory to judge the living and the dead, saved and lost, the saved unto the resurrection of life, the lost unto the resurrection of Damnation, and His kingdom will have no end.

We believe in the Holy Spirit, of God, from God, promised to man by Jesus Christ who, with the Father and Son, is worshipped and glorified. We also believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that ONLY by God's grace and through faith alone are we saved. We likewise believe in the present and active ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life, the fruits of which are the evidences of the spiritual unity of believers.

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God, teaching us what is true and right, helping us to recognize and identify what is false and wrong, and useful for the correction of ourselves and all believers.

General Information

Why were you searching for me? he asked. Didn't you know I had to be in my Father's house? Luke 2:49

Office Hours

The school office is open from 7:30 a.m. to 4:00 p.m. Monday, Wednesday and Friday during the school year. On Tuesday and Thursday mornings, the office opens at 7:45 AM to accommodate weekly staff devotions. The summer office hours are more flexible and subject to change weekly. Staff may always be reached by email.

School Closure Information

- If it becomes necessary for school to be closed on short notice or while school is in session due to snow, no electricity, etc., the school will notify families by phone and through email.
- All school closures due to inclement weather will be posted on Facebook and our website, www.grace-school.net.
- You may also watch the following television channels for such information: WTVR-Channel 6; WRIC-Channel 8; WWBT-Channel 12.
- Parents are always encouraged to use their discretion when traveling in on bad weather days. Tardies will not be counted on days where inclement weather conditions apply.

Visitors/Parents

- All visitors and parents who come to the school must follow proper check in procedures.
- All visitors and parents must check in and out through the school office.
- The school office has the right to deny any visitor at any time.
- If a relative or friend would like to have lunch with a student, the student or a parent should notify the office.
- Alumni and former students may visit the school during lunch with permission from administration. We request 24 hour advance notice if possible.

Lost and Found Items

Lost and found items should be reported to the school office. Items placed in lost and found may be retrieved in the office each day.

Lunch Program

- Students are responsible for bringing their own bag lunches each day (unless students have preordered lunches). Healthy lunch items are encouraged. Soft drinks are not permitted at lunch.
- There are microwave ovens available for student use in the cafeteria.
- Wednesday hot lunches are ordered through the GCS online program, FACTS. This ordering link can be found on the school's website under the *Student Life* tab.
- Parents or guests coming to lunch with a student may eat with the student in a private lunch in a different location. Parents/guests are not permitted to have lunch in the cafeteria with the student body.

Healthy Snack Options

- Students are permitted to have water bottles in classrooms (exceptions may apply to technology classrooms). Water is the only permitted beverage allowed in the classroom.
- Students are permitted to eat healthy snacks throughout the school day so long as the snack can quickly be consumed and does not become a class distraction.

- The USDA has established practical, science-based nutrition suggestions for snack foods and beverages. To learn more about recommendations for Smart Snacks in School, visit <https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.

Messages and Telephones (Proverbs 16:24)

- Emergency messages for students can be sent through the school office.
- The use of cell phones by students during school hours is prohibited. Student cell phones must be turned off and left in their locker during the school day. (See more cell phone policy under the Student Discipline section.)
- In the event of an emergency, students may obtain permission and use a phone in the school office.
- Teachers may be reached using their school email addresses (see the school leadership chart for email addresses) or by calling the school office and leaving a message for them. Teachers should be given at least 24 hours to respond.
- Please note: All staff and students attend chapel every Wednesday morning from 9:45 – 10:45 AM. During this time, phone calls will not be accepted. Pick up or drop off of students will need to take place at the chapel.

Who to Contact (Matthew 18 and Proverbs 15:1)

The following list suggests who to contact for assistance in the areas indicated. If you need assistance in an area that is not listed, call the school office and ask to be directed to the appropriate person. All faculty may be emailed at their individual GCS email accounts. GCS email addresses may be found under “School Leadership” on page 3.

Question:

Attendance issues
 Homework concern
 Financial/Tuition questions
 FACTS Scholarship
 Athletic questions
 School Board

Call or Email:

Jennifer Britton, Principal
 Student’s Teacher
 Tanya Conti, Administrative Assistant
 Tanya Conti, Administrative Assistant
 Brian Shay, Director
 Jethro Piland, GCS Board Chair

Parent Information

Children's children are a crown to the aged, and parents are the pride of their children. Proverbs 17:6

Parent involvement is critical to GCS's overall effectiveness. Communication between parents and faculty/administration is welcomed and encouraged.

Change of Contact Information

If any personal information changes during the course of the year it is your responsibility to notify the school office in writing so that records on Quick Schools can be kept current. This includes changes to addresses, phone numbers (work, home and cell), e-mail addresses, emergency contacts, etc.

Communication (II Timothy 4:2)

GCS sends all communication out electronically. Parents must submit an active email address to the school in order to receive updates, financial statements, and all other communication.

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) provides parents with access to their child's record.

Financial Policies

- Sports and some electives classes have additional fees associated with them and will be added directly to your account.
- Tuition is due on the 1st of each month. A late fee of \$25 will be added to your account if tuition payments are not received by the 10th.
- Students attending GCS for four or more classes must pay full tuition (this includes seniors). This fee is non-refundable.
- If you have questions or concerns regarding your account, please contact Tanya Conti, GCS Administrative Assistant. This also includes communicating any financial challenges that may arise throughout the year.

○ **Scholarships**

- Scholarships are available based on financial needs and are processed by FACTS tuition management system.
- Applications are available online and may be accessed from the school's website.
- Scholarships are typically awarded in July. Completing the online application and submitting all required documentation early is an essential part of the scholarship awarding process.

○ **Withdrawal Procedures**

- Official transcripts, report cards, and records will not be released or sent to other schools if there is an outstanding balance on the account and/or the withdrawal balance has not been paid. Payments by check must clear before records are released.
- Withdrawals must be submitted in writing in order to be processed.
- An exit interview/survey may be requested by administration.
- Tuition must be paid through the end of the semester as outlined in the tuition agreement.
- GCS follows state law in notifying the withdrawal to the student's public school board office.

Student Supplies

A list of the required student supplies is updated every summer and placed on the school's website. It is expected that all GCS students have access to a home computer, the Internet and a printer.

GCS does not have a student printer nor print projects, papers, or assignments for students.

Parent-Teacher-Organization (PTO) (Acts 4:32)

This organization was established to further the communication between the school and the parents and assist in fundraising activities during the school year. PTO meetings are held quarterly. Times may be found on the school calendar. Parents are encouraged to attend and become involved.

Personal Home-Based Businesses

Email addresses of GCS students and families are shared with the intention of only being used for school communication. Parents are prohibited from email solicitation with the intent to benefit financially or for personal gain.

Families with home-based businesses that wish to host events or parties with the intent of benefiting Grace Christian School are welcome to hold such events; however, school policy prohibits families from advertising through school communication or the school's social media accounts. Home-based business events will not be publicized by the school.

QuickSchools for Parents (Ephesians 4:25)

- Parents may access student information via the parent portal at www.gracechristian.quickschools.com.
- Parents need to complete a communication form at the start of each year.
- Parents must provide the school with current email addresses in order to use QuickSchools.
- Each teacher will keep current grades, homework, and class information available on QuickSchools for your reference.
- Account (financial) information is not available on QuickSchools.

Student Mission Trips/Fundraising

Students are not allowed to solicit to GCS parents or students for personal mission trips or good-will causes.

School-Wide Fundraiser

Our annual Walk-a-thon is our only school-wide fundraiser held in the spring of each year. Because we are an independent private school, we depend on this fundraiser to help us meet our building and equipment needs. Participation is expected by GCS families at the minimum \$100 financial level.

Volunteering (I Peter 4:10)

Please note that all volunteers must first complete a volunteer form. If volunteers will be transporting students or working with them independently they must submit to a background check. Volunteer forms are available in the main office.

- Classroom Activities
 - Volunteers are used in the classrooms to help with different events throughout the year.
- Volunteers may come in to assist teachers in copying, cutting, clerical tasks, etc.
- Volunteers may assist with school setup on Sunday evenings.

Grievance Procedure (Matthew 18, Romans 12:18, and Ephesians 4:25)

If a student, parent, or staff member has questions or concerns regarding the behavior of another person (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she shall follow the principles given in Scripture as outlined below. The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in Matthew 18.

- First, bring the concern, question, or grievance directly to the person involved and in good faith try to resolve the matter. This should take place in the form of a face-to-face meeting that is scheduled in advance. Impromptu meetings before or after school are not appropriate.
- Second, if the matter still cannot be resolved, the matter may be brought to the administrator for review. A summary of the matter and the attempts already made to resolve the matter must be tendered in writing prior to the matter being reviewed. The administrator will review the summary and meet with whatever parties are deemed necessary to resolve the situation. Please note the administrator typically has an assistant present in all meetings for accountability and note taking. Administration has full discretion in all disciplinary matters and has the right to dismiss any student who does not cooperate with the total education process.
- Third, if the aggrieved party is not satisfied with the decision rendered by the administrator, a written review may be submitted to the school board for review. If the school board declines to hear the matter, any decisions rendered by the administrator will be considered final. If the school board decides to hear the matter, any decision rendered by the school board will be considered final.

Admissions and Re-enrollment

“Come to me, all you who are weary and burdened, and I will give you rest. Matthew 11:28

Non-Discrimination Policy

Grace Christian School does not discriminate on the basis of race, color, gender, or national origin in the administration of its education, admission, or employment policies, or any other programs administered by the school.

Admission Philosophy (II Timothy 2:15)

Grace Christian School is open to anyone interested in securing a Christian middle and high school education, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Grace Christian School rules. It must always be understood that attendance at Grace Christian School is a privilege and not a right. Any student who does not conform to the school’s standards of conduct and/or who is unwilling to adjust to the Grace Christian School environment will forfeit this privilege. All students must be certain they want to attend Grace Christian School and must agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15,). They must be courteous and respectful to their peers, staff, faculty, and other daily associates.

Grace Christian School is a *discipleship* school, meaning that our students and/or parents are confessing disciples of Jesus Christ. As our name states, we are a school of grace; therefore, each applicant will be considered individually. Families that are not confessing disciples of Jesus Christ may be accepted; however, they will be required to agree to our statement of faith, policies, philosophy, and educational requirements.

Admissions Procedures/Policies (I Corinthians 14:40)

Our mission is to partner with Christian parents by providing a Christ-centered educational environment fostering spiritual, academic, and physical maturity of students. Families must complete an application process for their child to be accepted to Grace Christian School as a student. The applicant review has a twofold purpose: To ensure that the student is capable of succeeding academically and socially; to ensure that the environment remains conducive for balanced learning and Christian development as well as safety. Grace Christian is limited in resources for accommodating certain special needs and students requiring classroom accommodations. Students who attend Grace Christian School are cognitively on or above grade level. We encourage parents of children with special needs to contact the main office and arrange for a conference to discuss if and how Grace Christian may best serve their family.

Class sizes average between 18-20 students per grade level. The procedures for admission to Grace Christian School are listed below and typically follow this order:

Application Process - All parts of the application must be completed and returned to the school. Any child that does not have all this information on file with the school will not be able to begin attending school until the information is received and processed.

- **Student Application**—This form is available online at the school’s website.
- **Non-Refundable Application Fee**

- **Two Letters of Recommendation**—Letters must be from non-family members. One letter must be from the student’s most recent classroom teacher. The other letter should be a character reference from a leader in your church, youth group, Sunday School teacher, civic group, etc.
- **Transcripts and Standardized Testing Data**
- **Parent and Student Interviews**—It is important for potential students and families to meet administrative staff and teachers prior to enrollment. Student interviews are typically conducted by an administrator during a shadow day experience. Parent interviews are typically conducted by an administrator during tours. Administrative staff may request a more formal interview should that be necessary.
- **Entrance Testing** – If the student’s standardized testing data or most recent report card leave question regarding cognitive abilities, the student may be required to complete and pass entrance tests with a minimum score of 70%. All students admitted to the school will be expected to perform at or above grade level and demonstrate a history of good behavior. GCS does not offer specialized resources or services required for students with learning disabilities. Students with these needs will be considered on a case-by-case basis.
- **Homeschool Students**-Homeschooled students are required to submit a list of curriculum and resources used for student instruction. A math and language arts placement test will be required.

Upon completion of these steps, parents are notified as to whether or not their child has been accepted into the school. Students can be accepted with conditions (academic probation or behavioral probation). For example, a student may be asked to go to summer school, be tutored and re-tested, or repeat a grade. Students who have been accepted in the school must have their files complete and accounts current in order to begin the first day of school. Below are the steps in the enrollment process.

Enrollment Process - All parts of the application have been received and the student has received a formal acceptance to Grace Christian School. The following requirements are necessary to formally accept the school’s invitation for admissions:

- **Student Application (available online through the school’s website)**
- **Medical Form—(completed once with enrollment but updated as history changes)**
 - A completed school health form (supplied by the State of Virginia Department of Health), signed by an approved health professional must be received in the school office before a student is admitted to school. This form includes the Health Information Form, the Comprehensive Physical Examination Report, and the Certification of Immunization. The school health form shall be obtained annually for each child less than six years old. A child's immunizations must be recorded to include the month and year administered and kept up to date as required by law before the first day of school (please note this includes the 6th grade boosters). The medical form shall be returned before admittance to the school.
- **Signed Parent/Student Handbook Commitment and Agreement** – Each parent should thoroughly read the Parent/Student Handbook then sign and turn in the parent/student commitment and agreement form (found at the back of the handbook).
- **Signed Statement of Faith**—all students and parents must sign this form
- **Signed Grace Covenant**—all students must sign this the school covenant
- **Signed Tuition Agreement**—parents must sign the agreement even if tuition is paid in full

- **Enrollment Fee** - pay \$400.00 enrollment fee (this fee is applied to the August tuition balance).

Payments (I Corinthians 14:40)

Tuition payments begin August 1st of each year. Depending on the payment plan selected, parents will be billed accordingly. All statements are sent electronically via email.

- Tuition is billed on the 1st of the month and is due no later than the 10th of the month. A \$25.00 late fee will be charged to your account if not paid by the 10th.
- Students planning to graduate from GCS must pay full tuition their junior and senior years regardless of the number of courses taken at GCS.
- If tuition payments are not kept current, student will be withdrawn from school until account is paid up to date.
- If a student withdraws from GCS, the current semester's tuition must be paid in full before transcripts will be released.

Re-Enrollment (I Corinthians 14:40)

Current GCS families are given the opportunity to re-enroll each year before open enrollment begins. A re-enrollment application must be completed (located on the school's website). Re-enrollment is not officially accepted until all fees are submitted (these fees are non-refundable). A family's account must be up-to-date and in good standing in order to complete re-enrollment. Once re-enrollment is completed standard withdrawal procedures apply.

If a student has been away from the school for more than a year and wants to re-enroll, the student will be asked to complete an application as a new student and follow all the same procedures including testing and a possible admissions interview.

Attendance and Transportation

But everything should be done in a fitting and orderly way. I Corinthians 14:40

Regular attendance is a critical component for success in school. When students are tardy or absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate re-entry into school.

Parental Support for Attendance

GCS considers our parents to be partners in education. We regard school attendance a responsibility shared by students, parents, and our school staff. Regular attendance is a prerequisite for student achievement. We seek parental support to promote this key component for success in the classroom.

In our endeavor to emphasize the responsibilities of all partners in promoting academic success, we ask that you help your students to arrive on time each day for learning. Please schedule all appointments for your child at a time other than school hours. Parents are requested to take family vacations in accordance with the published school holiday and vacation calendar. Quality teaching and meaningful activities continue the day before and the day after the listed school holiday. It is almost impossible to fully make up significant instruction students miss for extended time periods.

It is the parent and student's responsibility to contact the teacher, in writing, for work due for any absence from school. The teacher must be given 24 hours to respond to any request, including assignments that need to be made up due to an absence (work will typically not be available the same day of an absence). Parents and students have 2 weeks from the date that report cards are issued to dispute any attendance issue. After that time all attendance records stand and may not be disputed.

Parents should contact the school office any time their child will be unexpectedly absent from school. If the office has not heard from a parent by the time homeroom attendance is taken, someone from GCS will contact the parent to verify the reason for the absence.

Attendance Policies

○ Absences

All students are to be in attendance at a minimum of 90% of the days their classes are scheduled. Attendance per class is recorded daily in the main office. If a student is absent from school on 10 or more days or parts of days, parents will be notified in writing.

At GCS, high school students will not be given credit for a class unless the student is in attendance a minimum of 90% of the days the class is scheduled to meet. If a student is in attendance less than 90% of the days the class meets, the student will lose credit unless each and every class is made up in an acceptable manner, such as, but not limited to, remaining after school hours to complete missed coursework. Time made up allows for credit to be given but does not remove the absences documented by the school to meet accreditation requirements. In unusual or extenuating circumstances, the administrative staff may elect to develop an alternative plan for students with extended absences. This

decision is left to the discretion of the Executive Director.

If a student drops below the 90% attendance requirement, parents will be required to meet with the Executive Director to determine if the student may remain enrolled. Should a student be dismissed from GCS due to attendance violations, the parents will remain under contract for the balance of the student's tuition.

- Any student who is absent 17 days or more from a high school credited course will be required to take the final exam regardless of their course average.
- Any student who is not present for at least four hours of the school day is considered absent for the day.
- Students absent from the academic school day may not participate in school athletic events or practices.
- Absences are recorded as "excused" or "unexcused." Only legitimate excuses for absences notified to administration in writing will be accepted as excused absences. This includes, but is not limited to, sickness, pre-arranged appointments and/trips, death in the family, or an emergency. An example of an unexcused absence would be requesting excuse for the student so they may catch up on his/her sleep.
- Preplanned trips should be arranged in writing a minimum of 1 week in advance to administration so that work may be issued and completed prior to the student's absence.
- In the interest of student health and safety, any student missing 5 consecutive days due to illness may require a doctor's note explaining the absence before the student is permitted back to class.
- Please note that special days (such as the school's Walk-a-thon or Field Trips) are not optional for students. Any student absent on this type of day (without a note verifying an excusable reason for the absence) will be required to complete an assignment on an assigned topic and turn it in to the appropriate teacher or administrator.
- On the day the student returns to school after an absence, a note from a parent is to be sent to the office describing the nature of the absence.
- Failure to bring a note will result in the parents being contacted to determine the reason for absenteeism.
- Absences (excused/unexcused) will be noted on the student's permanent record.
- Typically only 1 day will be granted to make up work for each day of absence. If the required work is not made up in the designated time period, zeros could be given. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.
- Students should return to school prepared to make up tests, quizzes, or turn in assignments that were missed due to an absence (i.e. if a student is out on Tuesday and returns Wednesday, the student should come Wednesday prepared to take any schedule tests, quizzes, or turn in other assignments that were due on Tuesday).
- Excessive absences or early dismissals may impact re-enrollment eligibility.

○ **Tardies**

- School begins promptly at 8:00 AM. Any student arriving after 8:00 AM will be counted as tardy. All tardy students must sign in through the office before entering the classroom. A note must be brought from a parent advising the school office the reason for tardiness (these notes may be temporarily placed into the student's file).
- A student who is tardy to school more than 5 times in a quarter will not be permitted into the classroom until the parents meet with administration. If the student drives himself/herself to school each morning and reaches 5 tardies, a parent conference with administration will be required and the

student will be assigned to after-school detention. There is a \$25 fee associated with after-school detention.

- Excused tardies are at the discretion of administration and will be limited to extenuating circumstances. Oversleeping, traffic, stopping to purchase items, sibling delays, parents working, and more are examples of tardies that will not be excused.
- All papers and projects must be turned in on the day they are due regardless of tardies. Extensions will not be given due to a tardy.
- Any unexcused tardy could result in a zero for all work missed or further action by administration if deemed necessary. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.
- Excessive tardies may impact re-enrollment eligibility.

Before and After Care

Before and after school care is provided as a service to parents. Weekly registration is required and is completed by the parents on the Order Lunches website. Payment for services is expected by Friday afternoon of the week the service is used. A student will not be permitted to arrive early or stay after should there be a balance on their account.

○ **Before School**

Parents needing to drop off students prior to 7:45 AM may use the before school care. The earliest weekday drop off time is 7:30 AM. There is a fee of \$15 per week associated with this service to compensate the supervising teachers and the school. The full fee amount is paid regardless of the number of days the service is used or the number of days within the scheduled school week. Parents may register a student anytime during the week for this service.

○ **After School**

Parents needing to pick up students after the 3:00 PM middle school pick up or 3:25 high school pick up time may make arrangements for after care services on the Order Lunches website. Students will be supervised by a teacher. There is a \$35 fee associated with this service to compensate the teachers and the school regardless the number of days used during the single week. Parents may register a student anytime during the week for this service.

On afternoons of a scheduled early release day, there will be an additional \$10 per day charge as after-care will be provided from 1:00 – 5:00 PM on these days only.

After School pick up is at 5:00 PM. Beginning at 5:05 PM a \$15 late fee will be applied to the student's account. After 5:15 PM, the fee will be \$25.

○ **After School Sporting Events**

Students may stay after school while waiting for GCS sporting events to begin. There is a \$5 fee per game day. Students must remain in the after-care room until the game begins.

Drop-Off and Pick-Up of Students

- School doors will open each morning at 7:45 AM. Students need to visit their lockers and report to their homeroom class. Bible begins promptly at 8:00 AM. Students arriving to school after 8:00 AM will be counted as tardy.
- Please be mindful of students in the parking lot.
- To assist with making student drop off and pick up operate both smoothly and safely, GCS will have a car loop. As you enter the parking lot, please circle the lot and form a waiting line that begins at the school entrance and where your car will be facing Atlee Road to exit. Your student must wait in your car until the teacher on duty signals that your student may exit your car. Students may not be dropped off and left waiting unattended.
- Middle school students will be dismissed from their last class at 2:50 PM and high school at 3:15PM. Parents may arrive early and wait in the car loop. Students will be released by the teacher on duty when the parent reaches the drop off/pick-up zone. Students will not be released to go home with anyone other than his/her parent unless a signed note has been provided to the GCS office.
- Parents arriving late to pick up students must enter the building to sign their student out. Late pick ups will incur a late fee charge of \$15.
 - To avoid a fee, middle school parents must pick up by 3:00
 - To avoid a fee, high school parents must pick up by 3:25
 - Late fees will automatically be placed on the students' Order Lunches account.

Early Dismissal

- Any student who needs to be picked up early must bring a note stating the time for the dismissal and who is authorized to pick up the student.
- Parents who wish to pick their child up early must do so before 2:45 p.m. when car line begins to form. After this time all parents must go through car line to pick up their children.
- Students must be signed out in the office for all early dismissals.
- Only players, cheerleaders, and managers may leave early for athletic events.
- All papers and projects must be turned in on the day they are due regardless of early dismissals.
- Excessive early dismissals may impact re-enrollment eligibility.

Late Pick-Up

- Students need to be picked up within 15 minutes of the dismissal.
- There will be an automatic late fee of \$15 added to your student's account for anyone picking up middle school students past 3:00 PM or high school students past 3:30 PM. (Note: Middle school students with a high school sibling may remain at school until 3:30 PM.)

High School Drivers

- Student drivers and parents must complete and turn in the Student Driving Form.
- Student drivers are expected to be on time for school each day. For more than 5 unexcused tardies per quarter, the student driver will be assigned to after-school detention. (See Attendance Policy)
- Student drivers will only be permitted to leave school property for prearranged appointments or illnesses. A parent note must be provided for the student to leave early.
- Under no circumstances will students be permitted to leave school to run errands or purchase lunch off site.
- Senior drivers and their parents may sign the Flexible Driving form permitting senior students to leave school early following their flexible senior course load and dual enrollment courses.

School Attendance for Sports, After School Events and Field-Trips

Students must be in school for ½ day (a minimum of 4 hours) to participate in or attend school events. For field trips, students must be present the day before the trip in order to attend the trip.

Physical Education – Nonparticipation Requirements

A note from the parent will be required in order for a student to be excused from PE class due to an injury or illness for one day. If a student needs to be excused from PE for more than one day, a doctor's note will be required stating the length of time to be excused from participating in PE.

High school students taking PE are issued graduation credits; therefore, daily participation is expected and is a part of a student's grade. When prolonged absences require a student to miss high school PE classes, he/she will be given an alternative PE assignment/project to complete for a grade.

Student Transportation

- GCS does not offer any type of bus services to and from school. Carpools are encouraged.
- Student drivers are allowed. All student drivers and their parents must complete the Student Driving Form.
- Parents must complete the Child Pick Up Authorization form to allow students to carpool together.
- Students must provide a note to the front office if they are riding home with another student or adult not noted on the authorization form.

Student Vehicles

- Students who drive themselves to school must complete the Student Driving Form.
- Students must park in the designated area (row of parking spaces on the gym entrance side of the building along the sidewalk).
- Students are not to stay after school and socialize in the parking lot.
- Students driving cars are not to enter vehicles during school hours and must keep vehicles locked.
- Students driving to school-wide events must follow the Virginia Department of Motor Vehicles restriction on the number of passengers under the age of 21. It is not the responsibility of Grace Christian School to manage this legal guideline.
- Student drivers will only be permitted to leave school property for prearranged appointments or illnesses. Under no circumstances are students permitted to leave school to run errands or purchase lunch off site.

Academics

Let my teaching fall like rain and my words descend like dew, like showers on new grass, like abundant rain on tender plants. Deuteronomy 32:2

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic guidelines and expectations are outlined in this section.

Bible (Joshua 1:8)

Grace Christian School is proud to be a Christ honoring, Christian school. All full-time students enrolled at GCS are required to take a grade level Bible course. For high school students, 0.5 elective credits will be issued each year upon completion and passing of the class.

GCS uses the NIV Bible. Students are welcome to use any version of the Bible they prefer, but scripture references will be from the NIV.

Academic Honesty: Plagiarism and Cheating

Grace Christian School students are expected to uphold the highest standards of academic conduct and personal integrity. The GCS faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship.

Academic Support

Teachers in every class share their preferred organizational strategies and methods of notetaking to help students develop good study habits. Middle and high school language arts classes provide students each year resources for citing and writing and research assignments. If students are ever unclear about the guidelines regarding the correct way to cite sources, it is their responsibility to consult with their teachers before submitting an assignment. Ignorance about what constitutes plagiarism or cheating is not a defense.

Plagiarism

GCS students are expected to cite each web page, book, or other source each time they include any information in an essay or project of their own. Plagiarism includes but is not limited to the following guidelines:

- Including the words of another writer without including proper citation. Copying and pasting from Internet or other electronic sources—even one sentence—is considered plagiarism unless there are quotation marks preceding and following the quoted material. Student writers must also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well—artwork, photography, etc.
- Citing the sources used but copying and pasting entire sentences without using quotation marks or proper citation methods.
- Presenting the ideas of another writer (scientist, computer programmer or artist) as one's own original thoughts, even if the wording is changed, can be considered plagiarism. If the paper includes another author's ideas, the student must indicate with footnotes or in a Works Cited page where this source can be found.
- Submitting another student's work as one's own, for example, an essay written by a sibling or another student.
- Submitting a paper or art work, etc. purchased from an Internet essay site.

Cheating

The following are additional examples of cheating:

- Copying another student's work or assignment (including homework) to submit as one's own.
- Allowing another student to copy your assignment (including homework) with the intention of submitting to a teacher for credit.
- Using an unauthorized set of notes, cheat sheet, graphic calculator or other storage device during a test or quiz.
- Helping another student without permission on a test or quiz.
- Submitting one assignment in two separate classes for different assignments without permission from your teachers (in both subjects).

Consequences

There will always be consequences to cheating or plagiarism. Students will receive a 0 on their assignment or test and will be assigned to after school detention which includes a \$25 fee. If a repeated case occurs, the student will be placed on academic probation and be at risk for re-enrollment.

Expected Technology and Internet Use (Philippians 4:8)

Acceptable Use Policy

Purpose

Electronic devices are a valuable tools for education. One of this school's purposes is to encourage the proper use of technology including the Internet and school computers. Students and all users of Internet-based technology have a responsibility to use these tools properly and in accordance with the policy below:

Goals

To provide a variety of tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology. To encourage critical thinking and problem solving skills which will be needed in this increasing electronic and global society.

Responsibilities of Users

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

Student Internet Rules and Guidelines

- Use of the school computer is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Students will not access sites that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
- Students will not post information that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people on personal social media sites.
- Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
- Students will not use language that is obscene, profane, lewd, vulgar, rude or threatening. Nor will they through means of the Internet, harass or bully other users.
- Students will not knowingly or recklessly post false information about persons or organizations.

- Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by other means. These actions are illegal.
- Student e-mail accounts through the school's computer will be monitored by staff and may be restricted.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users may not repair, reconfigure, modify, or attach external devices to school technical systems.
- The system operator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

Discipline

Students will be disciplined for violations of the internet use policy. This includes, as stated above, personal social media accounts if they bring about a disruption to the school culture. Disciplinary action may result in any or all of the following:

1. Loss of Internet access at school
2. Turning in all personal internet-based devices to the school office each day
3. Detention
4. Suspension and/or expulsion

At-Home Computer/Internet/Printer Use

As a 21st Century school, assignments are made with the expectation that students have access to a home computer, the internet, and a printer. GCS does not have a student printer nor print projects, papers, or assignments for students.

Community Service (Matthew 25:35-45)

We define community service as unpaid voluntary activities that occur outside the school day (unless sponsored by the school). Although we truly respect acts of kindness and good deeds, such as working around home or helping neighbors, we separate good deeds from organized community service. Community service activities are those which students perform to benefit at least one unrelated person and for which they receive no compensation. Students should be working under the auspices of an organization—town government, school, non-profit organization, hospital, nursing home, etc. Service projects sponsored by church youth groups, Boy Scouts, Heritage Girls, etc. are also accepted. Prior approval, while not required, is strongly suggested to ensure that the community service project will earn the student credit.

The primary purpose of the program is to encourage students to become aware of the needs and interests of others and to learn to be good servants. Our community service program is also designed to promote student responsibility. We have developed a procedure that holds students accountable for submitting completed community service forms. Students are responsible for turning in completed forms to the main office after performing the service project. At the close of each school year, students at GCS will be recognized for their service contributions at our spring awards program.

All GCS students are encouraged to complete a minimum of 10 community service hours each year. Prior to graduation, GCS students must complete a minimum of 50 hours during their high school career.

Conferences

- Parent-teacher conferences are held with the students' teachers in the fall and winter (after first and second quarters). Parents are expected to attend if at all possible.

- Additional conferences may be scheduled upon request.
- Parents are asked not to have impromptu conferences with teachers but are free to request a conference time to discuss concerns.

School Awards (II Timothy 2:5 and Ecclesiastes 9:10a)

Students are recognized at the close of each academic quarter for Christ-like character, academic, and civic accomplishments. At the end of the year awards assembly, recognition is given to students' outstanding performances in various school disciplines as well. All student award programs are open to friends and parents of the school family.

Grade Level	Advanced Diploma	Standard Diploma
	Credits needed to enter	Credits needed to enter
10 th	6	6
11 th	13	11
12 th	20	16

Grade Placement

- Promotion in 6th through 8th grade is contingent upon satisfactory academic completion, overall development (including social maturity), and administration approval.
- Official documentation of final grades for all course/subjects for each grade level are required.
- The following guidelines will be used to determine a student's grade level in high school.

*Please refer to specific course requirements for graduation. All students must meet the numerical credit requirements and the specific course requirements for graduation.

Grading

- **Grading Scale (Colossians 3:23)** The letters, point ranges, descriptors, and grade point weightings immediately below shall be used to report academic progress in all content areas for students in grades 6 through 12. Dual enrollment courses will be weighted on a 5.0 scale.

Letter Grades	Range	Descriptor	GPA
A+	97-100	Excellent	4.0
A	93-96		4.0
A-	90-92		3.7
B+	87-89	Very Good	3.3
B	83-86		3.0
B-	80-82		2.7
C+	77-79	Satisfactory	2.3
C	73-76		2.0
C-	70-72		1.7
D+	67-69	Minimum Passing	1.3
D	65-66		1.0
F	Below 64	Failing	0.0

- **Extra-credit (Matthew 5:40-42)**

Extra-credit shall not be used to make up points for missed assignments and homework, loss of points for unexcused absences, poor test performance, etc. Such use of extra-credit will not foster disciplined study habits in our students or prepare them for college. In addition, such practice is not fair to students who get their assignments in on time and study appropriately for tests the first time. Teachers will use extra-credit work sparingly and wisely. It shall be used only to encourage students to go beyond what is normally required to expand their experience in the subject matter.

- **Incompletes (I Corinthians 10:31)**

Students having incomplete work at the end of a grading period will be assigned an “I” (Incomplete) until all work is made up. At that time the “I” will be changed to reflect the grade. Unless other provisions have been made with administration, any grade of “I” not made up within the parameters set in the attendance policy will automatically become a zero. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.

- **Re-doing Assignments (I Corinthians 10:31)**

A teacher can decide if a student may be given the opportunity to resubmit work. If this privilege is granted to a student, he/she has 48 hours to return the assignment or else the current grade stands.

- **Re-testing or Re-quizzing (I Corinthians 10:31)**

GCS teachers are required to provide three days’ notice of study, with a completed study guide, before any test (two days’ notice for quizzes—distribution of study guides are not required by the teacher for quizzes, just the identification of the content to be assessed). Since adequate time and preparation is given before assessments, retakes will not be allowed.

- **Late Assignments (I Corinthians 10:31)**

Students are expected to have all assignments turned in at the class time and date assigned by the teacher. Students will lose 11 points each day (one letter grade) an assignment is late. After the third day, if an assignment has not been turned in, it will be recorded as a zero.

Dual Enrollment Courses

Dual Enrollment programs provide advanced high school students (typically beginning in the 11th grade) a unique opportunity to jump-start their college career. It allows qualifying high school students to enroll in college coursework while still in high school. The credits the student receives for the college course also counts as a high school graduation course.

The courses are taught by full or part-time faculty at the Reynolds Community College Parham Road campus or at GCS through Richard Bland College. The classes meet either two or three days weekly for 18 weeks beginning in August. Transportation is not provided by GCS. Students must have their own transportation. Qualifying students must first take the college placement exams. Students must take exams in Language Arts and in Math. They are not timed. To qualify for dual enrollment placement, students must pass the placement tests.

It’s important that students and their parents understand that the amount of work necessary to succeed in dual enrollment courses is more concentrated than in high school courses. In addition, dual enrollment courses become part of permanent college transcripts so it’s essential that students do well in these courses. Dual enrollment classes are weighted on a 5.0 scale; however, if a student receives a D or F in the dual enrollment course, he/she will not receive credit for the course at GCS. J. Sargent Reynolds grades on a 10 point scale without differentiating between different between the individual letter. (For example, there are no A+ or A-. If a

student earns a 98% in the course, he/she will receive an A for the grade. If the student earns a 90% in the course, he/she will receive an A for the grade.)

It is important that parents recognize that dual enrollment courses come at an additional expense. Each course a student takes is \$465 plus the purchase of the required textbook. Once a student completes the course he/she receives three college credits and one high school credit.

Transferring High School Credits to GCS

Permission to take additional courses for high school credit will be granted to students provided the course is not already provided at GCS and the course is a requirement for the student's college acceptance. All courses must be approved by the main office. Tuition discounts are not provided for supplemented online courses. Parents are responsible for any expenses related to additional courses outside of GCS.

Credit for an online course will be issued once GCS receives a copy of the transcript from the education institution. A student must receive at least a C in the course for GCS to accept the transfer.

Honor Rolls (I Corinthians 10:31)

To encourage academic excellence and performance, students can earn a place on the all "A" or "A/B" honor roll. To make the "A/B" honor roll, the student must have no end-of-year grade lower than a "B."

Individual Student Action Plans—IAPs (Galatians 6:2)

GCS believes in a proactive approach to supporting students with special academic or medical needs. The IAP process involves both the parents and the GCS administrative team in developing a successful plan of action for the academic school year. Plans are developed during the summer months. Prior to school beginning, administrators, parents and classroom teachers meet to review the plan and establish support structures.

Library

GCS does not have a school library on campus. Occasional trips may be planned for more extensive projects or research to the local Atlee library located 2 miles from the school.

Probation and Dismissal (Hebrews 12:11)

Students, either during enrollment or after a conference with the parents, may be placed on academic or behavioral probation in the event that special attention or monitoring is required. In the event that it becomes apparent that a student is not succeeding academically, developmentally, or regarding behavior, the administration reserves the right to dismiss the student.

Report Cards

Reports cards are sent home four times a year following each of the four quarters. Because grades and current averages are available to parents and students 24/7 through QuickSchools, progress reports are not issued. Final report cards are mailed to parents whose financial obligations with the school have been fulfilled. All report cards, with the exception of final report cards, must be signed by the parent and returned to the teacher. Parents may access grades and attendance through QuickSchools. Parents and students have 2 weeks from the date that reports cards are issued to dispute any grade or attendance issue. After that time all grades and attendance records stand and may not be disputed.

Standardized Achievement Tests

Each year fulltime students in grades 6 through 11th grades take the TerraNova 3 standardized achievement tests. (Part-time students are not permitted to take the TerraNova 3 with GCS as their scores would not reflect the curriculum instructed.) These tests are nationally criterion referenced tests. Students are assessed in each major subject area and compared to other students across the nation in both public and other Christian schools. Results for each child are sent home to parents once received by the school.

If a student arrives tardy to school on a day of TerraNova testing, he/she will be required to wait in the main office until the beginning of the next subtest. The student will then be required to stay after school to complete the missed section(s) of the test. A \$25 fee will be placed on the student's account to cover the proctoring and administering of the make-up test.

If a student is absent during TerraNova testing, arrangements will be made for making up the missed tests. All testing will be made up after school. A \$25 per day fee will be placed on the student's account to cover the proctoring and administering of the make-up tests.

Field Trips (Matthew 5:14-16)

Trips are a great educational tool, allowing the school faculty to gain insight and to teach on the entire trip through shared experiences, exemplified lives, and first-hand observations. Safety procedures and careful supervision must be used at all times.

- Students are required to participate in all school trips. These trips are carefully planned as an integral part of the education process. If a student does not attend they will receive a zero (which may be a test grade). Parental support for school trips is expected. If a student has an excused absence for the field trip (determined by the main office), an alternative assignment will be given.
- In order for a student to attend a scheduled fieldtrip, he/she must be in school the day prior to the trip.
- Parents are encouraged to volunteer as chaperones whenever possible. All volunteers are required to complete a volunteer form and submit to a background check.
- In order to ensure the safety of all of our students and parents, please follow the guidelines listed below when you are driving for a field trip or any type of class outing.
 - Drivers must be driving a smoke-free vehicle. Smoking while on a school field trip is prohibited.
 - Only the students enrolled in the class or activity may attend the trip. Siblings are allowed to attend only if the trip is announced as a special family event and other siblings are specifically invited.
 - Students are to return with the same people and vehicle that transported them for this event. Exceptions to this can only be made by administration.
 - Try to have one cell phone in each car. Chaperones are asked to not use your cell phone while driving. The teacher should have a cell phone number for each car, and everyone should be able to reach the car the teacher is in if necessary.
 - Make sure everyone has his/her seatbelt buckled.
 - Please follow the directions handed out by the teacher. If a car doesn't show up, we will be able to retrace the route. All cars are to try and stay together to and from each destination. All cars are to leave at the same time after the teacher completes a final head count.
 - Please do not make any unscheduled stops on the way to or from your destination.
 - If you see a car broken down on the side of the road, do not stop to help.
 - Remember, you as the chaperone are the boss of your car! Do not hesitate to make the students in your car follow your rules or to let the teacher know if there is a problem.
 - Music and movies played in vehicles should follow the principles and standards of the school (G rated movies and Christian music).

- Stay with your students at all times.
- Remember that you are a group. Show consideration and respect to others at the destination. GCS's witness and invitation back is dependent on you.

Senior Trip

A special trip for the senior class is planned each year during the TerraNova testing week. The trip is organized and planned by faculty and members of the senior class. The trip is not required. Any student not participating in the class trip is expected to attend school during the dates of the trip.

Expected student behavior during the senior trip is no different than expected school behavior. Unacceptable behavior and poor choices during the trip may result in immediate removal from the trip and/or disciplinary actions when the student returns to school.

Transcripts

- Transcripts are maintained in the school office and are provided as needed.
- Transcript requests must be made on the appropriate request form as documentation is required.
- GCS reserves the right to charge a nominal fee to cover the cost of preparing, copying, and mailing transcripts.
- If more than 5 copies of transcripts are requested additional fees may be charged.
- Ten business days are required before transcripts will be mailed to the provided recipient.
- GCS reserves the right to withhold transcripts and other records until all accounts are current.
- If a student transfers to another school, GCS will send the requested records directly to the school. Any GCS school records parents need after that first transfer should be requested from the student's current school.

Tutoring

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. In such a situation the student should approach the appropriate teacher and inform him/her of the difficulty so that the teacher can arrange a time before, during, or after school to give occasional, temporary help. The school or teacher does not charge for this extra help, and it should not be confused with structured, regular tutoring.

Curriculum & Instruction

My people, hear my teaching; listen to the words of my mouth.

Psalm 78:1

Curriculum/Textbooks (II Timothy 2:15)

A variety of textbooks are used in conjunction with other curricula in all academic areas. Standards of quality are high, in every way meeting the Christian and academic standards of our school. The academic curriculum is supplemented with the appropriate enrichment and spiritual instruction, such as daily devotions, Bible studies, and weekly chapels. Biblical principles and worldview are integrated into all subject areas. The school uses a variety of both Christian and secular textbooks to best meet students' needs. Any school-owned book must be returned in the same condition it was issued. If a book is damaged or lost, the parents will be billed for the replacement cost of the book.

Exams

- All students are required to attend the regularly scheduled exams.
- Student dismissal from an exam will only be at the conclusion of the exam period.
- Exams are given in grades 8-12. End of semester projects may be given in the 6th and 7th grades.
- Exam Exemptions
 - All students must take first semester exams.
 - For the 2nd semester, if a student has an A average in the course, he/she may be exempt from the final exam.
 - Exam exemptions do not apply to major projects, term papers, or similar extended assignments.

Graduation Requirements (I Corinthians 9:23-25)

Grace Christian School provides students the opportunity to complete achievements for a Standard Diploma or an Advanced Diploma. The GCS administrative staff meets once a year with parents and students to review academic progress and to discuss educational or career plans beyond high school. Many colleges require high school students to have attained specific academic courses. The GCS administrative staff works with students to ensure their academic path is aligned with their college choices.

Full-time Enrollment:

Only seniors enrolled as full-time students will be eligible to graduate from GCS. Regardless of course load, parents of seniors will remain accountable for the full tuition and all related material/technology fees.

Standard Diploma:

To graduate with a Standard Diploma, a student must complete 22 standard units of credit by passing required classes which must also include a credit in technical education and one virtual course. Students graduating with a Standard Diploma must also complete the Senior Career Internship class. The Standard course requirements are as follows:

English	4 credits
Mathematics	3 credits
Laboratory Sciences	3 credits
History	3 credits
Health & PE	2 credits

Foreign Language/Fine Arts/ Technical Education	2 credits
Personal Finance	1 credits
Senior Career Internship	1 credit
Electives	3 credits
TOTAL	22 credits

Advanced Diploma:

To graduate with an Advanced Diploma, a student must complete 26 standard units of credit by passing required classes which must also include a credit in technical education and one virtual course. The Advanced course requirements are as follows:

English	4 credits
Mathematics	4 credits
Laboratory Sciences	4 credits
History	4 credits
Health & PE	2 credits
Foreign Language	3 credits
Fine Arts or Technical Education	1 credits
Personal Finance	1 credits
Electives	3 credits
TOTAL	26 credits

Students graduating with an Advanced Diploma will be expected to apply to at least one college and/or trade school. This requirement is in place to assist students through the college application experience.

* Religious courses count as elective credits

○ **Valedictorian/Salutatorian**

- Valedictorian will be restricted to the person with the highest GPA who earned an Advanced Diploma and has attended GCS for at least their junior and senior years.
- Salutatorian will be restricted to the person with the second highest GPA who earned an Advanced Diploma and has attended GCS for at least their junior and senior years, and has a minimum GPA as established by administration.
- In both cases, only full-time students and their coursework completed at GCS are considered eligible. Online high school courses will not be counted toward the Valedictorian/Salutatorian status.

Homework (Ecclesiastes 1:13)

- Homework is an integral part of academic instruction and is a valuable tool for teaching. Homework is not "busywork" and should review material covered in class, preparation for a test or quiz, pre-reading for the next day's work, or special projects.
- All homework assigned must be turned in (it is never optional).
- When convenient for the teacher, homework will be provided in advance for prearranged family trips. Homework is not provided in advance in order for a student to keep up with extracurricular activities.

- Weekends are an important time for students and their families. Therefore, teachers are requested to refrain from assigning written homework to be completed over the weekend. This does not include special projects or reports that have been assigned days/weeks ahead and are due on a Monday.

The times suggested below are based upon the idea of the average student at GCS.

	<u>Suggested</u>	<u>Maximum</u>
Grade Six - Seven	45 minutes	90 minutes
Grade Eight	45 minutes	120 minutes
Grades Nine - Ten	60 minutes	150 minutes
Grades Eleven – Twelve	60 minutes	180 minutes

The maximum times include adequate time for completing daily homework and long-term projects for all of the classes combined. Teachers should frequently reference the test calendar when assigning homework and be respectful of student workloads in other classes.

Repeating a Course

Courses may be repeated for three reasons: failure to pass, raising a grade, or withdrawing (passing or failing). When retaking any course, if the class is offered at Grace and aligns with the student’s schedule with no conflicts, then it must be taken at Grace. It will be the parents’ responsibility to see that the student takes the course during the summer at an approved school if the course does not align with the student’s schedule. Official documentation of the final grade is required before credit will be issued.

- Repeating the same course for a failing grade - Once official documentation of the final grade is received the previous failing grade will be replaced on the student’s transcript with the new passing grade.
- Repeating the same course to raise a grade - Once official documentation of the final grade is received the previous grade will be replaced on the student’s transcript with the new grade if it is higher.

Failing a Course

If a student fails a course at GCS, he/she must retake the course during the summer through an accredited educational program and successfully pass the class. If the student fails the summer school class, he/she will not be eligible for re-enrollment for the upcoming school year.

If a student fails more than one course at GCS, he/she will not be eligible for re-enrollment for the upcoming school year.

Withdrawing from a Course

High school students may apply to withdraw from a course up until the 9th week of classes. Withdrawals during the first 9-weeks of school will not appear on a student’s transcript. After the 9th week, any course dropped will appear as a W-Fail on the student’s transcript; however, the course will not be averaged into the student’s GPA.

Part-time Re-Enrollment Eligibility

Part-time enrollment is considered 3.5 courses or less. For a part-time student to be eligible for re-enrollment, he/she must maintain a minimum of a C average in all courses taken at GCS. A part-time parent may not hire and pay a GCS teacher to tutor or instruct their student in a subject/course offered at GCS.

High School Online Courses

Permission for a student to take online courses for high school credit it is at the discretion of the Executive Director and may be granted based on one of the following criteria: (1) the course is not already provided at GCS and is a requirement for the student's college acceptance; (2) the student has a documented special educational need which requires the completion of an online alternative; (3) the course offered at GCS is in conflict with the student's academic schedule; (4) the student has a physical disability that requires the acceptance of alternative physical education course.

All courses must be approved by the main office. Tuition discounts are not provided for supplemented online courses. Parents are responsible for any expenses related to additional courses outside of GCS. Credit for an online course will be issued once GCS receives a copy of the transcript from the education institution. A student must receive at least a C in the course for GCS to accept the transfer. Online courses will not be counted in the calculation for Valedictorian/Salutatorian honors status.

Student Clubs (Ephesians 4:16)

Statistics show that overall student success in school is closely related to the student's involvement in school activities. When and where appropriate, after-school clubs will be offered.

Dress Code

Your beauty should not come from outward adornment, such as elaborate hairstyles and the wearing of gold jewelry or fine clothes. Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight. 1 Peter 3:3-4

Uniform Philosophy

The GCS uniform policy is designed to minimize classroom distractions, reduce the emphasis on outward appearances, and create school spirit. The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code. Adherence to the uniform dress code is a family responsibility. Dress code violations will be recorded. Repeated violations will result in disciplinary action.

Uniform Dress and General Dress Requirements (1 Peter 3:3-4)

Each student is required to wear uniform clothing to school each day unless otherwise indicated. Approved uniform clothing can be purchased from any department store (Lands End, Target, Old Navy, etc.) and be free of any logo, graphic, or name brand other than the school logo. Additional shirts and other apparel will be available for purchase throughout the year. Students are allowed to wear the "spirit wear" t-shirts on Fridays with a school uniform pant or skirt.

- Polos-Students must wear a school uniform polo shirt. This means the polo is logo-free. Acceptable polo colors are white, navy, burgundy, and grey. Students may also wear their GCS polo during the week. GCS requires school polos to be worn on field trips.
- Sweatshirts & Fleece Jackets – Only GCS sweatshirts or GCS team jackets will be permitted to be worn during the school day. A collar shirt must be worn underneath sweatshirts.
- Spirit Wear- Students may purchase Grace Christian School long or short sleeve t-shirts. The spirit wear t-shirts may be worn only on Fridays with uniform pants or shorts. Following spring break, spirit wear may be worn daily to school with a uniform pant/short/skirt.
- Pants & Shorts -
 - Boys – Boys may wear khaki style or corduroy pants and shorts with no more than four pockets (no cargo pants or shorts). Jeans are not permitted unless otherwise noted. Acceptable colors include shades of khaki, navy, and grey.
 - Girls – Girls may also wear khaki style or corduroy pants, Capri's, or shorts with no more than four pockets (no cargo pants or shorts). Jeans are not permitted unless otherwise noted. Acceptable colors include shades of khaki, navy, burgundy, and grey. Skirts, skorts, shorts, and dresses are permitted but must be 5 inches from the middle the knee or longer. This will be objectively measured with an index card. Tights and leggings in burgundy, navy, or grey, may be worn under skirts or dresses.
 - Ripped, torn, and tattered clothing is not permitted. All clothing must fit (not too baggy and not too tight).
- Shoes & Socks – Students are to wear neat shoes such as dress shoes, athletic shoes or boat shoes to school each day. Shoes must be in conservative colors such as navy, brown, black, or other muted like colors (no solid neon color athletic shoes). Open toe, backless, heels, and flip-flops are not permitted. Socks are to be plain white, black, khaki, grey or navy.
- Outside Clothing- Grace Christian School does not have a uniform policy regarding students' outdoor clothing. Outdoor coats, scarves and hats will need to be removed and stored in a student's locker.
- Hair – Should a student's hair become a class distraction or disruption or interfere with the ability for school personnel to see his/her face, a parent will receive a phone call or email requesting the student's

hair to be cut. Hair is expected to be well groomed and of natural color tones. Long hair is not permitted for male students. Shaved heads are not permitted for female students. Ultimately, school administration will be the final authority regarding acceptable hair style, color and cut in keeping with the school's uniform look policy.

- Additional requirements –Facial hair is not permitted on students. Piercing is limited to ears. Any other piercing must be approved by administrative staff. Boys may not have any pierced jewelry.

Free Dress Days

The last Friday of each month students are welcome to participate in free dress, and throughout the year students may earn a free dress pass for attending a spirit night event.

Free dress clothes may not be ripped, torn, tattered, or too tight. All clothing must fit (not too baggy and not too tight). Clothing must meet general conservative dress requirements.

Uniform Enforcement and Detention Policy

- Dress code violations during the day (i.e., improper sweatshirts, socks, etc.) will receive a written demerit. The demerit will be given to the main office. The first demerit issued will be a warning. The second demerit issued will result in a phone call home. The third demerit will result in after school detention. (Note there is a \$25 fee associated with after school detention.)
- All "modesty" dress code violations will be sent to the office (in addition to the team referral). Parents will be called, and students will be retained in the office until the proper item(s) are brought or the student is picked up (this should be completed within an hour of being called).
- Repeated failure to adhere and support the dress code policy during a single day or over time will result in greater consequences (which may include detention, suspension, etc.) and may impact re-enrollment eligibility.

Physical Education Clothes

Each student participating in a Physical Education class will be required to wear a school issued gym uniform. Please make every effort to keep the uniform clean from odor and stains. Athletic footwear and socks are also required for physical education.

- Only solid-colored white, gray, navy or black sweatpants are allowed. No lettering or prints are allowed.
- Socks and athletic shoes are required.

Prom/Formal Dance Dress Code

Dress for the high school spring prom is semi-formal. For female students, this is defined as floor length formal gowns or tea length dresses. Tea length ranges from just above the ankles to just below the knees. No high slits, miniskirts, low cut/open backs, fronts or exposed torso. All ladies attending should provide a picture of their dress to the administrative staff for approval. For male students, this is defined as a suit/jacket and tie or tuxedo.

Health and Safety

This will bring health to your body and nourishment to your bones. Proverbs 3:8

Distribution and Consumption of Medication

- Parents/guardians should request whenever possible that doctors prescribe medication to be given to students at times other than school hours.
- In the event that medication must be administered to a student by someone other than a qualified doctor, private nurse, or the student's parents/guardians during normal school hours, or while the student is on school premises, participating in or attending school functions, it is the law that the following procedures be followed:
 - Medications to be administered at school require parents/guardians to complete and sign an official GCS Medication Consent Form. This applies to all types of medication, over-the-counter and prescription.
 - Parents should bring all medications in their original containers with the appropriately completed the GCS Medication Consent Forms to the office at the start of the school day. Prescribed medicine should come to the office in a pharmacy-labeled container. Non-prescription medication should come in the original container.
 - Medication brought to school without the appropriate form (as stated above) or not in the original container will NOT be administered.
 - Prescription and over-the-counter medicine to be taken by students will be locked in the office. No medication will be allowed in the classroom, lockers, backpacks, or in the student's possession. It is considered a serious infraction of school rules if a student has any form of medication in his possession.
 - Epi-pens may be kept in the classroom with the teacher or in the office.

Emergency Procedures

- At least one fire drill per month will be completed.
- Students will be instructed in evacuation procedures by school faculty/administration at the beginning of the school year.
- Evacuation diagrams will be posted in each room in the building.
- Tornado drills and other emergency procedures (lockdown drill, earthquake drill) will also be practiced under the direction of the faculty/administration.
- An Emergency Response Plan Manual is on file in the office. Also, each faculty member has a copy in his or her classroom for reference.

Health and Safety Issues

- The school must be made aware of any physical or mental limitations of a child and any medications and medication changes that the child is receiving at home. This information will be kept confidential.
- It is absolutely essential that each student has an up-to-date emergency authorization form on file with the work and/or cellular telephone numbers of parents or guardian. Students will not be permitted to begin or continue attending GCS if a current emergency authorization is not on file.

Illness

- If a student becomes ill at school, the school will contact the student's parents. If the school is unable to reach a parent, the emergency contact person will be notified.

- When a child shows a temperature elevation of 100° or more, or if it is the judgment of the office personnel that the child has a contagious illness, parents will be notified that the student must go home.
- Students who are ill must be picked up from the school in a timely manner, as the school is unable to keep ill students for an extended period of time.
- The student may be re-admitted to the classroom when there has been no fever in the preceding 24 hours.
- Any student sent home with a fever, vomiting or with diarrhea should not return for 24 hours.

Hospitalization

- The school must be immediately made aware if a student is admitted for inpatient treatment or hospitalization for mental health issues. This includes, but is not limited to, suicide watch, depression, anxiety, cutting, etc.
- All medical information shared with the school will remain confidential.
- The school and the parent will work together to ensure the school environment can meet the student's emotional needs. Part of this assurance may require a signed release by the parent allowing the school administrator to speak directly with the supervising physician or counselor.
- Failure to disclose inpatient treatment or hospitalization could result in expulsion.

Student Character and Lifestyle Expectations

At GCS, we believe that *“all things should be done decently and in order,”* (1 Corinthians 14:40) and that our students should be taught to accept a God-given responsibility to *“walk honorably before all men.”* Each student is expected to accept and submit to instruction and discipline. *“He who heeds discipline shows the way to life, but whoever ignores correction leads others astray”* (Proverbs 10:17).

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Parents and the school are in partnership to model proper behavior, dress, and lifestyle for the students. While the following guidelines are for the students, the school asks the parents to please support these guidelines by trying to model them as well.

Biblical Guidelines for Student Conduct

Respect Authority: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good" (Romans 13:14).

Respect and Esteem: "Consider one another as better than ourselves" (Philippians 2:3, I Corinthians 6: 19-20; Matthew 15: 89, Psalm 119, Proverbs 18:24, Proverbs 3:7-9). Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

Be an Example: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity" (I Timothy 4:12).

Seek Excellence: "I can do everything through Christ who gives me strength" (Philippians 4:13).

Be Honest: "Providing for honest things not only in the sight of the Lord, but also in the sight of man" (II Corinthians 8:21).

Be Truthful: "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body" (Ephesians 4:25).

Practice Clean Speech: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen" (Ephesians 4:32).

Modesty and Morality: "Therefore honor God with your bodies." 1 Corinthians 6:19-20

Reflect Jesus: "Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things" (Philippians 4:8).

Public Display of Affection

Students are expected to refrain from any public displays of affection (PDA) while at school or at any school-sponsored function or activity. Examples of PDA include, but are not limited to: kissing, prolonged hugs, hand holding, etc.

Undesirable Lifestyle Actions and Consequences

The Grace Christian School administration reserves the right to handle unique individual situations that might

not be described in the Parent/Student Handbook in a manner that it deems appropriate. GCS reserves the right at any time to dismiss a student from school who disrupts the tranquility of the school culture. Attendance at GCS is a privilege not a right. All disciplinary decisions are made prayerfully and the school administration reserves the right to make all final decisions.

Student Arrest/Probation: In the event legal charges have been brought against a GCS student or an arrest has been made, parents are required to notify the school administrative staff immediately. The event will be reviewed by the administrative staff to determine if expulsion from GCS is imminent. Should a parent fail to report their child's arrest, probation, or other legal infraction to the school, the student will be expelled immediately upon learning this information.

Pregnancy: Grace Christian School is a light to the community and not only its policies but also its people must bear witness to Christ. We want to teach all of God's nature-holiness and purity along with love and forgiveness and restoration. We also want to teach personal responsibility. We do not condone sexual immorality, and we believe abortion to be against God's law. Pregnancy itself is God's gift, and we want to be clear in our dealing with it that we not confuse the act of immorality with the value of the child.

Jesus abhorred the sin but loved the sinner (John 8:1-11). We must do the same. Any student who becomes, or causes another individual to become, pregnant shall upon verification be suspended immediately until a decision by the administration and board is reached on conditions of continued enrollment or immediate expulsion. Pregnancy in and of itself will not automatically exclude a student from completing his or her course work at GCS. It is the policy of the board to deal with each pregnant student on an individual basis. To make a general policy to govern the spectrum of issues inherent in such cases would be ineffective. Each case will be judged on the basis of its own merit, and the following list shows some of the items that will be taken into consideration:

- Attitude (one of repentance vs. hostility)
- Support of the parents
- Support of the church
- Past and current records of behavior
- Discontinuance of sexual sin
- Christian testimony

This policy governs both male and female students. Any disciplinary action will apply equally to both genders to avoid discrimination.

Marriage and Cohabitation: Grace Christian School is a coeducational institution that expects students to maintain high standards of moral purity and remain accountable to their parents or guardians. Married students are classified by law as adults and are no longer subject to the will of their parents. GCS deals only with students who are responsible to parents or guardians. Married students will not be enrolled and will be terminated from enrollment in this school should a student get married.

Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor be permitted to continue attending GCS.

The above policy governs both male and female students.

Purity of Body and Mind: Grace Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what

qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in heterosexual immorality, homosexual activity, or bisexual activity (Leviticus 20:13 and Romans 1:27); the use or possession of tobacco products; possession and/or consumption of alcoholic beverages; the use of illegal drugs (1 Corinthians 6:19); or watching of pornographic material (2 Corinthians 7:1).

We believe at Grace Christian School that our chief goal as children of God is to glorify Him through our thoughts, words, deeds, and actions (1 Peter 4:11 and Colossians 3:17).”So whether you eat, or drink, or whatever you do, do it all for the glory of God,” 1 Corinthians 10:31.

School Wide Discipline Plan

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

At GCS, we believe that “all things should be done decently and in order,” (1 Corinthians 14:40) and that our students should be taught to accept a God-given responsibility to “walk honorably before all men.” Each student is expected to accept and submit to instruction and discipline. “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray” (Proverbs 10:17). Discipline is inseparably linked with the process of discipleship. The goal of our disciplinary procedures is to teach personal responsibility for one’s actions, obedience to authority, and dependence on God and His Word. The Biblical model we follow comes from II Timothy 3:16: “All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and instruction in righteousness.”

When parents, teachers, and students work together toward a common goal, it will help students have a positive school experience. The purpose of this discipline plan is to help our students be successful. Discipline underlies the whole educational process and is the key to good citizenship and proper consideration and respect for others. Our students deserve the most positive educational climate for their educational growth. Therefore, this school-wide discipline plan will be in effect at all times.

Our teachers and staff will provide our students with an enriching, challenging, and nurturing learning environment. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes both grace and positive rewards. Please ensure that you and your student understand these rules and procedures. If you have questions about these, please do not hesitate to contact your student’s teacher. If your student’s teacher contacts you about a discipline concern, please be supportive and responsive to work with us so that your student’s behavior results in positive consequences.

Defining Discipline:

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. The approach to discipline should stem from a heart that desires discipleship for each student.

Beliefs Related to Discipline:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.
- Every discipline situation is an opportunity to teach expected behavior.
- Expected behaviors must be communicated, taught, and modeled throughout the school year.
- Parents have a responsibility to ensure that their children’s behaviors do not take away from a safe, orderly, and academically productive learning environment for others.

Purpose of School-Wide Discipline Plan:

The purpose of the GCS discipline plan is to help our students SOAR.....to be **S**afe, **O**bedient, **A**ccountable, **R**espectful.

Character Traits to be Modeled and Reinforced with Students:

- **Inquisitive**- curious and eager to learn, questioning (Proverbs 9:9)
- **Responsible**- fulfilling a duty or obligation (Numbers 3:31)
- **Respectful**- courtesy towards others (1Peter 2:17)
- **Cooperative**- able to work together for a common purpose (James 2:22)
- **Honest**- being trustworthy, telling the truth (Proverbs 16:11)
- **Independent**- able to do things for yourself (Deuteronomy 16:20)
- **Enthusiastic**- full of strong positive feelings (Philippians 5:8)
- **Articulate**- to clearly express yourself (John 16:29)
- **Industrious**- working hard as a steady habit (Proverbs 13:4)

School Wide Discipline Plan:

There are two levels of behaviors- Level 1 and Level 2. Level 1 behaviors will be addressed and handled by the teachers. Level 2 behaviors will be referred to the office to be handled by a school administrator.

Level 1 Behaviors

Prior to an Office Referral:

1. Parents and students must know teacher expectations and procedures. Teacher expectations will clearly be shared with parents at the beginning of the year in the class syllabus.
2. Teachers and other staff members must document unacceptable (Level 1) behaviors and consequences imposed, trying several interventions to stop the inappropriate behavior.
3. Teachers will communicate with parents about concerns related to their student's misbehavior on a consistent basis.

Level 1 Behaviors are handled by the teachers and if this type of behavior becomes habitual then the administrator may also become involved.

Inappropriate Level 1 Behaviors Include but are not limited to:

- Open defiance
- Lying
- Talking back or arguing
- Excessive talking after warnings
- Refusing to do work
- Excessive teasing of students
- Throwing objects or deliberate destruction

- Inappropriate gestures or language
- Posting on social media during the school day
- Using cell phone during school

Consequences for Level 1 Behaviors May Include:

- Verbal reminder from the teacher
- Conference with administrator
- Documented parent contact by the teacher or administrator
- Team referral (documentation of the infraction including parent notification)
- Lunch detention
- Loss of cell phone at school (having to turn it each morning to the main office)
- After school detention

Level 1 Procedures:

The following steps are the traditional procedure for Level 1 behavior infractions. Please note that each action is assessed independently and some behaviors may warrant automatic detention. After school detention is determined and assigned by a school administrator.

1. The student’s behavior warrants disciplinary action and documentation---Team Referral
2. The teacher will meet with the student privately to discuss the issue and work with the student to alter the behavior.
3. If the behavior is repeated, the teacher will meet again with the student to discuss the misbehavior. The teacher will also communicate directly with the parent.
4. In accordance to the GCS Student Handbook, afterschool detention includes a financial expense (\$25) per occurrence. Detention is not student time spent in isolation or a study hall. Detention will include one-on-one mentoring with a staff member. The goal of detention is to mentor the heart of the child in hopes to change the behavior.

Level 2 Behaviors

Level 2 Behaviors are handled by an administrator and is a result of a referral to the office. These behaviors are more serious offenses, such as intentional negative behaviors, bullying other students (directly or indirectly), possession of weapons, threats and intimidation (verbal or written), inflicting harm on others (physical or emotional).

Inappropriate Level 2 Behaviors Include but are not limited to:

- Deliberate actions with intent to hurt self or others, such as physically fighting, rock throwing, biting etc.
- Bullying of other student(s)
- Willful and deliberate destruction of property
- Possession of weapons/dangerous instruments on school grounds
- Stealing
- Cheating
- Ethnic/racial/gender slurs
- Harassment or inappropriate touching
- Defying Authority

Consequences Level 2 Behaviors to be determined by an Administrator:

- Parent contact and Conference
- Afterschool Detention
- Out-of-school suspension
- Expulsion

Level 2 Procedure:

1. The student's behavior requires the intervention of a school administrator. The school administrator will meet with the student and the parents.
2. The administrator will determine the necessary and appropriate consequences for the behavior.
3. Should an out-of-school suspension be necessary, the student will not be allowed to attend classes, be on school grounds or attend after-school functions during the period of an out-of-school suspension. The student will be the responsibility of the parents during this time period. Work for missed assignments will not receive credit, but work must still be completed.
4. Should expulsion be necessary, the student will lose the privilege to attend classes at GCS or be on school property during school hours and functions for the remainder of the school year. No refunds are issued if a student is expelled.

State-Mandated Harassment Policy

In order to be in full compliance with state law, GCS must distribute the following Student Harassment policies to each family enrolled.

GCS is committed to providing an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, bullying, verbal and electronic harassment, and sexual harassment. This policy prohibits such acts. GCS believes that all students have the right to learn in an atmosphere, which is most conducive to the achievement of their fullest potential. As such, guidelines have been established to help students discern when the line between playful interaction and disrespectful behavior has been crossed.

A student who feels they have been harassed should immediately contact a school employee or administrator. Students who observe harassing conduct are encouraged to report the matter to a school employee or administrator promptly. All complaints will be investigated promptly and appropriate corrective action will be taken. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully and completely investigate every complaint, and to notify the student's parent/guardian and appropriate law enforcement agencies as the circumstances warrant. It is against the school's policy to discriminate or retaliate against any person who has filed a complaint.

Bullying Prevention

Bullying is the repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress or harm.

Cyberbullying - Cyberbullying is the intentional and repeated mistreatment of others through the use of technology, such as computers, cell phones and other electronic devices.

Grace Christian School prohibits any discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic, age, religion, marital or parental status,

physical or mental disability, gender; the perception of one or more of such characteristics; or association with people who share any of these characteristics. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities or ability to participate in school sponsored programs or activities.

Students and parents are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

When the circumstances involve cyber-bullying, individuals with information about the activity are encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying.

Reasonable efforts will be made to keep a report of bullying or harassment and the result of the investigation confidential. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Intentionally false reports, use of the complaint process, or statement to defame a fellow student or staff member for any illegitimate reason, will result in disciplinary consequences.

Grace Christian School takes a very proactive, positive approach to generate a campus culture of Christ like behavior that promotes unity and voice within the student body. The promotion of a Biblical World View in all aspects of student life, from the class room to co-curricular activities all contribute to a safe secure environment for everyone on campus. Students are educated and trained to contextualize information through this Biblical World View and to make practical, discerning decisions about the world in which they live which may not always share their values. Using information such as the chart below, parents are encouraged to help teach their students to distinguish between what is and is not considering bullying and appropriate ways to address it.

Rosalind Wiseman, best-selling author and bullying prevention expert presents the distinction between conflict and bullying.

<i>What Bullying is...</i>	<i>What Bullying is Not...</i>
Repeated aggressive behavior	Not liking someone
Intended to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying another person's property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening, name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group at a school event or social out of school social event (unless being done regularly and with the intention to hurt the feelings of another)
Cyber-bullying: Using technology/social media to bully others verbally, emotionally, and/or socially	Isolated acts of harassment, aggressive behavior, intimidation or meanness

Cell Phones

In order to keep the focus on learning, teachers and administrators call on parents to help us manage the access and use of our children's technology. Upon entering the building all cell phones, iPods and other electronic devices must be turned off and out of sight by 8:00 AM. At this time, students should place all electronic devices in their locker to eliminate disruptions to the learning environment. These disruptions include but are not limited to text messaging, playing video games, making or receiving phone calls during the school day, taking video/pictures of others, taking inappropriate video pictures of self or others, watching TV/video programs, accessing the internet, or using the telephone for any inappropriate and/or illegal activities including all communications to others while taking tests or quizzes.

Students found using their cell phone (even if communicating with a parent) or electronic device will have the following consequences:

1st Offense: The phone will be taken and returned at the end of the school day.

2nd Offense: The phone will be taken and returned at the end of the school day and a call will be made to the parent. The student will receive a team referral.

3rd Offense: The phone will be taken and the parent will be notified. For the rest of the school year, the student will be required to turn their phone in each morning to the main office before school. The phone may be retrieved at the end of each school day.

If your child needs to call you during the school day, he/she should ask a teacher or go to the main office; if your child is sick, he/she should go to the office and the administrative staff will assess his/her condition and allow your child to call home. If you need to contact your child, please call the school number (730-7300). Staff will relay the message to your child during a class break. We will not interrupt instruction to get your child to the phone except in the case of EXTREME emergencies.

Bringing an electronic device to school is at your own risk. If the item is stolen, damaged or lost, the school will not be held responsible. If your child would like to bring an e-Reader to school, it should only be used for reading, not surfing the Internet.

Detention:

A student may be assigned to after-school detention for disciplinary infractions that are not habitual offenses. Students will be required to attend after-school detention for a minimum of one hour with an assigned teacher. Parents will receive a phone call from the school's administrative staff notifying them of the infraction and the scheduled detention date. The fee for after-school detention is \$25.

The following are examples of infractions assigned to detention: Lying, stealing, cheating, fighting, abuse of school property, excessive tardies (more than 5 per quarter), insubordination, inappropriate/hurtful behavior toward others, etc.

Suspension and Expulsion:

Suspension is the responsibility of the Administrator and may be used for serious violations or repeated violations of school rules. A student may be suspended for a period of one to ten days at the discretion of the Administrator.

The following violations of expected conduct will result in an immediate suspension from school, pending a more thorough investigation of the matter, and may result in withdrawal or expulsion.

- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication.
- Attempting to sell or offering drugs (illegal, prescription, look-a-like, etc.) to others.
- Immoral sexual conduct (which includes, but not limited to, extramarital sex, adultery, and homosexuality)
- Possession of weapons and/or dangerous items.
- Repeated dishonesty
- Flagrant disrespect and disobedience.
- Leaving campus without permission
- The possession and/or distribution of pornographic materials and information.
- Harassment in any form: emotional, physical and/or sexual in nature.
- Vandalism
- Continued willful disobedience, misconduct, disrespect.
- Any action taken by a student that disturbs the privacy or invades the private property of a teacher or Administrator at his or her home, or that affects his or her private property at school.

During the suspension period the student must keep up with his or her school work. All assignments or tests missed during the period of suspension must be completed.

Students may not practice or participate in athletic events for the duration of the suspension, nor may they be involved in after school activities during that time. In addition, students may not attend school activities on the day(s) of suspension. A parent-student-Administrator conference will be held on the day the student returns to school and the student will be placed on probation for a period of six weeks or more.

Expulsion is the responsibility of the Executive Director. A student may be expelled from school when major moral or social offenses have been committed. The Executive Director will inform the School Board regarding any student to be expelled. A student expelled from GCS may not reapply for enrollment.

GCS Athletics

*“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.”
Colossians 3:23*

GCS typically offers a variety of after-school sports throughout the year which may include some or all of the following: volleyball, basketball, cross country, soccer and cheerleading. All students are encouraged to explore and participate in sports. In order for students to participate in the GCS athletic sports teams, students must be academically eligible and model appropriate behavior. Discipline issues as well as academic issues are grounds for a student to be removed from the team by the Athletic Director or Administration of GCS.

Purpose of Athletics

Middle and high school athletic competitions play an important role in our national culture. It is not uncommon for parents and students to share an interest of participation in sports. Athletics are a vehicle that can be used to foster responsibility and cultivate leadership skills in students. These are qualities that may be taken into consideration when applying to colleges.

Just as in the classroom, GCS is committed to excellence within our athletic department. Concentration will be given towards health, physical development, leadership, perseverance, and integrity in competition.

Athletic Awards

Varsity Letters continue to be the benchmark standard for individual student athlete success for the high school athlete. Grace Christian School is committed to creating a high standard for achievement for earning the Varsity Letter Award. Most of our sports have a very simple formula for awarding Varsity Letters; the student athlete must be a member of the Varsity squad to earn a Varsity Letter. A member of the Varsity squad is defined as participating in at least half of the Varsity games. Practicing with the Varsity, sitting the bench for tournament games, or being "called up" for a few games does not guarantee a Varsity Letter for an athlete. However, there are special exceptions for student athletes which can be made by the Head Coach and approved by the Athletic Director or the Administration. Moreover, some sports have a stronger individual focus and others have more movement between levels and therefore have specified requirements for the Varsity Letter.

In addition, student athletes are reminded that the Varsity Letter is a recognition award determined by the Head Coach in conjunction with the Athletic Director and the Administration. Student athletes who fail to complete a season for any reason other than injury may not letter. In addition, violations of school and individual sport rules may cause a student athlete to be disqualified from earning a Varsity Letter. Finally, playing in a limited amount of Varsity games or practicing with the Varsity is not a guarantee that a student athlete will earn a Varsity Letter.

Athletes are required to demonstrate commitment and regular attendance throughout each season to receive an Athletic Pin at the completion of the season. The head coach has the right to take special circumstances into consideration when determining who will receive an Athletic Pin. Extenuating circumstances such as injuries, violations of codes and guidelines, etc., will be taken into account. Coaches, however, must provide documentation of these circumstances.

Athletic Awards Night

Each season brings new accomplishments and achievements. At the end of each sports season, the players will have an awards night for their hard work and diligence. Player participation is expected.

The following awards will be awarded during the athletic awards assembly:

- Most Valuable Player
- Coach's Award
- Most Improved

Athletic Eligibility

In order for students to participate in extracurricular activities, they must meet the following requirements:

- Be enrolled as a degree seeking GCS student
- Maintaining an overall GPA of 2.0
- Be passing all classes (no F's on report card or most recent interim report)

If a student earns an F on a report card or interim report during an athletic season, he/she becomes ineligible to continue participating in the sport until the next report card or interim report is distributed.

Discipline issues and academic issues are grounds for a student to be removed from the team by the Athletic Director and Administration of GCS.

**Each individual case will be at the discretion of the administration.*

Athletic Fees

The purpose of the sports fee is to provide for the needs of the athletic program. The sports fee is required of all athletes for each sport in which they participate. The sports fees are set aside for coaching, athletic uniforms, athletic transportation, and other athletic purchases. The sports fee is \$100 per season for the first sport and \$75 for each additional sport during a given season. Please note that all athletic fees are non-refundable.

Athletic Competitive Teams

All athletic teams at GCS are competitive teams. This means that a commitment is expected from every student and supported by parents. Practices and games are not optional and come before any additional extracurricular activities that the student may also participate in after school. Additionally, as a competitive team, coaches make decisions that will benefit the team's overall success and wins verses individual playing time.

Athletic Examinations

All students who anticipate participation in GCS athletics are required to have a separate sports physical for participation. All athletes who plan to participate must have all the forms listed below:

- *Athletic Physical*
- *Student Athletic Forms*
- *Concussion Form*

These are required before an athlete may practice or participate in a particular sport. Please visit the GCS website at www.grace-school.net under athletics for the necessary forms.

Athletic School Attendance

Athletics is just one aspect of the well-rounded activities that GCS offers. It is imperative that we require our students and athletes to strive for excellence.

- Athletes must be in school or at a school function the day of a contest or practice in order to participate. They must stay in school in order to be eligible to practice or play in the game or competition. Athletes who are absent for more than ½ or full day are ineligible to participate in after school activities unless prior approval is granted by the Athletic Director.
- Athletes who miss school for sporting events must make up all missed work in the time frame set by the teacher.
- Athletics is an extra-curricular activity which requires an extra commitment to school attendance (please see school attendance section of the GCS handbook for specific requirements).

Athletic Practice Regulations

Practice is very important to an athletic team. This is the time when the team develops unity, teamwork, skills, game strategies and self-discipline. Athletes are expected to place a high priority on practice time and be in attendance at each practice and scheduled game event.

- Whenever there is a practice/game, the athlete will be there unless they have permission from their coach to be absent. Excused absences will be granted for personal sickness, bereavement, and any extenuating situations evaluated by the athletic director. Practices missed for work and outside functions will not be excused.
- It is the responsibility for the athlete and parent to notify the coach in writing as far in advance as possible for any absence.
- Doctor appointments should be scheduled outside practice times.
- Players are expected to be on time to each practice and attend the entire practice.
- Tutoring and extra help sessions should not be scheduled during practiced time.
- If an athlete consistently misses practice and/or games, it will be up to the coach and athletic director as to whether the player can continue to be a part of the team.

Athletic Uniforms

- All uniforms are issued by the coach and Athletic Director for school sponsored sports.
- Athletes are expected to clean and maintain their own uniforms during the course of the season.
- Athletes will turn in their uniforms and school equipment at the designated time. If a uniform is damaged, lost, or not returned, the athlete will pay for a replacement (this amount will be added to the families' account).
- Before a uniform is issued to an athlete they must complete the *Student Athletic Forms*. Please visit the GCS website at www.grace-school.net under athletics for the necessary forms

Athletic Dress and Travel Wear for Athletes

Dress requirements for athletes should follow the school uniform dress code. When travelling to away games, athletes may change into their uniform at school, prior to riding the van.

Athletic Transportation

- If there is no gap between the school day and the games or no school that day, school transportation will be provided but parents can take student directly to games if they would like (please communicate this to the coach prior to the game).
- Permission may be granted for a student to travel home with a parent of a child who attends the game.

- Students are not permitted to ride with other students, unless given permission by the Athletic Director, coach, and parents.
- Special arrangements must be made by the parents with the coach according to each specific situation.
- In the absence of school-sponsored transportation to and from games and practices, parents are responsible for students' transportation to and from those events. Neither the coaches nor the Athletic Director are responsible for arranging transportation for a child with another family.
- Coaches are responsible to stay with student-athletes returning from off-campus events until all students have been picked up.
- Failure to pick up athletes at the designated times will result in a late pick-up fee. A five-minute grace period is given. A parent 6-15 minutes late will be charged a \$15 late fee. A parent 16 minutes or later will be charged a \$25 late fee.

Athlete Requirements

- All athletes are required to submit to the Athletic Director a sport physical and the student athletic forms before they may participate on an athletic team.
- Athletes are expected to demonstrate sportsmanlike conduct at all times. Failure to do so will result in disciplinary action as determined by the athlete's coach and the Athletic Director.
- Athletes will be required to meet academic eligibility requirements.
- Athletes must be devoted and committed to the team. Quitting is not encouraged and consequences of quitting may include not being eligible to play on future athletic teams.
- Athletes are expected to represent their family, school, and Savior with a Christ-like attitude.
- Athletes receiving multiple detentions may be declared ineligible.

Parent Requirements

- Support GCS and the coaching staff as they train our young people through athletics. If there is a question throughout the season, please go directly to the head coach at a scheduled time (not when the coach is coaching).
- Exemplify the proper attitude in game attendance even when officials make questionable calls.
- Refrain from addressing individual players on the court/field, the coaches or players on opposing teams, or the officials. Failure to abide by this expectation could lead to a parent being asked to leave a game and/or not invited to return to future sporting events.
- Bring any concerns to the coach and athletic director.
- Exemplify a proper attitude at sporting events.
- Follow the guidelines and instructions as listed in this handbook.
- Assist the athletic program by donating, driving, or volunteering to work concessions/admissions.
- Be responsible for the safety and supervision of your own children not involved in athletics during games.

Parent Volunteering for Athletics

As part of the agreement for athletes to join a team, parents are agreeing to support the athletic program by volunteering to work concessions or admissions, donating items to the concessions or team, and/or helping with transportation. Parents must complete the required volunteer forms and submit them to the main office prior serving.

What to Expect from the Coaches

- Leading by example through Christian testimony, word, and action
- Display professional conduct in relationships with administrators, staff, parents, and students

- Issue uniforms, practice schedules, and proper communication
- Maintain discipline at practices, games, and in traveling situations
- Follow the guidelines in the GCS handbook and all rules and policies
- Work directly with the athletic director in the planning and execution of each sport
- Attend the sports banquet given for the sport which they coach

Coaches are selected by the athletic director and administration of GCS and will be evaluated on a yearly basis.

What to Expect From the Athletic Director

- Make sure printed game schedules are provided
- Schedule games and communicate game changes
- Monitor and oversee the use of all athletic equipment
- Oversee the conduct of athletes, parents, and coaches
- Evaluate and enforce academic eligibility
- Encourage school-wide GCS spirit
- Lead and oversee running the day-to-day operations of the athletic and physical education program

Chain of Command

Following the chain of command will help in resolving problems and questions that may arise. If you are unsure of how to contact a coach, please contact the athletic office for specific coach's contact information. This handbook, along with the coach's policies will be used as guidelines for resolving problems.

1st contact	Head Coach
2nd contact	Athletic Director
3rd contact	Administration

Standard of Conduct

Grace Christian School is pleased to offer athletic teams. In keeping with the intent and value of Christian School Athletics, we ask that all players, coaches, and spectators maintain exemplary Christian behavior at all times. Those not complying with this request may be approached by the Administrator, the Athletic Director, or any other GCS personnel and asked to cooperate. Those declining will be asked to leave the premises. Please help make our athletic program enjoyable for everyone. Thank you.

Parent Commitment

- We have read and understand the school's philosophy of Christian education and the statement of faith, and we are in agreement with the purpose and philosophy of Grace Christian School.
- We agree to abide by and support the policies in the GCS handbook.
- We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the academic standards of this school by providing a place at home for our child to study and by giving our child encouragement in the completion of homework assignments.
- We will faithfully support the school through our prayers and a positive attitude, and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command (i.e. Teachers, Principals, Administrator).
- We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.
- We understand that financial assessments will be made to the parents to cover damages to the school by a student, including breakage of windows, book damage, and the abuse of other personal property.
- We will support the school by involvement in PTO (Parent-Teacher-Organization), open houses, parent/teacher conferences, workdays and other school-sponsored meetings and activities.
- We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child.
- We understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline, or whose financial obligations are not paid according to the agreed upon payment plan.
- We understand that GCS reserves the right to revise policies as needed.
- We give permission to photograph, video, and quote us and our children (these may be used for promotional use).



Grace Christian School 2018-2019 Parent/Student Handbook Commitment & Agreement

I/we _____ the parents of

(Child's Name Printed)

(Child's Name Printed)

We, as parents of the above children, do sincerely give our pledge to the parent commitment in the Grace Christian School Parent/Student Handbook. We understand that failure of the parents or children to comply with the established regulations, policies, discipline, parental commitment, or failure to meet financial obligations will forfeit my children's privilege of attending Grace Christian School for the current year and may impact my children's re-enrollment eligibility.

Parent's Signature

Date

Parent's Signature

Date

Student's Signature

Date

Student's Signature

Date