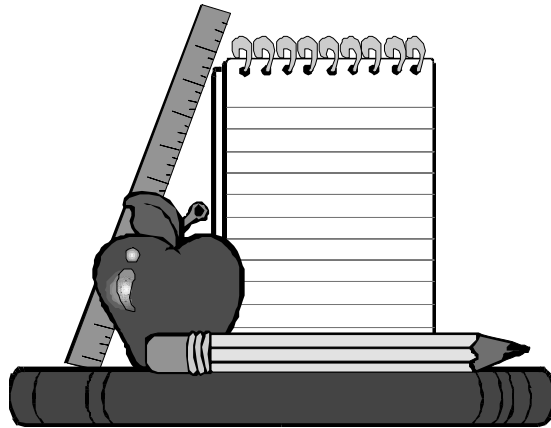


Parent Handbook

2011-2012 School Year



Grace Christian School
19 South Market Street
Staunton, VA 24401
(540) 886-9109

MISSION STATEMENT

The mission of Grace Christian School is to assist Christian parents by providing a sound academic education in a Christ-centered environment designed to prepare our young people to know God and to live in obedience to His will for their lives.

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GRACE CHRISTIAN SCHOOL PARENT HANDBOOK

MISSION STATEMENT

The mission of Grace Christian School is to assist Christian parents by providing a sound academic education in a Christ-centered environment designed to prepare our young people to know God and to live in obedience to His will for their lives.

SCHOOL HISTORY AND FACILITIES

Grace Christian School was founded in 1980 based on the conviction that children from Christian families should receive an education rooted in the Christian worldview. From our modest beginning of seven students meeting in a parent's home, to our current enrollment of approximately 310 students and grades ranging from pre-kindergarten through twelfth, each level continues to stress Christian virtues and academic excellence. We currently serve approximately 215 families from a three-county radius, representing over eighty churches. Grace Christian School is a long-standing member of the Association of Christian Schools International (ACSI). In 2009 Grace Christian earned Accreditation through the Southern Association of Independent Schools (SAIS) and the Southern Association of Christian Schools (SACS).

Our first graduating class consisted of five students in 1992. Since then, approximately 331 graduates have gone on to public or Christian colleges, entered the work force, become homemakers, or gone to mission fields.

GCS teachers and staff are professing Christians who acknowledge Christ as Lord and Savior. They are the "living" curricula whose example and personal faith have far more impact on the students than the formal, written curricula. In this context, it is the goal of the school that each student will be pointed clearly to life's highest priority: a personal relationship with the Lord Jesus Christ.

God has provided three independent facilities for this ministry. The elementary and middle school meets in the Statler Complex (once owned by the Statler Brothers country music group) at 511 Thornrose Avenue. The high school campus is located in the former Staunton Public Library at 19 South Market Street. The GCS Activities Center, located at 1218 Middlebrook Ave., provides our students with a home for physical education classes, indoor sporting events, school programs and other special events.

STATEMENT OF EDUCATIONAL PHILOSOPHY (condensed)

Grace Christian School operates on the belief that all meaningful learning takes place in the context of God's existence as the infinite, personal God who has revealed Himself through the person of Jesus Christ. Proverbs 1:7 indicates that "the fear of the Lord is the beginning of knowledge." All learning must be integrated from this starting point and is meaningful only in the context of man's acknowledgement of God's existence. Learning which takes place outside of this context is what the Apostle Paul calls "empty deception, according to the tradition of men, according to the elementary principles of the world, rather than according to Christ." Paul further exhorts believers in Christ "to see to it that no one takes you captive" through such philosophy

(Col. 2:8). It is the primary mission of Grace Christian School to give its students a Christ-centered orientation in all areas of their learning experience from the time they enter school in kindergarten through their graduation as seniors from high school. Assisting Christian parents in founding their children in the Christian belief and value system is a primary distinctive of Grace Christian School.

STATEMENT OF FAITH

The following, though not an exhaustive statement of faith, contains key elements of the belief system to which the school subscribes:

- We believe in the infinite, personal God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe the Bible to be the infallible, authoritative basis for our understanding of doctrine and truth.
- We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory to judge the living and the dead.
- We believe that regeneration by the Holy Spirit in response to an individual's acceptance of the gospel message is absolutely necessary for the salvation of lost and sinful men.
- We believe salvation is by grace through faith alone.
- We believe the Christian life is possible only by the indwelling power of the Holy Spirit enabling man to live a godly, sanctified life.
- We believe in the resurrection of both the saved and the lost -- the saved to a resurrection of life and the lost to a resurrection of damnation.
- We believe in the unity of believers through the sharing of common life in Christ Jesus.

DISTINCTIVES IN EDUCATION

Grace Christian School is committed to providing a quality education within a learning environment that is distinctive in the following ways:

- Christian Distinctive – The Biblical doctrine of grace must be a major theme reinforced to the students in both theory and practice.
- Academic Distinctive – The key to quality education is a mastery of fundamental academic skills, especially in language arts and mathematics.
- Character Distinctive – All basic elements of Christian character find their roots in the quality of proper honor, respect, and deference toward God – ordained authority.

- Philosophical Distinctive – All meaningful learning takes place in the context of God’s existence as the infinite, personal God who has revealed Himself to man through the person of Jesus Christ.

GUIDELINES AND EXPECTATIONS FOR STUDENT CONDUCT

All communities are governed by rules and general guidelines. These help ensure the orderly function of the community. In a school environment they also help students learn to exercise appropriate deference to God-ordained authority. Students and parents should carefully familiarize themselves with the following rules and guidelines, which have been designed for their benefit as well as that of the larger school community.

Students are encouraged to abide by the following guidelines for conduct:

1. *You shall love the Lord your God with all your heart, with all your soul and with all your mind.* (Matt. 22:37)
2. *You shall love your neighbor as yourself.* (Matt.22:39)

When one loves God with all his heart he will do nothing to deliberately sin against Him.

When one loves his fellow man as he himself wants to be loved, he will do nothing to deliberately hurt or injure another person, including his fellow students. (Matt. 22:40)

Obedying these two commandments in the context of school life is especially important in the following areas:

Honor and Respect

Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. (Romans 13:1)

Love one another with brotherly affection. Outdo one another in showing honor. (Romans 12:10 ESV)

The qualities of honor and respect are essential aspects of how individual humans relate to God. No man can properly relate to God without deferring in humility to Him. These qualities are developed only as they are practiced within human relationships. In particular, the student learns honor and respect as he is trained in these qualities by his parents and other human authorities. In the context of our culture, which increasingly rejects the notion of honoring and respecting authority, learning to be respectful and giving honor where it is due is an essential lesson to be learned by GCS students. School staff are serving the students by working hard to provide them with godly training and an education to prepare them for adulthood. Students should respect them as God's servants by practicing appropriate manners and deference toward them.

Gossip

He who goes about as a slanderer reveals secrets. Therefore do not be associated with a gossip. (Proverbs 20:19)

Speaking about other people in a way that will hurt their reputation or feelings is hurtful to God as well as to His people. Even when what is said is true, it should not be spoken unless done so with the goal of helping the person involved. The serious Christian should be committed to giving only good reports about people and speaking about and to them in an encouraging way.

Manners

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. (Philippians 2:3)

One man has stated that the development of good manners is the first step away from self-centeredness. The practice of good manners is hopefully a quality that will distinguish GCS students.

Students are asked to practice good manners toward staff and other adults with whom they come in contact during the school day or at school functions. Adults should be addressed respectfully with such terms as Mr., Mrs., Sir, Ma'am, or by their last name. Students should defer to adults by holding the doors, allowing them to pass in the hallways and in similar ways. Students should be attentive and ready for class when the bell rings. Students should also practice good manners toward each other by preferring one another above self. In particular, young men are expected to practice traditional manners toward young ladies by holding doors, helping carry burdens, giving up seats, and in similar ways.

Honesty and Integrity

Let him who means to love life and see good days refrain his tongue from evil and his lips from speaking guile. (I Peter 3:10)

God is a God of truth and desires that his children reflect those same virtues. Christian students should be honest in all schoolwork and relationships with fellow students and school staff. If faced with untruthfulness in others, the Christian student should be committed to practicing the Matthew 18 principle of confrontation as explained in orientation.

Responsibility

He who is faithful in a very little thing is faithful also in much; and he who is unrighteous in a very little thing is unrighteous also in much. (Luke 16:10)

Learning responsibility and how to faithfully carry out one's duty is an important lesson in preparation for adulthood. The Christian student should view his school assignments and other school-related responsibilities as a high priority and should complete them in a timely and responsible manner, as unto the Lord.

Stewardship of Buildings and Property

In this case, moreover, it is required of stewards that one be found trustworthy. (I Corinthians 4:2)

Students should respect and care for the school facility, materials and equipment, realizing that many individuals have given much to provide the necessary materials to carry on the ministry of the school. The Christian student should view himself as God's steward in the care of these things.

Appeals

So then let us pursue the things which make for peace and the building up of one another.
(Romans 14:9)

There will be times when a student does not agree with a school policy or teacher's decisions. Instead of arguing or complaining about the conflict, the student should carefully pray through the situation, committing it to the sovereignty of God. After prayer, the student is welcome to respectfully discuss the matter with the teacher or principal, realizing that if the matter needs to be corrected, the student's input may help change things for the better. (Students are encouraged to practice the use of the "wise appeal.")* On the other hand, with additional discussion the student may better understand the teacher's and school's point of view on the matter. Students must discuss suggestions or grievances with the teacher outside of class at a time that is convenient for the teacher. The Christian student must leave the final resolution of the matter in God's hands.

**Note: See *Say Goodbye to Whining, Complaining, and Bad Attitudes... in You and Your Kids* by Scott Turansky and Joanne Miller for details in training your children in the "wise appeal."*

BUSINESS POLICIES

ADMISSIONS POLICY

Grace Christian School seeks to serve families from the larger Christian community who may benefit from the educational program and over-all values of the school. It is expected that at least one parent is a professing follower of Jesus Christ and is in regular attendance at a local, Christian church. In addition, parents must indicate support for the GCS statement of faith.

Grace Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of the educational policies, scholarship and loan program, and athletic and other school-administered programs.

More information concerning the application and admissions process is outlined in the GCS general information packet available upon request from the school office.

DAILY SCHEDULE FOR ELEMENTARY/MIDDLE SCHOOL

Arrival	7:45 a.m. to 8:10 a.m.
Pre-K	8:10 a.m. to 11:45 a.m.
Kindergarten	8:10 a.m. to 12:30 p.m.
Grades 1-8	8:10 a.m. to 3:10 p.m.
Office Hours	7:45 a.m. to 4:00 p.m. (*summer hours: Monday: 9:00 a.m.-1:00 p.m.)

DAILY SCHEDULE FOR HIGH SCHOOL

Arrival	7:45 a.m. to 8:05 a.m.
Grades 9-12	8:05 a.m. to 3:20 p.m.
Office Hours	7:45 a.m. to 4:00 p.m. (*summer hours: M-Th 9:00a.m.-1:00 p.m.)

FAMILY ACCOUNTS PAYMENT POLICY

- Grace Christian School out-sources its tuition collection to Smart Tuition. All parents must pay their tuition through Smart Tuition and have the option of paying in 12 months, 9 months or all at once in September. All families must complete a Smart Tuition enrollment form and will thereafter be sent information from Smart Tuition with payment details. Tuition and fees are due by the first of each month (September-August unless another payment plan is selected). It is important for school families to pay their accounts in a timely manner in order for the school to maintain its financial obligations to staff and other vendors.
- If accounts are not paid by the tenth of the month and special arrangements have not been made with the business manager, a \$30.00 late fee will be assessed to the family account and the parents notified by a letter. There is also a \$20 fee for a failed ACH and a \$25 fee for a returned check.
- We will work with families in this difficult economic climate. If you encounter financial difficulties, please call the business office immediately.

- In the event that a family fails to pay their account and also fails to initiate contact with the business manager, the school reserves the right to discontinue the family's enrollment at GCS.
- Please feel free to contact the business manager, Lina Smith (886-9109), or the Headmaster, John Morrison (886-9109), with any questions you may have. It is the goal of the school to accommodate our GCS families in a responsible and gracious manner concerning all finance-related issues.

FINANCIAL AID PROGRAM

The Grace Christian School Financial Aid Program was established to provide assistance to parents who desire to send their children to Grace Christian School but who, in doing so, would experience undue financial hardship.

Any student presently enrolled at Grace Christian School or enrolled for the upcoming school year may apply and be considered for financial aid. Families must re-apply each year in order to be given consideration for that year.

An Application and Statement of Financial Condition (available from the high school office) should be completed and returned to our business office.

The Tuition Work Credit program was established to assist those parents whose children are enrolled in Grace Christian School and who find it difficult to pay full tuition. Tuition Work Credit (TWC) allows parents to perform various jobs that benefit the school, such as cleaning and maintenance. The TWC supervisor defines each task and the frequency with which it is to be done. TWC participants are employees of the school and receive a monthly paycheck. A W-2 will be mailed at calendar year-end to each participant and reported to the IRS as taxable income. If you would like to apply for TWC, please contact the business manager. Positions are available on a first-come basis. Anyone receiving financial aid must participate in TWC.

ORGANIZATION

▪ **School Board**

Grace Christian School is governed by an independent school board consisting of the following members. These individuals have a heart for Christian education, and we are appreciative for their servants' hearts.

The School Board members are:

Macon Rich, Chair	Roger Decker
Pete Combee, Secretary	Steve Fitzgerald
Ann Ainsley	Janice Knight
Jack Clem	Sandy Royals

▪ **School Administration**

Headmaster.....	John Morrison
Elementary/Middle School Principal.....	Joanne Kinder
Supervisor of Instruction	Mary Ellen Barrett
High School Academic Principal	Debbie Harper
Athletic Director and College/Vocational Advisor.....	Debbie Summers
Assistant to the Administration.....	Jason Bailey
Business Manager.....	Lina Smith
Business Development/Parent Volunteer Coordinator.....	Liz Middleton
Maintenance and Operations Manager.....	Randy Knight
Elementary/Middle School Secretary.....	Lori Huffman
High School Receptionist.....	Marilyn Knopp
High School Administrative Assistant/School Records.....	Beth Marshall
Student Activities Coordinator.....	Cindy Mims

STUDENT INSURANCE

All students are covered by a student accident insurance plan. A description detailing the coverage is available from the school office upon your request. If a student incurs any medical expenses as a result of a school-related accident, a parent should request an insurance claim form from the business office.

TAX EXEMPT STATUS

GCS is a non-profit organization under the provisions of Section 501(c)(3) of the Internal Revenue Code. Gifts to the school are fully tax-deductible.

SERVICES

AFTER-SCHOOL CARE

After-school care is provided daily for students in Pre-K – 8th grade until 5:30 p.m. A fee is charged for this service. Please call the school office for more information.

CENTER FOR ACADEMIC RESOURCE AND ENRICHMENT (CARE)

GCS offers academic assistance and support through the CARE Program to a limited number of students in elementary and middle school. A separate fee is assessed for all divisions of the CARE Program in addition to regular tuition. The CARE Program consists of the following divisions:

Elementary and Middle School:

1. Resource Room Tutoring

Tutoring and academic support is available during the school day for students who have been evaluated and deemed eligible for this service. Many of these students require accommodations and/or modifications to the regular classroom curriculum. Students are referred by the classroom teacher followed by a conference with the parents, teacher and special needs coordinator. An evaluation or testing battery will then be conducted along with classroom observations in order to determine eligibility for services.

2. Independent Resource/Student Tracking

This support system is designed for students who need classroom accommodations or accountability for organization and management. The resource teacher meets with these students weekly and works closely with the classroom teacher to track progress. Students must be referred by the classroom teacher for this program.

3. Small Group Instructional Classes

Periodically, a need arises for small group instruction in a core subject. Students may be referred for this service by the classroom teacher.

4. Independent Tutoring

Classroom teachers are sometimes available for private tutoring both during the school year and summer months.

High School Resource:

A resource/tracking program is available for a limited number of students found eligible. This individualized program may consist of any of the following interventions: accommodations, modifications, resource tutoring, small group instruction, accountability, mentoring, apprenticeships, and vocational training. A separate fee will be assessed for most of these services.

BUS SERVICE TO WAYNESBORO

Bus service is available to all GCS families who live in the Waynesboro, Stuarts Draft, New Hope and Fishersville areas.

The monthly fee per participating family is \$80.00 per month for nine months. The monthly cost of the service for those families who utilize it one way (to or from school) will be \$40.00. If you are interested in participating in this service, please call the high school office.

The schedule for the bus service is as follows:

Morning schedule:

7:20 a.m. – Depart Shoney’s Parking Lot
7:25 a.m. – Depart Kroger’s Parking Lot
7:35 a.m. – Depart Food Lion Parking Lot (Fishersville)
7:50 a.m. – Arrive GCS High School
8:00 a.m. – Arrive GCS Elementary/Middle School

Afternoon schedule:

3:15 p.m. – Depart Elementary/Middle School
3:25 p.m. – Depart High School
3:40 p.m. - Arrive Augusta County Library Parking Lot
3:50 p.m. – Arrive Kroger’s Parking Lot
3:55 p.m. – Arrive Shoney’s Parking Lot

Afternoon schedule for early dismissal:

12:10 p.m. – Depart Elementary/Middle School
12:20 p.m. – Depart High School
12:35 p.m. – Arrive Augusta County Library Parking Lot
12:45 p.m. – Arrive Kroger’s Parking Lot
12:50 p.m. – Arrive Shoney’s Parking Lot

Conduct Of Students On Buses

Students represent Grace Christian School when traveling on a school bus. The following guidelines should be adhered to by students.

- Students should not stand while the bus is moving.
- Students should remain seated at all times, facing the front of the bus.
- Students may not put their hands, arms, heads, etc., out of the bus windows.
- Students may not talk or yell out of the bus windows.
- Students may not throw any object outside of the window or in the bus.
- Electronic devices are not allowed.
- Students are to enter and exit from the front of the bus only.
- Students may not use cell phones unless permission is granted by the bus driver, teacher, or coach.
- Students should remove all trash when exiting the bus.
- Students should keep the aisles clear of book bags and other items.

GENERAL SCHOOL INFORMATION AND POLICIES

ACHIEVEMENT TESTING

The Stanford Achievement Test (SAT) and Otis-Lennon School Ability Test (OLSAT) will be given to all students in grades 1-10. The tests for elementary and middle school will be conducted the month of April. The students are tested for one week during the morning hours. The ninth and tenth graders will be tested for 2 full days during the same week.

BOX TOPS FOR EDUCATION

Please be reminded to clip and save General Mills Box Tops for Education. You can turn your box tops in at either school office. Thank you for your support of this program that allows us to obtain much of our needed equipment for the school.

DISPENSING OF MEDICATIONS

School administration of non-prescription (over-the-counter) medications to your child during the school day will be limited to the authorized dosages of either acetaminophen or ibuprofen. In the event your child comes to the office with a headache, body aches or fever, a parent or guardian will be contacted by phone for instructions before any medication is administered. In addition, parents must have the dosage information on file in the school office.

If a physician deems it necessary for your child to take prescription medication during school hours, parents **must** complete a separate form authorizing the school to administer the prescription. The form can be obtained from the office. In addition, the prescription must be packaged in the original container with the pharmacy's official label and administration details and kept in the school office during school hours.

ELECTRONIC AND DIGITAL DEVICES

Students should not bring electronic or digital devices to school. If brought to school with permission, all items must be turned off and left in the student's locker during the school day. Violations of this request will result in the confiscation of these items by the school. The same guidelines for these items apply to all school-sponsored trips. Students may use cell phones on school and sports trips when special permission is given by the teacher/coach.

FIELD TRIPS

Students in each grade will go on various field trips throughout the year which correspond with their class studies. The teacher will send a letter in advance and a permission slip to inform the parents of the purpose of the trip as well as additional costs. The permission form will state if the costs will be billed to your school account or if it is necessary to send in money with the form. Students may be asked to wear certain attire depending on the nature of the field trip. This information will also be noted on the permission form. Students may be kept from attending the field trip if not dressed appropriately.

Parents may be asked to chaperone or occasionally drive on a field trip. Chaperones should make child care arrangements for younger siblings for maximum supervision. To ensure the students' safety on the trip, seatbelts are required for each student. All parents who drive for school activities must fill out a Volunteer Driver Application Form to be kept on file in the school

office. In the event that the students will return to school after dismissal, the teacher will leave a message on the school field trip information line outlining the time of their arrival back at school. You can access this message by calling 886-9109 and selecting option #3.

For information regarding return times for field trips (or sporting events), please call 213-1109 during the day or 886-9109 after hours for updated information regarding the event.

GENERAL DISCIPLINE/CORRECTION OF STUDENTS (all grades)

Our discipline policy is designed to guide students in taking responsibility for their emotions, attitudes and actions. General guidelines for classroom discipline include positive support of a student's appropriate behavior, clearly defining expectations and boundaries, and the application of reality consequences for inappropriate behavior.

Elementary School

1. If the student habitually violates a reasonable and defined class or school standard and the problem is not resolved as a result of lesser forms of correction/discipline, the student will attend a conference with his teacher and school principal. In this meeting, the standard being violated will be redefined and a warning issued of the consequences of continued offenses (see 2). The parents will be notified as soon as is reasonably possible of the content of this conference and encouraged to reinforce with the student the school's position in the manner in which the parents feel will be most effective.
2. In the event the student continues to violate the standard, the teacher shall again bring that student to the office for a conference with the principal. If the principal determines that the student has been adequately warned previously, contact will be made as soon as possible with one of the parents and the situation adequately explained. One of the parents will be expected to come immediately to the school to remove the student from the school and handle the discipline of that student according to the parents' best judgment. The student may not be readmitted to the school until he/she and at least one of the parents has a conference with the principal.
3. In the event of continued offenses, step number 2 will be repeated. If, in the judgment of the principal or administration, the discipline/correction is not accomplishing its goal, he/she may require a conference to discuss a strategy agreeable to both parents and the school designed to resolve the problem.
4. The school will in no manner condone any form of discipline which it deems unreasonable or excessive, which is administered in anger, or as a result of frustration on the part of the staff or parent.
5. The school reserves the right to suspend or expel a student if it is determined that the student's ongoing involvement in the school is having a detrimental impact on the school community or if the administration determines there is a serious breach of a school policy. While the administration has the authority to administer suspensions according to their judgment, all potential expulsions of students will be referred by the administration to the school board for resolution. In such cases, the parents will be notified of the board hearing

date and time and allowed to present their perspective to the board if they so desire. The action taken by the board will be final.

Middle School / High School

At the Middle School and High School, violations of school policies and guidelines will be administered through the Merit/Demerit policy as outlined on pages 26-27 for the Middle School and on pages 53-55 for the High School.

GROCERY CARD PROGRAM

Gift cards are available for purchase in both school offices. Kroger, Martins, Wal Mart and Food Lion cards are available in different denominations.

IMMUNIZATION/PHYSICAL REQUIREMENTS

All students must provide documentation showing immunizations are current. Parents of students entering pre-kindergarten or above must provide a copy of the Commonwealth of Virginia School Entrance Health Form (which may be obtained from the family physician or health department) and ensure that all immunizations are current and the official record is on file in the school office. Students transferring from another school may simply need to transfer the form. It is important that this be taken care of prior to the beginning of school. According to state law, students cannot be admitted to school until the above documentation is on file in the school office.

Please check with your physician/health department to verify that your child's immunizations are up to date as these requirements may change. Also, the Staunton-Augusta Health Department offers free or discounted immunizations to your children if you prefer utilizing their services rather than your family physician.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held at the end of the first quarter for all grades. Parents are encouraged to attend these 15-minute conferences to stay abreast of their child's progress. Those parents who are unable to attend these conferences are asked to contact the teacher to schedule another time that is convenient. The elementary and middle school teachers also hold conferences after the second quarter.

PARENT VOLUNTEERS

Volunteer opportunities are available through the Parent Volunteer Organization (PVO) throughout the school year for parents, grandparents, alumni, and friends of the school. The Grace Christian School PVO motto is: "*The Parent Volunteer Organization - where ALL parents are members!*" There are volunteer opportunities to suit your desires and abilities, including room parent, serving school lunches, building sets for an upcoming play, or providing a pot of soup for staff. For more information about the PVO and volunteer opportunities, please contact Liz Middleton, PVO Coordinator, 886-9109.

POLICY & PROCEDURE TO CHALLENGED MATERIALS

If a parent or student has a concern about questionable material (ethical, moral, etc.), he/she should bring it to the attention of the principal. The following guidelines will be implemented:

1. The principal will form a committee comprised of faculty members from the appropriate related departments and two parents.
2. The concerned person will meet with the committee to present questionable material and voice concerns.
3. The Challenged Criteria Committee will meet with the principal to critique and discuss specific concerns. The committee will draft a recommendation as to whether the material will be retained or discarded.
4. School administration will review recommendation and make a final decision.

RENWEB

RenWeb is an internet based school management program that is available to our GCS families. Teachers are able to share lesson plans, homework and grades, under password protection, on ParentsWeb service. Parents may check their student's progress from any location via the web.

SCHOOL TECHNOLOGY PROGRAM

GCS partners with University of Richmond's Technology Program in providing a curriculum for students in kindergarten through grade twelve. This program helps instill confidence, independence, and competence in computer skills in order to meet the challenges of our technology-driven world.

SCHOOL TELEPHONE USAGE

Students must receive permission from school staff before using telephones.

SNOW DAYS

When inclement weather forces the closing of school, notification to this effect will be given over radio and television stations as listed in this section. A message will be placed on the school voice mail, which can be accessed by calling 886-9109 and parents will be notified by voice mail or text message through the RenWeb Parent Alert program. Potential snow make-up dates are listed on the master calendar.

WNLR (AM 1150)	WHSV (TV 3)
WLTK (FM 103.3)	WVIR (TV 29)
WSVA (AM 550 and FM 101.5)	

STEWARDSHIP

Students are required to help with the cleaning of the school facility for a short period of time each day. Teachers organize and supervise the students as they perform their tasks.

STUDENT ILLNESS – All Grades

In the event a student becomes ill at school, every effort will be made to give the appropriate care until the parents are contacted and able to take the student home. Parents are expected to make arrangements to pick up their children when they become unexpectedly ill while at school.

Parents should not send their children to school if they are running a fever, defined as an oral temperature of 100.0 degrees or higher. In determining whether or not a child should be at school if displaying symptoms of illness, the school will refer to the guidelines contained in “Exclusion and Inclusion of Ill Children in Child Care,” published by the American Academy of Pediatrics, 2nd Edition, 2003 (pages 1-6), as well as input from a local medical professional, if needed. In all cases, the best interests of not only the individual students, but also the health, safety and welfare of the larger school community will be considered.

TEXTBOOKS

Students are encouraged to take special care of any textbooks, which are being rented, from the school. At the end of the year, students will be charged for damaged or lost books.

WEAPONS

Weapons of any kind (firearms, knives, etc.) are strictly prohibited on school property and at all school events. Violation of this prohibition will result in confiscation of the weapon, automatic suspension with the possibility of expulsion and possible legal prosecution.

Elementary School Policies (Grades PreK-6)

ARRIVAL/DISMISSAL

The school does not assume responsibility for the students until they have entered the school building.

- Parents should drop their children off at the main entrance. Students are not allowed to walk across the parking lots unattended. Students should be in their seats and ready for the day by 8:10 a.m. Students arriving before 8:00 a.m. should report to the school cafeteria. A teacher will be on duty in the cafeteria beginning at 7:45 a.m.
- A number will be assigned to each family at the beginning of the year. Parents are asked to display this number in their car window during dismissal.
- Students in Pre-K will be dismissed at 11:45 a.m. and Kindergarten at 12:30 p.m. During these dismissals, parents of Pre-K students should park outside the barriers and walk to the building to get your child. Kindergarten students will be dismissed from the Thornrose Avenue entrance.
- Students in grades 1-8 will be dismissed at 3:10 p.m. The gates to the playground will be taken down by 3:00 p.m. Parents are asked to drive through the parking lot and move forward to the barrier. Your child will be called to the dismissal area to meet you. Parents are asked to access the school for dismissal via Alleghany Avenue and Lancaster Avenue. (Please avoid using Norfolk Avenue.) Also, please avoid using the parking lot beside the elementary school during both arrival and dismissal times. At 3:30 remaining students will be taken to the After-School Care program. A childcare fee will be charged.
- The school office should be notified if your child is to be picked up by someone unknown to school personnel. Students will not be dismissed to such a person unless the parents have given prior notification. Parents and/or carpool drivers are to be fully responsible for their children and the children in their carpool once they have been dismissed from the building. The school cannot be responsible for the students once they are dismissed.

ATTENDANCE

Parents are asked to be punctual in arriving to school with their children and in picking them up at dismissal. Tardiness in the mornings causes disruptions to the opening class. Teachers will be on duty in their classrooms by 8:00 a.m. Students are asked to take care of class preparations and be seated by 8:10 a.m. Students not in their seats by 8:10 a.m. will be considered tardy. Students will need to get a pass from the office before being admitted to class.

Failure to pick up students on time in the afternoon causes significant inconvenience to the staff. Your cooperation in being punctual will be greatly appreciated.

Attendance Policy for Absences

Parents should call the school office before 8:30 a.m. if their child is unexpectedly absent for the day (such as with an illness, etc.) This helps the school account for the whereabouts and security of each child.

In the event that the parents do not contact the school by phone, students must present to the teacher or school secretary a note from a parent explaining the reason for the absence upon their return to school. Lack of a parental note or phone call will result in the student's absence being considered as unexcused. A trend of excessive absenteeism and/or tardiness will be addressed as follows:

- If a student has eight absences during the year, a notification letter will be sent to the parents.
- If a student has sixteen absences during the year, a conference will be held with the administration, teacher and parents. During this conference, a review of the student's academic progress will be conducted and any academic concerns will be addressed.
- If a student has twenty-four absences during the year, then a conference will be held with the administration and parents. Prior to the conference, a committee (consisting of the administration and teachers) will review the student's academic status in the affected classes. In some cases, the student:
 - may receive a reduction in his/her grade
 - may be retained in the grade
 - may be required to repeat a subject or
 - may be dismissed from school

Make-up Work

If the student will be absent for more than one day, parents are encouraged to take the initiative in contacting the school office to request any make-up work. The work will be available upon request in the office for the parent or sibling to pick up after dismissal. After 8 absences, the teacher and principal will confer in order to design an appropriate strategy intended on helping the student master the missed class work.

Attendance Policy for Tardies

- Four tardies (excused and unexcused) to class upon arrival to school during a quarter will result in contact being made by the teacher.
- If a student has eight tardies during the year, a notification letter will be sent to the parents.
- If a student has sixteen tardies during the year, a conference will be held with the administration, teacher and parents. During this conference, a review of the student's academic progress will be conducted and any academic concerns will be addressed.

- If a student has twenty-four tardies during the year, then a conference will be held with the administration and parents. Prior to the conference, a committee (consisting of the administration and teachers) will review the student's academic status in the affected classes. In some cases, the student:
 - may receive a reduction in his/her grade
 - may be required to repeat the subject or
 - may be dismissed from school

Early/Special Dismissal

If parents need to take their children out of class for a doctor's appointment, trip, etc., a note should be sent to the teacher or the office called. The child will be ready to leave at the designated time in the school office. The parent must come to the office and sign his/her child out. Parents are asked to not go directly to the classroom to pick up their child. If leaving early becomes excessive, it may affect the child's performance or class credit.

If a student leaves early and misses a class or classes four times, the teacher of the class affected will make contact with a parent. After eight early dismissals, a notification letter will be sent to the parents. Sixteen early dismissals will result in a conference with the administration, teacher and parents. After twenty-four early dismissals, then a conference will be held with the administration and parents. Prior to the conference, a committee (consisting of the administration and teachers) will review the student's academic status in the affected classes. In some cases, the student:

- may receive a reduction in his/her grade
- may not receive credit for the course
- may be retained in the grade
- may be required to repeat a subject or
- may be dismissed from school

CHAPELS

Weekly chapels are held for students in the elementary school on Tuesday, beginning at 8:30 a.m. Local area pastors, Christian leaders, missionaries, and special guests are periodically invited to share with the students. Our chapels will frequently include worship music, devotionals, or short skits prepared by our students or teachers. Parents and visitors are welcome to attend our weekly chapels.

ELEMENTARY SCHOOL DRESS CODE

The emphasis of the school dress code is on neatness, modesty and cleanliness. All students are expected to conform within the following guidelines as concerns dress and personal appearance while at school and all school-sponsored events. If students arrive dressed inappropriately where modesty is an issue, the student will be asked to immediately correct his/her dress to meet the school's modesty standards. If unable to comply, he/she will be asked to call a parent to bring clothing to the school or wear alternative clothing provided by the school. The judgment of the administration will serve as the final authority in interpreting and enforcing this code.

General Guidelines – PreK-6th Grade

1. Clothing should be clean and in good repair. Ragged, torn, frayed and poorly fitted clothing is considered inappropriate for wear at GCS. All clothing should be properly fitted and sized.
2. Tank tops and spaghetti strap tops are not permissible. Sleeveless shirts are permissible.
3. Hair should be neatly groomed and styled. Boys' and girls' hair should not obscure vision. Boys' hair should be no longer than the bottom of the ear and extend only to the top of the collar in the back.
4. No hats are to be worn in any school building.
5. Students are asked when wearing any item with symbols, writing or pictures, to be especially careful to avoid offensive content. Temporary tattoos are not permitted. Parents are encouraged to use Philippians 4:8 as a good criteria for evaluation of such content.
6. Students may wear shirts untucked if the shirt is not oversized. Shirts should be of modest length such that normal movements do not reveal midriff. Openings of all shirts and tops must be at or just below the collarbone.
7. Belts are encouraged, but not required, as long as slacks are properly fitted and sized.
8. Beach thongs, flip-flops and sports sandals are not permitted. Sandals/clogs with backs or heel straps are permitted. However, sandals/clogs are not permitted on the playground for safety reasons. Students must bring a pair of athletic-style shoes for outside play. Shoes must be tied. Students are asked not to wear heels over 2 inches.
9. On days of field trips, boys are to wear collared shirts and slacks. Girls are to wear dresses, skirts (proximity of the knee or longer), or appropriate dress slacks, blouses, etc. The teacher may make exceptions when the nature of the field trip is not conducive to nice clothes.
10. Longer-style shorts and capris may be worn from the beginning of the year through October 31st and again from April 1st through the end of the year.
11. Students may be kept inside during recess if, at the teacher's discretion, they are not dressed appropriately for the weather conditions. This includes jackets, hat, gloves, etc.

If your child comes out of dress code (a violation of any of the above), you will be called and asked to bring your child a change of clothes. Thank you for helping us out in this manner.

GRADING POLICY – Grades 1-6

Students in grades 1-6 will be graded with letter grades based on the following numeric scale:

A	92-100
B	85- 91
C	77- 84
D	69-76
F	0- 68
I	Incomplete

Grading terms will consist of four nine-week periods for students in grades 1-6. Kindergarten students will receive narrative evaluations each January and May. Parents of Pre-K students will have conferences with the teacher in October and March.

Grades from the previous week will be posted on RenWeb by Wednesday at 4:00 p.m. There will be exceptions for large projects and tests. Parents may access RenWeb with a password given by the school office. Parents are asked to review their child's grades on RenWeb on a regular basis.

Grades of a D or below for any quarter will result in a meeting between the administrative staff, the student and the parent.

HOMEWORK – Grades 1-6

In all grades, the students are given regular homework assignments appropriate to their age. A major reason for assigning homework is to train the children to become responsible in completing assigned tasks as well as to reinforce through practice the concepts taught in the classroom. We request that parents actively supervise their child's homework and sign their child's homework assignment sheet/planner each night. In order to maintain good communication with parents, any unsatisfactory work and all test grades below a C will be sent home for the parents to sign and return the following day.

If the student will be absent for more than one day, parents are encouraged to take the initiative in contacting the school office to request any make-up work. The work will be available upon request in the office for the parent or sibling to pick up after dismissal.

LOCKERS

Each student in the upper elementary school will be assigned a locker at the beginning of the year. The student will be responsible for maintaining his locker in a neat and orderly manner. Students are not to change lockers unless first receiving permission from the administration.

Students are not to post pictures or slogans, etc. in their lockers which are inappropriate to Biblical values. Exterior postings are limited to school messages from the staff and notes, etc. as posted by the sports committee and other school organizations.

Locker inspections will be conducted on a regular basis.

LOST AND FOUND

All items left on the playground or other common areas at the end of the day will be placed in the lost and found area maintained at each school. After a reasonable time, unclaimed items will be donated to a local charity.

Parents are asked to label (child's name) all clothing and all personal items (lunch box, backpack, etc.).

LUNCHES AND SNACKS

Students in grades 1-6 may bring their lunches every day. Microwaves are available for student use. Students may not trade food during the school day. All students in Pre-K through sixth grade are encouraged to bring snacks to eat during a morning break. We request that parents send food that is nutritious and healthy. Some ideas for snack food would include fresh fruit, raw vegetables, cheese, etc. Please do not send sugary snacks.

As an alternative, daily meals can be purchased through our hot lunch program as provided by the school. Parents may sign up for meals by accessing the menu on RenWeb. Ice cream may be purchased. All proceeds from the sale of ice cream will benefit our Hope Christian School mission project in the Philippines.

SCHOOL SPORTS – Kindergarten-6th Grade

Our Youth Sports Program is very popular with the elementary school students. We offer soccer and basketball, emphasizing the teaching of fundamentals and having fun. More information, as well as sign-ups, will be sent home in the correspondence envelopes. Soccer begins in September and lasts six weeks. Basketball is also a six-week program beginning in January. There is a small fee for participation.

VISITORS

While parents and visitors are welcome at the school, it is generally advisable to check ahead of time with the teacher to make sure that the visit will not interfere with a previously scheduled activity. We request that all visitors check in with the school office and obtain a visitor's pass before entering a classroom. Lunches, homework, books and other items are to be left in the school office to be delivered to your child. If you wish to talk to your child's teacher, please arrange for a private conference. Please do not detain the teacher for his or her responsibilities to the class.

WEEKLY CORRESPONDENCE ENVELOPES

Students will be given a specially designated envelope containing correspondence for parents each Monday and at other times as deemed necessary by the teacher or school office. Students are requested to deliver this correspondence to their parents the same day it is distributed, have it signed, and return it the following day. Correspondence envelopes are to be used for school purposes only. Weekly Bible letters may be viewed on RenWeb. These Bible letters will keep parents informed as to specific events, prayer requests, needs, and Bible memory work for the particular grade. In addition, a weekly newsletter and sports update will be sent to parents via email.

All personal correspondence must be approved by the office staff before being sent home. Invitations for private events will not be sent home unless the entire class is invited. It is not the responsibility of the teacher to make sure the invitations make it home.

Students in grades 2-6 will be issued planners. Students are encouraged to write down assignments on a daily basis. Parents are asked to check over the homework and sign planners per teacher's instructions.

Middle School Policies (Grades 7-8)

ATTENDANCE

Parents are asked to be punctual in arriving to school with their children and in picking them up at dismissal. Tardiness in the mornings causes disruptions to the opening class. Teachers will be on duty in their classrooms by 8:00 a.m. Students are asked to take care of class preparations and be seated before the tardy bell sounds. Students not in their seats at that time will be considered tardy. Students will need to get a pass from the office before being admitted to class.

Failure to pick up students on time in the afternoon causes significant inconvenience to the staff. Your cooperation in being punctual will be greatly appreciated.

Absences

Parents should call the school office before 8:30 a.m. if their child is unexpectedly absent for the day (such as with an illness, etc.) This helps the school account for the whereabouts and security of each child.

In the event that the parents do not contact the school by phone, students must present to the teacher or school secretary a note from a parent explaining the reason for the absence upon their return to school. Lack of a parental note or phone call will result in the student's absence being considered as unexcused. After 8 absences, the teacher and principal will confer in order to design an appropriate strategy intended on helping the student master the missed classwork.

Make-up Work

If the student will be absent for more than one day, parents are encouraged to take the initiative in contacting the school office to request any make-up work. The work will be available upon request in the office for the parent or sibling to pick up after dismissal.

Attendance Policy for Absences

A trend of excessive absenteeism and/or tardiness will be addressed as follows:

- If a student has eight absences during the year, a notification letter will be sent to the parents.
- If a student has sixteen absences during the year, a conference will be held with the administration, teacher and parents. During this conference, a review of the student's academic progress will be conducted and any academic concerns will be addressed.
- If a student has twenty-four absences during the year, then a conference will be held with the administration and parents. Prior to the conference, a committee (consisting of the administration and teachers) will review the student's academic status in the affected classes. In some cases, the student:
 - may receive a reduction in his/her grade
 - may not receive credit for the course
 - may be retained in the grade

- may be required to repeat a subject or
- may be dismissed from school

Attendance Policy for Tardies

- Four tardies to class upon arrival to school during a quarter will result TACT (Think and Choose Time) and another TACT will be issued for every subsequent tardy.
- If a student has eight tardies during the year, a notification letter will be sent to the parents.
- If a student has sixteen tardies during the year, a conference will be held with the administration, teacher and parents. During this conference, a review of the student's academic progress will be conducted and any academic concerns will be addressed.
- If a student has twenty-four tardies during the year, then a conference will be held with the administration and parents. Prior to the conference, a committee (consisting of the administration and teachers) will review the student's academic status in the affected classes. In some cases, the student:
 - may receive a reduction in his/her grade
 - may be required to repeat the subject or
 - may be dismissed from school.

Early/Special Dismissal

If parents need to take their children out of class for a doctor's appointment, trip, etc., a note should be sent to the teacher or the office called. The child will be ready to leave at the designated time in the school office. The parent must come to the office and sign his/her child out. Parents are asked to not go directly to the classroom to pick up their child. If leaving early becomes excessive, it may affect the child's performance or class credit.

If a student leaves early and misses a class or classes four times in a quarter, the teacher of the class affected will make contact with a parent. After eight early dismissals, a notification letter will be sent to the parents. Sixteen early dismissals will result in a conference with the administration, teacher and parents. After twenty-four early dismissals, then a conference will be held with the administration and parents. Prior to the conference, a committee (consisting of the administration and teachers) will review the student's academic status in the affected classes. In some cases, the student:

- may receive a reduction in his/her grade
- may not receive credit for the course
- may be retained in the grade
- may be required to repeat a subject or
- may be dismissed from school

ABSENTEE ASSIGNMENT GUIDELINES

If a student is late to school:

- Upon arrival to school, all assignments that were due in each missed class must be turned in to the teacher or put in the teacher's box.

If a student knows in advance that he/she will be absent:

- The student must communicate beforehand with each teacher to determine what assignments are due and when they must be turned in.
- The student must assume that all assignments are to be turned in before the absence unless other arrangements are made directly with each teacher.

If a student is absent from school:

- Assignments will be posted on RenWeb after 2:30 p.m. daily. Parents may call the school office to arrange for books to be picked up.
- The student is responsible for obtaining all homework and class assignments.
- All missed work must be turned in within the time period given by the teacher. (If a specific date is not given, each assignment is due as follows: 1 day absent, due the 2nd day back; 2 days absent, due the 3rd day back; 3 days absent, due the 4th day back.)
- If a student is absent for an extended amount of time (more than 3 days), special arrangements must be made with the teacher to work out a plan for turning in the missed work.
- The student is responsible for obtaining any missed classroom notes, handouts, or discussion material from the teacher or from another student.

ARRIVAL/DISMISSAL

The school does not assume responsibility for the students until they have entered the school building.

- Parents should drop their children off at the main elementary school entrance. Students are not allowed to walk across the parking lots unattended. Students should be in their seats and ready for the day by 8:10 a.m. Students arriving before 8:00 a.m. should report to the school cafeteria. A teacher will be on duty in the cafeteria beginning at 7:45 a.m.
- Students in grades 1-8 will be dismissed at 3:10 p.m. The gates to the playground will be taken down by 3:00 p.m. Parents are asked to drive through the parking lot and move forward to the barrier. Your child will be called to the dismissal area to meet you. Parents are asked to access the school for dismissal via Alleghany Avenue and Lancaster Avenue. (Please avoid using Norfolk Avenue.) Also, please avoid using the parking lot beside the elementary school during both arrival and dismissal times. At 3:30 remaining students will be taken to the After-school Program. A childcare fee will be charged.

- The school office should be notified if your child is to be picked up by someone unknown to school personnel. Students will not be dismissed to such a person unless the parents have given prior notification. Parents and/or carpool drivers are to be fully responsible for their children and the children in their carpool once they have been dismissed from the building. The school cannot be responsible for the students once they are dismissed.

CHAPELS

Chapels are held twice a month. Local area pastors, Christian leaders, missionaries, and special guests are invited to share with the students. Our chapels will frequently include worship music, devotionals, or short skits prepared by our students. Parents and visitors are welcome to attend our chapels.

DISCIPLINARY POLICIES

Merit/Demerit System

Discipline and structure play an essential role in the development and training of a young Christian's character, self-esteem, and security. In an environment that is distinctively Christian, students are taught to exercise a God-given responsibility to "walk honorably before all men" (Galatians 6:1). Discipline is maintained in a firm and consistent manner, yet tempered with love.

With an emphasis on the development of Christ-like character, disciplinary action may become necessary when unacceptable behavior occurs.

It is the school's desire to be fully supportive of whatever discipline measures are being taken at home, and trust that parents will be equally supportive of the measures taken at school; the school stands in the place of the parents during the school hours.

Behaviors at GCS are acknowledged and monitored through the Merit/Demerit System. Students who exhibit outstanding Christian character will receive merits; those students who display unacceptable attitudes or behaviors will be subject to receiving demerits.

Administration of demerits:

- The teacher fills out demerit form.
- The student signs the demerit form.
- The teacher gives demerit form to the record keeper for RenWeb recording.
- The office emails parents about the offense and numbers of demerits assigned to their child.

Demerits will be given for any of the following offenses.

- 1 gum chewing
- 1 excessive talking
- 1 dress code violations
- 1 throwing paper or food
- 1 passing notes in class
- 1 tardy to class
- 1 failing to return envelopes, permission slips, uniforms, etc. in a timely manner

- 1 personal property in common areas
- 1 eating in class
- 1 not doing stewardship job
- 1 irresponsibility – not being prepared for class
- 2 present in “off-limits” areas
- 2 inappropriate language
- 2 horseplay, rowdiness in room/hall
- 4 using cell phone or I-pod in school (+ confiscation)
- 4 PDA’s
- 4-16 leaving the building without permission
- 4-16 computer usage violation
- 4-16 disrespect to a teacher or classmate
- 4-16 direct disobedience
- 4-16 lying
- 4-16 cheating
- 4-16 defacing or damaging school property (+ restitution)
- 4-16 fighting
- 4-16 bringing weapons or dangerous objects to school

Demerits may accumulate for one semester only. The consequences for the demerits are as follows:

- 4 – TACT Time
- 8 – Work detention
- 12 – Meeting with parent, student, administrator and work detention
- 14 – Work detention
- 16 – Meeting with parent, student, administrator and up to 1 day out-of-school suspension

In cases where a student accumulates demerits in excess of 16 per semester, discipline will be handled at the discretion of the administration and could result in up to a 3-day suspension or possible expulsion (upon school board approval) from the school. Once a full-day suspension is served, the student will be placed on disciplinary probation for the remainder of the semester, and the terms of the probation will be outlined in a contract written by the administration and the parents. Two semesters on disciplinary probation may result in denial of reenrollment or dismissal from the school.

MIDDLE SCHOOL DRESS CODE

The emphasis of the school dress code is on neatness, modesty and cleanliness. Clothing with tears, holes, rips, frayed edges, and inappropriate slogans are not allowed. Clothing should be properly fitted, sized, and hemmed. All students are expected to conform within the following guidelines as concerns dress and personal appearance while at school and all school-sponsored events. If students arrive dressed inappropriately where modesty is an issue, the student will be asked to immediately correct his/her dress to meet the school's modesty standards. If unable to comply, he/she will be asked to call a parent to bring clothing to the school or wear alternative clothing provided by the school. The judgment of the administration will serve as the final authority in interpreting and enforcing this code.

BOYS

- Long shorts to the top of the knees are allowed from the beginning of the year through October 31st and again from April 1st to the end of the year; shorts must be hemmed. No sports shorts or mesh shorts.
- Boys may wear dressier style flip-flops and sandals from the beginning of the year through October 31st and again from April 1st to the end of the year. (No rubber beach flip-flops except on Casual Days.)
- Boys may wear jeans, slacks, or cargo pants.
- Polo shirts, Henley style shirts, and collared shirts that are straight-edged and hemmed may be worn untucked. All other shirts should be tucked in with a belt.
- Sport coats, lightweight jackets, and fleece pullovers and jackets may be worn in class. Sweatshirts and sweatshirt jackets may only be worn on casual days.
- T-shirts are not allowed except on designated casual days.
- Belts must be worn if shirt is tucked in or if pants are not properly fitting.
- Tennis shoes are permissible.
- No hats may be worn in the buildings.
- Hair should be neatly groomed and styled. Hair length should not obscure vision, nor extend over the bottom of the ear, or touch the collar. Boys are asked to refrain from extreme styles and colors, which may draw undue attention to self.

GIRLS

- Long shorts to the top of the knees or capris pants may be worn from the beginning of the year through October 31st and again from April 1st to the end of the year; shorts and capris pants must be hemmed. Sports or mesh shorts are not allowed.
- Girls may wear jeans or other appropriately sized pants. Pants, stretch pants, or jeans that are deemed tight fitting (by the MS staff) must be worn with a loose-fitting, longer style top or sweater that is mid-thigh length, or with a skirt or dress.
- Leggings may be worn with a dress or skirt.
- Girls may wear dresses. The top must be up to the collarbone, no open backs, or spaghetti straps; dresses that do not fit these guidelines must be worn with a nice top (with sleeves) that goes to the collarbone; dresses and skirts must be no shorter than two inches above the kneecap.

- Girls are to wear shirts or blouses with collars, which must be buttoned to within two buttons. Tops without buttons must have a collar and should come within close proximity to the collarbone.
- Lightweight jackets, sweaters, sweater hoodies, and fleece pullovers and jackets may be worn in class. Sweatshirts and sweatshirt jackets are only permitted on casual days.
- Nice sandals or dressier flip-flop style sandals may be worn from the beginning of the year through October 31st and again from April 1st to the end of the year. (No rubber beach flip-flops, except on casual days.)
- Tennis shoes are permissible.
- No hats may be worn in the buildings.
- Heels on shoes may be no more than two inches high.
- Girls are asked to refrain from extreme hairstyles and colors, which may draw undue attention to self. No hats may be worn in the buildings.
- Tattoos and body piercings are not permitted for boys or girls, although conservative ear piercing is permitted for girls.

Guidelines for Casual Days (for both boys and girls)

Clothing must be: Clean, neat, modest, properly fitting, not tattered or torn, no holes, no inappropriate slogans

- No sweatpants, PJ pants, lounge pants, flannel pants
- You may wear nice sports warm-ups, jeans, capris, long sports shorts, or other longer style shorts. HOWEVER, shorts and capris may not be worn from Nov. 1st – March 31st
- T-shirts may be worn (no inappropriate slogans)
- Rubber flip-flops may be worn
- Sweatshirts may be worn
- Non-collared shirts may be worn
- Any GCS spirit clothing may be worn
- Any clothing on the regular middle school dress code list

Violations of the dress code will be administered through the Merit/Demerit program. The judgment of the administration will serve as the final authority in interpreting and enforcing this code. If your child comes to school out of dress code (a violation of any of the above), you will be called and asked to bring your child a change of clothes. Your support of these guidelines is critical.

GRADING POLICY - Grades 7-8

Before students in grades seven and eight may advance to a higher grade they must pass all four major academic subjects (English, math, social studies, science) or make them up over the summer in a summer school or tutorial program as arranged through the school administration.

System of Grading

Numeric grades are given as a measure of academic achievement according to the following scale:

A+ = 99-100	A = 94-98	A- = 92-93
B+ = 90-91	B = 87-89	B- = 85-86
C+ = 83-84	C = 79-82	C- = 77-78
D+ = 75-76	D = 71-74	D- = 69-70
F = 0-68	I = Incomplete	

Some elective classes may be graded on a pass/fail system.

Grading terms will consist of four nine-week periods. Report cards will be available on RenWeb at the end of each nine-week term (see school calendar).

Grades will be posted on RenWeb by Wednesday at 4:00 p.m. from the previous week. There will be exceptions for large projects and tests. Parents may access RenWeb with a password by calling the school office.

Cumulative Tests

Students in grades 7-8 will not take semester exams, but will be given cumulative tests at the end of each nine-week term. Individual teachers will determine how much these tests will count in the final term grade (not to exceed 15%).

Homework And Class Assignments

Homework and special class assignments are a vital part of the learning process and course requirements at Grace. Therefore, significant emphasis is placed on such work being turned in on time and in an appropriate form. The following policy is in effect for all classes:

1. Work determined by the teacher to be of sub-standard neatness or inappropriate form will be returned to the student to be redone as per teacher specifications. Such work will be considered tardy (see #5 below).
2. Homework/class assignments not turned in on time will be considered tardy unless an extension has been granted by the teacher as a result of the student taking the initiative to make alternative arrangements or in cases of illness resulting in excused absences. The student is in no way penalized by his/her excused absence, and adequate time will be given to make up the work. Make-up work will be limited only to that which the teacher feels is necessary for the student to complete in order to master the material. When a student misses class because of an absence, the student should take the initiative to contact the teacher in making up assignments.
3. Students who miss a test because of morning tardiness but who come to school later in the day will be expected to take the test they missed based on the discretion of the teacher whose class was missed. It is the student's responsibility to make test arrangements directly with the teacher. Students who are tardy should turn in any assignments due in the classes that they missed to the teacher when they arrive at school.

4. Students who are away from a class on an athletic trip or other, pre-planned, excused basis on the day an assignment is due are responsible to communicate beforehand with the teacher to determine when the assignment is to be turned in. It should be assumed by the student that the assignment is to be submitted in advance unless other arrangements are made directly with the teacher.
5. A homework/class assignment which is designated by the teacher as tardy or unexcused will be reduced by 5 points each day it is late for seventh grade and 10 points per day for eighth grade. After five school days, the highest grade the student may receive is a "50."
6. Bible verses are to be recited or written on the due date or the student will receive a zero.

Incomplete Assignments

On the final day of the nine weeks all assignments are due. If there is an outstanding assignment in a subject, the grade on that assignment will be a zero.

LOCKERS

Each student in the middle school will be assigned a locker at the beginning of the year. The student will be responsible for maintaining his locker in a neat and orderly manner. Students are not to change lockers unless first receiving permission from the administration.

Students are not to post pictures or slogans, etc. in their lockers which are inappropriate to Biblical values. No stickers or tape are permitted on the exterior of lockers. Exterior postings are limited to school messages from the staff and notes, etc. as posted by the sports committee and other school organizations.

Locker inspections will be conducted on a regular basis.

LOST AND FOUND

All items left on the playground or other common areas at the end of the day will be placed in the lost and found area maintained at each school. After a reasonable time, unclaimed items will be donated to a local charity.

Parents are asked to label (child's name) all clothing and all personal items (lunch box, backpack, etc.).

LUNCHES AND SNACKS

Students in grades 7-8 may bring their lunches every day. Microwaves are available for student use. Students may not trade food during the school day. All students are encouraged to bring snacks to eat during a morning break (TAB time). We request that parents send food which is nutritious and healthy. Some ideas for snack food would include fresh fruit, raw vegetables, cheese, etc. Please do not send sugary snacks.

As an alternative, daily meals can be purchased through our hot lunch program as provided by the school. Parents may sign up for meals by accessing the menu on RenWeb. Ice cream may be

purchased. All proceeds from the sale of ice cream will benefit our Hope Christian School mission project in the Philippines.

SCHOOL SPORTS – Middle/High School

GCS generally offers the following inter-scholastic sports programs:

Boys'/Girls' Soccer

Girls' Volleyball

Boys' Wrestling

Boys'/Girls' Basketball

Boys' Baseball

Inter-scholastic sports are viewed by the school as an important part of the overall educational program. However, they are also viewed as a privilege for students who are responsible with the higher priority of their academic class work. Student athletes are expected to maintain reasonable academic performance in order to maintain eligibility for sports participation. A committee consisting of the athletic director, the teacher, and the principal will determine whether or not it is in the best interests of the student to continue athletic participation if the student is receiving poor grades. The committee will have the authority to place the student on athletic probation or to suspend the student from sports participation if they feel it appropriate.

Specific policies related to the sports program are included in a separate handbook entitled *Parent/Student Athletic Handbook*.

VISITORS

While parents and visitors are welcome at the school, it is advisable to check ahead of time with the teacher to make sure that the visit will not interfere with a previously scheduled activity. We request that all visitors check in with the school office and obtain a visitor's pass before entering a classroom. Lunches, homework, books and other items are to be left in the school office to be delivered to your child. If you wish to talk to your child's teacher, please arrange for a private conference. Please do not detain the teacher for his or her responsibilities to the class.

WEEKLY CORRESPONDENCE ENVELOPES

Students will be given a specially designed envelope containing correspondence for parents each Monday and at other times as deemed necessary. Students are requested to deliver this correspondence to their parents the same day it is distributed and have their parent sign the envelope. All correspondence envelopes should be returned to Bible teachers. Envelopes not signed and returned by the following Monday will result in a demerit.

Weekly newsletters and sports updates will be sent to parents via email.

All students will be issued planners. Since daily changes may be made by the teaching staff, students are encouraged to write down assignments on a daily basis and to not rely solely on RenWeb.. Parents are asked to check over the homework and sign planners per teacher's instructions.

High School Policies (Grades 9-12)

GENERAL HIGH SCHOOL POLICIES

MORNING ARRIVAL

Students may arrive as early as 7:50 AM in order to prepare for first period class beginning at 8:05 AM. Students may enter through the basement doors opening directly into the student locker room or through the front entrance facing Market St. The basement door will be locked at 8:05 AM; after this time, all students must enter the front door and check in at the school office.

ARRIVAL/DISMISSAL GUIDELINES

With the addition traffic we will be experiencing this year at the high school campus it will be very important for our families to adhere to the following guidelines in order to ensure the safety of our students and also to minimize traffic congestion.

Arrival Guidelines:

1. Families may disembark their children in front of the school on South Market Street.
2. Families may also access the school from the Coalter Street entrance. Please make sure to adhere to the following guidelines:
 - a. *Do not stop in the middle of the alley to disembark students.* Please pull into a parking space or to the side so that other traffic may pass.
 - b. If there is no room in the main alleyway to pull over, please turn to the right (entrance to the back parking lot) and either pull into a parking space or as far forward as possible near the storage building in order to disembark your passengers. You may exit onto Market Street through the second alleyway.

Dismissal Guidelines:

The school day will end at 3:20 PM, at which point the dismissal tone will sound. Students whose parents have so indicated on the Dismissal Form may leave the school upon the 3:20 PM tone through the basement door adjacent to the student locker room. Students whose parents have not given permission to leave the school at dismissal time are to report to the designated dismissal area and wait until their parents or car pool arrive. They must not leave the dismissal area until that time.

Dismissal will pose a special challenge because many parents arrive before the actual dismissal bell, thus needing a place to park while they wait. As a result, those who are waiting in line often block the alley entrance to the school. As a courtesy to our neighbors and in order to ensure a safe dismissal environment, it will be important for us to carefully manage this process. We will appreciate your careful adherence to the following guidelines:

1. Please do not enter the alley from Coalter Street until after 3:20 PM. If you arrive early, please consider parking on one of the side streets until after that time. This will greatly help us in relieving traffic congestion before the dismissal bell. Please remember that the dismissal bell rings at 3:20 PM; students will generally not be in the dismissal area until a few minutes later.
2. When you enter the dismissal area from Coalter Street, one of our school staff may be available to assist you in embarking your children. Please carefully follow his/her instructions in order to help ensure a safe and orderly dismissal process.
3. Consider delaying your arrival at school a few extra minutes to help “spread out” the dismissal process. Your arrival anytime between approximately 3:20 and 3:30 p.m. is appropriate.

MORNING TARDINESS FOR CLASSES

Students who arrive late to school are to receive a pass from the office before being admitted to their class.

While it is acknowledged that tardiness is unavoidable for all from time to time, the following policies will be followed in order to help resolve this issue:

- Four tardies (excused or unexcused) during a quarter will result in a work detention, and another work detention will be issued for every subsequent tardy.
- If a student has a combination of eight tardies during the year, a notification letter will be sent to the parents.
- If a student has a combination of sixteen tardies during the year, a conference will be held with the administration, teacher and parents. The student may also be asked to attend. During this conference, a review of the student’s academic progress will be conducted and any academic concerns will be addressed.
- If a student has a combination of twenty-four tardies during the year, then a conference will be held with the administration and parents. The student may also be asked to attend. Prior to the conference, a committee (consisting of the administration and teachers) will review the student’s academic status in the affected classes. In some cases, the student:
 - may receive a reduction in his/her grade
 - may not receive credit for the course
 - may be retained in the grade
 - may be required to repeat a subject or
 - may be dismissed from school
- If a student misses an entire class period due to tardiness, the student will also be considered absent for that class period. (Please refer to the policy on class absences on page 35.)
- Any student with more than eight tardies during the school year will not be eligible for the Perfect Attendance Award.

TARDINESS FOR OTHER CLASSES

If tardies occur in classes other than first period or after the student has reported to school, they will be handled through the Merit/Demerit System. (See pages 53-55 for a description of the Merit/Demerit System.)

ABSENCES AND MAKE-UP

Parents should call the school office by 8:15 a.m. if their child is unexpectedly absent or tardy (such as illness, etc.). This helps the school account for the whereabouts and security of each student. In cases where students miss school because of family or other plans, the school should be notified in advance of such planned absences as a courtesy to the teachers and their planning process.

In the event that the parents do not contact the school by phone, students must present to the secretary a note from a parent explaining the reason for the absence. Lack of a phone call the day of the absence or a parental note or phone call the following day, will result in the student's absence being considered as unexcused. The student will not be permitted to enter class upon returning to school after an absence without first checking in to the school office. The secretary will then determine if the status of the absence is excused or unexcused. In the event the tardy or absence is unexcused, any missed class work or assignments will be given a "0" by the teacher. Tests and quizzes missed because of an unexcused absence can receive no higher grade than a 68. Some absences, even with parent permission, may be deemed unexcused, such as working on a major school project or because of a previous night's event such as sports, drama, or chorus.

In the case of all absences, students are expected to take the initiative in contacting the teacher and looking on RenWeb to arrange for make-up work. The teacher will request only make-up work essential for mastering the missed class work.

Students who miss a test because of a class absence will be expected to make up that test based on arrangements made directly with the teacher by the student. Failure by the student to take such initiative will result in a 10-point deduction in the test grade for each day missed except for extenuating circumstances as determined by the administration. Also, students who are tardy should turn in any assignments due in the classes which they missed to the teacher when they arrive at school. All make-up tests must be taken during a supervised study hall or directly after school. For tests taken after school, prior arrangements must be made with the administrative staff to ensure proper supervision.

ATTENDANCE POLICY

Regular attendance and on time arrival are critical for the success of the student. Attendance is monitored daily. A trend of excessive absenteeism and/or tardiness will be addressed as follows:

- If a student has a combination of eight absences during the year (either per class or daily absence), a notification letter will be sent to the parents.
- If a student has a combination of sixteen absences during the year (either per class or daily absence), a conference will be held with the administration, teacher and parents. The student may also be asked to attend. During this conference, a review of the student's academic progress will be conducted and any academic concerns will be addressed.
- If a student has a combination of twenty-four absences (either per class or daily absence) during the year, then a conference will be held with the administration and parents. The

student may also be asked to attend. Prior to the conference, a committee (consisting of the administration and teachers) will review the student's academic status in the affected classes. In some cases, the student:

- may receive a reduction in his/her grade
- may not receive credit for the course
- may be retained in the grade
- may be required to repeat a subject or
- may be dismissed from school

HOMWORK AND CLASS ASSIGNMENTS

Homework and special class assignments are a vital part of the learning process and course requirements at Grace. Therefore, significant emphasis is placed on such work being turned in on time and in an appropriate form. The following policy is in effect for all classes:

1. Work determined by the teacher to be of sub-standard neatness or inappropriate form will be returned to the student to be redone as per teacher specifications. Such work will be considered tardy (see #5 below).
2. Homework/class assignments not turned in on time will be considered tardy unless an extension has been granted by the teacher as a result of the student taking the initiative to make alternative arrangements or in cases of illness resulting in excused absences. The student is in no way penalized by his/her excused absence, and adequate time will be given to make up the work. Make-up work will be limited only to that which the teacher feels is necessary for the student to complete in order to master the material. *When a student misses class because of an excused absence, the student should take the initiative to contact the teacher in making up assignments.* Assignments will also be posted on RenWeb.
3. Students who miss a test because of morning tardiness but who come to school later in the day will be expected to take the test they missed that day during lunch, study hall or after school. Students who miss a test because of a class absence will be expected to make up that test based on arrangements made directly with the teacher by the student. Failure by the student to take such initiative will result in a 10-point deduction in the test grade for each day missed except for extenuating circumstances as determined by the administration. Also, students who are tardy should turn in any assignments due in the classes which they missed to the teacher when they arrive at school.
4. Students who are away from a class on an athletic or other, pre-planned trip on the day an assignment is due are responsible to communicate with the teacher before the trip to determine when the assignment is to be turned in. *It should be assumed by the student that the assignment is to be turned in in advance unless other arrangements are made directly with the teacher.*
5. Homework/class assignments which are designated by the teacher as tardy and unexcused will be reduced by 10 points if the assignment is turned in one day late. If the assignment is two days late, the highest grade the assignment may receive is a "68." (If

an assignment is not turned in on the day it is due in a block class, it will be counted one day late if it is turned in to the teacher on the next school day. It will be counted two days late if it is not turned in until the next time the block class meets.) If the assignment is three or more days late, it will receive a "0."

6. Written papers should be done in cursive handwriting using blue or black ink.

AFTERNOON DISMISSAL

The school day will end at 3:20 PM, at which point the dismissal tone will sound. Students whose parents have so indicated on the Dismissal Form may leave the school upon the 3:20 PM tone through the basement door adjacent to the student locker room. They are not under school supervision after leaving the building but are asked to conduct themselves in an appropriate and courteous manner during this time. Student drivers should exercise special caution in view of the significant pedestrian and vehicular traffic at dismissal. Students whose parents have not given permission to leave the school at dismissal time are to report to the designated dismissal area and wait until their parents or car pool come into the building to call for them. They must not leave the dismissal area until that time.

No student is to leave the school at any time before 3:20 PM without the permission and knowledge of the staff person on duty at the front desk. All students must sign out if they leave before 3:20 PM.

SENIOR PRIVILEGE

As a special privilege, seniors may leave school during their lunch and/or study hall period. In order to do so, they must have a note granting this permission from one of their parents on file in the school office. They must sign out at the school office before leaving the school and exit through the lobby door. Seniors who abuse this opportunity, may lose this privilege and must remain in a quiet study hall for the following reasons:

- falling behind in school work,
- grade average dropping below 75 in any class, or
- accumulating 4 tardies in a quarter. (He/she will lose one senior privilege for every tardy thereafter.)
- The administration may, on occasion, require all students to remain at the school during lunch for special events or team meetings.
- When a senior has been assigned a work detention, he or she may not leave for senior privilege on the day that the work detention is served. He or she must remain at school in a quiet study hall until work detention begins.

JUNIOR PRIVILEGE

As a special privilege, juniors may leave school following their last scheduled class of the day. In order to do so, they must have a note granting this permission from one of their parents on file in the school office. They must sign out at the school office before leaving the school and exit

through the lobby door. Juniors who abuse this opportunity, may lose this privilege and must remain in a quiet study hall for the following reasons:

- falling behind in school work,
- grade average dropping below 75 in any class, or
- accumulating 4 tardies in a quarter. (He/she will lose one junior privilege for every tardy thereafter.)
- When a junior has been assigned a work detention, he or she may not leave for junior privilege on the day that the work detention is served. He or she must remain at school in a quiet study hall until work detention begins.

LEAVING THE SCHOOL PREMISES

Students must not leave the school premises other than at regular dismissal time or a scheduled school event, except by permission from the school office. A phone call from a parent or a written note, signed by one parent or guardian, must be presented to the school office for approval previous to the time of special dismissal. Students must sign out at the office before leaving the premises, and sign back in if they return to the building before the end of the school day.

Female students who park in the Kalorama parking lot and who leave school at times other than normal dismissals should request an escort from the front office.

STUDENT PARKING

Student drivers may drive to school. They may park in the following locations:

- Student parking lot on Kalorama Street. Seniors will be assigned parking spaces. Juniors may park in the remaining spaces on a first-come, first-served daily basis.
- Limited parking is also available on Kalorama Street adjacent to the soccer field.
- Other parking options will be defined by the administration at the beginning of the school year.

Student drivers are not permitted to park in the staff/visitor parking lot adjacent to the school unless previous permission has been granted by the administration.

LOCKERS

Each student will be assigned a locker at the beginning of the year. The student will be responsible for maintaining his locker in a neat and orderly manner. Students are not to change lockers unless first receiving permission from the administration.

Students are not to post pictures or slogans, etc. in their lockers which are inappropriate to Biblical values. Exterior postings are limited to school messages from the staff and notes, etc. as posted by the sports committee, and other school organizations.

Students may place locks on their individual lockers. In such cases, a key or copy of the lock combination must be kept on file in the office.

Locker inspections will be conducted on a regular basis. Students whose lockers are not maintained in a clean, neat manner will be assigned work detention.

All items left on the floor will be removed and placed in the lost and found. In addition, items left on the top of the lockers on Fridays will also be placed in lost and found.

HIGH SCHOOLDRESS CODE

In the spirit of having a uniform dress code, all clothing must be in good repair, modest, and of appropriate fit. In addition, extreme styles in hair, clothing, or jewelry which would draw undue attention to oneself should not be worn. Tattoos and body piercing are not permitted, although traditional earlobe piercing is permitted for girls. The dress code for students in grades nine through twelve is as follows:

Guidelines for Male Students

- **Slacks:** Students are to wear plain-front or pleated dress or semi-dress slacks which are trim fitting and appropriate in length (patch pockets are permitted). All slacks with belt loops are to be worn with belts. Please note that “skinny” jeans, denim slacks of any color, and over-sized styles are not permitted.
 - From the beginning of the school year through October 15 and from April 15 through the end of the school year, students may wear dress shorts with belts. Shorts must meet all other requirements for slacks. Regular dress code for shirts applies during this time period.
- **Shirts:** Students may wear button-front dress shirts, polo-style collared shirts, or turtlenecks/mock turtlenecks. Small designer emblems or GCS script on shirts are acceptable. Shirts must be tucked into slacks unless they have a straight hem.
- **Sweaters:** Students may wear pull-over sweaters, sweater vests and cardigans over collared shirts. Shirts are not required under turtleneck sweaters.
- **Jackets:** Students may wear sports jackets, light-weight jackets and pullovers (with small logo). Sweatshirts may only be worn on casual days.
- **Footwear:** Students may wear dress or semi-dress footwear. Birkenstock sandals are also permitted to be worn with socks. Students may wear black or brown leather athletic shoes. No canvas shoes are permitted and all shoes with laces must be tied.
 - From the beginning of the school year through October 15 and from April 15 through the end of the school year, students may wear tennis shoes with socks or Birkenstock sandals with socks. Socks must be at least to the height of the anklebone.
- **Personal Grooming:** Hair should be neatly groomed and styled. Hair lengths should not obscure vision, nor extend over the middle of the ear or exceed collar length. Students are asked to refrain from extreme styles which may draw undue attention to self.
 - Young men are to be neatly shaven on a daily basis. They are also asked to refrain from wearing jewelry other than finger rings, necklaces, and/or bracelets.

Guidelines for Female Students

- **Slacks:** Students may wear plain-front or pleated dress slacks (patch pockets are permitted). Please note that jean cuts, denim slacks of any color, as well as stretch or tightly-fitted styles are not permitted. Belts are required on all slacks with belt loops.
 - From the beginning of the school year through October 15 and from April 15 through the end of the school year, girls may wear mid-calf dress capris. Capris must otherwise meet all other requirements for slacks.
- **Dresses, Skirts and Jumpers:** Students may wear dresses, skirts and jumpers no shorter than two inches above the top of the kneecap. Dresses must cover the shoulders and be of a modest neckline cut (at or just below the collarbone). Shirts/tops worn with jumpers and skirts must conform to the guidelines in the following section.
- **Blouses/Shirts:** Students are to wear button front dress shirts/blouses with collars, polo-style collared shirts, or turtlenecks/mock turtlenecks. Button front shirts/blouses are to be buttoned at or just below the collarbone unless worn over another top (see next paragraph). If worn over another top, button front shirts/blouses are still to be buttoned within the top two buttons.
 - Tops (t-shirts, tank-tops, etc.) worn under outer-shirts/blouses must be at or just below the collarbone.
 - Clothing must be sized such that normal movements do not reveal the midriff.
- **Sweaters:** Sweaters of approximately waist to hip-length and coat-style sweaters may be worn over the tops listed in the previous section.
- **Jackets:** Students may wear sports jackets, light-weight jackets and pullovers (with small logo). Sweatshirts may only be worn on casual days.
- **Footwear:** Students may wear dress or semi-dress footwear. They are asked not to wear athletic shoes, hiking boots, or beach-style flip-flops. For safety reasons, students are asked not to wear heels over two inches.
- **Personal Grooming:** Students are asked to be neatly groomed and to refrain from extreme styles which may draw undue attention to self.

Guidelines for Casual Days (for both male and female students)

On designated Casual Days, students may wear:

- Jeans
- T-shirts or sweatshirts
- Tennis shoes

Please note the following guidelines:

- All attire must be neat and in good repair.
- All attire must be modest.
- All attire must be of appropriate fit (no baggy pants, oversized shirts, skinny pants, tight-fitting tops, etc.)
- Students are asked when wearing T-shirts with symbols, writing or pictures, to be especially careful to avoid offensive content. Parents are encouraged to use Philippians 4:8 as a good criteria for evaluation of such content.
- Students may not wear hats, sweat pants, sports shorts, or warm-up sports pants on Casual Days.

Dress Code Violations

It is expected that high school students will exemplify godly standards in personal choices regarding dress. Over the years it has been our experience that the vast majority of our students have cheerfully complied with the spirit of the dress code. In those exceptions when this is not the case, the administration and teachers will inform these students when certain attire may not be in accordance with our standards. In our desire to be consistent and fair, to the best of our ability, the following enforcement guidelines will be followed.

- Violations of the dress code will result in a demerit and the student may be asked to change clothes so as to be in compliance with the dress code. If, in the judgment of the administration, the student demonstrates a continued attitude of non-compliance, the parents will be contacted and expected to resolve the problem. (See pages 53-55 for a description of the Merit/Demerit System.)

The judgment of the administration will serve as the final authority in interpreting and enforcing this code. The administration will make every effort to communicate with parents in a timely manner if it is determined that dress code violations are becoming an issue for a student.

CHAPELS

Chapels are held weekly on Monday, beginning at 8:05 AM. Local area pastors, Christian leaders, missionaries, and special guests are invited to share with the students. Our chapels will frequently include worship music, devotionals, or short skits prepared by our students. Parents and visitors are welcome to attend our weekly chapels.

DRIVER'S EDUCATION

As a service to our students, Wright's Driving School provides the classroom portion of driver's education at GCS High School. The course is offered in the spring during after school hours. Information will be sent home in April. Payment for the course is made directly to Wright's Driving School.

FAMILY LIFE PROGRAM

Students in the 10th grade may participate in our biblically based Family Life Program taught by GCS staff and other trained professionals. The materials used are Teen Aid Family Life curriculum, Focus on the Family materials, and the *Keep It Simple Say No (KISSIN)* abstinence program through the local pregnancy help center. In all of the sessions, students are separated by gender. Students are encouraged to participate, however parents may choose to opt their children out of this program.

PHYSICAL EDUCATION

All physical education students are required to wear a gray T-shirt and navy blue mesh shorts (with a 7" inseam). Students must also wear white socks and running shoes with white or non-marking soles. Sweatshirts and sweatpants are also permitted in colder weather.

If a student is excused from physical education (by a note from a parent) because of an injury or illness, he/she must still attend the class, and dress in his/her uniform.

COMPUTER LAB

The computer lab will be available for those who desire to type school assignments, practice typing skills, or use the Internet for research purposes. *Students are not permitted to send and receive e-mails without first receiving permission from the supervising teacher.* Students must receive permission from the supervising teacher before entering the computer lab. Students may not use the Internet unless they have signed the Internet Usage Agreement and received permission from a teacher before using.

The different supervising teachers for the various computer labs will discuss the specific lab policies with each class. In addition, students are reminded that the computer lab is not available for use before or after school unless special permission is received from a teacher.

Drinks and food are not allowed in the computer lab.

COPY MACHINE

Students must not use the copy machine unless first receiving permission from school staff. Copies are ten cents each when made for personal use.

LUNCHES/VENDING MACHINES

Students in grades 9-12 should bring their lunches every day. Beginning in September, pizza will be for sale two days a week. Microwaves are available for student use. Lunch is scheduled as one section between fourth and fifth periods in the area adjacent to the kitchen. During this time, students may access the microwaves and the vending machines. Students will be asked to assist in helping to clean the lunch area after lunch.

Students are encouraged to bring food which is healthy and nutritious for a morning snack and to bring water bottles that they may keep with them in the classrooms. Vending machines are available for student use beginning with the lunch period until the end of the day.

LOST AND FOUND

The lost and found bin is located in the closet in the meeting room or in the book locker.

TELEPHONE

Use of school telephones during the school day is generally limited to essential calls (sickness, etc.) All calls must be approved by a staff member. Staff are to give the student a permission note to be presented in the school office to the school secretary. The secretary will then designate the phone to be used.

CELL PHONES, IPODS, COMPUTER NOTEBOOKS, AND OTHER ELECTRONIC DEVICES

All cell phones, Ipods and other electronic equipment must be turned off and left in the student's locker during the normal school hours of 8:05 AM to 3:20 PM. Violations of this request will result in a demerit and the confiscation of these items by the school. Students whose cell phones have been confiscated will also have to turn their cell phone in to the office as they enter the

school for a minimum of one week. At the end of each day, the cell phone will be returned to the student.

Students may use cell phones on school and sports trips when special permission is given by the teacher/coach.

COMPUTER NOTEBOOKS AND COMPUTERS

Computer notebooks and computers may not be brought to the school without prior permission. A permission form must be submitted through the office and approved. Restrictions regarding the use of computers and computer notebooks are designated on the approval form.

SNOW DAYS

For school closings/delays, please call 886-9109, or tune to the following radio/television stations: WNLR (AM 1150), WLTK (FM 103.3), WSVA (AM 550 and FM 101.5), WHSV (TV3), and WVIR (TV29).

In the event that school is delayed or closed due to inclement weather, parents will receive either a voice or text message on their cell phone via RenWeb's Parent Alert system.

SCHOOL SPORTS

GCS generally offers the following inter-scholastic sports programs:

Boys'/Girls' Soccer
Girls' Volleyball
Boys' Wrestling

Boys' Baseball
Boys'/Girls' Basketball

Inter-scholastic sports are viewed by the school as an important part of the overall educational program. However, they are also viewed as a privilege for students who are responsible with the higher priority of their academic classwork. Student athletes are expected to maintain reasonable academic performance in order to maintain eligibility for sports participation. A committee consisting of the athletic director, the teacher, and the principal will determine whether or not it is in the best interest of the student to continue athletic participation if the student is receiving poor grades. The committee will have the authority to place the student on athletic probation or to suspend the student from sports participation if they feel it appropriate.

Students should refer to Sports Handbook for information on sports policies.

TEXTBOOKS

Students are encouraged to take special care of any textbooks which are being rented from the school. Any books receiving significant damage will be charged at their full cost to the student at the end of the school year.

SCHOOL/PARENT CORRESPONDENCE

When needed, students will be given school/parent correspondence in an envelope on Monday during lunch. Students are expected to deliver this correspondence to their parents the same day

it is distributed. This system saves the school significant mailing costs and expedites communication between school and home.

Students will receive a demerit for failing to return the signed envelope by Friday of the same week the envelope is distributed.

GUIDANCE AND CAREER PROGRAM

We are pleased to offer a career/guidance program for students in grades 9-12:

- KUDER career testing in grades 9 and 11,
- job shadowing once a year for grades 9-12,
- career fairs,
- mentorship program for grades 11 and 12, and
- individual career counseling.

SCHOLASTIC APTITUDE TESTS

Students considering attending college will be encouraged to take the Scholastic Aptitude Tests (College Boards) their junior year. They may also opt to take the preliminary tests (PSAT's) their sophomore and junior year. Practice tests will also be made available upon request. In addition, all students in grades 9-10 will take the Stanford Achievement Tests each April as a measure of academic achievement.

Details concerning testing schedules will be made available to students and parents at the beginning of the school year.

STUDENT SENATE

The Student Senate will consist of the students enrolled in the leadership elective and the executive officers as elected by the general student body. Specific regulations concerning the student government in terms of its functions and qualifications for serving can be found in the Student Senate Constitution and By-laws.

VISITORS

Visitors will not be permitted during school hours, except during lunchtime. Visitors must check in with the office upon their arrival and check out with the office when they leave.

SUMMARY

Any number of issues may arise which are not covered in the above policies and guidelines. When this is the case, students should ask appropriate questions of the staff and administration. In all cases, it is the spirit of these policies and guidelines and not merely their technical fulfillment which is important. It is hoped that staff and students will all be motivated by Christian love as they seek to relate together in community in a manner which will glorify the Lord Jesus.

GENERAL ACADEMIC INFORMATION

SYSTEM OF GRADING

Letter grades are given as a measure of academic achievement according to the following scale:

A+ = 99-100	A = 94-98	A- = 92-93
B+ = 90-91	B = 87-89	B- = 85-86
C+ = 83-84	C = 79-82	C- = 77-78
D+ = 75-76	D = 71-74	D- = 69-70
F = 0-68	I = Incomplete	

Some elective classes may be graded on a pass/fail system.

Grading terms will consist of four nine-week periods. Report cards will be issued at the end of each nine-week term (see school calendar).

GRADE POINT AVERAGE

Grade Point Average (GPA) is calculated by assigning a number to each letter grade and computing the average.

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0

The GPA is used for determining honor roll, class rank, and eligibility for good student driver insurance discounts. In cases of a tie when determining class rank, the numeric grade averages will be used.

HONORS/ADVANCED PLACEMENT AND DUAL ENROLLMENT CLASSES

Honors classes include English 9 and 10, biology, chemistry, pre-calculus, calculus, World Geography, World History, U. S. History, U. S. Government, advanced biology, physics, Spanish III, and World Views and Philosophy. Advanced Placement courses include English 11, English 12. Dual enrollment classes include U. S. History and U. S. Government. All honors classes will be graded based on a weighted GPA of 4.5. All AP courses and dual enrollment courses will be graded on a weighted GPA of 5.0.

NATIONAL HONOR SOCIETY

Grace Christian School is a member of the National Honor Society. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to encourage the development of character, and to instill a stronger desire to serve God in the students of Grace Christian High School.

NHS Selection Process

Prerequisites:

- Membership into the NHS is a privilege, not a right.
- Only students who have a 3.0 GPA or higher are eligible for membership.

- Only students who have attended the school for at least one semester or longer are eligible for membership. (Special cases may be made in the case of military families, transfer students, temporary students, etc., depending on the will and judgment of the faculty council.)
- There should be no quota concerning the percentage of members per class. If the need to limit the number of members becomes necessary, the faculty council may deliberate on raising the GPA required for application.
- Membership into the NHS is to be extended to sophomores, juniors, and seniors only.
- Students who possess offenses due to disciplinary issues must have a clean record for at least one year.

Criteria for Membership:

Scholastic Achievement

- Scholastic Achievement, as defined by the NHS constitution, is the student’s ability to maintain a cumulative GPA of 3.0 throughout the student’s high school career.
- If the student has transferred from another school, information concerning his GPA may be taken for deliberation.

Leadership

Leadership, as defined by the GCS chapter of the NHS, is the ability of a student to organize and direct peers in a positive manner towards the completion of any given assignment, both in academic and extracurricular activities. Examples of characteristics of leadership that will be looked for in the student eligible for selection are as follows:

- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is a leader in the classroom, at work, or in other school or community activities

Service

Service, as defined by the NHS constitution, is considered to be “those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation” (NHS 4.2.3). Examples of characteristics of service that will be looked for in the student eligible for selection are as follows:

- Volunteers and provides dependable and well-organized assistance
- Is willing to sacrifice to offer assistance
- Is willing to represent the school in interclass and interscholastic competition
- Participates in some activity outside of school
- Mentors persons in the school or community.
- Members are obligated to perform both individual and group service projects.

Character

The trait of Christ-likeness will most definitely be looked for in the life of the student being considered as well as his or her level of spiritual maturity and growth.

- Other traits that will be looked for in the life of the student will include but are not excluded to:
 - Trustworthiness
 - Respect
 - Responsibility
 - Kindness
 - Fairness
 - Citizenship

Recommended Selection Process:

- All scholastically eligible students should be notified and informed of their eligibility and should be introduced to the Student Activity Information Form for further review by the faculty council.
- Faculty members must also conduct their own evaluations of students who are being considered for induction. This may take the form of a personal interview with such students or any other method the faculty may decide upon.
- Students eligible must submit an essay describing why they wish to become a member of the NHS.
- Students eligible must submit a recommendation from their pastor as well as a recommendation from another authority figure in the student's life.
- Students who have not been inducted into the NHS at the beginning of the year may reapply for induction once every semester.

Notification of the faculty's decisions concerning all students who have applied for NHS membership, both of induction and of non-selection, will take place privately and individually so as to secure the maximum amount of privacy granted to each student. After the initial period of a week, all information concerning the selection process must be made available and accessible to all students, faculty, and parents in compliance with the NHS constitution. This information can be used by the faculty council for further reference, for the reference of future councils, and for the reference of faculty councils belonging to other NHS chapters in the event of a student transfer.

ELECTIVES

The following electives will be offered during the 2011-2012 school year: Art I, chorus, Destination ImagiNation, leadership, mentorship (must be approved by administration), music ministry team (PAC), ministries, private guitar lessons, private piano lessons, and economics/personal finance. (This class is required unless the student is enrolled in the personal finance math class.)

Online electives will be considered on a case-by-case basis at the request of the parent.

GENERAL DIPLOMA REQUIREMENTS

Students are required to earn the following minimal credits before qualifying for graduation:

<u>Courses</u>	<u>Credits</u>
General English*	4
- English 9 – (1) (regular or honors)*	
- English 10 – (1) (regular or honors)*	
- English 11 – (1) (regular or AP)	
- English 12 – (1) (regular or AP)	
English Grammar	2
Mathematics*	3
- Algebra I, Part 1 – (1)	
- Algebra I, Part 2 – (1)	
- Geometry – (1)	
OR	
- Algebra I – (1)	
- Geometry – (1)	
- Algebra II – (1)	
Laboratory Sciences	3
-Physical Science –(1)	
-Biology –(1)	
-Advanced Biology – (1)*	
-Environmental Science–(1)	
-Chemistry –(1) (regular or honors)*	
-Physics –(1) (honors)	
Social Studies	4
- Geography – (1) (regular or honors)*	
- World History – (1) (regular or honors)*	
- United States/Virginia History – (1) (regular, honors or dual enrollment)*	
- United States/Virginia Govt. – (1) (regular, honors or dual enrollment)*	
Health and Physical Education	2**
Bible*	4
Electives	2
(0.25 economics/personal finance credit required)	
<u>Computer Keyboarding/Applications</u>	1
Total Credits****	25

* See p. 45 for a list of honors/advanced placement/dual enrollment classes.

**The P.E. credit for the sophomore year will be earned by participation in GCS sports and/or documented participation in an individual fitness program at a local athletic facility and/or program.

**** Credits are based on the Carnegie Unit of Credit.

ADVANCED STUDIES DIPLOMA REQUIREMENTS

Grace Christian School offers an Advanced Studies Program with the following requirements:

<u>Courses</u>	<u>Credits</u>
General English*	4
- English 9 – (1) (regular or honors)*	
- English 10 – (1) (regular or honors)*	
- English 11 – (1) (regular or AP)**	
- English 12 – (1) (regular or AP)**	
English Grammar	2
Mathematics (Algebra I and above)*	4
- Algebra I – (1)	
- Geometry – (1)	
- Algebra II – (1)	
- Pre-Calculus – (1) (honors)**	
Laboratory Sciences	4
- Physical Science –(1)	
- Biology –(1)	
- Advanced Biology – (1)*	
- Environmental Science–(1)	
- Chemistry –(1) (regular or honors)*, **	
- Physics –(1) (honors)**	
Social Studies	4
- Geography – (1) (regular or honors)*	
- World History – (1)	
- United States/Virginia History – (1) (regular, honors or dual enrollment)*	
- United States/Virginia Govt. – (1) (regular, honors or dual enrollment)*	
Foreign Language	3
Health and Physical Education	2****
Bible*	4
Electives	2
(0.25 economics/personal finance credit required)	
<u>Computer Keyboarding/Applications</u>	<u>1</u>
Total Credits****	30

* See p. 45 for a list of honors/advanced placement/dual enrollment classes.

**To earn an ASD, students must take one year of AP English, one year of chemistry or physics, and pre-calculus.

***The P.E. credit for the sophomore year will be earned by participation in GCS sports and/or documented participation in an individual fitness program at a local athletic facility and/or program.

**** Credits are based on the Carnegie Unit of Credit.

DROP/ADD POLICY

If a student wishes to add a course to a class schedule, he will need to obtain and complete a "Drop/Add" form from the office by September 16, 2011. This form must be filled in and then signed by a parent, the teacher of the new course, and an administrator. The completed form should be turned in to the office, at which time the student's name will be added to the class roster and textbook(s) will be distributed to the student. The student is not to be considered officially enrolled in the new class until this procedure is completed and the teacher and student subsequently receive confirmation from an administrator.

In order to drop a course, the student must obtain and complete a "Drop/Add" form from the office by September 16, 2011. Signatures from a parent, the teacher of the class to be dropped, and an administrator are required. The signed form and textbooks should be turned in to the office, at which time the student's name will be removed from the class being dropped. The student is not to be considered officially withdrawn from the class until this procedure is completed and the teacher and student subsequently receive confirmation from an administrator.

If a course is dropped prior to September 16, 2011, no record of this course will show on the student's transcript.

Any class dropped after September 16, 2011, will be noted with a "WP" (withdrawn-passing) for a grade average of 69 or above. No credit will be given for the class. If the grade is a 68 or below, it will be noted as a "WF" (withdrawn-failing) and be assigned a 0-GPA value and averaged into the student's overall GPA.

PERMANENT RECORD

A cumulative record of courses and the GPA will be added to each student's permanent record on a yearly basis. A transcript will be available in case of transfer to another school or to accompany collegiate applications. The GPA is recorded for high school level courses only.

HIGH SCHOOL TRANSCRIPTS

Requests for transcripts will be processed within five (5) working days of the date they are received. A Request for Transcript form may be requested from the school office. When completed, the form should be returned to the school secretary.

EXAMS

Exams will be administered at the end of both eighteen-week semesters in each academic class to students in grades 9-12. Exams will count fifteen percent of the semester grade for freshmen and sophomores, and twenty percent for juniors and seniors.

Individual teachers may choose to exempt seniors from the year-end exam if they so choose. In such cases, seniors must meet the exemption criteria as follows:

Take the average of the third and fourth quarter grades and average with the first semester grade. If the average is an unrounded 93 or above, the student may be exempted.

Juniors may be exempt from English, science, and advanced math (classes which have a combination of juniors and seniors) if the teacher is choosing to exempt the seniors. If the teacher approves the general exemption for second semester, only those with an unrounded average of 93 or higher are eligible for exemption.

A junior or senior who has more than twelve absences in any class will not be exempt from the exam in that class.

HONOR ROLL

An honor roll is established to recognize and honor those students who achieve a B or better grade average in school courses. The honor roll is structured as follows:

B Honor Roll - Student must maintain at least a 3.0 GPA and receive no grade less than a C on his/her quarter grade report.

A Honor Roll - Student must achieve at least a 3.5 GPA and receive no grade less than a B on his/her quarter grade report.

Principal's List - Student must maintain at least a 4.0 GPA and receive no less than an A on his/her quarter grade report.

In order to recognize honor roll students, a list will be supplied for publication to the Staunton Daily News-Leader and the Waynesboro News Virginian at the end of each of the grading terms. Part-time students (fewer than five academic classes) are not eligible for the honor roll or for cumulative academic awards.

DISCIPLINARY POLICIES

HONESTY AND INTEGRITY IN SCHOOLWORK

The school assumes that ninth through twelfth grade students understand the necessity of honesty and integrity at a personal level as an essential character quality. It is important that students maintain this quality in all aspects of their schoolwork. In cases of cheating, lying, or plagiarism*, the following steps will be taken by the school administration:

1. The student will receive a "0" on the work in question and be given a one-day suspension from school.
2. The student and his parents will be required to meet with the school administrator before being readmitted to school.
3. A notation of the offense will be placed in the student's cumulative file but not made part of the permanent record at this point.

A second offense will result in a three-day suspension and the above procedure will be followed. A third offense will result in the matter being taken before the board and the student being expelled from the school unless the board feels there are extenuating circumstances. In addition, a record of this and previous offenses will be made a part of the permanent record. (If a student is withdrawn from the school before a third offense, the administrator may, based on his discretion, include a record of that student's offense as a part of his permanent record.)

Cheating offenses are cumulative throughout the student's enrollment in grades nine through twelve.

***Plagiarism** is representing the words and ideas of others as one's own without acknowledging their source. As such, it is considered a form of cheating. Plagiarism is often the result simply of carelessness on the part of the student; nevertheless, it is still a serious offense. Whenever a student uses someone else's idea or a direct quotation, the student should acknowledge this in his written or verbal presentation. Teachers will instruct students in how to properly cite sources and how to avoid plagiarism.

DAMAGE TO SCHOOL PROPERTY

Any student who damages or destroys school property will be expected to pay for the repair or replacement costs. If the damage or destruction is of a malicious nature, the student will be automatically suspended from school for three days with the matter being reviewed by the board and permanent expulsion a possibility.

DRUG, ALCOHOL AND TOBACCO USE; INAPPROPRIATE MORAL BEHAVIOR

Student use of drugs, alcohol or tobacco products during school functions *as well as during non-school time* will result in an automatic three-day suspension along with a review of the matter by the board with expulsion from the school as a possible further consequence *even though it may be a first-time offense*.

Inappropriate moral behavior, either during school hours or during non-school time in the form of word or deed may also result in expulsion from the school as a result of board action, *even though it may be a first-time offense*.

ALCOHOL

Alcohol is not to be brought or consumed on the school property. Students violating this rule will be automatically suspended with the possibility of expulsion.

BLOGGING AND OTHER INTERNET ACTIVITIES

Increasing ethical issues are emerging in our culture as individuals communicate through blogs and other Internet-based media. Students must understand that they are held responsible by the school for the content of their Internet-based postings, and any inappropriate content as defined by general school policies are subject to school disciplinary actions as outlined in these various policies.

WORK DETENTION PROGRAM

This corrective program is to be utilized when students fail to respond to reasonable rules and directives from the teachers to discontinue or modify unacceptable behavior toward one another or toward the teacher. In such cases, students will be assigned work detention after school from 3:20 to 4:15 PM. The student will perform reasonable work tasks assigned by the work detention supervisor. (See pages 53-55 for a description of the Merit/Demerit System.)

ENROLLMENT PRIVILEGE

The School Board and administration believe that it is a privilege to attend GCS. Students who demonstrate an attitude not in compliance with these guidelines for student conduct or the following school policies will have their enrollment status reviewed by the School Board and, if deemed necessary, dismissed from the school.

SUSPENSIONS

If a student chooses to violate GCS standards and is suspended, the following consequences will occur:

- For each day of suspension, one point from the current quarter grade will be deducted in every subject.
- The student will perform a community service project, each day during the suspension, as approved by the administration.
- Academic assignments will be due the first day that the student returns to school for every class missed, not just the class they have that day. On the first day back to school following the suspension, the student will make arrangements with each teacher to make up missed tests and quizzes.
- The student will write a two-page paper pertaining to the reason for the suspension.

MERIT/DEMERIT SYSTEM

Discipline and structure play a very necessary role in the development and training of a young Christian's character, self-esteem, and security. In an environment that is distinctively Christian, students are taught to exercise a God-given responsibility to "walk honorably before all men" (Galatians 6:1). Discipline is maintained in a firm and consistent manner, yet tempered with love.

With an emphasis on the development of Christ-like character, disciplinary action may become necessary when unacceptable behavior occurs.

It is the school's desire to be fully supportive of whatever discipline measures are being taken at home, and trust that parents will be equally supportive of the measures taken at school; the school stands in the place of the parents during the school hours.

Behaviors at GCS are acknowledged and monitored through the Merit/Demerit System. Students who exhibit outstanding Christian character will receive merits; those students who display unacceptable attitudes or behaviors will be subject to receiving demerits.

Administration of demerits:

- The teacher fills out demerit form.
- The student signs the demerit form.
- The teacher gives demerit form to the record keeper for RenWeb recording.
- The office emails parents about the offense and numbers of demerits assigned to their child.

Demerits will be given for any of the following offenses.

- 1 gum chewing
- 1 excessive talking
- 1 dress code violations (student may be asked to change clothes before returning to class)
- 1 throwing paper or food
- 1 passing notes in class
- 1 tardy to class
- 1 failing to return envelopes, permission slips, uniforms, etc. in a timely manner
- 1 personal property in common areas
- 1 eating in class
- 1 not doing stewardship job
- 1 irresponsibility – not being prepared for class
- 2 being in places they aren't supposed to be
- 2 inappropriate language
- 2 horseplay, rowdiness in room/hall
- 4 using cell phone or I-pod in school (+ confiscation)
- 4 PDA's
- 4-16 leaving the building without permission
- 4-16 computer usage violation
- 4-16 being disrespectful to teacher or classmate
- 4-16 direct disobedience
- 4-16 lying
- 4-16 cheating
- 4-16 defacing or damaging school property (+ restitution)
- 4-16 fighting
- 4-16 bringing weapons or dangerous objects to school

Demerits may accumulate for one semester only. The consequences for the demerits are as follows:

4 – Work detention

8 – Work detention

12 – Meeting with parent, student, administrator and work detention

14 – Work detention

16 – Meeting with parent, student, administrator and up to 1 day out-of-school suspension

In cases where a student accumulates demerits in excess of 16 per semester, discipline will be handled at the discretion of the administration and could result in up to a 3-day suspension or possible removal from the school (upon school board approval). Once a full-day suspension is served, the student will be placed on disciplinary probation for the remainder of the semester, and the terms of the probation will be outlined in a contract written by the administration and the parents. Two consecutive semesters on disciplinary probation may result in denial of reenrollment or dismissal from the school (upon school board approval).

Grace Christian School
Student Internet Usage Policy
(for reference only)

Because of the rich scope of educational resources available on the Internet, training our students in how to properly use it for research is a basic goal of our computer education curriculum. Along with equipping our students with the proper technical knowledge of how to access Internet material, it is also our goal to educate students about appropriate and ethical use of those resources. In order to assist students in learning to use the Internet properly, the following elements will be included:

- Students will be under the supervision of a staff person at all times while using the Internet.
- Students will receive basic training and orientation that clearly spells out what is appropriate and what is inappropriate. Students will receive training on how to conduct searches for pertinent information as well as saving and printing the same. They will also receive instruction in proper citation and evaluation of sources.
- Only students who have successfully finished the school orientation to properly use the Internet will be approved to use the school's Internet connection. To be approved, the students and parents will have to agree to abide by the school's Internet policy. Students who do not abide by these guidelines may lose their privilege to use the Internet at school.

It should be noted that, from time to time, teachers will use the Internet as a resource with their entire class. Students who have not been approved for individual use of the Internet will not be allowed to participate in these group sessions.

Internet access for students is a privilege, not a right. All student users of the Internet will agree to adhere to the following guidelines:

1. Students will not access the Internet without direct permission from a member of the GCS staff.
2. Only students who have signed this agreement (whose parents have also signed) will be allowed to use the Internet.
3. The student agrees to immediately disengage from any Internet site that contains material offensive to Christian standards of decency and inform the supervisor of the offensive site. Philippians 4:8 is our guide for what is appropriate: *Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -- if anything is excellent or praiseworthy -- think about such things.*
4. Email, instant messaging, social networking, and any other forms of electronic communication by the student are prohibited at school. Students are not to check personal email or transmit email or electronic communications while at school unless approved beforehand by a staff person.

5. Computers should only be used for education – no games, watching videos, etc.
6. Students are asked to carefully conserve printer and paper resources, engaging in printing documents only as needed in relation to school-assigned work.
7. Students must not tamper with computer settings or other hardware/software issues without first talking with a computer lab supervisor. Any problems should be reported to the supervisor.
8. After receiving permission to use a computer, the student is to log onto the usage database.
9. There are times when a student needs to share files between home and school. To protect our network, students are **not** allowed to use CDs, jump/thumb/flash drives or any other type of storage device. Students may use TRC storage to retrieve documents saved at home and needed for school. (Students will receive instruction on how to save files in their TRC account.)

It is understood that student usage of the computers and Internet at GCS is a privilege. Failure to comply with the policies stated above and the general standards of the school as related to computer usage may result in a loss of computer lab privileges.

By signing this form, the student and parent (guardian) are acknowledging their intention to abide by and support the basic guidelines outlined in this document.

Student Section

I have read the above-stated Student Internet Use Policy. I agree to follow the guidelines contained in this document. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent Section

As a parent or guardian of the student signing above, I have read this document and grant permission for my son or daughter to access the Internet through school computers. I understand that the school’s computing resources are designed for educational purposes, and that the school will do all that is reasonably possible to limit use of the Internet to such purposes. I also understand that there is offensive material on the Internet that might be accessed despite all the precautions taken by GCS. I understand that my son or daughter will be held responsible for violations of this policy.

Parent Signature _____ Date _____

Grace Christian School

Parents' Understanding and Commitment

(2011-2012 School Year)

(for reference only)

It is important that parents who wish to enroll their children at Grace Christian School understand and are committed to the following values that make the school distinctive in its philosophy of education. Your signature on this enrollment contract represents your acceptance of the following understandings and terms for the enrollment of your child(ren) at Grace Christian School for the 2011/12 school year and should be considered a contractual agreement.

The Purpose of Christian Education

While we emphasize the development of intellectual capacity and academic skills, we believe the higher goal of Christian education is the cultivation of Christ-like character. The development of Christian character is the bedrock that makes the individual who he or she will ultimately become and largely determines the quality of his or her life, both in terms of personal fulfillment as well as serving the will of God. An education that neglects this priority of Christian character development is fundamentally flawed. In this context, the mission of Grace Christian School is "to assist Christian parents by providing a sound academic education in a Christ-centered environment designed to prepare our young people to know God and to live in obedience to His will for their lives."

The Role of the Parents

We believe the Bible establishes the parents as the primary educators of their children. Furthermore, we believe the Bible places special responsibility on the father to be the initiator and leader in instructing his family in the Christian faith and personal values which flow from it. Parents must be the primary teachers of their children in such basic skills and character qualities as listening attentively, giving prompt obedience to authority, showing respect for others, maintaining personal integrity, exercising appropriate self-control and completing all assigned work in a timely and quality manner. While the school can do much in working with the parents to help develop these qualities, they are considered primarily in the realm of parental responsibility, and they must be reasonably present in the children if the home/school partnership is to be successful.

The Role of Grace Christian School

We view the role of Grace Christian School as assisting parents by providing an educational program that will reinforce the Christian emphasis of the home as well as providing a formal academic and vocational education from the pre-kindergarten through secondary school levels. This is a Biblically rooted partnership, in that the Hebrew words for parents (horim) and for teachers (morim) both pertain to the task of teaching and instruction. Thus, Christian schoolteachers are seen as coming alongside the parents and working to accomplish the common goals of Christian education.

The Vital Role of the Home, Church, School Community

We believe the Bible emphasizes the importance of community in almost every aspect of Christian practice. Nowhere is this any more important than in the education and training of children, where parents are in need of the support of the larger Christian community consisting of the local church, school, and other like-minded parents. It is therefore expected that parents who enroll their children at Grace Christian School will be active members of a local church (Heb. 10:25; Acts 2:42; Eph. 2:19-22). Furthermore, it is

expected that parents will attend parent meetings called by the school and participate in other school activities and efforts that affect and enhance the general school community.

The Principle of Discipline Practiced by Grace Christian School

We believe the Bible establishes that all men and women are personally accountable for their actions and attitudes, and that training our children in responsible self-government is at the heart of Christian education. School policies and practices are designed, as consistently as possible, to provide this kind of reality training for students. By reality training, we mean that the child should be allowed to experience the benefits and rewards resulting from his or her responsible choices as well as the negative consequences resulting from inappropriate decisions. While it is important that parents and teachers provide an environment that is characterized by kindness, love, compassion and grace, it is equally important that the child be allowed to experience the real consequences of his decisions. The ultimate responsibility for the discipline of the child lies with the parents; the authority of the school is based on, and only as effective as, the authority of the parent in the life of the child. Parents who are unable or unwilling to work on providing this fundamental level of discipline for their child will be asked to withdraw from the school.

The Worldview Nature of Christian Education

We do not believe it is enough to merely fill our students' minds with the content knowledge of our Christian faith by memorizing Scriptures, learning Bible stories, and becoming well versed in Christian doctrines. In addition to the mastery of such content, we believe a worldview education that helps them understand the reasonable basis for their faith and that also helps them understand the mindset of the larger culture is essential to preparing them to live as effective Christians in this secular culture. To this end, our goal is to work with the parents and local church in producing students who are well-founded in understanding the reasons why Christianity represents the exclusive truth in the midst of a world filled with many conflicting religions and philosophies.

The Principle of Commitment and Trust Between Parents and School

It is expected that there will be a level of relationship between the parents and school based in the 1 Corinthians 13 model of love which ensures straightforward communication when dealing with difficulties and which avoids gossip or involving others not directly involved in a particular matter.

We understand and agree that should any misunderstanding or dissatisfaction arise regarding any of the teaching, philosophy or practices of the school, we will go to the proper authorities with our concerns rather than discussing them with others (Matt. 18:15-17). Furthermore, we understand our need to not take our child's "side" too quickly until we have thoroughly investigated and talked with the teacher or other school staff involved in the matter. In most cases, the teacher or school principal should be contacted first, and then, if necessary, the school administrator and/or board. If disputes are taken to the school board, we agree to abide by their judgment, believing that the body of Christ should, in love, settle its own differences. (1 Cor. 6:1-7)

However, should the parents have issue with the school after following the above referenced Matthew 18 principle, and should the parents feel constrained to pursue the issue further, they and the school agree to be bound by the following mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation.

Mediation And Binding Arbitration Agreement

The parties to this commitment are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1–8, Matthew 5:23–24, and Matthew 18:15–20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the parent/school relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree for the mediation and arbitration process to be conducted in accordance with the “Rules of Procedure for Christian Conciliation” (“Rules”) contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. Consistent with these “Rules,” each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583], shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the “Rules,” the arbitrator shall issue a written opinion within a reasonable time.

The parties to this contract agree that these methods shall be the *sole remedy* for any controversy or claim arising out of the parent/school relationship or this agreement and *expressly waive* their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The parties to this agreement have had an opportunity to consult legal counsel before signing this agreement.

Commitment to Prayer

We understand our need to support this school, those responsible for it, and the students through regular prayer, realizing that this ministry is an undertaking of faith and can be successful only to the degree that it is blessed by God. We will be committed to praying regularly to this end. (Luke 18:1; Luke 11:5-10)

The Authority of the Bible as God’s Word

We understand that it is the position of the school that the Bible is God’s authoritative communication to man, and that the Biblical imperative is that our children’s education should be based on the Christian world-view and permeated throughout with the Word of God. (Col. 2:8; 3:16; John 8:31-32; 2 Tim. 3:16)

Commitment to Financial Support

In order for the school to meet its financial obligations, we understand our responsibility to pay tuition/fees on time each month. If for any reason we encounter difficulty in making our payments, we will take the initiative to contact the business office or finance committee chairman in order to discuss alternative payment arrangements. We also understand and agree with the school’s expectation that all parents will participate in fundraisers and development programs in order to help cover expenses not funded by tuition. (2 Cor. 9:7-10)

Parental Involvement with Students in Entertainment Choices

We acknowledge the profound impact of popular culture on our Christian young people, especially in the forms of music, television, movies, videos, video games, the Internet, and similar media. We understand and agree that our role as parents is to aggressively intervene in and guide our children with their entertainment choices, seeking to teach them to make godly decisions when it comes to these issues. (Phil. 4:8; Psalm 101:3)

Additional Understandings

We understand that Grace Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally made available to students at the school and does not discriminate on the basis of race, color, national or ethnic origin in administering its educational policies, admission policies, and athletic and other school administered programs. (Prov. 28:21; Gal. 3:28; Rom. 15:7)

We understand that if for any reason the school board determines that we are not in compliance with the spirit of this commitment, we may be asked to withdraw our child from enrollment in the school, and we will comply. In addition, we understand that Grace Christian School’s Biblical role is to work in conjunction with the home to mold students to be Christ-like in a Biblical context. On occasion, the atmosphere or conduct within a particular home may be counter to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the moral and faith principles of the school. (1 Thes. 4:3-5; 2 Tim. 3:16) In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Parents’ Acknowledgement of Understanding and Commitment

We have read and understood the above Understanding and Commitment and agree to abide by it to the best of our ability, with God’s help and by His grace.

Students Enrolled at GCS for the 2011/12 School Year:

2011/2012 Grade

Student’s Name: _____

Grade: _____

Student’s Name: _____

Grade: _____

Student’s Name: _____

Grade: _____

Student’s Name: _____

Grade: _____

We are actively involved at the following church _____

Father’s Signature: _____

Mother’s Signature: _____

Guardian’s Signature: _____

Date: _____