



grace christian school

Parent & Student Handbook

2019-2020

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Grace Christian School is located at:

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Administrative Prerogative

The intent of this handbook is to outline the policies and guidelines that apply to students and parents. GCS administration reserves the right to exercise its administrative prerogative in responding to any situation. Response may include, but are not limited to, parent conference, suspension and/or expulsion, drug testing and required counseling.

Amendments or Changes

Grace Christian School reserves the right to amend, revise, supplement, delete, alter or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents will be notified of such changes to the handbook as they occur. Parents agree to accept and abide by any such subsequent additions, changes, modifications or deletions.

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Do not be conformed to this world, but be transformed by the renewal of your mind, so that you may prove what is the good and acceptable and perfect will of God, even the thing which is good and acceptable and perfect. Romans 12:2 NIV

GCS Mission Statement

The mission of Grace Christian School is to equip students to reach their God-given potential while a Christian worldview foundation is taught and as the building blocks of academics, athletics, fine arts and technology are provided.

School's History

- Grace Christian School was founded in the summer of 1970 by a group of Grace Chapel Church parents who desired an education that was distinctly Christian for their children. The first year there was a total of twenty students in kindergarten and first grade. The next year, grades two through four were added and enrollment reached sixty-four. In the years that followed, grades five through twelve were added with the first graduating class in 1985. The school presently has classes for children beginning at age five through the twelfth grade. Our Child Development Center is also available for children four years and under.
- Over the years, the facilities have also grown. The church/school complex includes spacious new classrooms, modular units, computer and science labs, an Elementary library, Learning Support Center, gymnasium, soccer and baseball fields and playground areas. As the school continues to grow, a major goal is to maintain our focus on each student and building relationships.
- Grace Chapel Church has supported the school as a community ministry by providing the facilities, utilities and financial support. The school falls under the authority and incorporation of Grace Chapel Church.

Statement of Faith

Our desire is to provide the best quality education for the children, to help the child to mold character, develop the mind toward Christian ideals, and set a goal in life that is pleasing to God.

The basic principles and regulations by which the school functions are set in the following creed and perpetuated in the Constitution:

- There is one God eternally existing in three persons—the Father, the Son and the Holy Spirit.
- The manifestation of God was in Christ, who was born of a virgin.
- Jesus Christ died, shedding His blood for our sins and was bodily raised from the dead for our justification.
- His return will be imminent, bodily and with power and great glory.
- The creation of man was by a direct act of God.
- Man is by nature and practice a sinner separated from God and can become God's child only by faith in Jesus Christ.
- Those who are thus born into God's family have eternal life, and those who are not remain in spiritual death and will be separated from God forever in Hell.
- The Holy Spirit lives in the believer and enables him to walk in purity of life and submission to the will of God.
- The spiritual unity of the believers is in our Lord Jesus Christ.

Philosophy, Purpose & Objectives

The purpose of Grace Christian School is to present all truths from the superior viewpoint of faith in Jesus Christ and to instruct children in God's perspective. In fact, keeping in mind that all knowledge, understanding, and wisdom come from God, we see that all education becomes a revelation of God and that no academic subject can be properly understood apart from that revelation.

There are three main ingredients to education: knowledge, understanding, and wisdom. Knowledge is the discovery of fact, principle, or concept. It grows from the simple to the complex and is contained in all academic subjects. Understanding is the ability to evaluate the facts. Wisdom is the ability to make judgments in light of that understanding -- the ability to put the facts to use in the daily situations that arise in our lives. The Bible refers to these ingredients of education as treasures, and all three of these treasures come from God and God alone. (Proverbs 2:1-6)

The purpose of Grace Christian School is to train Christian youth in all essentials of learning, emphasizing the fundamentals of the Christian faith as revealed in the Word of God, standing uncompromisingly and unreservedly upon these basic tenets and combating atheism and apostasy through the proclamation of the verbally inspired Bible as God's infallible Word. Children are prepared in an excellent academic environment so that they are well equipped to meet the challenges of our technological culture and workplace.

Our objectives in the education of your children are as follows:

- To lead the student to acknowledge Jesus Christ as his Lord and Savior.
- To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.
- To encourage them to think clearly, logically and independently.
- To adopt an instructional program with a Christian worldview.
- To assist in the mastery of the tools of learning and communication.
- To give them a sound secondary school education that prepares each student to successfully pursue post-secondary education.
- To develop a sense of responsibility in each child as a citizen and as a Christian.
- To provide them with opportunities to develop an understanding of and appreciation for the arts, as well as contributing to them.
- To offer opportunities to participate in wholesome forms of recreation.
- To help each child be a spiritual leader in his/her home, church, and community.
- To help each child develop meaningful relationships with peers and authorities.
- To help each child develop godly character.
- To help each child develop his or her identity in Christ as a unique individual, created in the image of God.

School's Affiliation

Grace Christian School is registered with the Office of Non-Public Schools in the Governor's Office in Raleigh, North Carolina. The school is independent of any denomination. Grace Christian School is fully accredited through the Association of Christian Schools International (ACSI), AdvancEd, the North Central Association of Colleges and Schools (NCA), the Northwestern Accreditation Commission (NAC), and the Southern Association of Colleges and Schools (SACS). SACS accreditation is carried by most major southern Universities (Duke University, UNC Chapel Hill, Vanderbilt University, University of Miami, etc.)

School Board

Because our school is a ministry of our church, Grace Chapel appoints the GCS Board. The Board is answerable to the church congregation. The Head of School, Senior Pastor, and the Operations and Business Director serve as ex-officio members of the board.

Admissions Policies

Admissions Statement

Non-Discrimination Policy - 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 administration of its educational policies, programs and athletic and other school administered programs.

Kindergarten Admissions

Kindergarten students are to be 5 years of age by **August 31st**. Each kindergarten student must have his/her immunization record up-to-date by the first day of school or a waiver must be on file explaining the special circumstances. Please see the section called Health Issues to get a list of which immunizations are required.

Volunteering

Our parent volunteers, The Crusader Crew, consists of parents and others who are committed to the success of Grace Christian School. We encourage and support parental involvement to enhance our school community. We are extremely thankful for all the dedicated volunteers who invest their time and talent to make GCS a better school. Our parent volunteers contribute throughout the year with classroom support, teacher appreciation, academic and fine arts programs, students activities, our annual fundraisers and our school store. Background checks must be on file in the school office before any student-volunteer interaction occurs.

School Hours

Elementary School (K-5) Hours

- Full Day 8:00 a.m. - 2:55 p.m.
- Early Dismissal Day 8:00 a.m. - 11:50 a.m.

Upper School (6-12) Hours

- Full Day 8:00 a.m. - 3:10 p.m.
- Early Dismissal Day 8:00 a.m. - 12:00 p.m.

Morning Drop Off

Car line runs from 7:30 - 7:50 a.m. All students are to be dropped off at the Grace Cafe. Please note that the Grace Cafe opens daily at 7:15 a.m. for students in grades K - 12. Early drop off parents are welcome to come in and grab a bite with their student.

Elementary School (K-5) Afternoon Car Line

Dismissal/Car line begins at 2:55 p.m. (full days) and 11:50 a.m. (early dismissal days). GCS will provide supervision until 3:10 p.m. If a child has not been picked up by 3:10 p.m. they will go to after-school care which will be billed through the CDC.

Please note: Elementary students with siblings in the upper school will wait with their teacher for their upper school sibling to pick them up during the upper school dismissal.

Upper School (6-12) Afternoon Car Line

Dismissal/Car line begins at 3:10 p.m. (full days) and 12:00 p.m. (early dismissal days). GCS will provide supervision until 3:20 p.m. If a middle school (6-8) student has not been picked up by 3:20 p.m. they will go to after-school care which will be billed through FACTS.

Attendance Policy

North Carolina Law

- North Carolina's compulsory attendance law requires school attendance. It is part of the responsibility of GCS to be concerned about each student's attendance, and the failure of a student to attend class is seen as a serious problem.
- Students 7 years old through 15 years old are required to attend a minimum of 169 days of school a year. Students through the age of 15 are required to be in school for three and one half hours to be counted present for the whole day; they must be present for three hours to be given credit for a half day. For this reason, it is best to schedule appointments early in the morning or later in the afternoon, if possible. GCS chooses to have the same attendance requirement for younger and older students.
- Please refer to the section called "Tardies" and "Early Dismissal Policies" in this chapter. All absences and tardies are recorded on the student's permanent record.

General Principles

- A student who is absent from a class period must have an "Admit Slip" from the office to be readmitted to the class when they return. Excessive absences may result in the student losing their privilege to be enrolled at GCS.

- A student, who wishes to participate in an extracurricular activity, including athletics, must have attended school for three continuous hours to be eligible for that day's athletic activity unless otherwise approved by the athletic director or administration.

Excused Absences

Absences are classified as either excused or unexcused. Typical excused absences are listed below and must be documented by a note from the parent or an official doctor's excuse slip. Please be sure that the note accurately reflects the scenario and is turned in within one school day of returning to school to Mrs. Teresa Stone. (A student returning Tuesday should turn in an excuse note by Wednesday).

Illness or personal injury can only be excused if there is a doctor's excuse or an excuse written, signed and dated by a parent. The administration reserves the right to require a doctor's note in cases where a student has more than five absences in a quarter. Please see the section called "Excessive Absences" below.

- Emergency medical or dental attention is excused with a doctor's note.
- Serious illness, death in the immediate family, or a family emergency will be excused.
- Medical or dental appointments are excused with a doctor's note or parental note.
- Pre-approved absences - see section below by that name.
- College visits for juniors and seniors – A maximum of two visits per year for seniors and one visit for juniors are excused with a written note from parents when the absences were pre-approval at least one week in advance. An official note from the college stating the date and time of the visit must be brought back to school. School-sponsored trips to colleges are not included in the above-mentioned maximum.

Other reasons may be excused when considered appropriate by the administration at the time the student returns to school.

Make Up Guidelines for Absences

When a student misses class time, it is his or her responsibility to contact each teacher and/or consult RenWeb regarding missed daily work, homework assignments, tests and quizzes using the following guidelines:

- Students have one (1) day to make up work (daily work, homework, quizzes and tests) for each full day absent. It is the student's responsibility to make-up any missed quizzes and/or tests outside of normal class time.
- Signing in late: Students who sign in after a scheduled test must make up the test the same day. It is the student's responsibility to make up the missed test outside of normal class time.
- Signing out early: Student's who sign out before a scheduled test must make up the test the following day. It is the student's responsibility to make up the missed test outside normal class time.

Unexcused Absences

Missed work for unexcused absences may be made up if completed within one school day of returning to class. Unexcused absences include:

- Taking trips not approved in advance by School Administration
- Working
- Absence without a note to the school (i.e. one that verifies that the absence should be excused)

Students suspended from school may be permitted to make-up missed assignments.

Excessive Absences

Compulsory attendance laws require students to be in attendance. A student should not miss more than eight (8) days per semester, a total of sixteen (16) days for the year. Elementary students missing more than 16 days in the school year may have to repeat the grade. Middle School students may not receive a completion grade for any course in which they receive 8 absences per semester. High School students may not receive credit for any course in which they receive 8 absences per semester. Excessive absences may require

that class/credit recovery be completed in order to receive a passing grade or credit for the class or classes in jeopardy. Cases will be reviewed by the Head of School, Principal, Guidance Counselor, and content teacher. Physician's notes must be on file for review. If there are extenuating circumstances not covered by a medical excuse, parents may submit a petition for the team to review. A student with more than sixteen (16) unexcused absences may be risking truancy charges as per North Carolina law.

Students suffering from prolonged illnesses can receive home-bound instruction and meet attendance requirements for class credit. An additional fee may be assessed for home-bound students receiving GCS instruction.

The office records each student's attendance each day and GCS families can see the attendance record of their students in the RenWeb software.

Pre-approved Absences

In special situations a student may be pre-excused for an absence. Please contact the school office for the "Pre-approved Absence Form" and please turn the completed form into the office at least one week in advance. Failure to get approval from the administration will result in the absence being unexcused. Students who are struggling academically are discouraged from being absent from school.

Students approved to be absent should get assignments for all classes before leaving and must make arrangements with the teachers for all make-up work; the total amount of time to make up work is two days for every day absent. No student may miss semester exams or finals, except in rare, emergency situations.

Pre-approved absences are generally excused; however, they still apply to the total allowable absences for the year.

Check-in Procedures After an Absence

When returning to school after an absence (full-day or part-day), students are to report to the office with a written note signed by the parents explaining the absence. This student's absence will then be marked excused or unexcused as determined by the school administration. Even with a note, an absence is not necessarily excused. The above guidelines will be followed. Students without a note will receive an unexcused absence until a note can be presented. The student must bring in the note within two days of returning for the absence to be excused. After this time the absence automatically becomes unexcused.

School Tardies

Please be on time to school. When a student is late, it disrupts the class and causes the student to miss material. Students are considered tardy if they arrive after 8:00 a.m. Excused tardies are granted for illness, doctor or dentist appointments, car trouble, accidents on the way to school, extremely bad weather conditions, or emergencies. Examples of unexcused tardies are oversleeping, routine morning traffic, missed ride, and locker jammed shut.

Class Tardies

Students not in the class on time are tardy and must go to the office to get a class admit slip. When three unexcused tardies are accumulated, an after-school detention must be served.

Dismissal Policies

- A closed campus policy is followed at GCS. Unless arrangements have been made with the administration, students must stay on the school grounds from the time they arrive until dismissed. Non-compliance with this policy is considered a serious offense punishable by suspension. If a middle school or high school student has to leave school early, he/she must bring a note to the office that morning. The student will be given a slip to leave class at the designated time so that they can come to the office and sign out. *High school students with driving privileges are not permitted to sign out and leave campus unless it is a family emergency. Once off campus, students are not permitted to return.*

- A valid picture I.D. will be required from the person who picks up a student if that person is not known by the office staff. Please see the section called “Authority to Release Student” below. Parents who are picking up a student early should go directly to the School Office, not to the child's classroom; they must sign their child out on the official sign-out sheet before the child is permitted to leave campus. Failure to do so will constitute leaving school property without permission, and the student can be suspended.
- When the parent of an elementary student signs their child out, the parent will wait in the school office until a member of the office staff or a school aide brings the student to the office.

Authority to Release Student

A form is sent home to elementary (K-5) parents to list those friends and family members who may pick up their children from school. Children may only be released to the people on this list. If an update needs to be made to the pre-approved list, parents are asked to notify the child’s teacher or the School Office. In custodial/ non-custodial situations, only the custodial parent/guardian may create or append the pick-up list. Children will only be released to non-custodial parents with a court order or with the custodial parent’s permission. Students 6th grade and above are supervised during dismissal; however, it is expected that they will know who they are permitted to leave with.

Building Access

Students are to enter the main building via the double doors on the lower lot closest to the cemetery. Use the staircase next to the elevator when climbing stairs to the second floor. Students are not to use the elevator unless they have been given written permission to do so by an administrator. Avoid entering the school foyer unless you have specific business in the school offices.

- Students and parents must have administrative approval to the access to the school building prior to 7:50 in the morning.
- They are to avoid loitering in the buildings before or after school and during lunch periods.
- The buildings are to be cleared shortly after classes end and students are to proceed to after school activities without loitering in class areas.
- After 3:30 p.m. students are not allowed in the main building unless accompanied by a teacher or parent. Students of staff members should be either in the after school care or in their parent’s classroom working quietly and supervised.

Dropping and Adding Courses

Any high school student wishing to drop, add, or change a class needs to do this during the first two weeks of the school year. If a student does not have a passing grade in any class when the 1st quarter progress reports are given, then it may be the decision of the administration to move the student to a more suitable class. Any high school student wanting to change a class on their schedule during the drop/add/change period must see the school counselor to complete the required form and also provide parent signature.

Withdrawal/Dismissal

Withdrawals from school must be made by the parent/guardian in person in the office. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges will continue until the official withdrawal form is received. There will be no refund of registration fees when a student withdraws even if school has not yet begun. The student's locker must be emptied, and all materials belonging to the school must be returned. **Transcripts and official records will not be released until all accounts are paid and all books and materials are returned.** Such records will then be sent to the school to which the student is transferring.

A student will be dismissed from school when he/she is found to not agree with the rules and policies of GCS. Students who are dismissed from GCS will not be considered for re-enrollment during the current school year. Parents must meet with the administration before re-enrollment will be considered. A waiting period of at least one full semester is generally required before re-enrollment can be considered.

Visitors and Guests

Parents are always welcome at Grace Christian School. You are a valuable asset to the school and to your child's education. All visitors are required to present a government issued ID and sign in at the School Office in order to receive a visitor's pass. Parents, please do not go to your child's classroom without a visitor's pass. If a parent has a delivery for a student such as lunch, homework, books, etc., it may be left in the office and our staff will see that the student receives it.

Former students are welcome to visit GCS, but their visit must be preapproved by an administrator. They also must present a government issued ID in order to receive a visitor's pass. Former students are not permitted to attend classes, spend the day in the GCS gym, or other activities on campus during the normal school day without Administrative permission.

Only non-GCS students who have applied to GCS for admissions will be allowed to visit classes during the school day. Visiting students are required to wear a student visitor's pass and must be approved by GCS administration. Family members and visiting relatives can check in at the office and then join their student for lunch. All visitors must dress appropriately. The general rules for modest clothing in the dress code apply.

Parent-School Communication

The elementary school sends regular class newsletters home in their weekly folders. In addition, ES, MS, and HS teachers all have GCS email accounts and will communicate regularly to your family by email and communications through our RenWeb software. Parents of all GCS students now have access to their student's academic record by their secure RenWeb login.

SPECIAL NOTE: The preferred method of communication with your son/daughter's teacher is by email. You should expect an answer to all emails within 24 hours. If you have a need to speak to your child's teacher in-person, please communicate by email to set up a meeting and contact the administrator if you do not receive a response in an acceptable amount of time (24 hours).

To help everyone: If you have a concern with something in your child's class.

1. Contact your child's teacher by email – wait for a response, should be 24 hours or less
2. If you do not receive a response in the stated time, then contact Teresa Stone in the school office:
teresastone@gracechristiansanford.com
3. In emergency situations, please contact the school office at 919-774-4415, and someone in the office will handle your immediate need.

Buckley Amendment

- GCS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.
- In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
<http://epic.org/privacy/education/ferpa.html>

FERPA

The Family Educational Rights and Privacy Act is a law that requires both parents to have access to their student's educational records unless there is a court order denying this right. GCS honors this law by providing both parents access to records. FERPA does not require that schools honor a standing request for information. FERPA does not pertain to such information as general announcements, lunch menus, school pictures, teacher conferences and other similar information. GCS will try to honor all requests for information, but it is up to each parent to be in contact with the school and their child's teacher.

Academics

Academic Testing

Testing is a part of every subject in every grade and is completed in order to evaluate the student's progress in each subject. Testing includes "pop" quizzes, scheduled quizzes, unit tests, and semester exams. Teachers are only expected to give review guides for exams.

- In the elementary school, semester exams are not given.
- In middle school, semester exams are introduced for the primary purpose of teaching the student how to prepare for and take a midterm/final exam. Students in grade 6 will not be given a midterm or final exam. In grade 7, a midterm and a final exam will be administered only in Math. This exam will not be comprehensive of the entire semester but rather focused on a unit of study. In grade 8, exams will be administered in Math and English. Again, the exam will not be comprehensive of the entire semester but rather focused on a unit of study.

Final exams occur during the last week of each semester according to the school calendar. Test schedules will be communicated to families weeks in advance.

GCS general guidelines for tests are as follows:

Announced tests and announced quizzes may be given on any day.

Teachers will coordinate schedules so that no more than two tests fall on the same day.

Achievement Testing Program

GCS has a detailed program of testing designed to measure the student's abilities and progress. The results of the testing are also used to aid the teachers and administration in improving the curriculum. The Administrator directs this program. Elementary and Middle School students will be given the Terra Nova Achievement Test in the spring of each year. High School students in grades 9-11 are to take the PSAT/NMSQT test in October. Juniors (11) and Seniors (12) should also plan to take the SAT and ACT exam. Registration is completed online at www.collegeboard.com or www.actstudent.org. Questions regarding the results should be directed to the guidance department. **The school code number is 343516.**

Rising seniors are recommended to register for the SAT (Scholastic Aptitude Test) or the ACT (American College Test). Students must pay the standard fees that are charged for these tests. All forms necessary for the registration of these tests are available through the School Counselor. Sophomores and juniors also take the PSAT to help them prepare for the SAT and potential college scholarships.

Grading Scale and Report Cards (K – 12th Grades)

| | | |
|---|-----------------|----------------|
| A | (Exceptional) | 100-90 |
| B | (Above Average) | 89-80 |
| C | (Average) | 79-70 |
| D | (Below Average) | 69-60 |
| F | (Failing) | 59-0 and below |

| Additional Elementary Grading Symbols | |
|---------------------------------------|-------------------|
| ● I | Incomplete |
| ● O | Outstanding |
| ● S | Satisfactory |
| ● N | Needs Improvement |
| ● U | Unsatisfactory |

This scale applies to general, honors, and AP course work.

The grades will be based on daily assignments, quizzes and test averages. Occasionally, student participation will be used as an assessment criterion. Students who excel will be placed on the school's Honor Roll.

Homework

Homework serves two purposes. It reinforces class work and it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to keep all homework assignments reasonable. To promote family worship, homework assignments are kept to a minimum on weekends. On Wednesdays, elementary students will not be assigned homework while middle and high school students will have a limited amount. Most teachers also allow time during class to work on homework. Students who do not use such study time wisely can expect homework time to be longer. Some assignments, such as book reports, special reports, and projects are assigned over a length of time to allow for completion.

Parents, please check for homework every day and require that it be completed. Homework is posted on RenWeb for MS/HS students. Allow the student to do his/her own work; do not do it for him/her. Help when necessary, but do not do the assignment. Please see the Make Up Guidelines for Absences located in the Attendance Policy.

Upper School (6-12) Academic Penalties for Late Work

Late homework/daily work/projects will be penalized according to the following schedule:

- 1 day late: 25% reduction in grade
- 2 days late: 50% reduction in grade
- More than 2 days late: No credit will be given.

Tests and quizzes not completed within the time frames stated in MAKE UP WORK GUIDELINES FOR ABSENCES will receive a grade no higher than 50% of the EARNED grade. Students may not miss another class in order to complete make up tests or quizzes. A time should be scheduled in advance for the completion of these assessments outside of normal class time.

Field Trips

Students are given the opportunity to take field trips related to their grade level during the course of the year. Field trips are part of the curriculum and students are expected to attend unless special circumstances dictate otherwise. Parents must sign a permission slip for each event. GCS Administration will pre-approve all field trips according to the schedule developed with the teachers at the start of the school year.

For safety and logistical reasons, students must be present in their homeroom classroom and ride the assigned GCS transportation to the field trip destination. Parents may sign the student out at the completion of the field trip from the off-campus destination,

Parents are welcome on most field trips, but please make other arrangements for siblings, unless the field trips are designated as “family friendly” on the field trip announcement. When parents are escorting siblings of students, the parents cannot be included as chaperones for that field trip. Parents choosing not to send their child on a field trip are responsible for the child’s care when the class is on the trip. Students will wear their uniform on field trips unless otherwise approved by Administration.

Guidelines for Elementary Field trips during the 2019-2020 School Year are:

- Each elementary class will have at least one field trip each semester.
- There will be no field trips planned in the months of August or May.

Academic Honors

Honor Roll

Honor Roll is compiled at the end of every nine-week grading period. It is published at GCS and in some local papers. It is determined by the following criteria:

- “A” Honor Roll - A student must have all A's in all subjects.
- “A-B” Honor Roll - A student must have all A's or B's.

Academic Awards

- High School Departmental Awards - A student must have taken a minimum of two classes in the department, exhibited high academic achievement in the subject, shown an aptitude and interest in the subject, and maintained a good attitude in the classes.
- Subject (Class) Awards - The student must have the highest grade point average in the subject. (A teacher may choose to give the student with the second highest grade or the most improved in the subject an award, also.)
- Duke Talent Identification Programs – This program is for 4th or 5th graders who have scored at the 90th percentile or higher on certain subtests of the standardized testing. The 7th Grade Talent Search is for 7th graders who have scored at the 95th percentile or higher on certain subtests of the standardized test. Both of these programs are regionally recognized across the Southeast and portions of the Midwest to support academically talented students.
- Academic Excellence Award – For elementary classes, this award is given to the one student in each class with the overall highest GPA.
- Salutatorian Award – given to the graduating senior who has the second highest GPA and has attended GCS for their junior and senior years.
- Valedictorian Award – given to the graduating senior who has the highest GPA and has attended GCS for their junior and senior years.

Other Awards

- Christian Character Awards (K -12th) - given to students who are characterized by mastery of a specific character trait.
- Citizenship Award (K -12th) - goes to the student in each class who exemplifies good citizenship - follows directions, obeys class rules, etc.
- Perfect Attendance - given to each student who has achieved perfect attendance for the entire school year - no absences.
- Christian Impact Award (K - 11th) - goes to the student in each class who displays Christ-like attitude and actions which impact the student body for Christ, the highest honor in the lower grades.
- Timothy Award (12th) - goes to the senior who displays the most Christ-like attitude and actions; this is the highest award at GCS.

Awards Chapel

The Awards Chapels will be the last month of the school year. Teachers in elementary school and high school award certificates for the above listed awards. Students who are on the A Honor Roll all four quarters (all A's) receive special recognition. Students who are on the Honor Roll all four quarters (all A's and B's) are also recognized. Students work for the whole year to achieve this recognition.

Graduation and Class Ranking

- High school students (9th-12th) earn credits toward high school graduation. A numerical grading system is used to compute a student's cumulative grade point average (GPA) using the following scale: The semester grades in each class are assigned the earned numeric value and added together then divided by the total number of 1/2 units (a student earning 6 A's and 1 B would have a GPA of 3.86).
- **A student is ranked according to his GPA. Ties are broken by considering the overall numeric average.** Honors or Advanced Placement courses receive additional quality points (see list below).

| | | | |
|---|------|-------------|---------------------------------------|
| A | 4.00 | 4.50 Honors | 5.00 Dual Enrollment / College Credit |
| B | 3.00 | 3.50 Honors | 4.00 Dual Enrollment / College Credit |
| C | 2.00 | 2.50 Honors | 3.00 Dual Enrollment / College Credit |
| D | 1.00 | 1.50 Honors | 2.00 Dual Enrollment / College Credit |

Scholarships, Dual Enrollment, Honors, & AIG Program

- **Scholarships** - In order for students to effectively compete for scholarships, etc., all Honors, AP and College transfer credits will be entered as weighted, regardless of whether or not that particular class was offered at Grace during the respective academic year. For the students' benefit, we will use the highest GPA value available for the grade earned.
- **Dual Enrollment** - All dual enrollment credits offered at GCS are provided through The College at Southeastern. Courses are paid for at the beginning of the courses. The cost for a dual enrollment course is \$195.00 per course. Students must register for courses online through The College at Southeastern in the semester for which the credit is awarded. (For example, Bible courses are year round high school courses, however the credit for the course is awarded in the Spring semester. Therefore, students must pay for the course in their Fall semester but will register with The College at Southeastern in their Spring semester)
- **Honors** - A **Honors Option** exists for those students in grades 9-12 for students seeking to explore the course concepts and skills in greater depth or breadth. Students who earn the honors distinction and credit are expected to meet and exceed the expectations for the standard curriculum in the course, and they must show evidence of extended learning in the subject matter.
 - Honors will be offered in some core courses including math, science, English, and social studies.
 - Teacher recommendation and a grade of 85 or above is required for qualifying for any Honors course.
- **AIG Program** - Students who meet the qualifications below will be enrolled in the AIG program at no entrance cost to the families. The students will meet every two to three weeks. The classes will be academically enriching for identified students with the goal of amplifying their potential through differentiated educational experiences.

Qualifications for entrance:

- Must be in the 3rd – 8th grade
- Recommendation from the classroom teacher, specialist teachers, & principal
- Percentile scores based on standardized tests in accordance with NC AIG Program Standards
- Additional aptitude tests as needed
- Review of classroom grades: maintaining an A average

*Please note 9-12th grade gifted students will be challenged through their participation in dual enrollment and honors programs.

Promotion, Placement, and Retention Policy

Criteria

A student's report card will contain a notation as to whether the student has been promoted, placed, or retained.

- **Promoted** – a student is “promoted” if he/she sufficiently masters the current grade curriculum and exhibits readiness for the next grade
- **Placed** – a student is “placed” in the next grade if he/she has not demonstrated mastery of the current grade but a holistic evaluation of the child's ability and circumstances suggest moving to the next grade is in his/her best interest.
- **Retained** – a student is “retained” when he/she has not mastered the current curriculum and would best be served by repeating the grade.

Promotion Requirements

- **Promotion from the 1st through 5th grades:** Students must pass math, reading (phonics for 1st and 2nd grades), receive a school recommendation, and receive no more than one F in another academic subject. Students will not be retained twice in the same grade. Students who do not receive a school recommendation for promotion may be placed in the next grade, but not promoted.
- **Promotion from the 6th through 8th grades:** Students must pass math, reading, and Bible, and receive no more than one F in another academic subject. Students that qualify for accommodations and modifications may need to be placed, not promoted to

the next grade. Specifically, any educational intervention plan that alters the coursework to no longer cover the subject objectives can result in placement to the next grade rather than promotion.

Sixth through eighth graders who fail math, reading, or Bible may attend summer school for the subject failed in order to be promoted. If they fail two other subjects other than math, reading and Bible, they may attend and pass one subject in summer school to be promoted.

- **Promotion from the 9th and 12th grade:** Students must pass Math, English, and Bible, and earn the number of required credits listed below. Students that qualify for accommodations and modifications may need to be placed, not promoted to the next grade. Specifically, any education intervention plan that alters the coursework to no longer cover the subject objectives can result in placement to the next grade rather than promotion to the next grade.
- **Classifications/Required Credits:**
 - Freshman – any student will fewer than 6 earned credits
 - Sophomore – a student who has earned a minimum of 6 credits with 1 credit in English, Math, and Bible
 - Junior – a student who has earned a minimum of 12 credits with 2 credits in English, Math, and Bible
 - Senior – a student who has earned a minimum of 18 credits with 3 credits in English, Math, and Bible

Waivers for some of these requirements can be considered by administration for unusual circumstances.

Transcripts

Five transcripts of the student’s grades will be provided free upon request to the student’s parent or guardian or to the student who graduates from GCS. Additional transcripts will be provided for a fee of \$5.00 each.

Official transcripts will be sent to schools or colleges with a written request. Transcripts released to a parent or student are unofficial copies. Transcripts will not be released until a student’s account is current.

Learning Support Program

Grace Christian School is striving to meet the needs of as many students as possible within our available resources. We provide a limited Learning Support Program to families who have qualifying students.

- There are additional fees associated with the moderate and intensive programs.
- Students are provided individual or small group LSP instruction primarily for English and Math, but tutorial help in all classes.
- Additional details are available by contacting the school office.

Graduation Requirements

GCS is a college preparatory school. Our course requirements meet the admissions requirements for the University of North Carolina.

College Preparatory Program (26 credits)

| | | |
|---|---------|--|
| 4 | credits | English |
| 4 | credits | Bible (or elective credits from transfer students) |
| 4 | credits | Mathematics (Algebra I & II, Geometry, Advanced Functions or Pre-calculus, and/or AP Calculus) |
| 4 | credits | Social Studies (American History I, American History II, World History, Economics & Civics) |
| 3 | credits | Science (Environmental Science, Biology, Physical Science and either Chemistry, Physics or Advanced Biology) |
| 1 | credit | Physical Education/Health |

| | |
|-----|--------------------------|
| 2 | credits Foreign Language |
| ½ | credit Speech |
| 3.5 | credits Electives |

Senior Missions Trip or comparable service project - It is a graduation requirement for members of the senior class at Grace Christian School to participate in a mission-oriented experience as the pinnacle achievement of their high school career. Missions allow students to understand that the world is bigger than their small circles and help them experience Jesus on a more personal level as they minister to those who are less fortunate than they. We firmly believe that this requirement will enrich their lives and give them a potentially once in a lifetime opportunity before they move on to responsibilities that adult life requires. Students may complete this requirement by completing a ministry experience with their local church, para-church organization, family, or on the school-sanctioned mission trip. Any of the non-school sanctioned options will need prior approval by the Head of School.

Tutoring Policy

GCS teachers must request permission from the Head of School prior to engaging in tutoring/lessons. The teacher and the parent(s)/guardian(s) must sign the Waiver and Acknowledgement form that accompanies this policy.

Outside tutoring/lessons must not create a conflict of interest or the appearance thereof. For instance, a GCS teacher may not provide outside tutoring to a student currently enrolled in his/her class. There are heightened concerns for a conflict of interest if outside tutoring/lessons occurs during the school year, although a conflict may arise during summer tutoring as well. The Head of School shall decide whether a conflict of interest is such that it would prohibit a specific outside tutoring/lessons relationship to occur.

Behavior - Issues of the heart

Introduction

Discipline involves training a child so that he can take moral responsibility for his own choices. Discipline is sometimes required as a consequence for making poor choices. However, our emphasis is on positive instruction and practice in proper behavior. We want the child to be guided by love of virtue, not fear of reproof. Our goal is having each student accept Jesus Christ as his Lord and Savior and surrender to His Lordship; at that point, the child can learn to “walk in the Spirit,” and the child’s relationship with God becomes his moral compass.

Philosophy of Discipline

Hebrews 13:17 makes it clear that it is profitable for children to “obey those that have rule over them.” Jesus says that we are His friends if we obey Him (John 15:14). Obedience is responding with the right attitude, immediately and completely. The goal of all corrective action is the restoration of the student’s right-standing with a peer, an authority and/or the Lord. We know that all children struggle with self-will; that is man’s condition.

The following is a list of many of the scriptures that helped us formulate the approach we take to discipline at GCS: Eph. 6:1-3, John 1:5, Deuteronomy 10:12-13, Galatians 3:24-25; 5:16, Matthew 22:37-40, Philippians 2:3-4, Proverbs 22:6, and 2 Timothy 3:16-17, Luke 16:10.

Methods of Training

There are a number of venues we use to teach the students the right ways to go. We believe that unless children are trained, they cannot fairly be expected to obey the school’s rules and guidelines. We use instruction and practice in proper behavior, positive reinforcement, natural consequences, parent conferences, after school detentions (ASD), in-school-suspension (ISS), out-of-school

suspension (OSS), loss of privileges (including but not limited to athletic eligibility, activities, fine arts and field trips), and, if necessary, asking the parent to withdraw the student.

Elementary School Conduct System

K5 through 3rd grades use a clip chart system to track infractions. Warnings and classroom consequences are awarded by the teacher. If the student further chooses to challenge the teacher, he/she is referred to the Administration. In situations where misbehavior is unusually disrespectful to authority or potentially hurtful to other students, the misbehaving student will be referred directly to the Elementary Principal and if needed to the Head of School.

Biblical Instruction and Practice

| Conduct | Supporting Scripture | Examples |
|--|---|---|
| <u>Respect for authority</u> <u>Ready obedience</u> | <ul style="list-style-type: none"> • “Obey them that have the rule over you and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.” Heb. 13:17 | <ul style="list-style-type: none"> • Not wanting to listen or learn • Not following the teacher's directions |
| <u>Respect for others.</u> | <ul style="list-style-type: none"> • “Thou shalt love thy neighbor as thyself.” Matthew 22:39 • “Let nothing be done through strife or vain glory; but in lowliness of mind let each esteem others better than themselves.” Philippians 2:3 | <ul style="list-style-type: none"> • Abusing someone else's property • Bothering another student • Excessive loudness and disrespect |
| <u>Diligence to duty</u> | <ul style="list-style-type: none"> • “In whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” Colossians 3:17 • “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” 1 Corinthians 10:31 | <ul style="list-style-type: none"> • Not doing homework • Not having books or supplies ready when class begins • Not in dress code • Talking without permission |
| <u>Exercise Godly character</u> | <ul style="list-style-type: none"> • “Thou shalt love the Lord, thy God with all thy heart, and with all thy soul, and with all they mind... Thou shalt love thy neighbor as thyself.” Matthew 22:37-38 • “Let no corrupt communication proceed out of thy mouth.” Eph. 4:29 | <ul style="list-style-type: none"> • Bad Language • Fighting • Lack of reverence in chapel or school • Lying • Stealing |
| <u>Guard God’s property</u> | <ul style="list-style-type: none"> • “He that is faithful in that which is least is faithful also in much; and he that is unjust in the least is unjust also in much. If therefore ye have not been faithful in the unrighteous mammon (money, property), who will commit to your trust the true riches (spiritual things)?” Luke 16:10-11 | <ul style="list-style-type: none"> • Destruction of GCS property • Using more than is needed of items regardless of cost • Writing in books, on walls or desks |

MS/HS Student Expectations

Expectations for Older Students

These expectations take into consideration that MS and HS students understand that each student is an important part of the whole of our student body. Rules and guidelines are given to protect our students and to provide for their needs and desires. As we train in

Godly living, it is hoped that each student will continue to grow in their understanding of how they should conduct themselves in any given situation.

- We anticipate that students will treat each other the way they would like to be treated.
- Students are expected to take personal responsibility for their own behavior and property. It is expected that if an accident occurs, either because of immaturity or foolishness, and there is damage to property belonging to Grace Chapel Ministries (Chapel, School, CDC), the student will report it to the administration and that he, or his parents, would assume liability for damages incurred.
- Students are expected to come to school each day completely dressed in the appropriate school uniform. It is further expected that each student will be clean and neat, having taken care of routine personal hygiene.
- It is expected that students who drive a vehicle to school will obey safety rules in the parking lot and follow traffic patterns. Having a car on campus is a privilege and students are asked to keep their music down low as a courtesy. Loitering in cars during school is not allowed. Violation of this policy can result in the loss of driving privileges on campus.

Specific Limitations

As Christians, we are ambassadors of Christ, and our actions affect the body of Christ. The choices students and staff make, on and off campus, have an impact on the school's testimony. *Grace Christian School reserves the right to give consequences for defiance during on-campus or off-campus activities that bring discredit to our testimony.*

The following behaviors are not permitted any time and can be grounds for immediate expulsion: striking a faculty/staff member, carrying or using firearms, stealing, possessing or using pornography, or having premarital sex.

Students will receive an immediate five day out of school suspension for the following: using tobacco, non-prescription inhalants (vaping, juuls, etc.), drinking alcoholic beverages is not permitted, regardless of age.

Students are not allowed to have any visible tattoos during school or any Grace sponsored activity.

Students may not bring anything to school that directly or indirectly opposes God's standards. This includes inappropriate: magazines, CDs, DVDs, or accessing content on the internet that is ungodly or pornographic. Accessing these inappropriate materials on cell phones while on campus is also prohibited.

The following items are not to be brought to school or to school functions: fireworks, lighters, matches, pets, water pistols, dice, or any similar item without administrator's approval. Playing cards are not allowed except on trips during supervised recreation times.

Inappropriate use of social media or digital images taken by students that results in demoralizing a fellow student or bringing discredit to our testimony will result in discipline of students involved and possible withdrawal from GCS.

We have a zero tolerance policy for illegal drug use. Possession or use of illegal drugs will result in expulsion.

- GCS does not allow public displays of affection among students during school or at school sponsored activities and/or at any time while on campus. This includes, but is not limited to, holding hands, embracing, lap sitting, and massaging.
- Any promotion, act, or display of homosexuality is not permitted by GCS students (Leviticus 18:22).

Students involved in fighting, extremely disruptive arguments, intimidation, and/or damaging horseplay will be escorted directly to the office. Students can be suspended, either in-school or out-of-school, based on the circumstances.

Cell phones and electronics, (including iPods, iWatch/smart watch, MP3 players, etc.), must be powered off and not visible upon arriving for the school day and not turned on again until after students leave the building at dismissal time (this includes transition times between classes and during lunch). A teacher may grant permission for the use of a cell phone or electronic device during an instructional activity that utilizes a specific app in the lesson. Otherwise, students will be expected to store their cell phone in a designated location in each classroom to ensure they are not accessed without teacher permission. *Please note that devices like smart watches must be turned off during the school day.*

Violation of this policy will result in the device being confiscated and returned to a parent through the School Office. Persistent violation of this policy will result in a suspension and a loss of privilege to bring the device to school for the remainder of the school year. A student who refuses to immediately surrender their cell phone or electronic device to a GCS staff member upon request will receive additional discipline, which may include: loss of privilege to bring the device to school for the remainder of the school year, detention, suspension, or other discipline deemed appropriate by the administration.

Students are also to be held responsible for the content of any inappropriate usage of cell phones or electronic devices both on and off campus.

Disciplinary Policy

Cheating

Cheating, as defined in the list below, is a very serious offense. The consequences for cheating on an assignment may include a zero on the assignment, a conference with the parent, and possible in school suspension.

If a secondary party willingly supplied the information, then he or she will also receive the same consequence. This policy applies to cheating on any assignment. Cumulative infractions may also lead to being asked to withdraw from GCS. The following are considered cheating:

- Use of a cell phone during a test or quiz will be treated as a cheating incident (international students may use translators)
- Using unapproved resources such as notes or cheat sheets during a quiz or test.
- Copying another student's assignment
- Plagiarism, defined as failure to give documentation for sources of information on writing assignments, projects, presentations, etc., is cheating wherein a person wrongfully takes the product of another person's mind and work and presents it as his/her own. All sources of information must be documented, whether directly or indirectly used.

Bullying

- Bullying, hazing, and/or use of racism will not be tolerated by Grace Christian School students and is punishable by detention and/or suspensions.
- Bullying is defined as any repeated aggressive or passive aggressive behavior displaying physical, verbal, written, abusive treatment to negatively affect others.
- Bullying occurs when a person or group is *intentionally* intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them by others.
- Bullying, hazing, and/or use of racism include but are not limited to the following behaviors:
 - Repeated name calling including but not limited to jokes, slurs, rumors, pranks, gestures.
 - Written bullying may include but is not limited to threats, slander, name calling, cartoons, pictures, innuendos, and/or demeaning comments.
 - Posting inappropriate pictures, videos, or comments (bullying) on social media sites like Facebook, Instagram, Twitter, Snapchat, etc. can be devastating to students and faculty alike.
 - Sexual harassment including but not limited to sexual innuendo, inappropriate touching, referencing or requesting sexual acts, unwanted and repeated sexual advances done by either males OR females are not acceptable by GCS students.

- The following issue of bullying will become a legal matter and will require immediate notification of the Sheriff's Office:
 - Credible threats of gun or weapon violence whether verbal, written, or via social media.
 - Students committing these acts are subject to IMMEDIATE expulsion.

Disciplinary Action

In all discipline situations, a record will be kept of the date, infraction/problem, and disciplinary action taken in RenWeb. Contacts with parents concerning discipline will also be recorded. Possible consequences include After School Detention, In-School Suspension, Out-of-School Suspension, or, if necessary, withdrawal from GCS.

Habitual misbehavior resulting in a pattern of detentions, which extends over two or more quarters, will result in a disciplinary review which could lead to behavioral probation, denial of enrollment or expulsion. The review committee will be made up of the Head of School, Principal, and teacher(s) or coach.

After School Detentions

A middle or high school student may be assigned a one-hour detention for any minor infraction of the school standards. It is the responsibility of the student to have their parent sign the ASD notice and return it the next school day.

- Detention will run from 3:15 to 4:15 p.m. each Wednesday that school is in session. Students will meet in the school office at 3:15 to serve their ASD.
- A student will serve the detention on the Wednesday following the day it was issued.

Attendance in ASD is mandatory and will supersede any other GCS events such as athletic practices, games, rehearsals, or other after school activity. A detention may only be rescheduled for medical reasons and will require a doctor's note.

In-School Suspensions

The purpose of an In-School Suspension (ISS) is to remove the student from normal school activity so that he/she will demonstrate a willingness to conform to school standards.

- If a student is becoming characterized by daily disobedience, even in minor things, administration may ask the student to serve a day of ISS.
- Students may not participate in athletic games or practice on a day of ISS.

Out-of-School Suspension

- In the event of an OSS, the student has lost their privilege to participate in any school class, function, or activity. Tests or assignments may be made up at the discretion of the Principal.

Expulsion

For severe offenses or refusal to submit to the training process, students will forfeit their position as a member of the student body.

- Expelled students will bear the full responsibility of the withdrawal fees as agreed upon in the GCS tuition and fee structure.
- Expelled students may be prohibited from attending any function on GCS campus for one year.
- Expelled students may reapply for admission to GCS following one (1) full school year of successful enrollment in another school.

Standard of Conduct for Off-Campus, School-Sponsored Activities

- Whether off campus for school related functions (away games, field trips, etc.) students are to demonstrate integrity in their actions and in their speech. All rules that apply to campus life at GCS are applicable when off campus.
- Students are not permitted in the hotel rooms of the opposite sex at any time.

- Dress code will usually be the same as during normal school activities. Neat jeans or knee-length shorts are permitted on some trips when approved by the administration.

Dress Code

Wearing a proper, modest uniform contributes to a positive learning environment. Students are encouraged to wear clothing that meets or exceeds the guidelines in this handbook. Students are to wear a GCS monogrammed collared shirt or blouse (girls) available through Lands End or a GCS monogrammed polo sold through GCS, available online and onsite in the school office.

Female students may wear Lands End uniform skirts or skorts (elementary). Female students may also wear modest, non-Lands End skirts, capris or pants that are khaki, black, or navy that are the “uniform” style. Pencil skirts, spandex/jersey materials, and skinny jeans are not permitted. Male students may wear uniform shorts or pants that are khaki, black, or navy only. Boys’ shorts are not to extend below the knee and should not sag at the waist. No cargo or athletic-type styled bottoms are permitted for male or female students.

- Uniforms may be purchased online: <http://www.landsend.com> Our Preferred School Number is 900180654
- Monogrammed polos may also be purchased in the school office or online: www.gracechristiansanford.com (Shop GCS tab)
- Used uniform pieces may also be purchased from the school consignment sale held during the month of July.

General Precepts

Hats, sunglasses, hoods and gloves are not to be worn inside the buildings on campus during the school day.

Jewelry that refers to the occult or a counterculture movement is not allowed.

Overly large or distracting jewelry may have to be removed if staff deems necessary.

Facial jewelry and body piercing (except earrings for girls) are not permitted.

- Students with body piercings who enroll must remove jewelry when on school property or when attending any school event or activity.

Unnatural hair colors are not permitted for boys or girls.

Anything that the school administration considers to be extreme, immodest or unacceptable in hair or dress style for either boys or girls will not be permitted.

Heavy coats & outerwear worn during outdoor transitions do not need to be Grace apparel. However, we ask that anything the students intend to wear throughout the day in the classroom should be GCS uniform apparel.

Students attending sporting events are to follow the standard “Dress Down Day” guidelines.

Grade-Specific Dress Code Guidelines

K-5th Boys

- Socks and shoes are to be worn at all times. Flip-flop type shoes are not permitted.
- Tuck shirts in pants and button them appropriately at all times. Kindergarten through 2nd grade are exempt from tucking in shirts.
- Wear pants at the natural waist.
- Hair is to be neatly trimmed, above the eyebrows, above the ear lobes, and off the collar.

K-5th Girls

- No flip-flop type shoes are to be worn (even those with decorations).

- School uniforms must be loose fitting and modest. Shirts or blouses should be long enough to cover the student's midriff when performing routine activities at school (i.e. raising their hand and/or leaning down to pick up books and supplies). Hemlines cannot be shorter than 2” above the knee.
- Kindergarten through 2nd grade are exempt from tucking in shirts.
- For athletic and informal social events after the school day, girls may wear modest jeans. Tight-fitting, low-rise or jeans with holes, rips, tears and frayed spots are not acceptable.

MS and HS – Boys

- Wear socks and shoes at all times.
- Wear shirts tucked in pants and button them appropriately at all times. Pants are to be worn at the natural waist.
- Wear belts with all pants with belt loops.
- Earrings for boys, facial jewelry, and body piercings are not permitted.
- Hair must be neatly trimmed, above the eyebrows, above the ear lobes, and off the collar. Mohawks are NOT permitted.
- Facial hair must be neatly trimmed and groomed.
- For athletic and informal social events after the school day, boys may wear jeans. Jeans with holes, rips, tears and frayed spots are not acceptable.

MS and HS – Girls

- No flip-flops or beach-type shoes are to be worn (even those with decorations). Dress sandals are acceptable (not shoes that you would wear to the beach).
- School uniforms are to be loose fitting and modest. Blouses also must be buttoned appropriately. Shirts or blouses should be long enough to cover the student's midriff when performing routine activities at school (i.e. raising their hand and/or leaning down to pick up books and supplies). Hemlines cannot be shorter than 2” above the knee.
- In school, the modesty standard for a girls neckline is the width of her hand from the base of her neck to the garment neckline.
- Basic, natural looking makeup is allowed in Middle School and High School.
- Earrings are the only body piercings allowed for girls.
- For athletic and informal social events after the school day, girls may wear modest jeans. Tight-fitting, low-rise and jeans with holes, rips, tears, and frayed spots are not acceptable.

Dress Code for PE Classes

- K-5 students will wear their school uniforms for PE class.
- Students are required to provide their own PE clothes for gym class. Students are also required to dress out for PE. Workout shorts or pants must be modest. No tights, yoga pants, or biker shorts. Girls shorts must be at least to the middle of the thigh. All shirts must have sleeves with no inappropriate logos, language, or graphics.
- No PE clothes are to be worn outside the gym.

Dress Guidelines - Visitors and Guests

On occasion we have student visitors to the campus, such as those who come to sporting events and have purchased a ticket for the event. It is asked that these visitors be appropriately dressed in apparel that meets our modesty guidelines.

Dress Down Days

“Dress Down Days” give opportunities for fun, “fashion” and fundraising. It is also an opportunity for students to demonstrate that they understand and wish to comply with appropriate and modest clothing choices. A fee is collected from each student wanting to take part in this relaxed dress day. NO pajama bottoms will be allowed.

General guidelines for modesty and sensibility apply to dressing on “Dress Down Days”; the students do not have to wear their uniforms, but can dress in casual attire that is appropriate for school.

Dress can include jeans (without holes, rips, tears, frayed spots, etc) and T-Shirts (without offensive graphics or advertising entertainers). Dresses, skirts and pants must follow dress code in terms of length and tightness, etc. Dress and cargo shorts are acceptable for elementary; Bermuda shorts, dress and cargo shorts not shorter than 2” above the knee may be worn by MS/HS. Athletic or PE shorts are not to be worn by MS/HS students outside of game dress or PE class.

The money collected from students for the privilege of not being in uniform goes to support student interest groups that raise money for activities such as student missions trips, special service opportunities, and other approved activities.

Spirit Fridays

Students are invited to represent their school on Fridays, by wearing any Grace Christian School issued T-shirt/sweatshirt and appropriate jeans. Grace Chapel, Grace Youth ALIVE, TVR, Camp Willow, Camp Dixie, and NACA shirts and outerwear are not included. If students choose not to participate in Spirit Fridays, your school uniform must be worn. NO fee will be collected to participate in Spirit Fridays.

Girls’ Dress Code for Formal Events

- The neckline should show NO cleavage or suggest cleavage. Please avoid designs that are cut to draw one’s attention to the cleavage area. While the dress may not technically be too low, it will not pass check if it gives the appearance of being too low.
- The neckline of the dress should not gap open in such a way as to be immodest. (You may check this by leaning forward when seated as well as when standing.)
- Dresses must be no shorter than the middle of the knee. Slits in dresses cannot be above the middle of the knee when sitting or standing. No tight-fitting dresses or bare midriffs.
- The back of the dress must not be too revealing. The guideline for this is to determine if normal undergarments could be worn without being seen. If it cannot, the dress is probably cut too low. The dress must not have cut-outs.

Extra-curricular Activities

Student Organizations

Extra-curricular activities are provided to enhance the student’s high school training and overall experience. Some activities are subject to students’ interest and adult sponsor availability. Extra-curricular activities are as follows:

| | | |
|---------------|----------------------|---------------|
| Soccer | Volleyball | Basketball |
| Volleyball | Baseball | Chess |
| Cross Country | Drama/Theatre | Honor Society |
| Yearbook | Instrumental lessons | SGA |

Participation in extracurricular activities is a privilege and carries certain responsibilities. The student participating must adhere to the following guidelines:

- Meet academic eligibility requirements.
- Athletes must get assignments, make up tests, and turn in homework prior to leaving for a game. They are responsible for all work or tests on the day following the extra-curricular activity.
- All participating members of a team or group are to ride the school transportation to activities that are away from the school. Students may ride home with their parents after notifying the proper school personnel (coach).
- All school rules of conduct and dress apply to any school activity.

- All athletes must pass an annual sports physical.
- See Athletic Handbook for academic eligibility requirements.

At Grace Christian School, we will issue a NC Driving Eligibility Certificate if:

- The student is academically eligible and their account is current.
- The student exhibits behavior consistent with the privilege of driving as determined by the administration.

Elementary, Junior, and National Honor Society

The National Honor Society was founded in 1921 and has established a reputation for excellence among educators, parents, students and the general public. It is considered a privilege to be selected to the National Honor Society. Selection is based on four criteria: scholarship, leadership, service and character.

A faculty council decides on the membership. This council examines every student in 4th through 12th grade who has achieved a GPA of 3.5 or higher. Each spring, NHS inductions are held during a special ceremony. All members of the society are expected to participate in annual service projects.

Any member who fails to maintain the qualifying GPA or faces major disciplinary action for violating school rules forfeit their membership. Students who have lost their membership are not eligible to join the National Honor Society again during the current year. Academic Integrity is particularly important to NHS members. Any instance of academic dishonesty can jeopardize a student's membership. Members will also be removed from honor societies if they have a pattern of disciplinary behavior.

NEHS, NJHS and NHS members will be assessed a yearly fee to apply towards the Grace Christian Honor Societies. This fee is charged in the Spring for returning NEHS, NJHS, and NHS members, along with new inductees and helps cover the cost to the school for annual membership to these organizations.

Junior-Senior Prom and Homecoming

GCS high school students may invite guests to the Junior-Senior Banquet under the following rules:

- All guests must be pre-approved by administration, by having a signed and completed Guest Permission Form in the office.
- Guests are expected to follow the dress code and rules that students are to follow. Please see dress code guidelines on page 27.
- Guests may not be over the age of 19 and must be enrolled in a local high school or homeschool program.
- Girls' gowns must be approved by the office staff at least a week prior to the banquet.
- Boys should make sure that their date, if not a GCS student, has a gown that meets the Dress Code for formal events.
- Boys are expected to wear formalwear for any formal event sponsored by Grace Christian School.

Computer & Internet Usage Policy

Computer Technology

The following information provides an abbreviated explanation of our school's technology policy. You can find the full version of our [Technology Acceptable Use Policy](#) on the school's website.

Purpose

The purpose of computer technology and internet access at GCS is to enhance the educational experience, to promote pupil achievement, to support the professional work of staff, and to facilitate the school's management and business administration systems. Proper stewardship of these resources through student account management, staff oversight, Internet content filtering, and adherence to usage policy will allow this wealth of knowledge and opportunity to be presented in a manner consistent with Grace Chapel Ministries' biblical stance and Christian worldview.

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Students, parents and staff are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is very difficult to avoid at least some contact with this material. GCS is committed to providing the most up to date internet filtration services on all campus computers. Despite our best efforts, individuals accessing the internet need to understand the risks and agree that GCS cannot be held liable for material viewed or downloaded from the Internet.

Guidelines

Acceptable Use and Limitations – The use of computers and the Internet must be in support of education and research and consistent with the academic and spiritual objectives of GCS. Any use of technology resources to transmit, download, upload or duplicate any copyrighted materials (including, but not limited to, software, publications and graphics), or materials protected by applicable copyright laws is prohibited. Users shall not participate in the transmission or duplication of any threatening or obscene materials, which are intended to embarrass, harass or disrupt the educational environment of the school, or are inconsistent with biblical precepts for appropriate behavior.

Under no circumstances should any student participate in an activity where personal information about themselves, the student body or the church or school staff is being requested.

All software and hardware necessary for productive, effective use of computer resources will already be installed by the IT Director. Installation by a student of an application, utility or computer component is not permitted.

Privileges

The use of information technology is a privilege, not a right, and inappropriate use will result in the revocation of those privileges. The school administration may request the IT Director to deny, revoke or suspend student computer privileges—either in part or in full.

Security

Anti-virus software is installed on every computer system and updated regularly.

- Files obtained from sources outside the school, including disks brought from home, files downloaded from the Internet, or files from email attachments, can contain harmful viruses.
- Any of these files should not be opened or used on any computer without first being scanned by approved methods and software and authorized by a computer instructor or IT Director.

Health and Medical Related Issues

General Student Illness Guidelines

We ask that parents do not send a child to school when that child is either too ill to function in the classroom effectively or is contagious. Students with a fever of 100° or higher, vomiting, or having diarrhea should remain at home for a minimum of 24 hours after the condition is resolved. The office staff will handle first aid situations (beyond those a teacher can handle, for example a band aid needed). GCS has a medical station with most supplies needed for minor situations and each teacher has a first aid kit. Should a child need parental attention for an illness, the office staff will notify the parents or guardians.

Medication

If medical reasons require the student to take prescription medication during the day, the prescription is to be brought to the office in the original prescription bottle (must be original container, no exception), with a note from the parents and with the GCS “Medical Release Form” completed by the physician (available on the school’s website).

- This form releases GCS of any responsibility for administering the medication, and releases GCS and their agents and employees from any and all liability that may result from a child taking the medication.
- NO MEDICATIONS, over-the-counter or prescription, will be given without a physician's authorization. The medical release form must be on file prior to administering over the counter medications.

The school does not permit children of any age to carry medication, unless approved by the office.

- All medication is to be taken to the School Office and will be dispensed according to the doctor's orders.
- Over the counter medications and food supplements require a doctor's order to be taken at GCS (must be on file prior to administering) and must be labeled in the original container and have the student's name, dosage amounts and times to be given notated.
- Students with severe allergies are permitted to carry their EpiPen or prescribed inhalers, but the prescribed medication must be registered with the school's office staff and we must have the physician's order on file.

Required Immunizations

GCS abides by state immunization laws; NC State Law requires that immunizations be administered according to their website. See www.immunize.nc.gov/schools/k-12.htm for more details on the dosages and age guidelines for required vaccines.

All newly enrolled students, rising kindergarteners and seventh graders must be up to date on all immunizations.

Infection Control

When a child has a fever of 100° or higher, vomiting, or has diarrhea, parents are called and asked to come and take the child home. When vomiting is caused by a condition which will not spread infection, the student may remain at school---stressful physical exertion resulting in vomiting is an example.

- Any draining wounds must be kept covered.
- The office coordinates with the Director of Operations to see that the housekeeping department uses correct procedures and cleaning substances to maintain a safe and clean facility.

Lice

Students may be checked randomly for head lice. If lice or nits are found, the student will be isolated and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and must be nit free before returning to school. Office personnel must clear students before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home; this will help prevent the spread of head lice at school.

Accidents

When an accident does occur, it is dealt with promptly. If warranted, injuries are reported to the parents by phone shortly after they occur. An accident report will be filled out and kept on file in the Registrar's office.

Health Screenings

Sports Physicals –Athletic forms are on the GCS website or available in the school office.

Emergencies

School Dismissal/Inclement Weather Policy

On days of snowfall or other hazardous weather conditions, please know the safety of our students is our utmost concern.

- In the event of school cancellations, we will send a RenWeb voice/text and/or email communication.
- In addition, we post "Grace Christian School-Sanford" closings/delays/etc. on WRAL Channel 5 & WTVD Chanel 11.

Fire, Tornado & Lock Down Drills

An electronic alarm signals a fire, tornado, or other emergency requiring rapid, quiet, orderly evacuation or lockdown of the buildings. We practice fire drills on a monthly basis and we practice tornado/lock down drills several times each school year.

General Information

Grievances and Conflict Resolution

Due to the number of and types of interactions, staff members have with students and parents during the course of a school year, it is natural that occasional misunderstandings or problems may arise. It is the mission of Grace Christian School to resolve conflicts and misunderstandings from a biblical perspective while demonstrating genuine love.

As a ministry of Grace Chapel Church, it is critical that we precede all discussions or meetings prayerfully and with a humble heart, especially those where we are addressing a problem or misunderstanding with another person.

Matthew 5:21-24, describes the proper attitude when addressing a problem, which is peaceful instead of being angry or insulting. Matthew 18:15-22 provides a description for resolving disputes one-to-one at the lowest level before moving to a higher authority. 1 Samuel 25:18-35, describes the benefits of using an intermediary in order to address a problem. A common thread is addressing problems or misunderstandings in a way that results in resolution and unification, versus an adversarial approach that tends to cause separation and division.

Applying these principles, the GCS staff is committed to resolving conflicts in a spirit of Christian love and respect rather than approaching misunderstandings or problems from an adversarial perspective. Approaching a problem from an adversarial position clearly hinders the likelihood that a positive resolution will occur. When reasonable, students and parents should address concerns and problems one to one with the staff member in question before involving a school administrator in the matter.

If after trying to resolve a misunderstanding/problem at the lowest level one-to-one, the misunderstanding/problem still exists, both sides should bring the issue to the attention of the principal. However, if the principal is the person with whom the problem exists, then the issue would be sent to the Head of School.

The principal will review the matter considering both sides before determining the next steps, which will include some form of a conference with the parties involved and the principal or the principal's designee. If the issue is not resolved at the level of the principal, the matter will be brought to the Head of School. The Head of School will review the facts, the resolution process attempted, and then meet with the parties involved. Once these steps are taken, the Head of School will suggest a resolution. If after being presented to the Head of School the problem remains unresolved, the next level of appeal is the Executive Committee of the School Board which consists of Board Officers, GCS Head of School, GCC Director of Operations, and the Senior Pastor of Grace Chapel Church. An appeal to this level must be made in writing and given to the School Office Manager, Teresa Stone. The School Board Chairman will respond in writing to the request and a meeting will be convened if deemed appropriate.

In order to resolve differences that students and parents may have with school staff, the following expectations will be followed during conferences and interactions involving school personnel and families:

1. Everyone involved in the communication will demonstrate mutual respect for each other.
2. Discussions can only be about one's own student.
3. Unfounded or false allegations will not be addressed.
4. Due to the confidential nature of each student's records, including discipline, information about another student will not be released.
5. Conferences and communications with staff should occur during normal working hours.

All parties are expected to refrain from posting negative, emotionally charged posts on social media platforms that would cast GCS students, families, teachers, staff and administration in an undesirable light.

Senior Missions Trip

It is a graduation requirement for members of the senior class at Grace Christian School to participate in a mission-oriented experience as the pinnacle achievement of their high school career. Missions allow students to understand that the world is bigger than their small circles and help them experience Jesus on a more personal level as they minister to those who are less fortunate than they. We firmly believe that this requirement will enrich their lives and give them a potentially once in a lifetime opportunity before they move on to responsibilities that adult life requires. Students may complete this requirement by completing a ministry experience with their local church, para-church organization, family, or on the school-sanctioned mission trip. This option will need prior approval by the Head of School.

Lockers

Lockers are issued to middle school and high school students. Students will follow these guidelines:

- Lockers are for book bags, books, lunches and coats; they are to be kept neat.
- Stickers are not permitted inside or outside lockers.
- Locker inspections will be held occasionally by administration.
- Students are not permitted to go to their lockers during class unless authorized by a teacher.
- MS and HS Students will be required to lock their lockers.
- Items left outside of the locker will be taken to the lost and found.
- Student's personal property may be inspected at the discretion of the administration.

Media

From time to time, students' pictures and names are published on our school website and in the school newspaper. The acknowledgement sheet at the back of the handbook asks for your permission to include your child on the website and in the newspaper.

School Office Hours

The School Office is open between the hours of 7:30 a.m. and 4:00 p.m. during normal school days.

Senior Lunch

Seniors have the privilege to leave campus for lunch **every day** that school is in session as long as their parent/guardian have signed the liability waiver. Seniors who are not back on campus by the time specified by administration will face the following consequences:

- 1st offense – warning
- 2nd offense – student loses the privilege of off campus lunch for 5 school days
- 3rd offense – student loses the privilege of off campus lunch for the remainder of the semester

Classroom Food and Drink

- Students are allowed to have bottled water in classrooms.
- There is NO FOOD or DRINK permitted at any time in the computer labs. (Except teacher in his/her desk area).
- Food is not permitted in classrooms, without administrative approval.

Student Drivers

Driving an automobile to school is a privilege. If a student abuses the privilege by violating the law or the school rules, that privilege will be revoked. Students must register their vehicles and present their license information in the school office, and a student vehicle sticker must be visible on the rear windshield. Students who want to drive on campus are expected to:

- Limit speed to 10 mph in the parking lot.

- Students are to park in south lot, second and third row away from the cemetery.
- Students are not permitted to go to their vehicles during the school day without permission. If a student forgets something in his or her vehicle, then they must get a pass from the office in order to retrieve the article.
- Any student who rides with another student must provide the office with written permission from parents.

Damaged Textbooks

Students will be charged for the replacement cost of any damaged or lost non-consumable textbooks. Textbooks are expected to be returned at the end of the school year within one “condition category” of its issuance. All students are strongly encouraged to cover their textbooks with a non-adhesive cover in order to preserve the condition of the textbooks.

- GCS attempts to reuse non-consumable textbooks for at least 4 years. Textbooks are issued in one of four conditions.
- **New** – pristine condition
- **Very good** – well cared for, may show some limited signs of wear
- **Good** – item show wear from consistent use, but it remains in good condition. It may be marked and show signs of previous use
- **Acceptable** – item is fairly worn and may include scratches, dents, and worn corners

Transportation

- Parents are responsible for transporting their children to and from school. Many parents choose to carpool. The school office will be glad to inform you of other students who may live in your area.
- For a fee, the school provides a limited bus service for students living in Harnett and Moore Counties.

Sexual Harassment Policy

Sexual harassment of students or employees by other students or by employees of Grace Christian School is unlawful under both North Carolina and federal laws and is contrary to the commitment of this ministry to righteousness. GCS will not tolerate any sexual harassment of students or employees. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive environment.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by GCS, by a fellow student, or by a member of the public, the student should immediately report this concern to the Head of School or Disciplinary Dean and discuss this concern with his/her parent or guardian.

All such reports will be investigated promptly by GCS Administration. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student or termination from employment if they are an employee. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report, or the accused employee. GCS is required by law to report child abuse to the Department of Social Services.

Drug and Alcohol Policy

Grace Christian School is a drug-free campus. The purpose of this policy is to ensure the safety of all students and employees, and to recognize the Biblical mandate to treat our bodies as a temple of the Holy Spirit. GCS has the right to inspect our premises for these substances. We may terminate employees or expel students violating this policy or for providing false information concerning substance abuse. Immediate action may be required when addressing abuse in progress, including instructions to leave the property and calling law enforcement for assistance. Our “campus” includes our buildings, grounds, parking lots, school or church provided vehicles, and areas temporarily occupied for school sponsored events.

Parent & Student Handbook (2019-2020)

Signature Page

Families are asked to read these documents and discuss them with your children who are students at Grace Christian School. After having read the documents, please sign this page; and return this page to the school office.

STUDENT

I agree to abide by the GCS Student & Parent Handbook (2019-2020) while I am a student at Grace Christian School. In addition, I will adhere to policies concerning technology. I am aware that the inappropriate use of a cell phone can result in loss of having a phone on my possession while attending GCS. I am aware that academic integrity should be a value of a Christian student's behavior. Consequences of cheating as stated in this Handbook are serious and will be enforced.

| | | |
|---------------------------------------|---------------------|------|
| Student's Name (please print) | Student's Signature | Date |
| Sibling Student's Name (please print) | Student's Signature | Date |
| Sibling Student's Name (please print) | Student's Signature | Date |
| Sibling Student's Name (please print) | Student's Signature | Date |

PARENT(S)

As parents or guardians of a student at Grace Christian School, we agree to abide by the GCS Student & Parent Handbook (2010-2020) while we have student(s) enrolled at Grace Christian School. In addition, we will oversee our child's use of technology so that they adhere to the policies concerning technology while our child(ren) is a student at Grace.

| | |
|---|------|
| Custodial Parent/Guardian's name (please print) | |
| Custodial Parent/Guardian's Signature | Date |

Student's email address: _____

Parent's email address: _____

NOTE: Grace Christian School reserves the right to amend, revise, supplement, delete, alter or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.