



grace christian school

# **Parent & Student Handbook**

**2020-2021**

**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. Grace Christian School 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 were 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 build 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 CASI), 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 on or by August 31<sup>st</sup>. 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.

### **School Hours**

#### **Elementary School (K-1) Hours**

- Full Day 8:00 a.m. - 2:40 p.m.
- Early Dismissal Day 8:00 a.m. - 11:40 a.m.

#### **Elementary School (2-5) 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 Times (details will be sent home just prior to the start of the school year)**

- Elementary - 7:30-8:00 a.m.
- Middle & High School - 7:30-7:50 a.m.
- Any student that arrives after 8:00 a.m. is to be brought to the school office.

#### **Dismissal/Afternoon Car Line (details will be sent home just prior to the start of the school year)**

- Elementary students with middle/high school siblings will be dismissed with the older siblings.
- If an elementary child has not been picked up by 3:10 p.m. they will go to after-school care which will be billed through the Child Development Center.

#### **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.

### **Attendance Policy**

- 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 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.

- A student will not be considered absent when the absence is related to a quarantine as long as the student is actively participating in the approved remote learning program. If a student missed a class during remote learning they will be considered absent from school.

### **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.

- 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 FACTS 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 ten (10) days per semester, a total of twenty (20) days for the year. Elementary students missing more than 20 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 10 absences per semester. High School students may not receive credit for any course in which they receive 10 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 twenty (20) unexcused absences may be risking truancy charges as per North Carolina law.

The office records each student's attendance each day and GCS families can see the attendance record of their students in the FACTS 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 will be assigned.

### **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 6<sup>th</sup> 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 and parents must have administrative approval to access the school building prior to 7:50 in the morning. Students 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 3:15 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.

### **Visitors and Guests**

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. 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 pre approved 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. All visitors must dress appropriately. The general rules for modest clothing in the dress code apply.

### **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.

### **Parent-School Communication**

The elementary school sends regular class newsletters home in their weekly folders. In addition, Elementary, MS, and HS teachers all have GCS email accounts and will communicate regularly to your family by email. Parents of all GCS students now have access to their student's academic record by their secure FACTS Family Portal 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).

If you have a concern with something in your child's class:

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

### **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.

### **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**

#### **Testing**

Testing is part of every subject in every grade and is completed in order to evaluate a student’s progress in each subject. Testing includes “pop” quizzes, unit tests, and semester exams. 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.

#### **Semester Exams**

In Middle School, semester exams begin in seventh grade with exams in Math (worth 10% of the semester grade). Eighth grade students will be administered exams both in Math and English (worth 10% of the semester grade).

Students in grades 9-12 are required to take semester exams, worth 20% of the semester grade. Students may exempt an exam if they maintain a 90% or higher average throughout the semester in that course. Students that are absent and/or tardy 10 or more times to class will no longer be eligible to exempt the semester exam.

#### **Achievement Testing**

GCS has a detailed program of testing designed to measure the student’s abilities and progress. The results provide teachers with information to help them deliver appropriate content for each student and determine each student’s academic growth over time. Testing also provides teachers and administration important data that assists in improving the curriculum. The Principal along with the Learning Support direct oversee this program.

#### **College Board Testing**

Students in Grade 9 will take the PSAT 8/9. The Preliminary Scholastic Aptitude Test (PSAT) is required and administered to students in Grades 10 - 11 in October. Students in grades 11 - 12 should take the Scholastic Aptitude Test (SAT) as scheduled by the College Board. Students are required to take the American College Testing (ACT) during their junior year (11) as a required competency test for graduation by the North Carolina Division of Non-Public Schools. Students must receive a minimum composite score of 16 or a score in math or reading of 16 in order to receive a diploma. GCS Administration can grant a certificate of completion for a student with a certified learning disability if the minimum score is not attained. **The school code number is 343516.**

## 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.

### Honor Roll

Honor Roll is compiled at the end of every nine-week grading period. It is published at GCS. 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.

### Promotion Requirements

- **Promotion from the 1<sup>st</sup> through 5<sup>th</sup> grades:** Students must pass math, reading (phonics for 1<sup>st</sup> and 2<sup>nd</sup> 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 6<sup>th</sup> through 8<sup>th</sup> 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 9<sup>th</sup> and 12<sup>th</sup> 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 with 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.*

### 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. 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 FACTS 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.

### **High School Academic Credits/Tracks**

Classes meeting 5 days a week receive  $\frac{1}{2}$  credit per semester. Classes which meet 2 or 3 times per week receive  $\frac{1}{4}$  credit per semester. A student must have 6 credits to be classified as a sophomore, 12 credits to be classified as a junior, and 18 credits to be classified as a senior. GCS offers two academic tracks, General and College Preparatory. General Track students are not permitted to take Honors or Dual Credit courses. If a student elects to switch from the College Preparatory Track to the General Track, the year they make the switch, they cannot take Honors or Dual Credit courses.

The **General Track** requires 22 credits that include 4 credits of English (Eng 1-4), either 2 credits of math (Algebra 1 required) and 3 credits of science (Biology required) or 3 credits of math and 2 credits of science (same requirements), 3 credits of history (World History and American History required), 1 credit of Civics/Economics, up to 4 credits of Bible (one for each year enrolled at GCS), 1 credit of Spanish, 1 credit of PE/Health,  $\frac{1}{2}$  credit in Fine Arts, 2-5 elective credits (Speech and Personal Finance required).

The **College Preparatory Track\*** requires 25 credits that include 4 credits of English (Eng. 1-4), 4 credits of math (Algebra 1, Geometry, Algebra II, and any math beyond Algebra II), 4 credits of science (Biology and Chemistry required), 3 credits of history (World History, American History I, American History II), 1 credit in Civics/Economics, up to 4 credits of Bible (one for each year enrolled at GCS), 2 credits of Spanish, 1 credit of PE/Health,  $\frac{1}{2}$  credit in Fine Arts, and 2-5 elective credits (Speech and Personal Finance required).

\*Please note that for admission to colleges within the North Carolina university system, students must have at least one math course higher than Algebra II. It may be Pre-Calculus or Advanced Functions & Modeling.

### **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  $\frac{1}{2}$  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).

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
F	0.00	0.00 Honors	0.00 Dual Enrollment / College Credit

### **Additional Graduation Requirements**

- All students must successfully take the **ACT (American College Test)** by the end of their junior year to meet state testing requirements with a minimum composite score of 16 or a score in math or reading of 16. The school code number is 343516.
- **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.

### **Valedictorian/Salutatorian**

**Valedictorian Award** is given to a graduating senior who has the highest GPA and has attended GCS for their junior and senior years.

**Salutatorian Award** is given to a graduating senior who has the second highest GPA and has attended GCS for their junior and senior years.

### **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.

### **Scholarships, Dual Enrollment, Honors, & AIG Program**

- **Scholarships** - In order for students to effectively compete for scholarships, etc., all Honors 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 \$205.00 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. A teacher recommendation and a grade of 90% or above in the course is required to qualify for any Honors course. In order to maintain Honor's status the student must maintain at least an 80% each marking period. Additional quality points will be awarded (see GPA details).
- **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 6<sup>th</sup> – 8<sup>th</sup> 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

### **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 1<sup>st</sup> 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 a parent signature.

### **Middle School Grade Recovery**

Middle School students who fail any major academic course must complete a credit recovery course in order to be promoted to the next grade level. All credit recovery courses must be pre approved by administration. Middle School students who fail two or more major courses will not be promoted. Major courses are English, Bible, history, science and mathematics.

### **High School Credit Recovery**

Credit recovery is a process offered to GCS students who fail or earn the grade of a D in a class attempted at GCS or a previous school. The course used to recover the credit must be equivalent in content and duration to the original course. In addition the course must be pre-approved by the GCS administration before any coursework is attempted. To approve the course, GCS administration will not only look for the requirements stated above, but will examine the learning objectives in the recovery course to ensure it meets GCS academic standard of a quality education.

GCS students are limited to recovering up to four (4) credits which can be a combination of the following: up to four (4) yearlong courses or eight (8) ½ credit semester courses.

Any student who repeats a course they failed or earned a grade of D will not be considered for the position of Valedictorian or Salutatorian of GCS regardless of the calculation of their final grade point average (GPA). In addition, the student's transcript will document that the course has been repeated.

## *Learning Support Program*

The purpose of the Learning Support Program is to provide and identify GCS students, who are near or below grade level, with support services to assist them in becoming more successful in the classroom. The goal is not for the student to perform to a certain academic grade or GPA, but to meet them at their present level of performance and address needs they may have.

The Learning Support Program is committed to educating every student at their current level of performance and working toward moving them to mastery of these skills. Students can address areas of academic need while discovering how God has wired them to problem solve, think critically and creatively, make decisions, and work collaboratively. The academic years are a training ground for students to discover and grow their God-given talents and abilities. The measure of success is not the grade at the end of the year but the level of growth experienced in both their academic and spiritual life.

The Learning Support Program is a multi-tiered level model that focuses on meeting students at their present level of performance and/or providing support for the student tailored to their different God-given skill sets or learning styles.

- Tier 1 - To address students that are presenting slight weaknesses within their classroom, teachers can utilize the specialists within the LSP department for suggestions on strategies of scaffolded instructional ideas/practices that they can use for these students. This level of intervention would be considered tier 1 and would be provided by the classroom teacher during times of small group instruction. In addition, tier 1 includes students who only require an accommodation plan in order to be successful in the classroom setting.
- Tier 2 - Students in the tier 2 level intervention within the LSP department receive a present level of performance-based intervention within the documented area of need 2-3 times per week in a small group setting. The goal is to target areas while the student continues to participate in classroom instruction in order to bridge weaknesses.
- Tier 3 - LSP tier 3 addresses disability/documentated needs based on targeted areas and includes associated contractual fees. Within the tier 3 LSP contract, there are 3 levels of service delivery based upon student needs and progression toward goals that directly correlate to explicit instructional service time. These levels are mild, moderate, and intensive. Tier 3 service plans will be met at least annually and will include input from the core classroom teacher(s), parent(s), and LSP teacher. The LSP Student Service Plan will include present level of performance in relation to documented areas of need, goals, and progress monitoring data. Service plan meetings will also include a review of any accommodation plan that may also be in place to support the learner.

## *Field Trips*

In light of recent health concerns, GCS will continue to monitor field trip opportunities that provide a safe learning experience for both staff members and students. We will continue to explore on-campus field trips as well as opportunities for off campus 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 the Administration.

## Discipline

### **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 3<sup>rd</sup> 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 harmful 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**

<b>Conduct</b>	<b>Supporting Scripture</b>	<b>Examples</b>
<b><u>Respect for authority</u></b> <b><u>Ready obedience</u></b>	<ul style="list-style-type: none"><li>• “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</li></ul>	<ul style="list-style-type: none"><li>• Not wanting to listen or learn</li><li>• Not following the teacher's directions</li></ul>
<b><u>Respect for others.</u></b>	<ul style="list-style-type: none"><li>• “Thou shalt love thy neighbor as thyself.” Matthew 22:39</li><li>• “Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem others better than themselves.” Philippians 2:3</li></ul>	<ul style="list-style-type: none"><li>• Abusing someone else's property</li><li>• Bothering another student</li><li>• Excessive loudness and disrespect</li></ul>
<b><u>Diligence to duty</u></b>	<ul style="list-style-type: none"><li>• “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</li><li>• “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” 1 Corinthians 10:31</li></ul>	<ul style="list-style-type: none"><li>• Not doing homework</li><li>• Not having books or supplies ready when class begins</li><li>• Not in dress code</li></ul>

		<ul style="list-style-type: none"> <li>• Talking without permission</li> </ul>
<b><u>Exercise Godly character</u></b>	<ul style="list-style-type: none"> <li>• “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</li> <li>• “Let no corrupt communication proceed out of thy mouth.” Eph. 4:29</li> </ul>	<ul style="list-style-type: none"> <li>• Bad Language</li> <li>• Fighting</li> <li>• Lack of reverence in chapel or school</li> <li>• Lying</li> <li>• Stealing</li> </ul>
<b><u>Guard God’s property</u></b>	<ul style="list-style-type: none"> <li>• “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</li> </ul>	<ul style="list-style-type: none"> <li>• Destruction of GCS property</li> <li>• Using more than is needed of items regardless of cost</li> <li>• Writing in books, on walls or desks</li> </ul>

**Elementary Methods of Discipline**

Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. The teacher will determine the disciplinary action based on the seriousness of the offense, the student’s age, frequency of misbehavior, the student’s attitude, and parental support. The principal may, at their discretion, circumvent the evaluation process due to the gravity of the offense. Teachers and/or administration will communicate with the student’s parents or guardians when a behavior report has been completed.

Depending on the gravity of the offense, the principal may request that the student’s parent or guardian come to pick up their child early from school. The school reserves the right to suspend any student for a serious infraction or repeated violations of school rules. Suspensions will generally take place the day following notification to the student and parents. Out of School Suspensions may be given for a period of one to five days.

A student may be expelled from GCS depending on the gravity of the offense or for repeated violations of school rules. 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 the 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.

**Discipline Definitions**

**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:

1. Use of a cell phone during a test or quiz will be treated as a cheating incident (international students may use translators)
2. Using unapproved resources such as notes or cheat sheets during a quiz or test.
3. Copying another student’s assignment

4. 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**

1. Bullying, hazing, and/or use of racism will not be tolerated by Grace Christian School students and is punishable by detention and/or suspensions.
2. Bullying is defined as any repeated aggressive or passive aggressive behavior displaying physical, verbal, written, abusive treatment to negatively affect others.
3. Bullying occurs when a person or group is *intentionally* intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them by others.
4. 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.
5. Credible threats of gun or weapon violence whether verbal, written, or via social media is considered bullying and will be treated as a legal matter requiring immediate notification of the Sheriff's Office. Students committing these acts are subject to immediate expulsion.

## **Middle School/High School Discipline**

### **Expectations**

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.

## **Middle & High School Disciplinary Process**

**Instruction** - Students are instructed by their teachers concerning the rules and regulations that they are expected to obey. These rules are reviewed regularly so that each child fully understands what is required of them. Classroom rules are posted and reviewed by teachers.

**Warning** - Students are given warnings when they do not obey the rules. When appropriate, they are spoken to privately when they have violated a rule. If the appropriate behavior continues after the warning, the student will be disciplined appropriately. The incident will be recorded in Family Portal and parents will be notified of the incident through email.

**Verbal correction** – Used by a teacher or staff member instructing a child as to what is expected and offering suggestions.

**Dismissal from Class** – If a teacher finds it necessary to send a student from the classroom because of disrespectful behavior, he/she is to report immediately to the office with a Discipline Form from the teacher.

Students who refuse to submit to authority or comply with disciplinary actions will be sent home and not allowed to return to school until they are ready to comply. If the student is a driver, a parent will be notified before the student is permitted to drive their own vehicle.

**Detentions** – Detentions are assigned by administration for matters regarding class discipline. Detentions are served on Wednesday's beginning at 3:15 p.m. until complete. A one-day notice will be required in assigning the detentions. Detentions are not designed for the convenience of the student or parent schedule. They are to help deter improper behavior. Any missed detention will be treated as a "skipped class" and will receive a minimum of three (3) disciplinary points and a sixty (60) minute detention. A second skipped detention will result in three (3) more disciplinary points and a suspension. The only acceptable reason to reschedule a detention is a medical appointment that is verified by a doctor's note.

**Suspension/Expulsion** – Grace Christian School reserves the right to suspend or expel a student on or off campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While Grace Christian School has no control over activities by students off campus which are not school sponsored, and does not supervise student conduct off campus which occurs during an activity which is not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

The school reserves the right to suspend any student for a serious infraction or repeated violations of school rules. Suspensions will take place the day following notification to the student and parents. Out of School Suspensions may be given for a period of one to five days.

The school reserves the right to question students (without their parents being present) who are suspected of or may be a witness to any disciplinary infraction. The school is obligated by law to report serious offenses (those that may constitute a violation of criminal laws established by the State of North Carolina) to the proper authorities and to press charges against the student if the situation should so warrant.

1. School Suspensions are assigned when a student commits a Class 3 or 4 offense or accumulates fifteen (15) or twenty (20) disciplinary points. The student is required to complete any missed work. Work, including tests and quizzes, that is not completed within the determined time will receive zero (0) credit. Suspensions for the accumulation of fifteen (15) or more disciplinary points will result in the removal from any overnight trips. Suspensions also disqualify a student from Exam Exemption.

2. Expulsion is for when a student commits a Class 5 offense or accumulates twenty-five (25) discipline points. 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 the 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.

**CLASS 1 ACTS OF MISCONDUCT** - CLASS 1 acts of misconduct are those which interfere with the orderly operation of the classroom or school activities. One (1) disciplinary point per infraction. Discipline for Class 1 infractions will be handled as follows:

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Warning
- 3<sup>rd</sup> Offense – Detention (15 minutes)
- 4<sup>th</sup> Offense – Detention (30 minutes)
- 5<sup>th</sup> Offense – Detention (45 minutes)

Examples of Class 1 infractions include, but are not limited to: classroom disruption, disorderly behavior, off-task, disrespect for other students, inappropriate public display of affection, parking violation, gum chewing, disobedience, unauthorized use of technology.

**CLASS 2 ACTS OF MISCONDUCT** – Three (3) to five (5) disciplinary points are awarded per infraction. CLASS 2 acts of misconduct will be handled in the following manner:

- 1<sup>st</sup> Offense – Detention (60 minutes)
- 2<sup>nd</sup> Offense – 1 Day In-School Suspension.
- 3<sup>rd</sup> Offense – One (1) Day Out of School Suspension.

Examples of Class 2 infractions include, but are not limited to: chronic Class 1 Infraction (6 or more), disrespect of staff or faculty, direct disobedience/defiance, threats, intimidation, destruction of property, insubordination, skipping class, cheating (homework, assignments, ungraded work), leaving campus without permission, use of inappropriate language (profanity, obscene, inflammatory language or gestures), taking God’s name in vain, use of physical force to solve a conflict, possession of simulated weapon, association with unsanctioned groups, indecency, gross behavior, careless driving (on campus, at, or in transit to school events), and missing a detention or Saturday School.

**CLASS 3 ACTS OF MISCONDUCT** – Ten (10) or more disciplinary points are awarded per infraction. CLASS 3 acts of misconduct may be reported (if appropriate) to the proper law enforcement agency. CLASS 3 acts of misconduct will be handled in the following manner:

- 1<sup>st</sup> Offense – One (1) Day Out of School Suspension..
- 2<sup>nd</sup> Offense – Discipline will be determined by disciplinary point totals and Level of Discipline (See Levels of Discipline Intervention)

Examples of Class 3 acts of misconduct include, but are not limited to: use of tobacco or vaping at any time, fighting/assault, tampering with safety equipment, honor offenses (lying, cheating on tests, quizzes, papers, projects, etc...), stealing, deception, forgery, withholding information, gambling (making a wager or a bet that involves the use of money, goods, services or favors as payment), pranks of a degrading nature, Class 3 harassment, endangerment and reckless driving on campus or at or in transit to school events, forwarding an inappropriate picture that includes nudity.

**CLASS 4 ACTS OF MISCONDUCT** – Fifteen (15) or more disciplinary points are awarded per infraction. CLASS 4 acts of misconduct will result in removal from school organizations, leadership positions and may be reported (if appropriate) to the proper law enforcement agency. CLASS 4 acts of misconduct will be handled in the following manner:

- 1<sup>st</sup> Offense – Three (3) days out of school suspension with a required parent/administration meeting prior to return to school.

- 2<sup>nd</sup> Offense – Suspension while pending a hearing with the disciplinary committee to review points for expulsion.

Examples of Class 4 acts of misconduct include, but are not limited to: use of alcohol at any time, sexual/racial or other Class 4 harassment, possession of or involvement in pornography, mooning, flashing, possession of tobacco or vaping paraphernalia on campus or at a school activity, fighting resulting in physical injury to the other person, any criminal activity of a misdemeanor nature, any photo taken that includes nudity, or defamation of any employee of Grace Christian School, Grace Chapel Church and Grace Child Development Center.

**CLASS 5 ACTS OF MISCONDUCT** – The following acts of major misconduct may result in an automatic expulsion from Grace Christian School;

1. Bringing a weapon, explosive, or firearms on campus or to any school sponsored event.
2. Threatening to bring bodily harm to a faculty, staff member, or administrator.
3. Possession of illegal drugs, or alcohol on campus or at any school activity at any time.
4. Involvement in sexual immorality while enrolled at GCS.
5. Any involvement with illegal drugs.
6. Any criminal activity of a felony nature.
7. Parent(s) who do not adhere to or cooperate with the philosophy of Christian Education and the discipline system as agreed upon by signing the Parent Covenant Agreement.
8. Distribution or usage of prescription drugs (not prescribed to the student).
9. Public indecent exposure.
10. Any photo taken that includes nudity and determined by the administration to be overtly vulgar or involving genitalia.

Any student who is involved in or is suspected of being involved in any of these major violations of school policy will be dealt with in the following manner:

1. The student will be immediately removed from class/school event or activity for a conference with the school administration.
2. Parents will be notified of the results of the conference.
3. Students may be subject to suspension from school pending the completion of an investigation.
4. The case will be referred to the Head of School for a final decision.

### **Levels of Discipline Intervention**

**Level 1** - The accumulation of five (5) disciplinary points will result in a letter sent to student and parent(s).

**Level 2** - The accumulation of ten (10) disciplinary points will result in:

1. Student conference and counseling with administration.
2. Letter sent to student and parent(s).
3. One (1) Day In-School Suspension.

**Level 3** – The accumulation of fifteen (15) disciplinary points will result in:

1. Communication with a parent/guardian by an administrator.
2. Five (5) days out of school suspension.
3. Removal from overnight trips and any student leadership positions.

**Level 4** – The accumulation of twenty-five (25) disciplinary points will result in:

1. Parent/student conference with an administrator.
2. Expulsion recommended to the Head of School.

**Discipline Committee** – The Discipline Committee is made up of the Head of School, Principal, and at least three teachers/administrators.

**Fulfillment of Disciplinary Actions** – All disciplinary actions, including returning discipline notices with a parent’s signature, detention, Saturday School and suspensions must be served/completed before a student can receive his/her report card, be promoted to the next grade or even participate in Graduation ceremonies.

**Corporal Punishment** – No agent of the school will use any form of corporal punishment as a disciplinary measure.

### **Acceptance Policy (After Disciplinary Action)**

Students that reach discipline level 4 (the accumulation of 20-24 disciplinary points) are not automatically accepted for the following school year. Level 4 students must interview with the Discipline Committee before final acceptance for the next school year is granted. If the student is denied admission for the following year, he/she may reapply after one full Grace Christian School calendar year.

### **Counseling**

According to the school 's discretion, a student may be referred to a counselor regardless of their disciplinary point level.

### **Drug Testing**

Grace Christian School reserves the right to require random or selective drug testing on students. Testing will be administered by GCS Administration using either an outside drug-testing company (a certified lab of the school’s choosing) or an over the counter drug test. The type of drug tests may be one of the following methods: urine, hair, or saliva testing. Random or selective drug testing may be administered without parental consent.

1. If drug use is verified the student will be disciplined in accordance with the school policy (see Class 5 Acts of Misconduct).
2. Refusal to submit to the test will result in the same discipline as a positive test result.
3. Any tampering with the sample or the equipment used will also result in the same discipline as a positive result.

If a student tests positive by an over the counter test he/she will be given two options:

1. Accept the result and proceed with expulsion procedures.
2. Choose to immediately re-test, at the student’s expense, using an outside drug-testing source identified by the school.

The result of the test will be final and determine disciplinary steps.

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.

### **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.

### **MS/HS Use of Electronic Devices**

Electronic devices like computers, laptops, tablets, eReaders, iPads, cell phones, smart watches, etc... are not permitted during the school day unless they are school issued. All non-school issued devices must be secured in the locker or personal vehicle during the school day.

School issued tablets, computers, laptops, or chromebooks are used during the school day for academic use only. Students must keep their school issued school devices charged prior to their arrival at school. Misuse will result in restrictive privilege.

Students are responsible for the content and use of their devices at all times. Students will be subject to disciplinary action if content is deemed inappropriate.

Teachers, administration will confiscate a student's electronic device when they use it during school hours (7:50-3:10). Students will be permitted to pick up their device in the school office at the end of the day. In addition, the following consequences will be awarded:

- 1<sup>st</sup> – Warning
- 2<sup>nd</sup> – Warning
- 3<sup>rd</sup> – Detention (15 minutes)
- 4<sup>th</sup> – Detention (30 minutes)
- 5-6<sup>th</sup> – Detention (45 minutes)
- 7<sup>th</sup> – Detention (60 minutes) & Students are no longer permitted to carry their cell phone during school hours (7:50-3:05). Either the phone is left at home or it is turned into the school office at the beginning of the day and picked up at the end of the day.
- 8<sup>th</sup> or more times – Becomes a behavior issue and Disciplinary points will be assigned.

### **Tardy/Unprepared for Class Consequences**

An Upper School student may be considered tardy either at the beginning of the day (late to school) or by the period (late for class). The following consequences will be followed:

- 1<sup>st</sup> – Warning
- 2<sup>nd</sup> – Warning
- 3<sup>rd</sup> – Detention (15 minutes)
- 4<sup>th</sup> – Detention (30 minutes)
- 5-6<sup>th</sup> Detention (45 minutes)
- 7<sup>th</sup> – Detention (60 minutes). Parents must confer with Principal, student placed on contract. Students will no longer be eligible for Exam Exemption.
- 8-10<sup>th</sup> 1 Day, In School Suspension.
- 11-13<sup>th</sup> Out of School Suspension (minimum of 3 days).
- 14<sup>th</sup> Suspension/Expulsion

If a student is tardy for school/class three (3) or less times during Semester 1, consequences will be reset starting with Semester 2.

### **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](http://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 girl's 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.

### **MS/HS Dress Code Infraction Consequences**

- 1<sup>st</sup> – Warning
- 2<sup>nd</sup> – Warning
- 3<sup>rd</sup> – Detention (15 minutes)
- 4<sup>th</sup> – Detention (30 minutes)
- 5-6<sup>th</sup> Detention (45 minutes)
- 7<sup>th</sup> – Detention (60 minutes)
- 8-10<sup>th</sup> 1 Day, In School Suspension.
- 11-13<sup>th</sup> Out of School Suspension (minimum of 3 days).
- 14<sup>th</sup> Suspension/Expulsion

If a student has three (3) or less dress code infractions during Semester 1, consequences will be “reset” starting with Semester 2.

### **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	Baseball	Basketball
Volleyball	Drama/Theatre	Honor Society
Cross Country	Instrumental lessons	Student Government
Yearbook	Chess	

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.

#### **National Junior Honor Society (NJHS) and National Honor Society (NHS)**

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. NJHS and NHS inductions are held during the third quarter of the school year.

#### **Criteria for National Junior Honor Society (Grades 7-9)**

- Scholarship - The prospective member must have a yearly grade point average of 3.5 weighted from the current year.

- Character - The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy, concern and respect for others.
- Leadership - Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and students who exemplify positive attitudes about life. Leadership experiences can be drawn from school activities or classroom participation.
- Service - This quality is defined through displaying a servant's heart at school in relationship to classmates and teachers.
- Citizenship - The student, who demonstrates citizenship, understands the importance of civic involvement and has a high regard for freedom, justice, and democracy.

### **Criteria for National Honor Society (Grades 10-12)**

- Scholarship - The prospective member must have a cumulative grade point average of 3.5 weighted through the current year.
- Same as Character, Leadership, Service and Citizenship above.

Induction into the National Junior Honor Society (grades 7-9) and the National Honor Society (grades 10-12) is based on academics (3.5 weighted GPA or higher), faculty recommendations, and the majority vote of a five-member Faculty Council. Eligible students will be provided with a Candidate form to be completed and returned to the Guidance Office. All students who return their Candidate Form will be presented to their respective teachers for recommendation. Teachers will be given the opportunity to either recommend or not recommend each of the eligible students they teach; they must provide a clear reason for not recommending. All eligible students, along with the teacher recommendations, will then be presented to the Faculty Council for a final vote. The Faculty Council is seeking students who will be exemplary in their character, leadership, service, and citizenship.

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.

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 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 may 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. Live digital access to classrooms is limited to only qualified, absent students.

## **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](http://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.

## **Health and Safety Plan**

(Note: The following is subject to change via new guidelines and current data at any time.)

The following plan is based on a school start date of August 19, 2020.

Grace Christian School (GCS) plans to reopen with a mask-optional environment and increased distancing of students when physical environments permit us to do so. This plan may and will be modified when necessary and reasonable to do so.

GCS will reopen under a “healthy only” framework, and we will require parents and employees to ensure that only healthy individuals are permitted on campus. To achieve the healthiest environment possible, we have developed plans to help ensure distancing of students, including but not limited to:

- increased spacing among classrooms
- modified lunch seating and locations
- staggered class transitions
- scheduled recesses with alternating spaces
- distancing grades and classes
- modified bus schedules/spacing
- scheduled and increased handwashing opportunities
- hand sanitizing stations will be readily available in every location

GCS will operate daily with increased levels of cleaning and sanitizing of all campus buildings. To ensure the health and safety of our students, staff, and Grace families, GCS has invested in the purchase of multiple Eva Clean Protexus sanitizing wands, which are utilized by hospitals as well as the US Military to sanitize their facilities. Disinfecting measures will be conducted in a manner in which to minimize disruption of classroom instruction time. Our school has also increased janitorial staff and contractors by 400% for the coming school year. This attention to detail as well as increased teacher, student and staff cleaning is designed to reduce health safety risks.

GCS will offer an opportunity for remote instruction when a student is unable to attend school on campus due to illness, potential contact with an ill person that requires quarantine and at the request of the parent/guardian. These cases will be evaluated, monitored and approved through discussion with the Head of School on a case-by-case basis.

This “healthy only” plan will allow GCS to operate with the greatest level of “normalcy.” However, this plan will require an “all-in” approach from parents/guardians and GCS employees and students. Those found in violation of this plan may lose their privilege to return to campus for the duration of the pandemic. This includes the discussion of potential travel and large gathering attendance by our families. It is and has never been the desire of our school to dictate or control the freedom or choices of our families. However, it is our request that any time you travel or attend special events that could potentially put your family at risk of contracting COVID, we would request that you inform the office and discuss how your student is to return to school. While we can never eliminate the risk of COVID-19 or other illnesses, we must work together to reduce the risk as much as possible.

### **Physical Distancing & Minimizing Exposure**

#### **Morning Drop-Off**

- Student drop-off begins at 7:30 AM in carline in front of Grace Cafe’
- No one will be allowed to be dropped off at any other point other than the designated area
- All students will be screened prior to exiting their vehicle during the morning car line. Prior to departing for school, parents should assess their child for any ailments.
- If you suspect your child to be ill, or if they are exhibiting signs and symptoms of illness, please keep your child at home and request remote instruction.
- If a student’s temperature is 100.4 degrees or greater, the student will remain in the vehicle. The parent/guardian will then be instructed to park in a designated area and wait for 15 minutes to have their child’s temperature rechecked.
- If their temperature is less than 100.4 degrees, they will be escorted to class or to the appropriate area if prior to class.

#### **Transportation/Bus Riders**

- Students riding the bus must be screened prior to boarding the bus.
- All parents/guardians will remain with their student(s) until they have been screened by the bus driver each morning.

- If the child presents with a fever of 100.4 degrees or greater, the child will not be permitted to board and subsequently sent home with their parent/guardian.
- Each bus will be sanitized with Eva Clean Protexus following the completion of each route on a daily basis.
- Each bus will be equipped with hand sanitizer.
- Bus driver and each student will be required to sanitize hands prior to boarding the bus.
- When transportation vehicles are utilized for athletic events, the Athletic Department will be responsible to ensure all vehicles are properly disinfected after each use.

### **Check Out**

- Parents/guardians will call GCS Office (919.774.4415) to request their student to check out.
- Student's full name and date of birth will be verified over the phone.
- Reason for early check-out should be given by the parent/guardian
- Name of the person picking the child up will be required and verified as an authorized person to pick the child up. This will be conducted by office personnel over the phone.
- Person picking the child up, whether parent or person permitted to pick up the student, must present photo ID to office personnel before leaving with the student.
- Parent/guardian will not be permitted in the office and must come to the GCS office door.

### **Classrooms/Facilities**

- All GCS staff and students will be required to wash and/or sanitize their hands immediately upon entry into any campus building/classroom.
- Students will be instructed not to share items with their classmates.
- Each classroom will be equipped with hand sanitizer and disinfectant.
- Each classroom/building will receive daily and mid-day sanitizing with Eva Clean Protexus.
- Each desk will be wiped down with disinfectant daily and on an as needed basis (i.e. following lunch/snack in classrooms, ill student, etc.)
- Reminders will be displayed throughout the school for students and staff:
  - Stay 6' apart when possible
  - Proper and frequent handwashing
  - How to stop the spread of germs
- School nurse to provide educational session to younger grades on proper handwashing and stopping the spread of germs
- Chapel services will continue to be held in the Worship Center with physical distancing to the greatest extent possible
- Chapel seating will be sanitized between each chapel group
- To minimize contamination and the transference of germs, ALL inside doors will remain open during class transitions and school arrival and dismissal.
- Staff members will be positioned at designated building entrances to keep doors open during class transition periods.
- All restroom doors will remain open throughout the day to minimize cross contamination of germs.
- Additional handwashing stations will be positioned in key areas.
- Hand sanitizer stations will be routinely checked on a daily basis to ensure they are fully functional.
- Frequent handwashing will be enforced throughout the day, and students/staff will be required to wash hands immediately upon entering any building/classroom, before and after lunch, and before and after recess.

School nurse will conduct handwashing demonstration/educational opportunities to students in kindergarten through second grade. Topics to include: proper handwashing, proper sneezing/coughing, disposing of tissues, hand sanitizing, etc. This effort will be implemented the first and second days of school.

### **Midday Screenings and Sanitization**

- As students exit their classroom or specials or lunch, teachers will conduct temperature screenings.
- Students with a temperature of 100.4 degrees or above, will be issued a face mask and be escorted to the nurse's office for further evaluation.
- Students and teachers will be required to wash/sanitize hands before and after lunch.

- Each classroom will be sanitized while students are in Grace Cafe' or during a midday special/recess if the class is required to eat lunch in the classroom.
- Each classroom and any area accessed by students will be sanitized at the close of each school day.
- A sanitize schedule outlining assigned staff members will be developed and distributed to all staff.
- A sanitization check sheet will be placed at the entrance of each building and in designated zones of the main building. This form will need to be updated and signed with each sanitization. The school nurse will periodically check these forms to ensure proper measures are being taken to disinfect all areas of the school.
- Buildings to include:
  - Elementary Building
  - Middle School Building
  - Main Building:
    - Zone 1: Office, main hallway, front and back stairwells to second floor
    - Zone 2: First floor south side classrooms, connecting hallway, restrooms, elevator
    - Zone 3: Second floor south side classrooms, connecting hallway, restrooms
    - Zone 4: Second floor north side classrooms, connecting hallway, Staff restroom, back stairwell leading to north parking lot
    - Zone 5: Welcome Center, two staircases, walkway connecting north and south sides
    - Zone 6: Choir room, choir area of chapel, hallways connecting choir room to outside
    - Zone 7: Church office and main hallway
  - Gym, including locker rooms, restrooms, concession area (if necessary) and entrance area
  - All individual mobile buildings used for classes
  - Grace Cafe'

### **PE and Recess**

- Recesses will be scheduled and modified to only allow one class at a time on the playground. Other campus areas will also be utilized to ensure students receive structured and free play time outdoors when possible.
- Contact sports will not be permitted during Physical Education classes or Recess times.
- Recreational and sports equipment will be regularly cleaned and sanitized.
- Students will be required to wash/sanitize hands prior to and after recess.

### **Ill Students**

All students becoming ill or presenting with any signs/symptoms of illness will be required to wear a mask, provided by the school, until the student is dismissed out of the building to home.

- Elementary Students (K-5th)
  - If a student is perceived to be ill or complains of not feeling well, the teacher will give the student a facemask to wear depending on symptoms.
  - Teacher will notify the school nurse immediately.
  - The student will be escorted from the classroom to the office by the school nurse. Both the student and the nurse will wear masks.
  - School nurse will further assess student and notify parent/guardian.
- Upper School Students (6th-12th)
  - If a student is perceived to be ill or complains of not feeling well, the teacher will give the student a face mask to wear depending on symptoms.
  - Teacher will notify the office that the student is being sent to the school nurse for further evaluation. Each teacher will be equipped with a supply of face masks.
  - School nurse will notify the appropriate teacher regarding the disposition of the student, and if the student is to return to class, he/she will be given a return to class slip.

- Parents/guardians of students undergoing evaluation by the school nurse for suspected illness will be notified by the school nurse and/or office personnel.
- Parent/guardian will be required to verify student's full name and date of birth before the condition of the student is discussed.
- If a student is determined to have fever or exhibits signs and symptoms of illness and dismissed early, that classroom and the student's desk/area of work will be sanitized immediately.

### **Staff, Teachers, and Substitute Teachers**

- All staff and teachers will be required to undergo daily temperature screenings in the office upon arrival to campus. Documentation of temperatures will be maintained in the office.
- All substitute teachers will receive a pre-screen of questions (i.e. have you traveled outside of the area over the last 30 days, have you had a fever in the last 48 hours, have you been exposed to anyone diagnosed with COVID-19, etc.) over the phone and will receive a temperature screening the day of their assigned duty.
- Each staff teacher will keep an updated sub-folder containing the following items:
  - Policy and procedure for ill/injured students
  - List of students with allergies and medical conditions that may require health and safety interventions (i.e. allergic reaction, seizures, etc.)
  - Nurse referral slips
  - Nurse's phone extension

### **Cafeteria/Lunch**

- Students will be required to wash/sanitize hands before and after lunch.
- Students will be instructed not to share food and/or items.
- Use of any self-service food or beverage distribution has been discontinued.
  - Meals, snacks, and beverages must be individually packaged and served directly to the student
  - Eating utensils will be prewrapped/packaged
- Classes will split time between eating in the cafeteria and classrooms to accommodate physical distancing.
- Desks/cafeteria tables will be wiped clean with disinfectants after each lunch period.
- Students will not be allowed to warm food in microwaves.
- In an abundance of precaution, teachers will NOT be allowed to microwave food for students. The heating of food by staff at school increases the risk of transmitting germs and potential harm/injury.
  - Please do not send your student with food that requires any type of warming.
  - If you wish to send warm/hot food with your child, please be sure to send it in a thermos or packaging that maintains heat.

### **Guests, Parents, and Visitors**

- Our campus will be closed to non-essential personnel (parents and family members, church members, volunteers, etc.)
- In some situations, such as parent meetings, the parent(s) will be required to complete a screening questionnaire and temperature screening upon arrival. Hand washing will also be required immediately upon entry into the building.
- Approved, essential volunteers will continue to be utilized, pending daily screenings and approval.

### **Dismissal**

While awaiting dismissal, students will be spaced out according to grades and distanced to the greatest extent possible. To accommodate these efforts, GCS will continue with staggered dismissal times.

### **Lost and Found Items**

- We encourage families to label all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student. This is extremely important this year.
- After one week, items will be donated to a local charity.

### **Masks**

- In accordance with Executive Order 147, if individuals determine themselves to be exempt for any reason, it is not the duty of the organization to question or enforce the mask mandate.
- The decision to mask or not-to-mask will be left to the individual students, families and staff.
- Some classrooms may be equipped with material for teachers who feel they are “at risk.”
- We acknowledge the benefits of utilizing masks to prevent the spread of disease, and any family/student is welcome to maximize this safety precaution if they so desire. Requiring them at all times, however, would limit the social emotional impact of being physically at school.
- Mask-shaming in either direction will not be tolerated.

The following structure will be followed by the administrative team regarding communication to parents, students and staff when positive COVID-19 cases are confirmed for those related to our campus directly. We are preparing and have been training on how to handle COVID-19 cases that affect our campus. Here are some frequently asked questions, we hope will help you to understand how we expect to deal with communication to you, when appropriate, should cases arise.

### **Who does GCS take directives and guidance from when there is a confirmed positive case?**

While each individual has opinions and feelings regarding the current COVID-19 pandemic, the leadership at Grace Christian School will only discuss and take directives, guidance and facts from the county Health Department and when appropriate, the NC Department of Health and Human Services (NCDHHS). Please know, there are many times individuals will make claims, communicate rumors and have genuine feelings about potential or positive COVID-19 cases. Please understand, the administrative team here at GCS will always listen to our families. However, the collaboration with the Health Department and the NCDHHS will determine the appropriate next steps as it specifically relates to the circumstances at GCS.

### **What do I do and who do I tell in the case where my child or someone in our home has symptoms or has tested positive for COVID-19?**

Stay home.

Please do not discuss with any other family, student or teacher. Contact the Mrs. Hicks in the school office at 919-774-4415 or by email at [healthandwellness@gracechristiansanford.com](mailto:healthandwellness@gracechristiansanford.com). You will be asked some questions. Mr. Shumway will then contact the health department and/or the NCDHHS to discuss next steps.

Due to the sensitivity of this matter, how we communicate is very important. If our families, staff and students "loosely" communicate this to others, it can create panic within our school staff and families. Once Mr. Shumway has received next steps from the Health Department and/or the NCDHHS, he will execute the communication priorities listed below.

### **Will you send communication to everyone if there is a positive case?**

We will communicate in a manner of priority as directed by the Health Department.

Currently, the priority and order of communication is as follows:

- Direct Communication with the individual who has tested positive
- Direct Communication with staff and families who may have been in direct contact (based upon the current definition from the health department) with the individual who tested positive, based on the guidance of the Health Department.
- Direct Communication at grade/school level with staff and families who may have had indirect contact with the individual who tested positive, based on the guidance of the Health Department.
- Please do not expect communication to the school, as a whole, regarding positive cases, unless it is appropriate and directed by the Health Department.
- Under no circumstances will the names be released of individuals who have positive COVID-19 cases as well as any other private health related matters. Even if individuals discuss their personal situations with others, our staff and administration will not.

### **Will you treat every case the same?**

As you know, the guidance and directives regarding COVID-19 seem to change regularly. Therefore, how we handle one circumstance will, most likely, differ from the next. Please do not expect our administrative team to handle each case the same. In every confirmed or potential case, we will consult with the Health Department. We will provide them as much data as possible and they will, in turn, provide the recommended next steps for us to follow.

We understand the sensitive nature of the current COVID-19 pandemic. You can expect us to make decisions that are in the best interests of our students, staff and families. These decisions will not be subjective. We will collaborate with the Health Department with every case. We will respond according to that collaboration. However, you and your students have a very important role. Your role is to remain safe and should circumstances arise to allow our team here at GCS to communicate in a factual and effective manner that is helpful to our students, staff and families. We are grateful for your support!

## *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 voice/text and/or email communication.
- In addition, we post “Grace Christian School-Sanford” closings/delays/etc. on WRAL Channel 5 & WTVD Channel 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*

### **Enrollment, Attendance & Participation Agreement**

I acknowledge that enrollment, attendance and participation in the activities of Grace Chapel Christian Church, a North Carolina non-profit corporation with its principal place of business at 2605 Jefferson Davis Highway Sanford, North Carolina 27332, its affiliates and subsidiary ministries, including but not limited to, Grace Christian School, Grace Christian Child Development Center, and Grace Cafe, involves risk to the participant (and to the participant’s parents or guardians, if the participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, personal injury, property damage, financial damage and even death.

In consideration for the opportunity to enroll, attend and participate in the activities of the ministry, the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The participant (or parent/guardian) accepts personal financial responsibility for any injury, illness, death or other loss sustained during enrollment or activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, employees, volunteers, or any other representatives, (collectively referred to as the "activity sponsor"). Further, the participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury or illness arising directly or indirectly out of the negligence of the activity sponsor, the participant, or otherwise.

If a dispute over the agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative resolution process. If the participant (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

## **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.

## **Lockers**

Students in grades 6-12 will be assigned a locker. These lockers are for the personal use of students and must be kept locked at all times. GCS retains the right of access to all lockers at any time for any reason. Periodic locker inspections may be held at any time. Lockers may not be decorated on the outside and may only have non-glue stickers or magnetic picture frames, etc. Students

are expected to take care of their lockers. All book bags are to be placed in the locker before the first period and left there until the close of the school day. Lockers cannot be switched by students without administrative approval. Students are again responsible for their assigned locker. Students should not share locker combinations with other students.

### **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.

### **Grace Cafe**

Grace Cafe provides food services for Grace Christian School. Breakfast opens for all GCS students at 7:15 a.m. Middle and High School students will have a "Grace Cafe" period in their morning schedules for a morning snack. Finally, Grace Cafe provides a variety of lunches every day for students to purchase.

### **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 at 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 the 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** – items 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.

### **Withdrawal**

Parents/guardians are to request a withdrawal form through the school office. The withdrawal will be processed once all necessary parent/guardian signatures are 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.



## **Parent & Student Signature Page - 2020/2021**

Parents are asked to read these documents and discuss them with your child who are students at Grace Christian School. After having read the documents, please sign this page.

### **STUDENT**

I agree to abide by the GCS Student & Parent Handbook (2020-2021) 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 (2020-2021) while we have a 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.