



grace christian school

Parent & Student Handbook

2022-2023

Grace Christian School is located at:

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Sanford, NC 27332

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Administrative Prerogative

The intent of this handbook is to outline the policies and guidelines that apply to students and parents. The administration of Grace Christian School reserves the right to exercise its administrative prerogative in responding to any situation. Responses 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 20 students in kindergarten and first grade. The next year, grades two through four were added and enrollment reached 64. In the years that followed, grades five through 12th were added with the first graduating class in 1985. The school presently has classes for children beginning at age five through the 12th 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/her 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), Cognia, the North Central Association of Colleges and Schools (NCS), the Northwestern Accreditation Commission (NAC), and the Southern Association of Colleges and Schools (SACS). SACS accreditation is carried out 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 Manager 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 (TK-Transitional Kindergarten)

Kindergarten students are to be 5 years of age on or by August 31st. Each kindergarten student must have his/her state mandated 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. Transitional Kindergarten (TK) is also available for students who need additional time for growth, before entering Kindergarten.

School Hours

Elementary School (TK-5th) Hours

- Kindergarten (TK) - Grade 2: 7:45 a.m. - 2:40 p.m.; Early Dismissal: 11:40 a.m.
- Grades 3 - 5: 7:45 a.m. - 2:50 p.m.; Early Dismissal: 11:50 a.m.

Upper School (6th-12th) Hours

- Full Day 8:15 a.m. - 3:10 p.m.
- Early Dismissal Day 8:15 a.m. - 12:05 p.m.

Morning Drop Off Times

- Elementary - 7:15-7:45 a.m.
- Middle & High School - 7:15-8:15 a.m.
- Any elementary student that arrives after 7:45 a.m. or upper school student that arrives after 8:15 a.m. is to report to the school office.

Dismissal/Afternoon Car Line

- Kindergarten - Grade 2 Full Day: 2:40 p.m.; Early Dismissal: 11:40 a.m.
- Grades 3-5 Full Day: 2:50 p.m.; Early Dismissal: 11:50 a.m.
- Middle & High School 3:10 p.m. (full days), 12:05 p.m. (early dismissal days).
- Elementary students with middle/high school siblings will be dismissed with the older siblings.
- If an elementary child has not been picked up by 3:25 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 7:15 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 the school office. (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 for 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 for 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 twenty (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 ten (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 submit a "Request for Extended Absence" form located in the Family Portal 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. Elementary students are considered tardy if they arrive after 7:45 a.m. while Upper School students are considered tardy if they arrive after 8:15 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.

Student 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 Students" below. Parents who are picking up a student early should go directly to the School Office, not to the child's classroom; they must sign their child out on the official sign-out sheet before the child is permitted to leave campus. Failure to do so will constitute leaving school property without permission, and the student can be suspended.
- When the parent of an elementary student signs their child out, the parent will wait in the school office until a member of the office staff or a school aide brings the student to the office.

Authority to Release Student

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

Building Access

Students and parents must have administrative approval to access the school building prior to 7:20 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 3:25 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.

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 (GCS teacher email address: firstname.lastname@gracechristiansanford.com). Parents of all GCS students have access to their student's academic record, schedule, and school announcements 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 (GCS teacher email address: firstname.lastname@gracechristiansanford.com) – 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 (FERPA) 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

For students in grades 6-8, 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 apply to be exempt from 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 Assessment

GCS has a detailed program of assessment 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. Assessment also provides teachers and administration important data that assists in improving the curriculum. The Principal along with the Learning Support direct oversee this program. Please note that any assessment score is just one data point in time that teachers and administration use to determine how a student is performing.

- **Elementary/Middle School Assessment:** Students in grades 1 through 8 will take the NWEA Map Growth Assessment. MAP Growth is a computer-adaptive assessment. When a student answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. This allows teachers to gain a clear picture of what a student knows and what they are ready to learn. Teachers then use the data to inform instruction, personalize learning, and monitor the growth of individual students. MAP Growth is administered in the Fall, Winter and Spring.
- **High School Assessment:** Students in grade 9 will take the PreACT 8/9 while students in grade 10 will take the PreACT (administered at GCS). The Preliminary Scholastic Aptitude Test (PSAT) is required and administered to students in grade 11 in October (administered at GCS). It is recommended that students in grades 11 - 12 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) to satisfy the competency test graduation requirement set forth by the North Carolina Division of Non-Public Schools (administered at GCS). The cost of the initial administration is covered by GCS, while additional administration costs are incurred by the family.

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

This scale applies to general, honors, and dual enrollment 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 1st through 5th grades: Students must pass math, reading (phonics for 1st and 2nd grades), receive a school recommendation, and receive no more than one F in another academic subject. Students will not be retained twice in the same grade. Students who do not receive a school recommendation for promotion may be placed in the next grade, but not promoted.

Promotion from the 6th through 8th grades: Students must pass math, reading, and Bible, and receive no more than one F in another academic subject. Students that qualify for accommodations and modifications may need to be placed, not promoted to the next grade. Specifically, any educational intervention plan that alters the coursework to no longer cover the subject objectives can result in placement to the next grade rather than promotion.

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

Promotion from the 9th through 12th grade: Students must pass Math, English, and Bible, and earn the number of required credits listed below. Students that qualify for accommodations and modifications may need to be placed, not promoted to the next grade. Specifically, any education intervention plan that alters the coursework to no longer cover the subject objectives can result in placement to the next grade rather than promotion to the next grade.

Classifications/Required Credits:

- Freshman – any student 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. 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 and students are able to view homework posted in the FACTS Family Portal. Please 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 ½ credit per semester. Classes which meet 2 or 3 times per week receive ¼ 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. Credits earned through institutions outside of Grace Christian School (i.e. homeschooling, college courses) will be evaluated by administration and considered for transfer on an individual basis.

GCS offers two academic tracks, General and College Preparatory.

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 I and II), 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, ½ credit in Fine Arts, 2-5 elective credits.

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 and II), 1 credit of Civics/Economics, up to 4 credits of Bible (one for each year enrolled at GCS), 2 credits of Spanish, 1 credit of PE/Health, ½ credit in Fine Arts, and 2-5 elective credits.

*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). GPA is calculated **using only academic classes taken at GCS**, according to the scale below. Ties are broken by considering the overall numeric average. The grades in each class are aligned to the appropriate letter grade, assigned the earned numeric value, added together, and divided by the total number of earned credits.
- Student's class rank is calculated only for internal purposes (see Valedictorian/Salutatorian below). Class rank is not reported on final transcripts.
- Honors or Dual Enrollment courses receive additional quality points.

A	4.00	4.50 Honors	5.00 Dual Enrollment
B	3.00	3.50 Honors	4.00 Dual Enrollment
C	2.00	2.50 Honors	3.00 Dual Enrollment
D	1.00	1.50 Honors	2.00 Dual Enrollment
F	0.00	0.00 Honors	0.00 Dual Enrollment

Additional Graduation Requirements

- **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 (rounded to the tenths place) and has attended GCS for their junior and senior years. Beginning with the Class of 2023, eligibility requires 3 years of attendance at GCS, and calculation will be rounded to the hundredths place. Only classes completed at GCS will be included in the GPA calculation.

Salutatorian Award is given to a graduating senior who has the second highest GPA (rounded to the tenths place) and has attended GCS for their junior and senior years. Beginning with the Class of 2023, eligibility requires 3 years of attendance at GCS, and calculation will be rounded to the hundredths place. Only classes completed at GCS will be included in the GPA calculation.

Transcripts

Three 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 \$15.00 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 financial account is current.

Dual Enrollment, College Courses, & Honors

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. There is an additional cost for a dual enrollment 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)

College Courses - All college coursework other than dual enrollment courses must be evaluated and pre-approved by GCS administration in order to be considered for credit transfer, only for courses not offered at GCS. Credit issued for pre-approved college coursework will be applied to the student transcript, but may NOT be calculated into a student's GPA.

Honors - The 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).

Dropping and Adding Courses

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

Discipline

Introduction

Discipline involves training a child so that he/she 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/her 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/her 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/woman’s condition.

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

Methods of Training

There are a number of venues we use to teach the students the right ways to go. We believe that unless children are trained, they cannot fairly be expected to obey the school’s rules and guidelines. We use instruction and practice in proper behavior, positive reinforcement, natural consequences, parent conferences, after school detentions (ASD), in-school-suspension (ISS), out-of-school suspension (OSS), loss of privileges (including but not limited to athletic eligibility, activities, fine arts and field trips), and, if necessary, asking the parent to withdraw the student.

Elementary School Conduct System

K5 through 3rd grades use a clip chart system to track infractions. Warnings and classroom consequences are awarded by the teacher. If the student further chooses to challenge the teacher, he/she is referred to the Elementary Principal. 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

Conduct	Supporting Scripture	Examples
Respect for authority Ready obedience	<ul style="list-style-type: none"> “Obey them that have the rule over you and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.” Heb. 13:17 	<ul style="list-style-type: none"> Not wanting to listen or learn Not following the teacher's directions
Respect for others,	<ul style="list-style-type: none"> “Thou shalt love thy neighbor as thyself.” Matthew 22:39 	<ul style="list-style-type: none"> Abusing someone else's property

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

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/require 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.

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/she, or his/her 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 necessary, they are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined accordingly. The incident will be recorded in FACTS 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 warrant.

1. School Suspensions are assigned when a student commits a Class 3 or 4 (see below) 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:

- 1st Offense – Warning
- 2nd Offense – Warning
- 3rd Offense – Detention (15 minutes)
- 4th Offense – Detention (30 minutes)
- 5th 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:

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

Examples of Class 2 infractions include, but are not limited to: chronic Class 1 infractions (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), possession of tobacco or vaping paraphernalia on campus or at a school activity, missing a detention.

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:

- 1st Offense – One (1) Day Out of School Suspension..

- 2nd 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: chronic Class 2 infractions (4 or more), 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, unacceptable language (written, verbal or gesture) directed toward a GCS employee, endangerment and reckless driving on campus, verbal/non-verbal threats of harm to a student to his/her possessions or to other individuals whether transmitted verbally or in writing.

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:

- 1st Offense – Three (3) days out of school suspension with a required parent/administration meeting prior to return to school.
- 2nd 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, distribution 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 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 Cooperation Agreement.
8. Distribution or usage of prescription drugs (not prescribed to the student).
9. Public indecent exposure.

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. Three (3) days out of school suspension.
3. Removal from overnight trips and any student leadership positions (i.e. athletic teams, student groups, fine arts, etc.)

Level 4 – The accumulation of twenty (20) disciplinary points will result in:

1. Parent/student conference with an administrator.
2. Five (5) days out of school suspension.

Level 5 – 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.

* At the start of the new semester, disciplinary points may be ‘reset’ for students who have demonstrated significant growth. First semester records will still be maintained.

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

Fulfilment of Disciplinary Actions – All disciplinary actions, including returning discipline notices with a parent’s signature, detention, 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.

Bullying

GCS will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, steps will be taken to eliminate such behavior. Bullying is a pattern of behavior that is intentional, is repeated over time, and involves an imbalance of power or strength intended to cause distress in one or more students. Bullying can take on various forms, including:

- Physical bullying - when one person engages in physical force against another person, such as hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying - when someone uses their words to hurt another, such as by belittling or calling other hurtful names.
- Nonverbal or Relational bullying - when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Sexualized bullying - when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying include bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

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 an outside drug-testing company (a certified lab of the school’s choosing). The cost for this test will be paid for initially by GCS and billed to the family’s FACTS account. The type of drug tests may be one of the following methods: urine, hair, or saliva testing.

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.

In all discipline situations, a record will be kept of the date, infraction/problem, and disciplinary action taken in FACTS. 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

Cell phones and smart watches are permitted at the teacher and administration's discretion, and provided they do not present a distraction.

School issued tablets, computers, laptops, or chromebooks are used during the school day for academic use only. Non-school issued laptops are not permitted for use in classrooms without administrative approval. 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.

Students are required to turn electronic communication devices over to school personnel when requested. Students who refuse to do so shall be subject to disciplinary action including but not limited to removal from class or other school activity.

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:

- 1st – Warning
- 2nd – Warning
- 3rd – Detention (15 minutes)
- 4th – Detention (30 minutes)
- 5-6th Detention (45 minutes)
- 7th – Detention (60 minutes). Parents must confer with the Principal, student placed on contract. Students will no longer be eligible for Exam Exemption.
- 8-10th 1 Day, In School Suspension.
- 11-13th Out of School Suspension (minimum of 3 days).
- 14th 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 collared shirt available through Lands End or a GCS monogrammed polo sold through GCS, available online and onsite in the school office.

Female students may wear modest skirts, capris or pants that are khaki, black, or navy that are the "uniform" style, or monogrammed skirts, 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 must be modest, 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.

- Polos may be purchased in the school office or online: www.gracechristiansanford.com (Shop GCS tab)

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.

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.
- Wear pants at the natural waist.
- Hair is to be above the eyes.

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.

MS and HS – Boys

- Wear socks and shoes 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 above the eyes. Mohawks are not permitted.
- Facial hair must be neatly trimmed and groomed.

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.

Dress Code for PE Classes

- K-5 students will wear their school uniforms for PE class.
- For grades 6-12, 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.

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). Dresses, skirts and pants must follow dress code in terms of length and tightness, etc. Dress and cargo shorts are acceptable for elementary; athletic, dress and cargo shorts not shorter than 2” above the knee may be worn by MS/HS.

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. If students choose not to participate in Spirit Fridays, your school uniform must be worn.

Girls’ Dress Code for Formal Events

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

Extra-curricular Activities

Student Organizations

Extra-curricular activities are provided to enhance the student's high school training and overall experience. Some activities are subject to students' interest and adult sponsor availability. Participation in extracurricular activities is a privilege and carries certain responsibilities. The student participating must adhere to the following guidelines:

- Students involved in extracurricular activities must get assignments, make up tests, and turn in homework prior to leaving for an activity. They are responsible for all work or tests on the day following the extra-curricular activity.
- All participating members of an extracurricular activity 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.
- All school rules of conduct and dress apply to any school activity.

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 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. NHS induction is held during the third quarter of the school year.

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.
- 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 as having the ability to put the needs of others before oneself. This is demonstrated by having a servant's heart at school in relationships with both students and teachers, and also by looking to serve the community outside of the school.
- Citizenship - The student, who demonstrates citizenship, understands the importance of civic involvement and has a high regard for freedom, justice, and democracy.

Induction into the National Honor Society 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 NHS Advisor or 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. NHS members who do not meet the service hour requirements as outlined in the NHS Pierian Chapter Bylaws are also subject to chapter disciplinary consequences.

NHS members will be assessed a yearly fee to apply towards the Grace Christian Honor Society. This fee is charged in the Spring for returning NHS members, and in the Fall for new inductees. This fee covers the cost to the school for annual membership.

Junior-Senior Prom and Homecoming

GCS high school students may invite guests to the Junior-Senior Prom 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.
- 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 formal event.
- 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.

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.
- School closures will result in either online learning or the cancellation of all academic programming.

Fire, Tornado & Lock Down Drills

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

General Information

Grievances and Conflict Resolution

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

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

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

Applying these principles, the GCS staff is committed to resolving conflicts in a spirit of Christian love and respect rather than approaching misunderstandings or problems from an adversarial perspective. Approaching a problem from an adversarial position

clearly hinders the likelihood that a positive resolution will occur. When reasonable, students and parents should address concerns and problems one to one with the staff member in question before involving a school administrator in the matter.

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

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

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

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

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

Lockers

Students in grades 6-12 have the option to 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. 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, names, and/or likeness are published on our school website, on social media, advertising, etc. To opt-out a student, please contact GCS Communications Director Renee Decker (reeneedecker@gracechapelsanford.com).

Grace Cafe

Grace Cafe provides food services for Grace Christian School. Breakfast and Risen Grounds Coffee Co. 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. All charges for food and beverages will be billed to the FACTS account of each student.

Classroom Food and Drink

- Students are allowed to have bottled water in classrooms.
- 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 may purchase parking stickers in the school office. Vehicle stickers must be visible on the driver-side rear windshield.

- Speed limit is 10 mph in the parking lot.
- Students are to park according to the most current parking procedures.
- 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 principal and discuss this concern with his/her parent or guardian.

All such reports will be investigated promptly by the 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.

Withdrawal

Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly.

Application and Enrollment Fees are Non-refundable. Students who withdraw any time after enrollment will be assessed a \$500 Withdrawal Fee and are responsible for the full Base Fee. Students that withdraw on or after August 1st are also responsible for the

Tuition and Capital Facility Fee for the full quarter in which they withdraw. Submission of the withdrawal form confirms the withdrawal date.

Withdrawal Time	Fees Assessed
Prior to August 1	\$500 Withdrawal Fee + Full Base Fee
August 1 – End of Q1	\$500 Withdrawal Fee + Full Base Fee + ¼ Tuition + ¼ Capital Facility Fee
During Q2	\$500 Withdrawal Fee + Full Base Fee + ½ Tuition + ½ Capital Facility Fee
During Q3	\$500 Withdrawal Fee + Full Base Fee + ¾ Tuition + ¾ Capital Facility Fee
During Q4	\$500 Withdrawal Fee + Full Base Fee + Full Tuition + Full Capital Facility Fee

Note: completion of a withdrawal form is a requirement for GCS to release your children’s records to a new school (in addition to your account being paid in full).

Appendix A - Health & Wellness Policy

All notifications of illness and/or questions regarding illness, must be reported to the school nurse.

GCS Health and Wellness Team

Phone: 919.774.4415

Email: healthandwellness@gracechristiansanford.com

General Illness

What do I do if my child is ill or showing signs and/or symptoms of a contagious illness?

- Notify a member of the Health and Wellness Team at the beginning of the school day.
- Keep your ill child at home until he/she has been cleared to return to school.
- Each student must exhibit signs of wellness and be free of symptoms for at least 24 hours prior to returning to school.
- No fever and/or fever-reducing agents (Tylenol/Motrin/Acetaminophen/Ibuprofen/ Aspirin) for at least 24 hours prior to returning to school.
- Please keep your child at home if they are showing any signs of not feeling well or any signs of illness regardless of whether they have a fever or not.

What do I need to do if my child becomes ill or begins to not feel well at school?

- The Health and Wellness Team will evaluate him/her and will contact you.
- Have a plan and someone who can pick your child up from school in a timely manner (within an hour).
- Keep your child home for at least one full school day and until they are symptom-free for 24 hours.

Do I need a school note from a physician to return to school/work?

- No, GCS does not require a note from a physician; however, the Health and Wellness Team or school administration may deem it necessary in some cases.

Can my child receive medication at school?

- Yes, only if the Medical Information/Emergency Release Form has been completed, signed, and stamped by a physician.
- All medication, both over-the-counter and prescription, must be:
 - Kept in the Health and Wellness Team office (some exceptions given for rescue inhalers, etc. The GCS school nurse needs to approve this.)
 - In original packaging with the child's name(first and last)/DOB on the label
 - Unexpired
 - The staff will not administer medication if we do not have the Medical Information/Emergency Release Form on file.

COVID Illness

What do I do if someone in my house is going to be tested for COVID?

- Notify a member of the Health and Wellness team as soon as you know that someone in your household may be getting tested.
- Keep your student(s) at home, when someone in your household is being tested.
- All COVID test results for any GCS household, whether negative or positive, must be reported to the GCS Health and Wellness Team prior to the student returning to school.

My student tested positive for COVID. What do I do now ?

- Notify the Health and Wellness Team immediately. Phone : 919-774-4415
Email: healthandwellness@gracechristiansanford.com

- Isolate your child at home. The Health and Wellness Team will determine the length of time based on current CDC guidelines.
- Keep all GCS siblings home.
- Supply a copy of the test results to the Health and Wellness Team.

I, or someone other than my student, tested positive for COVID and lives within the same household of a GCS student.

What happens next?

- Notify the Health and Wellness Team immediately.
- All GCS students in your household must quarantine at home.
- Students need to be cleared by the school nurse in order to return to school.

Masks

Grace Christian School is a mask-optional environment. The decision to mask or not-to-mask will be left up to the individual students, families, and staff. Mask shaming in either direction will not be tolerated.

Extra cleaning procedures

GCS will operate daily with increased levels of cleaning and sanitizing of all campus buildings. Eva Clean Protexus sanitizing wands are used by the GCS health and wellness staff to help ensure the health and safety of all our students and staff. Our school has also increased janitorial staff and employs a full time nursing team on campus.

COVID Reporting

The GCS Health and Wellness Team will be in direct communication with the individual and family who has tested positive. GCS will contact you if your child had possible exposure according to current CDC guidelines. To increase the speed of notification we communicate via automated messages and/or direct phone calls. This system will help ensure Grace families are notified in a timely manner. If you have any questions the Health and Wellness Team will assist you. The Health and Wellness Team can be reached by email at healthandwellness@gracechristiansanford.com. Please do not expect communication from GCS, as a whole, regarding positive cases unless your child had direct contact with the individual that is positive. Under no circumstances will the names of individuals who have tested positive for Covid-19 be released.

Required Immunizations

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

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. The Health and Wellness Team 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 Health and Wellness Team’s office.

Health Screenings

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

Appendix B - Remote Learning Policies and Procedures

The goal of the GCS' Remote Learning program is to provide continuity of learning to students when physical attendance is not possible due to extended illness.

What to do when physical attendance is not possible due to extended illness and other extenuating circumstances:

- Electronically submit a **Request for Extended Absence** form located in your FACTS Family Portal account.
- Teachers will be notified of the request through the school office. Teachers will prepare student materials that will need to be picked up and send them to the office for pick up the following school day.
- Students may immediately access their Google Classroom accounts for any immediate classroom information, instructions and work posted for them to begin on.
- Students will then be able to access the live feed(s) within 24 to 48 hours.
- Requests for exceptions are to be made in writing to Mr. Shumway, Mr. Simon (6-12), or Mr. Rhine (K-5).

Possible reasons to request student access to the live streaming:

- Students who are waiting for COVID-19 test results, have communicated with the GCS Health and Wellness Team, and will return to school with documentation of a negative result.
- Students who have communicated with the school nurse about possible exposure to COVID-19 and have gotten approval to self-quarantine.
- Students who have other medical documentation requiring them to miss more than two consecutive days of school and have communicated this to the GCS Health and Wellness Team.

Remote student expectations:

- All students are to be in school dress when joining a live class.
- All students are to be in a setting conducive to learning such as a home office, kitchen table or personal desk. Students should not attend live streaming sessions from their beds unless a medical reason or disability necessitates that they do.
- Eliminate outside distractions such as televisions, music, games, cell phones or other electronic devices.
- All students will be logging in through Google using their GCS credentials.
- Elementary students are expected to follow the live stream schedule as provided by their teacher.
- Upper Level students are expected to log in at the beginning of each period.
- If your child finishes their work and is "excused" from the teacher for the remainder of that subject block, it does not excuse them from the rest of the day.
- While live video streaming will provide quality instruction, we cannot digitize all of the advantages of in-person instruction and a live learning environment no matter how hard we try - they are simply not the same.
- Failure to participate in the live-streaming virtual class video conference is equivalent to being absent from class. Upper Level teachers will track attendance by period.

Delivery of worksheets and materials:

- Some digital content will be maintained and distributed through Google Classroom.
- Printed worksheets and materials for the following week need to be picked up from the front office on Fridays.
- Worksheets and materials will be bundled in a manila envelope.
- At home, keep all worksheets and materials in an accessible folder, binder or other designated space.
- Since lesson plans are adjusted to student mastery, some worksheets may not be completed in the planned time frame and "bumped" to the next week to allow more time for skill development.
- Learning centers, STEM materials and non-disposable campus-oriented supplies will not be sent home.

Guidelines for Live Streaming Sessions:

- Students must be in the school dress code.
- When entering the Google Meet, mute yourself.
- When you have a question, use the chat feature and wait for your teacher to call on you.
- When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.
- Wait for the teacher to call on you to unmute yourself.
- Only one student should contribute/talk at a time.
- Stay attentive. Pay attention to your teacher or other students who are speaking.

Student Conduct

A reminder to students and parents/guardians that while students are engaged in remote learning, all of the conduct expectations outlined in the student handbook are still fully in effect. This includes students being in the school dress code.

Kindergarten – 3 Protocols for Engaging in Appropriate Remote Learning

1. Be respectful.
 - Remember to be respectful of classmates and adults at all times.
 - Continue practicing good listening, just like when you are in the classroom.
2. Try your best.
 - Check your work for capital letters, punctuation, and correct spelling.
 - Remember, if you have questions – ask your teacher, they are here to help you!
3. Be a good digital citizen
 - Remember, your computer is your classroom for now – so ask yourself, would I write/share/say this while in my classroom in person with my teacher and classmates? If the answer is “no,” most likely it is not appropriate for your online classroom, either.
 - What you post online stays online forever, so make sure you are proud of what you share – it will always be there! Once a message is sent to the group, there is no taking it back.

Grades 4-12 Protocols for Engaging in Appropriate Remote Learning

1. Conduct yourself respectfully to anyone in the remote learning platform.
 - It is important to remember that your classmates and your teacher are real people who are affected by your words (e.g. written, spoken, posted).
 - It is essential to keep in mind the feelings and opinions of others, even if the opinions differ from your own.
 - It is critical to think about the language you choose to use and the messaging that is related to those words.
 - Ask yourself a question first: Would I say that if we were face to face?
 - Remember that when connecting with each other on video, it is much different than when in our classrooms. We are seeing each other in our homes, which is much more personal. Be especially mindful of how you treat each other.
 2. Be patient with yourself and others. This is very different from simply talking to a person face-to-face. Listen to each person and use the chat areas to put your thoughts or questions as you wait.
 3. All your communication should be for educational purposes and focused on the task at hand.
 - It is easy for written text to be misread or misunderstood. Choose your words carefully – nothing is truly private online. *Tip: Read everything out loud before you send it and remember no one can see your facial expression or hear the tone of your voice.*
2. What you share in the remote learning platform has a digital footprint and cannot be undone: be mindful of what you share.

3. Off-topic banter is not appropriate during remote learning.

Appendix C - Acceptable Use Policy for Technology Resources

Student Access

It is the policy of GCS that students will be allowed to access the Internet or use Google Gmail (if requested by a teacher) only after receiving the written or digital approval of their parent or legal guardian, which is performed by signing this document. The Internet is a powerful information tool that provides tremendous educational opportunities; however, it also can provide information that is considered inappropriate for a K-12 educational environment. While GCS requires students to adhere to the standards contained in this policy, parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, including the Internet. GCS supports and respects each family's right to decide whether or not to allow their child access to the Internet and Google Gmail. Students and parents/guardians must agree to abide by this acceptable use policy before they will be allowed to access GCS technology resources. Failure to use GCS technology resources in an appropriate manner will subject the student to appropriate disciplinary action as prescribed by the GCS Parent & Student Handbook. In addition to established punishment under the GCS Parent & Student Handbook, a student may also have computer, network, Internet, and Google Gmail privileges suspended or revoked.

School Limitation of Liability

GCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the school will be error-free or without defect. The school will not be responsible for any damage *Users* may suffer, including but not limited to loss of data or interruption of service. The school is not responsible for the accuracy or quality of information obtained through or stored on the equipment. All communications and information stored on computers owned by the school shall be considered the property of the school and may be retrieved, monitored, deleted, destroyed, modified, or used by GCS for any purpose at its sole discretion. GCS will not be responsible for financial obligations or any other damages incurred through the use of its technology resources.

Copyright

- Copyright and similar guidelines will be followed in using materials accessed through the Internet. Teachers will instruct students to respect copyright and to request permission to use materials when appropriate. Teachers will instruct students in appropriate research and citation practices.

Acceptable and Unacceptable Use(s)

- Employees will use the technology resources only for purposes directly related to that person's job duties. Students may only use technology resources for purposes directly related to the student's educational program.
- *Users* utilizing Google Gmail through GCS will check their email account frequently and delete unwanted messages promptly.
- Employees will only be allowed to subscribe to discussion groups, chat rooms, and/or mail lists that are relevant to their job duties and responsibilities. Students may be allowed to subscribe to discussion groups, chat rooms or mail lists relevant to the student's educational program.

Personal Safety

- Student *Users* who have Google services established with an organization other than GCS will not access that mail using a GCS issued device.
- Student *Users* will not be allowed to use any external instant, video, or other online messaging service (e.g. SnapChat, Instagram, Facebook Messenger, etc.).
- Users will not post personal contact information about themselves or others anywhere on the Internet except for educational purposes. Personal contact information includes home address, home telephone, school address or telephone number, work address or telephone numbers, e-mail addresses, etc.
- Student *Users* will not agree to meet with someone they have met online without their parent's/guardian's approval and

participation.

- Students *Users* will immediately notify teachers, parents, or other school employees if they receive unsolicited e-mail, or e-mail from anyone that threatens, harasses, or makes the *Users* feel uncomfortable in any way.

Illegal Activities

- *Users* may not use technology resources for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Purchases made for official purposes must be accomplished through the purchasing methods established by school policy.
- *Users* will not attempt to gain unauthorized access, (i.e., “hacking”) to GCS computers or networks or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. *Users* may not utilize GCS technology resources to attempt to gain unauthorized access to a computer or network owned by other persons or entities.
- *Users* will not attempt to disrupt computer system performance or destroy data by intentionally spreading computer viruses or by any other means. *Users* will not access any system or configuration file without specific permission from a principal or designee.
- *Users* will not use GCS’s computer systems to engage in or arrange to engage in illegal acts that could violate federal, state or local law or school policies and procedures, (i.e., arranging for the purchase of alcohol, drugs, engaging in gang activity, or threatening or harassing another person). Additionally, any action that is associated with a violation of the GCS Parent & Student Handbook is considered inappropriate use of the school computer system.

Inappropriate Internet Sites

- In general, purposely visiting or attempting to visit an inappropriate Internet site is the equivalent to bringing the same inappropriate material to school in the form of a book, magazine, videotape, audiotape, or other media, and is subject to the same disciplinary actions as listed in the GCS Parent & Student Handbook.
- Specific examples include:
 - Sites that advocate or give instruction on how to break the law.
 - Sites that provide information or picture(s) that are lewd, obscene, vulgar, rude, inflammatory, threatening, or use profane or disrespectful language.
 - Sites that advocate, in any manner, harm to the student, the school or other individuals.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, material posted in Web pages, and any media accessed, viewed, created or stored on GCS technology resources.
- *Users* will not use obscene, profane, lewd, vulgar, threatening, or disrespectful language.
- *Users* will not post information that, if acted upon, could cause damage or a danger of disruption.
- *Users* will not engage in personal attacks, including prejudicial or discriminatory attacks.
- *Users* will not harass another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a *User* tells another person to stop sending hurtful messages to them, he or she must stop.
- *Users* will not post false or defamatory information about a person or organization.

Privacy

- All technology resources of GCS are to be used for educational purposes. Communications and activities conducted by using GCS technology resources are not private, and *Users* do not have any right to privacy when using these resources. School administrators may, at their sole discretion, review communications; activities and data created on, contained on, or accessed through any GCS technology resources.
- *Users* are hereby notified that monitoring software will be used that records what sites have been visited and from which computer the sites were accessed or viewed. GCS will utilize said software to monitor its technology resources to ensure compliance with federal, state and local law, GCS policy, and GCS’ educational objectives.

- *Users* are hereby notified that filtering software will be utilized to prevent access to inappropriate matter on the Internet and World Wide Web.
- *Users* are hereby notified that all Google services will be subject to GCS monitoring. *Users* will not post private information about another person.

Electronic Device Misuse

- Students shall not record, photograph, or video record themselves, other students, or school employees on school property, on a school bus or at school-sponsored activities without the subject's knowledge and consent, except for activities considered to be in the public arena (e.g. sporting events, public meetings, academic competitions or public performances).
- Any place where individuals have every expectation of privacy, recording, photographing, or making video of others is strictly prohibited (locker rooms, dressing rooms, health offices, restrooms, etc.)

Terms Of The Required Use And Internet Safety Policy

Specifically, the student will adhere to these guidelines each time the Internet is used at home and school:

- Will not share passwords or attempt to discover passwords. Sharing a password could cause the primary user to become liable if problems arise with its use and subject to disciplinary action.
- Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.
- Will not connect any personal technologies such as Chromebook or tablets and workstations, wireless access points and routers, printers, etc. to district owned and maintained local, wide or metro area networks. Connection of personal devices such as iPods, smart phones, PDAs and printers are permitted but not supported by GCS technical staff. Home internet use and cost is the responsibility of the student both in cost and configuration.
- Will keep Chromebook or tablet secure and damage free. Each Chromebook or tablet is issued with a protective case. Use of provided Chromebook or tablet cases is required at all times.
- GCS will at times perform maintenance on issued GCS devices. All files not stored on the user's Google Drive or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

General guidelines:

- Do not loan your Chromebook or tablet or the charger and cords.
- Do not add other students' Google accounts to your Chromebook.
- Do not leave the Chromebook or tablet in a vehicle.
- Do not leave your Chromebook or tablet unattended.
- Do not eat or drink while using the Chromebook or tablet or have food or drinks in close proximity to the Chromebook or tablet.
- Do not allow pets near your Chromebook or tablet.
- Do not place the Chromebook or tablet on the floor or in a sitting area such as couches or chairs.
- Do not place the Chromebook or tablet in a backpack without putting it in the case.
- Do not put the charging adapter in the case with the Chromebook or tablet.
- Do not leave the Chromebook or tablet near table or desk edges.
- Do not stack objects on top of your Chromebook or tablet.
- Do not leave the Chromebook or tablet outside or use near water such as a pool.
- Do not check the Chromebook or tablet as luggage at the airport.

Chromebook Proper Care Guidelines - *This is your computer for the school year – take good care of it.*

- 1. Charge your Chromebook every night.**

- To be prepared for the next school day and not have to bring your charger to school, charge your Chromebook EVERY NIGHT the same as you charge your phone. To be sure you do not forget your Chromebook at home the next morning, place your backpack next to the Chromebook.

2. Chromebook Temperature Zone

- Your Chromebook works best at room temperature. It should be stored in places with a temperature range of 50 to 85 degrees.

3. Chromebook Care, Use, and Safety Information

- When carrying your Chromebook the screen must be closed. Remove all small objects from its carry case before placing it inside.
- Do not place the charging adapter in the case with the Chromebook as this can damage the Chromebook and break the screen.
- When cleaning your Chromebook, shut it down and detach the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior and screen. Use of appropriate technology cleansing wipes or screen wipes is permitted. Avoid getting moisture in any openings. Do not spray any type of liquid directly on the computer.

Grace Christian Password Policy

1. All user passwords (e.g., FACTS, Google, desktop computer, etc.) must be changed at least every six months. The recommended change interval is every four months.
2. Each successive password must be unique. Re-use of the same password will not be allowed.
3. Passwords must be a minimum of eight (8) characters long, and contain an uppercase, lowercase, number and special character.
4. Passwords must not be inserted into e-mail messages or other forms of electronic communication.
5. All user passwords must conform to the guidelines described below.
6. Passwords should never be written down or stored online.

Student Chromebook Or Tablet Damages

Loss or damages to a computer, the charging adapter or cord, or carrying case will result in a cost to the parent/guardian per the GCS Student Technology Insurance Policy. Damage incidents will be investigated by GCSITS and the appropriate GCS Principal. FACTS behavior reports will be used to document all incidents to ensure parent/guardian notification.