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Welcome and Introduction

Dear Parents,

Greetings in the name of our loving Lord and Savior, Jesus Christ! The 2004-2005 school year marks the 3rd year that Grace Christian School has been privileged to serve the San Antonio community.

Christian education is a partnership between home, school and the family's local church. To ensure the success of each student's progress, communication is an essential element. We must agree to communicate early, often and honestly. It is our desire to be an extension of the home by teaching values and character qualities that align with those you are already instilling in your child.

Grace Christian School is a multi-cultural, interdenominational ministry whose mission is to instruct children in the application of God's principles to their daily lives as they pursue Christ and His purpose for them individually. This is accomplished through strong curriculum, positive role modeling, and fellowship with other Christian young people.

The information contained in this handbook explains our philosophy, procedures and expectations. Please read it carefully and spend time discussing the guidelines with your child. I know our partnership will be a blessing as we, together, see the amazing things that will be accomplished academically and spiritually during the upcoming school year. May you and your family experience the blessing of the Lord.

In His Service,
Lisa Moore
Principal

I. Mission Statement

Grace Christian School is a ministry which seeks to provide a training center for all its students teaching them how to live according to God's principles, to be passionate followers of Christ and to find and fulfill the destiny and purpose God has for the lives. As the Lord, Jesus Christ, in His youth grew in wisdom and stature and in favor with God and man (Luke 2:52), it is our desire for our students to reach maturity in all areas.

II. Vision Statement

The vision of Grace Christian School is to affect our community and the world by training young people in the ways of God, providing a strong academic foundation, and guiding them to find and fulfill their purpose in the Kingdom of God thus equipping them to make a significant impact on the lives of others for Christ.

III. Statement of Faith

1. The Bible is the inspired Word of God. (2Tim. 3:15-17, 1Thess. 2:13, 2Peter 1:23)
2. There is one true God. (Deut. 6:4, Luke 3:22, Is. 43:10)
3. The Lord Jesus Christ is fully God. (Matt. 1:23, Luke 1:35, Heb. 7:26, Phil. 2:9-11)
4. Mankind, by willful choice, fell from innocence and goodness. (Gen. 1:26, 27, 2:17, 3:6, Ro. 5:12-19)
5. God provides salvation for all those who believe. (Ro. 10:9-13, 5:8, John 3:36)
6. The Baptism in the Holy Spirit is given to the believers with the evidence of speaking in tongues. (Acts 1:8, John 7:37-39, I Cor. 12:4-10, 28)
7. Divine healing is a privilege of all believers. Deliverance from sickness is provided in the Atonement. (Is. 53:4-5, Matt. 8:16-17, James 5:14-16)
8. The world and man were created by God in seven days as described in the book of Genesis chapter 1.

9. The Word of God and Godly principles must be taught in order to educate the whole man. (Luke 2:52)

IV. Educational Philosophy

Grace Christian School seeks to provide for all its students a quality academic program based on spiritual truth. We are currently seeking accreditation through the Commission on International Trans-Regional Accreditation (CITA).

We believe that Jesus Christ and His teachings are central to every aspect of our school curricula, whether it is science, math, history, literature, or the arts. A comprehensive study of God's Word will develop a student's understanding of his purpose in life and develop obedience; the basis of character training and, ultimately, Godly wisdom.

We believe that parents have the God-given responsibility for the education and training of their children. GCS is an extension of the Christian home and the values and morals being taught there; therefore, a close home/school relationship is vital. The standards set by GCS are easier to maintain when the student's and parent's attitudes are in agreement with the school's philosophy and policies ("...standing firm in one spirit, with one mind striving together for the faith of the gospel." Philippians 1:27)

We believe that children are a gift from God, our purpose, therefore, is to inspire our student to live for Jesus Christ. Students attending GCS will be encouraged to make a lifelong commitment to Christ by giving them the message of Salvation. We will emphasize the development of Christian character and, as the student matures, we will cultivate Christian conduct; thereby, equipping the students to find and take their place in God's plan.

We believe in nurturing our relationship with Jesus Christ. Students, therefore, will meet in an assigned group for

daily devotional periods. Weekly chapel sessions are held during which the student is taught Biblical truths and how they relate to everyday life. Students must bring Bibles to all devotionals, chapels, and special meetings. GCS requires students to use the New International Version of the Bible for its program.

Certain objectives are established in order to implement this philosophy.

1. To teach that the Bible is the inspired and only infallible Word of God, thus developing attitudes of love and respect toward it (2 Tim. 3:15-17, 2 Peter 1:20-21).
2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
3. To teach biblical character qualities and provide opportunities for the student to demonstrate those qualities (I Sam. 16:7, Gal. 5:22-23).
4. To teach the student how to develop the mind of Christ towards godliness (Phil. 2:5, I Tim. 4:7)
5. To encourage the student to develop self-discipline and responsibility from God's perspective (I Tim. 4:7; I Cor. 9:24-27).
6. To teach the student the respect for and submission to authority from God's perspective (Ro. 13:1-7; Heb. 13:17, Eph. 6:1-3).
7. To help the student develop a Christian worldview by integrating life and all studies, with the Bible (II Peter 1:3).
8. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:2).
9. To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential. (Psalm 139:13-16).
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Phil. 2:1-4; Eph. 5:21).

11. To teach the student how to become a contributing member of his society by realizing his need to serve others (Gal. 5:13; Ro. 2:10).
12. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim. 6:17-19; Matthew 6:19-21).
13. To teach and encourage the student to use good study skills and habits (II Tim. 2:3-7).
14. To teach the student how to research and reason logically from a Biblical perspective. (Heb. 5:14; Ro. 12:2)
15. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage. (I Cor. 10:11)
16. To communicate closely with parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
17. To help the parents understand the school's purpose and program.

V. Curriculum

Grace Christian School uses the Accelerated Christian Education curriculum for 5th through 12th grade. This is an individualized program which adapts to the learning speed of your child recognizing that all children are created uniquely. Children are not lock-stepped into a group regardless of their academic ability. They are diagnosed to determine current academic ability and clearly identify any learning gaps. Workbooks, called Paces, are issued in every subject area at the student's level of academic ability.

GCS also uses the Abeka curriculum for K4-3rd grades. This curriculum establishes a firm foundation for beginning learners which enables them to exceed above and beyond traditional expectations. Both curriculums are academically excellent as well as Biblically sound. Christian character is taught and modeled throughout the workbooks as well as by the staff

Students must complete 12 Paces per subject to receive a full year's credit in ACE classrooms. Content must be mastered (80% or above) before a student may advance. Thus the Biblical value of excellence is reinforced and learning is accomplished.

Parents play an important part in the student's success in their school work as well as in every other area of their development. They must review the child's mastery of the work and reinforce the discipline policies of the school.

VI. Non-Discriminatory Policy

Grace Christian School admits students of all races, color, national and ethnic origins to all rights, privileges, programs and activities accorded or made available to students at the school. GCS does not discriminate on the basis of color, race, national or ethnic origins in the administration of its educational policies, admissions policies and athletic or other school programs.

VII. Admissions

To seek admission to GCS, please adhere to the following guidelines:

1. Fill out an application in its entirety
2. Submit student's birth certificate, social security card, and immunization records
3. Submit a current report card or transcript from previous school, any recent standardized test scores, and recommendation letter from previous teacher
4. Submit Pastor recommendation form

The GCS office will contact applicants to schedule testing and interviews.

Requirements for Admission

- Students and their families must be active members of a church of like faith.
- Students who are currently suspended, expelled or on academic or disciplinary probation will not be considered for admission to GCS.
- GCS reserves the right to place all students at the grade level for which they are best prepared.
- **No provisions are made for students requiring special education.** Parents are required to provide GCS with all information about their child's learning disabilities and or pertinent tests.
- Students will be required to take the ACE diagnostic test to determine placement. Cost for testing in non-refundable.
- Based on review of the records, those applicants who qualify for admission will be contacted for a personal interview. The parent(s) and the prospective student are required to attend the interview. Placement will be discussed at this time.
- Acceptance will be based on the following criteria:
 1. Previous academic records
 2. Standardized test scores (must be in the 50 percentile)
 3. Performance on diagnostic tests
 4. Previous conduct records
 5. Personal interview
 6. Recommendation letters from previous teacher and pastor

Interview

A personal interview will be conducted with the Principal, student, and the parent or guardian. Students in 6th-12th grades will have an individual interview also. Students and their families must agree to adhere to the rules, regulations, and standards of GCS, and to cooperate fully and cheerfully. The school reserves the right to dismiss or refuse to admit any student or family whose personal conduct and/or attitude, in the judgment of the administration, is inconsistent with the Christian spirit and standards, which the school seeks to maintain.

Acceptance by both parties will be interpreted by the school as an agreement of compliance with all rules, regulations, and policies of the school. Parents of new students must attend Parent Orientation held on an assigned date prior to the beginning of the new school year. GCS reserves the right to require internal or external testing any student at any time during the school year if a learning disability is suspected.

Re-Enrollment Requirements

- Re-enrollment is not automatic
- Students enrolled for the current academic year are offered re-enrollment opportunities prior to offering enrollment to the community.
- Students and their families who desire to re-enroll must meet the following criteria:
 1. Students must demonstrate a cooperative attitude toward his/her work, the faculty and staff, the rules and policies and toward fellow students.
 2. Families must continue to attend a church of like faith regularly.
 3. Tuition, fees, and other charges must be current at the time of re-enrollment.
 4. Students and their families must maintain personal conduct and/or attitudes that are consistent with the

Christian spirit and standards that the school seeks to maintain.

5. Students must maintain average or above average grades in all subjects as well as having completed the required number of Paces. Those who do not meet this criterion will be evaluated on an individual basis.

A re-enrollment fee will be assessed each year and must be paid in full in order to secure a place for the coming school year.

GCS Faculty

GCS is blessed with a diversified faculty whose members are expected to exemplify Christ in their daily lives in such a manner that others will know that they are born-again Christians. Each faculty member has a sense of God's will and calling upon their lives, and knows that teaching at GCS is His direction.

VIII. Financial Policies

Tuition is an annual fee. Income from tuition and other fees pay the operation costs, including employee salaries, for the current year. Our goal is to hold tuition to the lowest reasonable level while providing the best possible educational opportunities for our students. For the convenience of our families, we offer the option of making tuition payments monthly, semi-annually, or annually. Although the monthly option is available, **the family is obligated for the entire annual tuition.** If a child is withdrawn or dismissed for any reason, the family is still liable for the entire amount. Extenuating circumstances may be evaluated when presented to and reviewed by the GCS administrative team and school board.

Tuition Options:

1. Tuition for the coming year paid in full by May 1 will receive a 7% discount.
2. Tuition for the coming year paid in full by Aug. 1 will receive a 5% discount.
3. A split payment of 50% tuition paid on or before August 1 and the remaining 50% paid on or before January 1. (no discount applies)
4. The annual tuition may be paid in **10 or 12 equal monthly payments** beginning in August and ending in May.

* Monthly payments are due on the first day of each month. There will be a late fee of \$20 assessed for tuition that is not paid by the seventh day of the month. Returned checks incur a fee of \$25. **In the event that your tuition payment is 30 or more days late, you will be asked to withdraw your student from school until tuition is current.**

Additional fees will be assessed during the year for athletics, field trips, class trips, etc.

Withdrawal Procedures

- A minimum of one month's notice, in writing must be given to the office.
- Account must be paid in full before any records can be released.
- **No portion of tuition will be refunded for a student dismissed for academic or disciplinary reasons.**

Family Discounts

GCS offers family discounts when two or more children from the same family are enrolled in the school. Discounts are listed in the registration packet.

Tuition Credit

Spreading the good news about GCS may result in a tuition credit on your final tuition payment. Any family that recruits new students for GCS will be given a \$50 credit per new family that applies for admission, is accepted and attends GCS for the entire year. If the family has more than one child the additional child credit will be \$25 per sibling. All tuition credits will be given on the May statement.

Fund Raising

As is the nature of any privately funded educational institution, all of the funds necessary to provide students with the highest quality programs available cannot come from tuition alone. Students are asked to participate in fundraising activities from time to time. Participation is a requirement for all students enrolled at GCS. Funds from such activities will assist in covering the costs of operation for GCS. Families must sell a minimum of \$200 in products or the difference will be charged on the final invoice. Families may opt to pay \$200.00 in lieu of participation.

IX. Academic Information

Grading System for Grades 1st–12th

The following grading system is used by the school:

Percent Grade	Letter Grade
98-100	A+
96-97	A
94-95	A-
92-93	B+
90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C-

A student's Grade Point Average (GPA) is determined on a three-point scale:

Letter Grade	Point
A	3
B	2
C	1

Add the total points for all completed courses and divide by the total number of courses. This yields the student's GPA. A four-point scale includes the "D" grades, which are not used for students on the *School of Tomorrow* curriculum or the Abeka curriculum.

Test Failures for *School of Tomorrow* (4th –12th level) Students

- The lowest possible passing score is 80 percent for 4th and above.
- If a student fails a test with a score between 70-79, they may be given one day to study the material and retake the test, at the discretion of the Supervisor.
- If they fail a second time, they must repeat the entire PACE.
- If a student fails with a score below 70, they will automatically repeat the entire PACE. The student will be issued a new PACE at the student's expense.

Honors

When a person assumes greater responsibility in life, he earns greater privileges. The greater the responsibility, the greater the privileges earned. Responsibilities include academics, behavior, monthly Bible memory verses, Christian service, any assigned projects, etc. Privileges include longer break time, extracurricular activities, scoring without permission, field trips, etc. Each time a student scores above an 80% (all other grade levels) on a Final PACE Test, the student receives a star to place on the

Progress Chart in his/her office. Each student then earns privileges according to his/her progress and will be classified in one of three status levels (Levels ACE). Younger students in the Abeka program will earn honors based on their grade average and completion of the required work including Scripture memory.

Enrichment Day/Field Trip Activities

Privileges are incentives designed to promote learning achievement. Students who meet requirements for the month can attend the monthly field trip. Field trips may be on or off-campus activities, which are scheduled on Wednesday afternoons. Students may not invite friends, but occasionally we need “volunteers” to assist school staff, so the parent/guardian may have the opportunity to accompany the student at this time.

Honor Roll Requirements – *School of Tomorrow*

1. At least 15 to 18 stars in the basic academic subjects of Math, English, Social Studies, Science, Word Building and Literature.
2. A total PACE Test average of 88-93%= “B” Honor Roll and 94% or higher =“A” Honor Roll.
3. Each of the monthly Scripture passages memorized for the quarter.
4. Honor Roll and other awards may be impossible for a student to earn when he enrolls late. Honor Roll or privileges earned in another school are not transferable to GCS.

Honor Roll Quarterly Field Trip

Students who have met Honor Roll requirements during the previous quarter (monthly Scripture memorized and three (3) PACEs in each of the academic subjects with at least an 88 percent average) are eligible for the Honor Roll field trip.

Congratulations! Slip

Every time a student receives a PACE star, or does excellent work he is given a Congratulations! Slip, which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time. Students will also be recognized during morning opening exercises.

Progress Reports

The grading system of our school is designed to give parents a true indicator of the student's progress or lack thereof. Report Cards are given to students to present to their parents following each nine-week period. The progress report is to be signed by the parents and returned to the school promptly.

Parent-Supervisor Conferences

In order to keep you aware of your child's progress, a parent-Supervisor/Teacher conference will be held at the end of every nine-week period. Student's progress in all academic areas and behavior will be discussed with the parents at this time.

If you have any concerns regarding grades, discipline or progress during the year, contact the school secretary and make an appointment for a conference with that Supervisor.

If, after meeting with the Supervisor/Teacher and discussing the situation, a satisfactory solution cannot be achieved, call the school secretary and make an appointment for a conference with that Supervisor and the Principal.

To meet with a Supervisor/Teacher or the Principal, please call the office to schedule an appointment (210-265-8166).

Homework

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the teacher usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the teacher, to complete the work at home or after school in the Learning Center. Should the student have homework, a Homework Slip giving the pages to be completed will be sent home. The slip is to be signed by the parent and returned the following day.

Homework incomplete within a one week period:

1 st offense	1 demerit
2 nd offense	Forfeits the next field trip
3 rd offense	Parent Conference

Grade Level Placement

Students must complete the Paces required for each grade level in order to proceed to the next grade level.

X. Attendance Information

School hours for students are 8:30 a.m. - 3:30 p.m. Attendance at school provides a student with a classroom experience. This experience is composed of participation in class activities and individualized instruction provided by the teacher/supervisor. Portions of the classroom experience cannot be "made up."

Texas law requires that a student must not miss more than 10% of the school year in order to be promoted to the next grade level. Failure to attend school is considered an absence. Each absence will be considered either excused or unexcused. An excused absence is an absence due to

personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. If a student is absent for any of the aforementioned reasons, students have one day for each excused day absent to make up work.

Make-up Days

Two make-up days per semester are scheduled for students who exceed the allowable number of absences. The cost will be \$50.00 per day and will be conducted on Saturdays. Parents will be notified in writing of excessive absences.

The authority for determining the legitimacy of an absence rests with the school administration. All absences not defined in the above paragraph are considered unexcused.

Students who leave school before 10 a.m. will be counted absent for the day. Students who leave after 10 a.m. but before 2 p.m. will be counted present for one half day. Students who leave before 2 p.m. will be counted absent for one half day.

Inclement Weather

In the event of inclement weather, GCS will announce on local TV or radio any closing information, and will follow the Northside School District usually.

Tardies

Tardiness is sometimes unavoidable. Therefore, the first two unexcused tardies to school each semester will not be assigned a detention. The third and all following unexcused tardies each semester will be assigned a detention. After the 10th tardy, excused or unexcused, all tardies will be considered excessive and unexcused. Each tardy thereafter will result in a detention.

Hours/ Drop-off and Pick-Up

Drop-off: Students may be dropped off in the back parking lot by door closest to large playground between 7:30 AM–8:30 AM.

Pick-Up: Students picked up any time prior to 3:30 PM **must be signed out in the school office.** Students should be picked up in the car line between 3:30 PM–3:45 PM. Staff will be on duty to assist with traffic.

Who can “Pick-up” a student?

- Only persons whose names are on the Emergency Pick Up form as having permission from the parent or legal guardian.
- Special arrangements can be made to allow others to pick up students by sending a note and by calling the school office.

Temporary Guardian

When parents are out of town and children are left in the care of another adult, the school must be notified in writing. Information should include:

1. Name of guardian authorized to pick up the child (with phone numbers and Texas ID); and
2. A medical release form authorizing guardians to provide emergency medical care.

PE Attendance

To be excused from Physical Education activities for any one day, a student must have a note from home. In order to be excused from PE activities for an extended length of time, a student must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of the recuperative period.

Students will not participate in regular playground activities (recess) if not participating in PE classes. They will be

allowed to sit quietly at both PE and recess activity times. Students who don't bring a PE uniform will not be able to participate in PE and will serve detention.

XI. Illness

For the welfare of your child and others in school, all children who are sick must be kept at home. When a student is well enough to participate in regular school activities, they should be sent to school in the appropriate dress for the weather. **DO NOT SEND SICK CHILDREN TO SCHOOL.**

Please adhere to the following guidelines to determine if children may return to class:

- No fever greater than 100 degrees within a 24 hour period before returning.
- No vomiting or diarrhea within a 24 hour period.
- If antibiotics are prescribed, the child must have taken a full dose for at least 24 hours before returning to school.

Medicines

Medicines at school: Students are not allowed to carry medicine in their backpacks, lunch boxes, purses, or on their person. All medicines must be kept in the school's office. Parents should bring medicines to the office or hand them to a school Supervisor.

Prescription medicines: All prescription medicines must be sent to school in the original labeled container from the pharmacy. Do not send pills in baggies, etc. For convenience, ask the pharmacy for two bottles.

Feel free to call the school office if you have any questions or if we can help you in any way.

Health Screening

GCS will provide hearing and vision screening tests. There will be no fee for these services. If parents prefer to attend a family physician to complete these tests, they may do so, but a report of the finding must be brought to GCS for our records.

XII. Disciplinary Information

Discipline

From a biblical perspective, discipline can be a very positive force in the lives of Christians. It is not simply negative consequences for inappropriate behavior, but rather a tool used by God to transform us into his likeness. A biblical approach to discipline will take into consideration five Scriptural truths:

1. Humanity's inherent sinfulness (Jeremiah 17:9).
2. Godly discipline must be relational (Hebrews 12:6).
3. Parents have a God-given authority in their children's lives (Deuteronomy 6:6-7).
4. The power to do what is right comes from the Holy Spirit working within us (Romans 8).
5. The purpose of discipline is to teach self-discipline and to make disciples of the Lord Jesus Christ (Matthew 28:19).

GCS subscribes to this biblical view of discipline in the school and the discipline policies adopted will integrate these truths. The faculty and administration will seek first to live lives submitted to the Lordship of Jesus Christ and to the authorities under which God has placed them.

The faculty and administration will allow God to develop within them a heart for relationship with the students He has placed in their care. Out of these relationships, students will learn to respond willingly to correction and to practice self-discipline out of a desire to please those who have shown love and concern for their well being. The

Bible reminds us that though discipline causes temporary discomfort, it produces a harvest of righteousness for those who are trained by it and evidence that we are loved and cared for.

Acknowledging the authority of the parents' role in children's lives, GCS will seek to involve the parent in the discipline process. Teachers and administrators will rely largely upon parental support and encourage parent responsibility in managing their children's behavior. **Ultimately, it is the parent's response that determines a student's attitude toward school authority.** The discipline process must be girded in the hands of the only One who can change a heart. Teachers will pray continuously with and for students and encourage them that the Holy Spirit will enable them to be victorious.

Finally, the students will be given the opportunity to grow in the knowledge of the Word of God and encouraged to be "transformed by renewing of your mind" (Romans 12:2). Through modeling of Christ-like attitudes and behavior and applying Scriptural principles to life experience, teachers and administrators can help to create disciples whose heart's desires are to please God.

Standards of Conduct

1. Put God first.

A. "Thou shalt love the Lord, thy God with all thy heart, and with all thy soul, and with all thy mind." Matthew 22:37

B. Examples of behaviors that may fall under this rule:

1. Lack of reverence at appropriate times.
2. Fighting
3. Lying
4. Stealing
5. Cursing
6. Purposefully insulting someone
7. Outright disobedience

2. Respect for others.

A. "Thou shalt love thy neighbor as thyself." Matthew 22:39

B. Examples of behaviors that may fall under this rule:

1. Not letting someone in the door
2. Cutting in line
3. Talking during quiet time
4. Bothering another student
5. Excessive loud noises
6. Throwing items
7. Abusing someone else's property

3. Ready Obedience

A. "If you be willing and obedient, ye shall eat of the good of the land." Isaiah 1:19

B. Examples of behaviors that may fall under this rule:

1. Not following the teacher's directions
2. Not being in a listening/learning position

4. Diligence to duty.

A. "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

B. Examples of behaviors that may fall under this rule:

1. Inappropriate dress
2. Communication folder not returned or signed
3. Not having books or supplies ready when class begins

Any questionable practices discovered by school staff will give them the authorization to impose disciplinary action.

- The Six Inch Rule will be observed at all times. You must keep your hands to yourself and off other students
- Any unbiblical conduct, whether the offense is committed on or off GCS property
- Talking back to a Supervisor
- **Deliberate academic carelessness (goal violations)**
- Excessive amounts of detention

Every effort will be made to restore an individual who exhibits repentance. An exception to the policy for one is not meant as an exception in the policy for anyone else.

**Rule Violations for the Learning Center
(the following is not an exhaustive list)**

1. Disobeying the Supervisor/Teacher
2. Disturbing others
3. Not obtaining permission for Learning Center activities
4. Not correcting work properly
5. Homework not done or left at home

Demerit System Used for Minor Offenses

<u>Demerits In One Day</u>	<u>Detention Time</u>
1 Demerit	0 Minutes
2 Demerits	0 Minutes
3 Demerits	10 Minutes
4 Demerits	20 Minutes
5 Demerits	30 Minutes
6 Demerits	45 Minutes (maximum)

Slips are to be returned the next day and detention served or ten (10) minutes will be added to the detention. Parental signature on the first two demerits (K-4th grades) merely verifies awareness of the student's behavior. However, on the third and consecutive demerits, the student will be required to serve detention. The student starts with a clean slate each day.

Scoring Violation Discipline Procedure

Discipline for scoring violations (5th-12th grades) will be determined based on the severity of the violation. Carelessness will result in demerits and detention. Should the supervisor and principal agree that the violations were deliberate which would be considered a moral offense equivalent to cheating, the following actions will be taken:

First Offense: Loss of Enrichment Day/Field Trip
Second Offense: In-school suspension (3 days)/Parent conference
Third Offense: Out-of-school suspension (3 days)Parent conference
Further violations could result in expulsion.

Moral Offenses (Will be dealt with by the Principal)

The administration is the definer of the terms.

The same moral standards apply at school, home or elsewhere-whether the offense is committed on or off GCS property.

Search Policy

The Principal or School Staff have the right to search any student suspected of violating any rule concerning illegal or unauthorized materials. We have the right to search automobiles (cars, trucks, vans, etc.), backpacks, purses, pockets, wallets, lockers, desks, person, etc.

Expulsions

If it ever becomes necessary to expel a student for any reason and for any amount of time, a conference will be conducted between the supervisor, principal, and parents or guardians of the student. It is, therefore, imperative that parents or guardians help the student understand the standards addressed in the handbook. This school will only take this type of disciplinary action when the standards addressed have been violated.

Exception Policy

An exception to the policy for one is not meant as an exception to the policy for anyone else.

Cell Phone Policy

Students will not be allowed to have cell phones in their possession in the classroom. If they must carry a cell phone for safety reasons, it must be turned off and kept in their locker during the school day. Violation of this will result in confiscation of the phone for three days. No exceptions.

XIII. Dress Code

Uniform Requirements

All students are required to wear a prescribed uniform to school. Uniforms are to be purchased at Uniforms Plus store ONLY.

Daily Uniform Dress

All students will dress in the approved uniform each day. Students are required to be dressed in their uniforms during school hours. Students are required to arrive at school and leave school in their uniforms unless prior permission has been obtained from the Principal. The student's name is required to be on each item of clothing.

Chapel Days

A full dress uniform inspection will be done on chapel days by the teacher.

Physical Education

Knee-length athletic shorts and a T-shirt must be worn for P.E. Shoes must be athletic (tennis shoes).

Uniform Dress Code Violations

Any student who comes to school without proper uniform dress will receive, for the first offense, a warning slip that

he/she will take home to parents. On the second offense, the student will receive a special note to parents stating that if a third offense should occur, the parent will be required to come to the school and bring the child's proper dress or the child will miss recess until the violation is corrected.

Non-Uniform Dress Days

At times, the administration may declare a "non-uniform" day, on these days, the following dress code will be strictly enforced:

No skin tight jeans for girls

No cut-off jeans.

No advertising of inappropriate products or music.

No wind shorts.

No sleeveless or tank tops.

Shorts are limited to knee-length shorts.

No bare midriffs, halters or crop tops.

Students who arrive inappropriately dressed will be sent to the office to call parents to bring their school uniform and will wear it for the rest of the day.

Boys Uniform

Jewelry

Boys may wear a watch and/or ring. Boys may also wear a necklace (i.e., gold chain) as long as it is not a distraction in the classroom. Note: GCS is not responsible for lost or stolen jewelry.

Boys' Hair Requirements

Boys' hair should be no longer than the middle of the ear on the sides and off the collar in back. Hair should be out of the eyes. Punk and other disruptive hairstyles are prohibited. (What is considered "disruptive" is at the

discretion of the administration.) No shaved heads are allowed. No facial hair is allowed.

Boys' Uniforms

1. Shirt: The GCS blue polo shirt with the school emblem embroidered on the left side purchased from Uniforms Plus.
2. Shirt (chapel uniform): Button-up white dress shirt at Uniforms Plus may be long or short sleeve.
3. Pants: (chapel uniform and everyday) Khaki pants purchased from Uniforms Plus
4. Walking shorts: Khaki, knee-length shorts (optional) purchased from Uniforms Plus.
5. Belt: Black, or brown belt should match shoe color.
6. Socks: Socks must be worn at all times.
7. Shoes: Solid brown, or black leather-like or suede school shoes must be worn on chapel days. Tennis shoes with non-marking soles may be worn on non-chapel days. Canvas shoes may be lace-up, Velcro, or slip-on. Low-cut or mid-cut tennis shoes may be worn.
8. Sweatshirt/sweatpants: Sweatshirts and sweatpants may be worn during P.E. only on cold days.

Girls Uniform

Jewelry

Jewelry should be limited to a watch and one or two rings. Necklaces may be worn as long as they are discreet and do not distract from the uniform. Note: GCS is not responsible for lost or stolen jewelry.

Girl's Hair

Hair should be out of the eyes. Punk and other disruptive hairstyles are prohibited. (What is "disruptive" is at the discretion of the administration.)

Girls' Uniforms

1. Shirt: The GCS blue polo shirt with the school emblem embroidered on the left-hand side purchased from Uniforms Plus.
2. Chapel Dress: pleated khaki skirt with middie blouse or $\frac{3}{4}$ sleeve blouse from Uniforms Plus.
3. Walking shorts: Knee-length khaki shorts can be worn year-round, except on chapel day. Shorts length should be no higher than the top of the knee and purchased from Uniforms Plus. K-3rd may purchase optional culottes for everyday wear.
4. Slacks: Khaki pants may be worn, except on chapel days. Purchased from Uniforms Plus.
5. Shoes: Dress shoes must be worn on chapel days. Tennis shoes with non-marking soles can be worn on non-chapel days. Canvas shoes may be lace-up, Velcro or slip-on. Low-cut or mid-cut tennis shoes may be worn.

XIV. Medical Information

Immunization Requirements

State law and GCS policy require validated records of immunization to be on file for all students.

XV. Holiday and Party Information

Holiday Statement

Our purpose in observing holidays throughout the year is to celebrate our Lord Jesus Christ. Classroom parties, refreshments and decorations will have a theme that corresponds with the Christian emphasis of the holiday. Therefore, we will not use secular themes that detract or diminish, in any way, the reason for our celebration in and of our Lord Jesus Christ.

Classroom Parties

Thanksgiving
Christmas
Valentine's Day
Resurrection Celebration
End of School Celebration

Parties will be planned by the Learning Center Room Parent. Plans will be coordinated through the Learning Center Teacher to insure a balance or equity in activities and refreshments.

Birthday Parties

Student Birthdays: Birthday "parties" are not allowed at school. Birthday "celebrations" are allowed. The "celebration" is held at lunchtime in the lunchroom. This allows students to provide refreshments for their classmates in recognition of their birthday. Parents may bring cupcakes, brownies, or cookies, however we do not allow cakes or ice cream due to the necessitated clean up time. Candy and party favors are allowed but will be distributed after school.

Other suggestions for honoring birthday students would be to donate a book to the library or to make a donation to the school office.

Birthday invitations will not be allowed to be given out at school.

Exceptions to this would be if ALL the children in the class were being invited. Children are very easily hurt when not invited to parties. Please be sensitive to the feelings of the children in the class.

Balloons, flowers, candy-grams, etc., will NOT be delivered to the classroom, but will be kept in the school office to be picked up at the end of the day.

Teacher Birthdays: Birthday “celebrations” may be held for Teachers under the same guidelines as student birthdays. Treats may be enjoyed in the lunchroom during lunchtime.

XVI. General Information

Fee Schedule

Fees and tuition are adjusted as necessary each year by the school administration to meet the demands for increased costs.

Registration: A registration fee is due when the application is submitted. The fee will not be refunded unless admittance is refused. In case of an early withdrawal after school has begun, all school-supplied PACES remain the property of the school. The care of all PACES is the responsibility of the student. Students will be required to pay for the entire cost of a PACE that is lost or failed.

Testing Fee: A non-refundable /non-transferable testing fee is due at time of registration. This fee covers the cost of diagnostic testing and Spring achievement testing. This fee must be paid at time of registration.

Workbook Fees: The \$250 fee will cover all workbook costs for one complete school year. If a child fails a pace and needs to re-do the same pace, a fee of \$2.50 will be assessed for the pace.

Tuition: Paid on a ten-month basis with the first month’s payment due by Aug 1st. Each month’s payment is due by the first of the month. A \$20 fee is assessed after the 7th of the month.

**REPORT CARDS WILL NOT BE ISSUED WHEN ANY
TUITION OR FEES ARE OWED TO THE SCHOOL.**

Morning Worship

James 5:16 *“The effective prayer of a righteous man can accomplish much.”*

The school staff and students join together each morning at 8:30 AM to begin the school day with prayer and worship. We realize that the success of the school depends upon our praying for one another. During the year, parents are invited to pray with us at their convenience. Other special prayer times for parents will be announced. Please join us when you can. Your support in this area is vital!

Parent-Teacher Communication

Parent-teacher communication is essential to the educational process the main source of communication at GCS is the communication folder. Teachers send messages, homework assignments and essential information in this way. Parents should check each evening to see if the folder has been sent home and if so sign it to acknowledge receipt of that information. Parents are asked to communicate with the classroom teacher in areas of question or confusion via phone or e-mail.

Emergency Drills

Fire and emergency weather drills are conducted during the school year. Students should be familiar with emergency drill regulations and procedures described by staff and posted in each learning center.

XVII. Parent Commitment and Cooperation Agreement

As a part of the student enrollment or re-enrollment paperwork, all parents and guardians are required to sign the Parent Commitment and Cooperation Agreement pledging their support for the GCS ministry.

Enrolling my student is evidence of my intent to complete the school year at Grace Christian School.

Acknowledging that the Administration and Staff of GCS have my trust and believing that discipline is necessary for my child and the school, I agree that I will honor their judgment should disciplinary measures be recommended and administered in accordance with school policy. I understand that the school and classroom rules will be provided at the beginning of the year.

Regular prayer for the staff and ministry of GCS will be a priority for my family.

I agree to the following based on the principles found in James 3. When I choose to speak of the school and staff, I will only speak favorably, and I will conduct myself in an appropriate Christian manner on school property and at all school functions regardless of their location.

In the event of a differing opinion between staff member and child, I agree to first discuss the situation with the staff member involved, realizing that my child may present only his/her side of the story. I understand that I may not take disciplinary measures into my own hands with another student. I further agree that should any misunderstanding or dissatisfaction continue to arise regarding any school or class policy that I will consult with the proper authorities-teacher, school administration-to resolve the situation as quickly as possible.

My student's registration is completed only when all monies and papers are received, filled out in their entirety and signed.

GCS believes that students are a gift of the Lord and belong to their parents, who are responsible for the conduct of their children. I promise to hold my student responsible for their inappropriate behavior in school. It is my understanding that I am financially responsible for any damage caused by my child to church, school, or individual's property.

Policies Acceptance

To be kept in each student's permanent file for the entire school year

I have read the contents of this handbook carefully and completely. I acknowledge that I understand the policies set forth in it. I agree to support and abide by these policies. I further understand that all conflicts will be handled in the following manner:

1. I will contact my child's teacher or the person with whom I have conflict to discuss the matter in accordance with the instructions given in Matthew 18:16.
2. If an agreement or understanding is not reached, I will confer with the teacher or the person with whom I have a conflict and the principal in a joint meeting.

I understand that the administrative team of GCS reserves the right to make any additions, deletions, or alterations they deem necessary without prior notification. I understand the Non-Discriminatory Policy as it is stated below.

Grace Christian School admits students of all races, color, national and ethnic origins to all rights, privileges, programs and activities accorded or made available to students at the school. GCS does not discriminate on the basis of color, race, national or ethnic origins in the administration of its educational policies, admissions policies and athletic or other school programs.

Parent/Guardian Signature	Date
Student Signature	Date
Teacher Signature (acknowledging receipt of form)	Date

This page must be signed and returned prior to the end of the second week of school.