



**STUDENT/PARENT
HANDBOOK
AND
STUDENT
CODE OF CONDUCT**

Table of Contents

I	Mission Statement	1
II	Vision Statement	1
III	Statement of Faith	1
IV	Educational Philosophy	1
V	Curriculum	3
VI	Non-Discriminatory Policy	4
VII	Admissions	4
	Requirements for Admission	4
	Interview	5
	Re-enrollment	5
VIII	Financial Policies	6
	Tuition Options	6
	Tuition Agreement	7
	Withdrawal Procedure	8
	Family Discounts	8
	Tuition Credit	8
	Fund Raising	8
IX	Academic Information	9
	Grading System	9
	Test Failure	9
	Academic Standards for Athletes	10
	Graduation Requirements	10
	Diploma Plans	10
	Honors Course of Study	11
	College Preparatory Course of Study	12
	General Course of Study	13
	Honors	14
	Honor Roll Requirements	14
	Honor Roll Field Trip	14
	Congratulations Slips	14
	Pass/Fail Requirements.....	15
	Performance Requirements	15
	Report Cards	15
	Transcripts.....	15
	Parent - Teacher Conference	15

	Homework	16
	Grade Level Placement	16
X	Attendance Information	16
	Makeup Days	17
	Inclement Weather	17
	Tardies	17
	Hours/Drop Off and Pick Up	17
	Temporary Guardian	18
	PE Attendance	18
XI	Illness	18
	Medicine	19
XII	Disciplinary Information	19
	Discipline	19
	Standard of Conduct	20
	Rule Violations	22
	Demerit System	22
	Scoring Violation Discipline Procedure	22
	Moral Offense	22
	Search Policy	23
	Suspension and Expulsion.....	23
	Exception Policy	23
	Cell Phone Policy	23
	School Phone Policy.....	23
XIII	Dress Code	23
	Uniform Requirements	23
	Uniform Dress Code Violation	23
	Non-Uniform Dress Days and Spirit Days	24
	Boys' Uniform	26
	Girl's Uniform	27
XIV	Medical Information	28
	Immunizations	28
XV	Holiday & Party Information	28
	Classroom Parties	28
	Birthday Parties	28
XVI	General Information	29
	Fee schedule	29

	Morning Worship	30
	Parent Prayer Team	30
	Parent-Teacher Communication	30
	Emergency Drills	30
XVII	Parent Commitment and Cooperation Agreement.....	33
XVIII	Student Code of Conduct	31
	Purpose of the Student Code of Conduct.....	31
	Jurisdiction	32
	Discipline Management Techniques	33
	Prohibited Offenses	34
	Consequences Further Described	35
	After School Detention	35
	Community Service	35
	Suspension	36
	In-School Suspension	36
	Out-of-School Suspension	36
	Removal from School Transportation	36
	Process for Suspension Lasting Up to Five Days	36
	Prerequisites to Suspension	37
	Notifications to Parents / Guardians	37
	Process for Out-of-School Suspension Over Five Days and Expulsions	37
	No Credit Earned	37
	Emergency Placement	37
XIX	Policy Acceptance	39
XX	Appendix	
	Medical Treatment Authorization	

Welcome and Introduction

Dear Parents,

Greetings in the name of our loving Lord and Savior, Jesus Christ! The Grace Christian School has been privileged to serve the San Antonio community for over a decade.

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
Founder and Superintendent

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." Philipians 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 8th 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 K4-7th 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, and recommendation letter from previous teacher (5th grade and up)
4. Submit the pastor recommendation form (5th grade and up)

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.
- To enter Pre-Kindergarten, students must be four years old by December 1st of the year they are enrolling. If the child enters school at the age of three, the child will be required to repeat K4 prior to being allowed to advance to K5.

- Students in 8th-12th grade will be required to take the ACE diagnostic test to determine placement. The cost for testing is 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. Performance on diagnostic tests
 3. Previous conduct records
 4. Personal interview
 5. 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. 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 (a minimum of two times per month).
 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.

VIII. Financial Policies

Upon enrollment or re-enrollment, the registration and curriculum fees must be paid. The registration fee is non-refundable.

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.

All families are required to enroll in the FACTS tuition management program. If a credit card is used, a service fee will be added to all charges.

Tuition Options

1. Tuition for the coming year paid in full by May 1 will receive a 3.5% discount.
2. Tuition for the coming year paid in full by Aug. 1 will receive a 3% 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 equal monthly payments** beginning in August and ending in May.

* Monthly payments are due as per the scheduled payment arrangement established in FACTS. There will be a late fee of \$30 assessed for tuition that is not paid on time. 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. The accounts will also be turned over to collections for past due amounts.

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

Tuition Agreement

Acceptance to GCS is granted based on the agreement by parents to pay their tuition according to the agreed upon tuition schedule and payment plan. GCS depends upon every family paying their tuition on time so that the educational program of all students can continue as planned.

By making application to GCS parents agree to the following financial conditions:

1. All families are required to enroll in the FACTS tuition management program.
2. I understand that enrollment fees and general fees are non-refundable.
3. I understand that withdrawals after the first school day of the month will be charged the entire month's tuition.
4. I understand that all withdrawals, whether before the school year begins or during the school year, must be made in writing. Parents are expected to meet with the principal before proceeding with withdrawal. One month notice must be given before payments end.
5. I understand that all accounts must be current for report cards to be released, transcripts to be issued, or for seniors to participate in graduation ceremonies. Graduation diplomas will be issued to those students whose accounts are current.
6. I understand that only those students whose accounts are current will be permitted to participate in special activities requiring additional expense; for example, mission trips. Students are expected to raise their own funds for any school sponsored mission trips.
7. I agree that any time the school receives an insufficient funds payment check or monthly automatic bank draft, I will pay all late fees charged to my FACTS account.
8. I agree that my account must be current at the end of each month. In the event that my account is 30 or more days past due, I agree to remove my student from GCS. Parents who do not maintain an active FACTS account will be asked to remove their student immediately.

9. Since fund-raising is essential to keep tuition as low as possible, I agree to whole-heartedly support GCS's fund-raising projects by being actively involved - children and parents.

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 highly encouraged for all students enrolled at GCS. Funds from such activities will assist in covering the costs of operation for GCS.

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-
77-79	D+
74-76	D
70-73	D-

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 to calculate GPA for students at Grace Christian School since the passing standard for all courses is 80% or higher.

Test Failures (8th–12th Level Students)

- The lowest possible passing score is 80%.
- If a student fails a test with a score between 60-79%, they may be given one day to study the material and retake the test, at the discretion of the teacher.
- If they fail a second time, they must repeat the entire PACE.
- If a student fails with a score below 60%, they will automatically repeat the entire PACE. The student will be issued a new PACE at the student's expense.

Academic Standards for Athletes

Students who have not completed and passed the required amount of work at the time of the athletic event will not be able to participate in the event.

Graduation Requirements

Students must complete a minimum of 50 hours of community service per year to total 200 hours upon completion of the senior year. A minimum of 10 hours per year must be completed outside of the school day. Students may participate in community service opportunities such as Missions Club, local church service activities, etc. Documentation must be provided for all activities that are not organized by the school.

Diploma Plans

(See below for specific course requirements.)

Honors Course of Study

The Honors program includes the standard college preparatory courses plus additional attainment of highest quality preparation for a college education.

The Honors student must complete 27 credits and attain a 94 percent overall average. He or she must demonstrate the ability to communicate effectively in written and oral presentations.

College Preparatory Course of Study

Students who choose this category are those who have the ability to prepare for college. Careful consideration should be given to the types of colleges they plan to attend as courses may vary on entrance requirements.

The College Preparatory student must complete a minimum of 25 credits and attain an 88 percent overall average. He or she should demonstrate the ability to communicate effectively in written and oral presentations.

General Course of Study

The General course of study is the minimum for a standard high school diploma, but it should seldom be prescribed.

For the General course of study, students must complete 23 credits with an 80 percent overall average or higher.

Honors Course of Study

Required = (R), Optional = (O)

Subject	Minimum Credits Required
Math	3½
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (½ credit)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Science	4
Biology (R)	
Physical Science (R)	
Chemistry (R)	
Physics (R)	
Social Studies	4
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (½ credit)	
Economics (R) (½ credit)	
Bible (Select from the courses listed below.)	3
New Testament Survey (R)	
Old Testament Survey (R)	
Life of Christ (O)	
Christian Growth (O) (½ credit)	
Introduction to Missions (O) (½ credit)	
Practical Missions (O) (½ credit)	
Electives	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	½
Music (R)	½
Health (R)	½
Foreign Language (R)	2
Physical Education (R)	2
English Composition II (O) (1 credit)	
Additional Elective of Choice (R)	1

Minimum 27 Credits

College Preparatory Course of Study

Required = (R), Optional = (O)

Subject	Minimum Credits Required
Math	3½
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (½ credit)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Science	3
Biology (R)	
Physical Science (R)	
Chemistry (O)	
Physics (O)	
Social Studies	4
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (½ credit)	
Economics (R) (½ credit)	
Bible (Select from the courses listed below.)	2
New Testament Survey (R)	
Old Testament Survey (R)	
Life of Christ (O)	
Christian Growth (O) (½ credit)	
Introduction to Missions (O) (½ credit)	
Practical Missions (O) (½ credit)	
Electives	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	½
Music (R)	½
Health (R)	½
Foreign Language (R)	2
Physical Education (R)	2
English Composition II (O) (1 credit)	
Additional Elective of Choice (R)	1

Minimum 25 Credits

General Course of Study

Required = (R), Optional = (O)

Subject	Minimum Credits Required
Math	3
Algebra I (R)	
Geometry (R)	
Algebra II (O)	
Business Math (O)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Science	4
Biology (R)	
Physical Science (R)	
Social Studies	4
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (½ credit)	
Economics (R) (½ credit)	
Bible (Select from the courses listed below.)	2
New Testament Survey (R)	
Old Testament Survey (O)	
Life of Christ (O)	
Christian Growth (O) (½ credit)	
Introduction to Missions (O) (½ credit)	
Practical Missions (O) (½ credit)	
Electives	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	½
Music (R)	½
Health (R)	½
Physical Education (R)	2
Additional Elective of Choice (R)	2½

Minimum 23 Credits

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.

Honor Roll Requirements

ACE

1. At least 3 stars per subject each quarter in the basic academic subjects
2. A total PACE Test average in the basic academic subjects 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. No major discipline or behavioral issues

ABeka

1. An average of 88% or above in the basic academic subjects
2. Monthly Scripture passages memorized
3. No major discipline or behavioral issues

Honor Roll Quarterly Field Trip

Students who have met Honor Roll requirements during the previous quarter as noted above are eligible for the honor roll field trip. Students may not invite friends, but occasionally we need "volunteers" to assist school staff with supervision and/or transportation, so the parent/guardian may have the opportunity to accompany the student at this time.

Congratulations! Slip

Congratulations Slips are given to students who complete Paces to take home as an opportunity for parents to award and encourage. (ACE Curriculum)

Pass/Fail Requirements

ABeka

In order for a student to progress to the next grade in ABeka, they may not fail two or more of the core subjects (reading, math, language and spelling). Passing is 80% or above. The overall average must also be 80% or above. Administration will make the final determination regarding pass/fail.

ACE

For ACE, a minimum of 12 paces completed paces on grade level is required to pass to the next grade for each subject.

Performance Requirements

All students are required to participate in the music and/or drama performances which are part of their grade level at the Spring Gala. Students who do not participate will receive a ten point deduction in their music or drama grade for the grading period.

Report Cards

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 report card is to be signed by the parents and returned to the school promptly.

Transcripts

Students who have graduated from Grace Christian School will be provided the first transcript for free. Each additional transcript will be \$5.

Parent-Teacher Conferences

In order to keep you aware of your child's progress, a parent-teacher conference will be held in November. 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 teacher.

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

Homework

Homework is a necessary and vital part of academic success. In order for students to do their best they need to study and complete all assignments. Parents have a great responsibility to verify that their child(ren) are completing their daily assignments, all homework and studying for their tests. You will be notified if your child falls short in any of these areas. Please encourage him/her to faithfully complete all work.

Homework incomplete within a one week period:

1 st offense	1 demerit
2 nd offense	Detention
3 rd offense	Forfeits next field trip

Grade Level Placement

Students will be placed in the grade level where they will be able to succeed. This will be based on placement testing and the observation of the teacher and principal.

X. Attendance Information

School hours for students in grades K4 - 3rd grade are 8:30 a.m. to 3:20 p.m. The hours for students in 4th - 12th grades are 8:30 a.m. to 3:40 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. 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 with a doctor's note, serious illness in the family with a doctor's note, death in the family with a copy of the funeral program or other documentation, school-approved trips, medical or dental appointments with a doctor's note, or court appearances with legal documentation provided. If a student is absent, students have one day for each day absent to make up work.

Make-up Days

Make-up days 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 and of the assigned date for the Saturday School.

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 follow the Northside Independent School District closing plan. GCS will also email parents of closing information.

Tardies

School begins at 8:30 a.m. Students who arrive at 8:35 a.m. or later will be counted tardy. Tardiness is sometimes unavoidable; therefore, students will be allowed four tardies (excused and/or unexcused) each month. On the 5th tardy, the student must attend detention. On the 7th tardy, the student will be assigned Saturday School. The cost of Saturday school is \$50. If the student fails to attend on their assigned Saturday, they must pay for the missed Saturday School and must attend Saturday School on a future assigned date. They must also pay the \$50 fee again. A tardy is considered excused when a student has a doctor or dentist's written excuse.

Hours/ Drop-off and Pick-Up

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

Pick-Up: Students in Grades K4-3 who are picked up any time prior to 3:20 p.m. **must be signed out from the office**. Students in grades 4-12 **must be signed out from the office** if they are picked up prior to 3:40 p.m.

Students who are being picked up early will not be released after 2:00 p.m. unless there is an emergency or a medical or dental appointment. This allows students to receive necessary instruction. A doctor's note must be provided the following day.

K4-3rd grade students should be picked up in the car line between 3:20 p.m. and 3:35 p.m. Students in grades 4-12 should be picked up between 3:40 p.m. and 3:55 p.m. Staff will be on duty to assist with traffic. Please refer to the **Student Drop-off and Pick-up Procedures** letter that was previously provided for additional details.

Who can "pick-up" a student?

- Only persons whose names are on the Student Information Sheet 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. (See Appendix)

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 required to complete written assignments in the regular classroom or another assigned classroom. This also applies to students who do not bring their full PE uniform. They will also receive a deduction in the PE grade for the day.

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 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 teacher.

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.

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 wellbeing. 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 teacher
- Cheating – to include deliberate academic carelessness such as scoring 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.

Please refer to the Student Code of Conduct for more information.

Rule Violations for the Classroom

(The following is not an exhaustive list.)

1. Disobeying the teacher
2. Disturbing others
3. Not obtaining permission for Learning Center activities
4. Not correcting work properly

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 or more	30 Minutes

Detention and Demerit 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 Violations and Cheating Discipline Procedure

Discipline for scoring violations (8th-12th grades) will be determined based on the severity of the violation. Carelessness will result in demerits and detention. Should the teacher and principal agree that the violations were excessive and/or deliberate which would be considered a moral offense equivalent to cheating, the following actions will be taken:

- First Offense: In-school suspension (1 day)/Parent conference
- 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 Administration)

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.

Suspensions and Expulsions

If it ever becomes necessary to suspend or expel a student for any reason and for any amount of time, a conference will be conducted between the teacher, 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 or other communication devices in their possession on campus. If they must have a cell phone for safety reasons, it must be turned off and turned in to their teacher during the school day. Violation of this will result in confiscation of the phone. Phones will only be returned to parents. A \$10 fee will be charged for the first offense, and \$5 will be added for each subsequent offense. On the second and subsequent offenses, the phone will be confiscated for three days and other disciplinary actions may be taken.

School Phone

The school phone is for school use and emergency use only. It should not be used for students who have forgotten their PE uniform or schoolwork.

XIII. Dress Code

Uniform Requirements

All students are required to wear a prescribed uniform to school. Uniforms are to be purchased at the 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.

Chapel Days

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

Physical Education

Knee-length athletic shorts and the school PE t-shirt must be worn for PE for grades 4-12. Sweatshirt/sweatpants: Sweatshirts and sweatpants may be worn during PE only. Shoes must be athletic (tennis shoes).

Uniform Dress Code Violations

Any student who comes to school without proper uniform dress will receive a warning slip that he/she will take home to parents on the first offense. 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.

Tattoos (permanent or henna) are not allowed. If a student has a tattoo, it must remain completely covered at school and at all school events.

Non-Uniform Dress Days and Spirit Days

At times, the administration may declare a "non-uniform day" or a Spirit Day.

Non-Uniform Day Guidelines

Acceptable:

- All clothing should fit properly and not be tight.
- Girls must wear a skirt or dress that is at least knee length and loose fitting.
- Boys must wear nice pants such as slacks or khakis.
- Boys and girls shirts shall be nice dress shirts or blouses.
- Boys and girls must wear dress shoes as described below.

Unacceptable:

- Any clothing that is too tight and show the lines of the undergarments
- T-Shirts
- Shorts
- Skirts or dresses that are above the knee in length
- Skirts or dresses that are sheer unless the slip underneath is at least to the knee
- Sleeveless and spaghetti strap dresses or shirts
- Pants that are tight enough to show the full shape of the body
- Jeans
- Pants with holes, tears, or fraying
- Jeggings
- Leggings (may be worn under a knee length skirt or dress)
- Tights (may be worn under a knee length skirt or dress)
- Pants made of elastic or stretchy material
- Pajamas
- Athletic shoes or any variation of a tennis shoe, such as Vans, Converse, etc.
- Boat shoes with rubber soles that come up the sides.

Students who arrive inappropriately dressed on these special days will be sent to the office to call parents to bring their school uniform. Students will not be allowed to go to class until they are properly dressed. They will also wear the uniform for the rest of the day. If the student repeatedly violates these requirement, he or she will lose the privilege of participating in non-uniform days.

Spirit Day Guidelines

On Spirit Days, students must wear the Spirit Day t-shirt. The following dress code will be strictly enforced.

Acceptable:

- T-shirts should fit properly and not be tight.
- Any pant not listed below that is loose fitting on the thigh and bottom
- If the pant is tighter fitting, the spirit shirt must be long enough to easily cover the bottom and must stay pulled down throughout the day. The shirt should also loosely fit over the hips. Students who struggle to keep the shirt pulled down will not be allowed to wear a tighter pant.
- Skirts and shorts that are at least knee length and loose fitting
- Warm ups or sweat pants as long as they are loose fitting
- Any style or color

Unacceptable:

- Any clothing that is too tight and show the lines of the undergarments
- Shirts may not be modified by cutting them and/or tying them in knots, etc.
- Pants that are tight enough to show the full shape of the body or undergarments
- Pants with holes, tears, or fraying
- Jeggings
- Leggings
- Tights
- Pants made of elastic or stretchy material
- Wind shorts
- Pajamas

Students who arrive inappropriately dressed will be sent to the office to call parents to bring their school uniform. Students will not be allowed to go to class until they are properly dressed. They will also wear the uniform for the rest of the day. If the student repeatedly violates these requirement, he or she will lose the privilege of participating in Spirit 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 bottom of the collar in the 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: Knee-length khaki shorts can be worn year-round, except on chapel day. The length of the shorts should be no higher than the top of the knee and purchased from Uniforms Plus.
5. Belt: (chapel uniform and everyday) Students in grades 4-12 must wear black or brown belt.
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. (The shoe may not be any variation of a tennis shoe, such as Vans, Converse, etc. They also may not be a boat shoe with rubber soles that come up the sides.) Tennis shoes with non-marking soles may be worn on non-chapel days. All shoes must have a back.
8. Long sleeved shirts under the uniform must be black, white, royal blue, or navy.
9. In the classroom, students may only wear the sweater or windbreaker sold at Uniforms Plus or the hoodie purchased at the school. All other coats and jackets may be worn outside only.

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.

Girls' 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' Uniform

1. Shirt: The GCS blue polo shirt with the school emblem embroidered on the left-hand side purchased from Uniforms Plus.
2. Chapel Dress: K4-3rd jumper with white sailor blouse, 4th and up pleated khaki skirt or plaid skirt with middy 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. The length of the shorts 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. Belt: (chapel uniform and everyday) Students in grades 4-12 must wear black or brown belt.

6. Shoes: Dress shoes must be worn on chapel days. Dress sandals may be worn. (The shoe may not be any variation of a tennis shoe, such as Vans, Converse, etc. They also may not be a boat shoe with rubber soles that come up the sides.) Tennis shoes with non-marking soles can be worn on non-chapel days. All shoes must have a back.

7. Tights and long sleeved shirts under the uniform must be black, white, royal blue, or navy.

8. In the classroom, students may only wear the sweater or windbreaker sold at Uniforms Plus or the hoodie purchased at the school. All other coats and jackets may be worn outside only.

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 "Room Mom." Plans will be coordinated through the classroom 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 classroom 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 workbook 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 \$4.00 will be assessed for the pace.

Tuition: Paid on a ten-month basis with the first month’s payment due by August 1st. Each month’s payment is due by the date set up in your FACTS account. A \$30 fee is assessed if not paid by the end of the month.

Overdue Accounts: **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 a.m. 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

Lockdown, 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.

Parent Prayer Team

The Parent Prayer Team is a voluntary ministry of the parents of GCS. Parents are contacted by email with prayer requests and a weekly meeting is held. We are grateful for faithful prayers being offered up on our behalf by our wonderful prayer team.

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. I understand that the school cannot outline every possible scenario where discipline issues may occur and that biblical principles and common sense will be followed.

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, and when all papers are 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 and at school events. It is my understanding that I am financially responsible for any damage caused by my child to church, school, or individual's property.

XVIII. Student Code of Conduct

Purpose of the Student Code of Conduct

One of the primary goals of Grace Christian School is to establish and maintain a spiritual and favorable academic atmosphere for students and

staff. Effective learning cannot take place in an environment where student behavior interferes with the ability of the teacher to teach effectively, or the ability of other students to participate in classroom learning activities. To foster an orderly and distraction-free environment, Grace Christian School has established this Student Code of Conduct.

“Similarly, if anyone competes as an athlete, he does not receive the victor’s crown unless he competes according to the rules.” 2 Timothy 2:5

The Code of Conduct does not define all types and aspects of student behavior. Thus, Grace Christian School may impose campus and classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to students, and may or not constitute violations of the Code of Conduct. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations for student behavior and consequences for misconduct.

“Those whom I love I rebuke and discipline. So be earnest and repent.” Revelation 3:19

Jurisdiction

Grace Christian School has disciplinary authority over a student:

1. During the regular Grace Christian School day and while the student is traveling to and from Grace Christian School activities;
2. For any mandatory expulsion offense committed while on Grace Christian School property;
3. For any Grace Christian School-related misconduct, regardless of time or location;
4. When retaliation against a Grace Christian School employee or volunteer occurs or is threatened, regardless of time or location;
5. When a student commits a felony;
6. When criminal mischief is committed on Grace Christian School property or at a Grace Christian School-related event; and
7. While a student is in attendance at any Grace Christian School-related activity, regardless of time or location, as long as the student is under the direction of a Grace Christian School employee or volunteer.

“Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted,

and those who do so will bring judgment on themselves.” Romans 13:1-2

Discipline Management Techniques

It is the goal of Grace Christian School to provide a positive classroom environment that promotes learning and fosters a safe and caring school experience for students and staff. In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the Grace Christian School community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary actions will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, and the effect of the misconduct on the Grace Christian School environment.

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

The following discipline management techniques may be used, alone or in combination, for misbehavior violating the Code of Conduct or campus and/or classroom rules.

- Cooling-off time of “time out”
- Demerits
- In-School suspension or detention
- Community service
- Out-of- School suspension (Principal has discretion to number of days)
- Expulsion
- Parent-teacher conferences
- Removal from the classroom and/or placement in another classroom
- Confiscation of cell phones or other electronic devices; a fee will be charged for the return of devices
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices and/or membership in Grace Christian School-sponsored clubs/organizations or attending field trips.

Grace Christian School will NOT inflict corporal punishment upon a student for misconduct.

“Whoever disregards discipline comes to poverty and shame, but whosever heeds correction is honored.” Proverbs 13:18

Prohibited Offenses

The following behaviors are prohibited at Grace Christian School and Grace Christian School-related activities:

- Cheating/academic dishonesty – i.e., copying the work of another, using the work of another as your own, using notes or other materials on a test or quiz without permission, scoring violations, etc.
- Disrespect of, or disobeying, Grace Christian School staff and/or persons in authority
- Engaging in harassing, or bullying conduct
- Engaging in threatening behavior toward another student or Grace Christian School employee on or off Grace Christian School property
- Failure to complete assigned homework and/or homework slip not signed
- Leaving textbooks or workbooks at home
- Not getting a teacher initial on check-up; Self-Test; or teacher score
- Changing goals without permission or not setting goals
- Failure to comply with directives of Grace Christian School staff (insubordination)
- Making negative comments about students, faculty, or the Grace Christian School in any form
- Persistent tardiness
- Persistently leaving school early
- False accusations that may harm another student, staff or administration
- Fighting
- Leaving a classroom, Grace Christian School property, or Grace Christian School-sponsored events without permission
- Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual nature in any media format
- Theft (stealing property belonging to the Grace Christian School or another person)
- Unruly, disruptive, or abusive behavior that interferes with the teacher’s ability to communicate effectively with students
- Any illegal or immoral offense
- Possession of any illegal item on the school campus
- Any other offense as determined by administration

“Those who disregard discipline despise themselves, but the one who heeds correction gains understanding.” Proverbs 15:32

Consequences Further Described

“Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined.” Titus 1:8

After School Detention

Detention will be held after school on Tuesday, Wednesday and Thursday. Students who serve detention must make arrangements to be picked up from school at 4:15 p.m.

During detention:

- Students will bring materials to work on. Classroom materials may be sent by a teacher.
- Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
- Sleeping is not permitted.
- Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from Grace Christian School.
- Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from Grace Christian School.

Community Service

Community service will be held after school on Wednesday and Friday. Students must make arrangements to be picked up from school at 4:15 p.m.

During Community Service

- Students will be provided gloves and will assist the custodian with cleaning the facilities to include mopping, sweeping, and taking out trash.

Suspension

Grace Christian School utilizes two kinds of suspension: in-school suspension (ISS) and out-of-school suspension (OSS).

In-School Suspension

The following rules and regulations apply to all students assigned to ISS:

- Students must report to the ISS room at after morning assembly or chapel.
- Students are responsible for obtaining assignments from each teacher.
- Students will not be permitted to go their lockers or classroom. Materials must be brought to their room at the start of day.
- Students may not bring food or drink into the ISS room.
- No disruptive behavior will be allowed.
- Unexcused absences from suspension will be referred to the administration.
- Sleeping is prohibited.
- Students must abide by the provisions of the Student Code of Conduct during their suspension period.
- A student who misses a scheduled in-school suspension without a confirmed excuse will be assigned one day of out-of-school suspension. The missed in-school suspension period will be rescheduled. If a student misses more than one scheduled in-school suspension without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the principal for further action, which may include up to three days of out-of-school suspension or any other consequence determined by the administration.

Out-of-School Suspension

The administration will give notice of suspension and the reasons for the suspension to the student and notify the parent or guardian through phone and/or an Office Referral form sent in the child's folder.

Removal from School Transportation

A student being transported by a Grace Christian School employee or volunteer to a School-sponsored or School-related activity may be removed from a vehicle for conduct violating the Grace Christian School's established standards for conduct in this Code of Conduct.

Process for Suspensions Lasting Up to Five Days

In addition to the above list of Code of Conduct violations, the administration has authority to suspend a student for a period of up to five School days for any of the following additional reasons:

- The need to further investigate an incident,
- A recommendation to expel the student, or
- An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, the administration will attempt to hold an informal conference with the student to:

- Notify the student of the accusations against him/her,
- Allow the student to relate his or her version of the incident, and
- Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians

If the administration determines the student's conduct warrants suspension during the School day, the administration will make reasonable effort to notify the student's parent(s) that the student has been suspended to arrange for pick-up. The administration will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the administration if needed.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension, if the student makes up work missed during the period of suspension within the same number of Grace Christian School days the student was absent on suspension.

Process for Out-of-School Suspensions Over Five Days and Expulsion

When the Principal or Vice Principal determine that a student's conduct warrants suspension for more than five days or expulsion, but prior to taking any expulsion action, the Principal or Vice Principal will provide the student's parent(s) with written notice (through email) of:

- The reasons for the proposed disciplinary action; and
- Length of suspension or expulsion (if temporary).

No Credit Earned

Students will not earn academic credit during a period of expulsion.

Emergency Placement and Expulsion

If the administration reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability

of a student's classmates to learn, or with the operation of Grace Christian School or a Grace Christian School-sponsored activity, the administration may order immediate removal of the student. The administration may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student and parent or guardian will be given verbal notice of the reason for the action and a meeting will be scheduled within a reasonable time after the emergency removal.

“Listen to advice and accept discipline, and at the end you will be counted among the wise.” Proverbs 19:20

XIX. Policies Acceptance

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

I have read the contents of this handbook and student code of conduct 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.

Mother PRINTED Name	Signature	Date
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Father PRINTED Name	Signature	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Appendix

Medical Treatment Authorization

This form grants temporary authority to a designated adult to provide and arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either parents or legal guardians, and it may not be feasible or practical to contact them.

Minor Full Legal Name: _____

Home Address: _____

Date of Birth: _____ Gender: ___ Female ___ Male

Information for Medical Treatment Physician's Name and Location of Practice: _____

Physician's Phone #: (_____) _____

Medical Insurer/Health Plan: _____

Policy #: _____

Allergies to Medications: _____

Allergies (Other): _____

Please note all conditions for which the child is currently receiving treatment: _____

Note any other significant medical information: _____

AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S) I do hereby state that I have legal custody of the aforementioned Minor. I grant my authorization and consent for _____ (hereafter "Designated Adult") to administer general first aid treatment for any minor injuries or illnesses experienced by the Minor. If the injury or illness is life threatening or in need of emergency treatment, I authorize the Designated Adult to summon any and all professional emergency personnel to attend, transport, and treat the minor and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur. I agree to assume financial responsibility for all expenses of such care. It is understood that

this authorization is given in advance of any such medical treatment, but is given to provide authority and power on the part of the Designated Adult in the exercise of his or her best judgment upon the advice of any such medical or emergency personnel.

This authorization is effective through: _____ . Signed this ____ day of _____, 20____.

Parent / Legal Guardian Signature

Printed Name

Witness Signature

Witness Printed Name