



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

National Association of Private Schools  
Accredited



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## 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, 1 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)
10. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe this covenant is God-ordained and God-blessed for the good of each spouse, for procreation and for the training and educating of offspring. We believe this definition of marriage to be clearly defined and commanded in God's Word, our standard for life and doctrine (Gen. 2:22-24 / Prov. 5:18,19 / Prov. 18:22 / Rom. 7:2 / 1Cor. 7:1-16 / Eph. 5:22-6:4 / Col. 3:18, 19 / Heb. 13:4). We do not accept any definition of marriage that falls outside these biblical parameters set forth in God's word. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, transgenderism, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

## **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 National Association of Private Schools.

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 8<sup>th</sup> through 12<sup>th</sup> 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 K4-7<sup>th</sup> grades. This curriculum establishes a firm foundation for beginning learners which enables them to excel above and beyond traditional expectations. Both curricula 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
4. Submit recommendation letter from previous teacher (5<sup>th</sup> grade and up)
4. Submit the pastor recommendation form (5<sup>th</sup> 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 8<sup>th</sup>-12<sup>th</sup> grade will be required to take the ACE diagnostic test to determine placement. The 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.
- A student may be refused admission, dismissed, or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration.
- 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 5<sup>th</sup>-12<sup>th</sup> 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.

### Lost/Damaged School Owned Readers and Other Materials

Students who lose school owned readers and other materials or who damage those materials will be required to pay for the replacement costs of the items. Report cards will not be released until full payment has been made.

### 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 1<sup>st</sup>–12<sup>th</sup>

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 (8<sup>th</sup>–12<sup>th</sup> 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.

### **Transfers to State Accredited Schools**

National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accreditation or accrediting agencies. Students entering back into a state accredited public school may be tested by the receiving public school to determine if he/she should be placed in the desired grade level, or if certain credits may be transferred to the receiving school. Public schools are not required to accept credits from schools not accredited by the state or regional accrediting agencies.

### **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.

The state of Texas allows students to take CLEP (the College-Level Examination Program) tests to earn high school credit. Students desiring to CLEP out of a course should visit <https://clep.collegeboard.org/> for more information.

### **Course Requirements for Entering Seniors**

Students entering an accredited school for the senior year must be required to complete at least 10% of the required school course credits for graduation or three full-year courses, whichever is the least amount. These courses may include Bible courses or additional electives.

### **College Admission**

National Association of Private School accredited school graduates are accepted at colleges and universities, providing they have the proper academic credentials, testing and transcripts. However, some colleges may wish to validate the high school diploma before admission of the student may be approved. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.

## Diploma Plans

### ***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.

Required = (R), Optional = (O)

<b>Subject</b>	<b>Minimum Credits Required</b>
<b>Math</b>	3½
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (½ credit)	
<b>English</b>	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
<b>Science</b>	4
Biology (R)	
Physical Science (R)	
Chemistry (R)	
Physics (R)	
<b>Social Studies</b>	4
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (½ credit)	
Economics (R) (½ credit)	
<b>Bible</b> (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)	
<b>Electives</b>	
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

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.

Required = (R), Optional = (O)

Subject	Minimum Credits Required
<b>Math</b>	3½
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (½ credit)	
<b>English</b>	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
<b>Science</b>	3
Biology (R)	
Physical Science (R)	
Chemistry (O)	
Physics (O)	
<b>Social Studies</b>	4
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (½ credit)	
Economics (R) (½ credit)	
<b>Bible</b> (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)	
<b>Electives</b>	
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

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.

Required = (R), Optional = (O)

Subject	Minimum Credits Required
<b>Math</b>	3
Algebra I (R)	
Geometry (R)	
Algebra II (O)	
Business Math (O)	
<b>English</b>	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
<b>Science</b>	4
Biology (R)	
Physical Science (R)	
<b>Social Studies</b>	4
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (½ credit)	
Economics (R) (½ credit)	
<b>Bible</b> (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)	
<b>Electives</b>	
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 <sup>st</sup> offense	1 demerit
2 <sup>nd</sup> offense	Detention
3 <sup>rd</sup> 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 - 3<sup>rd</sup> are 8:30 a.m. to 3:20 p.m. The hours for students in 4<sup>th</sup> - 12<sup>th</sup> 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. A five-minute grace period is extended. Students who arrive at 8:36 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 5<sup>th</sup> tardy, the student must attend detention. On the 7<sup>th</sup> 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 side parking lot by the door under the covered walkway 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.

It is strongly recommended that students not be picked up between 2:00 p.m. and their regular dismissal time unless there is an emergency or a medical or dental appointment. This allows students to receive necessary instruction. It also prevents disruption of the classroom learning environment. A doctor's note must be provided the following day.

K4-3<sup>rd</sup> 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, Sanitization, and Hygiene**

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.**

Each morning upon arrival, students will have their temperature taken and will be given hand sanitizer. Students with a temperature greater than 99 degrees Fahrenheit will not be able to stay. It is very important that parents do not drop their child off and drive away until the child's temperature is taken. Students should also not be left to wait for the doors to open as they will be unsupervised. Please remember that students who have had a fever may not return to school until they have been fever free for a full 24 hours without fever reducing medications. For example, if a child is running a temperature at 8 AM and you give him or her medicine to reduce the fever, the child will have to be free from fever for not only 24 hours, but also the length of time that the medicine is active in the body (4, 6, or 12 hours depending on the medication). **Please do not give your child medication before school to prevent a rise in temperature so that the child may stay at school.** If your child does become ill or have a temperature while at school, he or she should be picked up immediately.

Students who are ill, especially with symptoms of COVID, need to stay home. It is very important that they do not come to school until they have recovered or a doctor has given a return to school note.

## Symptom Screening and Exclusion from School

In accordance with CDC guidance, students and staff will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19:

- A fever of greater than 99.9 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Every student coming to campus may have their temperature taken and a visual symptom check conducted prior to entering the classroom for the day. Students with visual symptoms or a temperature of greater than 99.9 degrees Fahrenheit will be sent home for the day.

Students and staff may be required to wear PPE (Personal Protective Equipment) when directed to do so by GCS protocol. PPE may consist of a cloth face covering and/or a plastic face shield. In addition, persons who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) may be asked to wear a mask or other PPE while on school property to minimize dissemination of bodily fluids and may be sent home. Any person is welcome to wear PPE on campus unless it inhibits the person's ability to perform his or her job, inhibits a student's ability to participate in the educational process, or is disruptive to the educational environment.

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

- No fever within a 24-hour period before returning (as described above)
- No vomiting or diarrhea within a 24-hour period
- Symptoms of COVID-19 are not present
- If antibiotics are prescribed, the child must have taken a full dose for at least 24 hours before returning to school.

## Enhanced Stay-Home/Send-Home Standards

The normal stay-home/send-home standard is as follows: Children who experience fever or vomiting during the night should be kept home the next day. If children exhibit any symptoms of illness in the morning, it is requested that they be kept out of school. If children experience fever or vomiting in school, they will be immediately sent home. Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported to the school office so that we are alerted to early symptoms and a letter can be sent home.

During the COVID-19 pandemic, GCS will enhance the normal stay-home/send-home standard in the following manner:

- All students with a fever of 100° Fahrenheit or higher must stay home or be sent home.
- All students with a cough, runny nose, or congestion must stay home or be sent home.
- All students with breathing that sounds or looks different than normal must stay home or be sent home.

## Intensified Sanitization

While GCS has always maintained high quality standards of cleaning our facilities, many adjustments have been made in order to prevent illness from spreading on our campus. All student/staff areas will be sanitized/cleaned on an ongoing basis throughout each school day by the school staff. Of priority will be:

- Door handles
- Student desks and chairs
- Lecterns
- Light switches
- Cabinet handles
- Locker handles and combination dials
- Classroom coat racks and shelving
- Keyboards and other computing hardware
- All other surfaces that are handled by staff and students throughout the day

After each school day, staff will perform a daily cleaning regime for the bathrooms and common areas.

## **Health and Wellness Room**

A Health and Wellness Room will be maintained in the school office in order to isolate students who have become ill at school as they await pickup. The Health and Wellness room will be self-contained and away from high traffic areas. It will be cleaned and sanitized before and after each use. Students in the Health and Wellness Room must wear a surgical mask at all times. Staff working with these students will wear proper PPE.

## **Student/Staff Hygiene**

Every student and staff member will be required to sanitize their hands at least twice daily in addition to the normal times of hand sanitation (after using the restroom, before and after meals, and after coughing, sneezing, or blowing nose). Soap and water is recommended, but hand sanitizer with at least 60% alcohol content is acceptable. This sanitizer will be provided in every classroom and student/staff area.

## **Outbreak Management Plan**

Should an outbreak occur, GCS will coordinate with local health officials. Changes to policies and protocols will be based upon health department orders, in conjunction with the guidance established by the CDC.

As per the regular emergency management plan, in the event of a public health or medical related issue, school administration will mobilize information quickly so faculty, staff, and families have relevant facts and school-recommended actions as soon as possible. Public health or medical-related information will be provided to school faculty and staff through the school office, then communicated to parents via text alert, phone call, or email as appropriate. If needed, a link to a web page will be provided for access to the most recent updates.

## **Response to Exclusion from School or Self-Quarantine**

As soon as the school becomes aware of a student or staff member that may have COVID-19 or who has been excluded from school or recommended to self-quarantine, the school will contact the local health department. Custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours, or as long as possible prior to disinfecting, and instead, will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

## **Return to School After COVID-19 Exclusion or Other Illness**

Once a student or staff member is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. Untested. Persons who have not received a test proving or disproving the presence of COVID-19, but experience symptoms, may return if the following three conditions are met:
  - a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers);
  - b. other symptoms have improved (for example, when your cough or shortness of breath has improved); and
  - c. at least ten (10) calendar days have passed since your symptoms first appeared.
2. Tested. Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
  - a. They no longer have a fever (without the use of medicine that reduces fevers);
  - b. other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - b. they have received two negative tests in a row, at least 24 hours apart.
3. Tested with no symptoms. Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

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

- No fever within a 24-hour period before returning (as described above)
- No vomiting or diarrhea within a 24-hour period
- Symptoms of COVID-19 are not present
- If antibiotics are prescribed, the child must have taken a full dose for at least 24 hours before returning to school.
- Students may also return if they are approved to do so in writing by the student's health care provider.

## **Siblings or Other Students in the Household**

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings, or other students living in the same household, will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.

## **Self-Quarantine**

If a student or staff member has recently had close contact with a person with COVID-19 symptoms, or diagnosed with COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the school may exclude the student or staff member from the school campus and recommend that they self-quarantine for 14 calendar days.

## **Confirmed Case of COVID-19 in the School Building**

When there is confirmation that a person infected with COVID-19 was on the school campus, the school will contact the local health department immediately. Unless extenuating circumstances exist, the school will close the school building for a minimum of 2-5 days and work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine when the building should reopen. The school will contact parents/students and employees to notify them that a person who tested positive for COVID-19 was in the building, and to encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing by the health department. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs, and field trips. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the health department.

Any decisions to close school will come from the administrator based on confirmed information from local education, city, state, or federal agencies. With an announcement to close school, faculty and staff are expected to remain to supervise students and perform student release procedures. The school will then institute an alternate education plan in order to maintain continuity of instruction.

## **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-4<sup>th</sup> 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 (8<sup>th</sup>-12<sup>th</sup> 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, students will no longer qualify for honor roll. This will also disqualify the student to participate in the honor roll field trip. Additionally, students will receive a zero on the assignment. Students in 8<sup>th</sup>-12<sup>th</sup> grade will have to repeat the Pace. Obtaining copies of curricular materials prior to testing on those materials could result in elevated consequences. Parents who contribute to obtaining these materials and giving them to the child risk having the child withdrawn from the school.

In addition to the above stated consequences, 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 and/or failure of the current grade level.

**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 and Other Communication Devices Policy**

Students will not be allowed to have cell phones or other communication devices, including smart watches, 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. Violation of this will result in confiscation of the phone or device. 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 Policy**

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.

### **Toys**

Toys are not allowed at school. If a student has toys, they must remain in the backpack.

## **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 or at the Used Uniform Sale 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.

#### ***Physical Education***

Knee-length athletic shorts and the school PE t-shirt must be worn for PE for grades 4-12. Sweatshirt/sweatpants (warm ups): Sweatshirts and sweatpants (warm ups) may be worn during PE only. Approved colors for all of these items are: royal blue, navy blue, black, and gray. Shoes must be athletic (tennis shoes). Clothing must fit properly and not be too tight or short. Leggings, tights, and other form fitting bottoms may only be worn underneath loosely fitting shorts or pants.

#### ***School Events***

Students must follow the non-uniform dress days requirements described below when attending any school event where the dress code is not otherwise specified even if he or she is not participating in the event and is only a spectator (i.e. athletic events, Father Daughter Dance, Mother Son Game Night, etc.)

#### ***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.

Piercings other than the ears are not allowed. If piercings are already existent, students may wear clear studs to maintain the hole, but they may not wear jewelry in the piercings. Gauges for expanded ear holes are not allowed. Only girls may wear earrings.

## ***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 (End of Year Awards, Graduation, and Gala)*

Please do not purchase or select clothing or accessories that have glitter on them or in the fabric. Fortress Church has requested that no glitter be used on any clothing or decorations because it is very hard to remove from the chairs and carpet. Students who are not properly dressed or struggle to keep their shirt pulled down will not be allowed to participate in the required activities until they are dressed appropriately.

#### **Acceptable:**

- All clothing should fit properly and not be tight.
- Boys must wear nice pants such as slacks or khakis.
- Girls must wear a skirt or dress that is at least knee length and loose fitting. Girls may wear a sun dress, but the shoulders must be completely covered on the top and sides.
- Boys’ and girls’ shirts shall be nice dress shirts or blouses. Dress shirts or blouses should fit properly and not be tight (If the shirt reveals the torso when the arms are raised, please wear an undershirt that is tucked into the bottoms.)
- For the gala where girls are allowed to wear pants, both boys and girls must wear loose fitting bottoms. If the pants are tighter fitting, the shirt must be long enough to easily cover the bottom and must stay pulled down throughout the event, including the performance. The shirt should also loosely fit over the hips.
- Any style or color
- Boys and girls must wear dress shoes as described in the Examples for Boys of Dress Shoes for Non-Uniform Days and Examples for Girls of Dress Shoes for Non-Uniform Days documents which may be found in the appendix.

#### **Unacceptable:**

- Any clothing that is tight enough to show the full shape of the body or undergarments
- Any clothing with holes, tears, or fraying
- T-shirts unless a dress shirt or blouse is also worn over it
- 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 unless another top is worn to cover the shoulders
- Clothing that exposes the shoulders or chest
- Peek-a-boo shoulder and cap sleeved tops and dresses
- 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
- Shorts
- 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.
- Shoes that do not have a back

Students who arrive inappropriately dressed on these special days will be sent to the office to call parents to bring their school uniform or appropriate clothing. **Students will not be allowed to go to class until they are properly dressed.** If the student repeatedly violates these requirements, 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
- Nylon warm ups as long as they are loose fitting
- Any style or color

### **Unacceptable:**

- Any clothing that is too tight and shows the full shape of the body or undergarments
- Shirts may not be modified by cutting them and/or tying them in knots, etc.
- Clothing with holes, tears, or fraying
- Skirts that are above the knee in length
- Skirts that are sheer unless the slip underneath is at least to the knee
- Sweat pants
- Jeggings
- Leggings (unless worn under a knee length skirt)
- Tights
- Pants made of elastic or stretchy material
- Wind shorts
- Pajamas
- Shoes without a back

Students who arrive inappropriately dressed will be sent to the office to call parents to bring their school uniform or appropriate clothing. **Students will not be allowed to go to class until they are properly dressed.** If the student repeatedly violates these requirements, 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. Please refer to the uniform dress code violations section above.

### ***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. Pants: Khaki pants purchased from Uniforms Plus
3. Walking shorts: Knee-length khaki shorts can be worn year-round. The length of the shorts should be no higher than the top of the knee and purchased from Uniforms Plus.
4. Belt: Students in grades 4-12 must wear black or brown belt.
5. Socks: Socks must be worn at all times.
6. Shoes: Dress shoes, casual shoes, and athletic shoes with non-marking soles may be worn. All shoes must have a back.
7. Long sleeved shirts under the uniform must be black, white, gray, 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.

## **Girls' Uniform**

### ***Jewelry***

Jewelry should be limited to earrings, 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. Please refer to the uniform dress code violations section above.

### ***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. **Walking shorts:** Knee-length khaki shorts can be worn year-round. 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.
3. **Slacks:** Khaki pants may be worn. These must be purchased from Uniforms Plus.
4. **Belt:** Students in grades 4-12 must wear black or brown belt.
5. **Shoes:** Dress shoes, casual shoes, and athletic shoes with non-marking soles may be worn. All shoes must have a back.
6. **Tights and long-sleeved shirts** under the uniform must be black, white, gray, royal blue, or navy.
7. 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.

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 1<sup>st</sup>. 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 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.

### **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.

## **Chaperones and Transportation**

The school does not have school owned transportation; therefore, parents and other volunteers transport the students in personal vehicles and/or act as chaperones for offsite activities and athletics. These chaperones are required to have a current driver's license, automobile insurance, and a background check. By signing the Policies Acceptance Form below, you agree to allow your child to be transported by and/or chaperoned by these individuals unless you drive your own child for the field trip or you let the teacher know that your child will not attend. You also release Grace Christian School, the school board members, and all staff of any liability.

### **XVII. Parent Commitment and Cooperation Agreement**

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

Enrolling or re-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. I understand that parents and students are not to defame Grace Christian School or state anything in a manner that could be construed as derogatory about the school or create divisiveness amongst the school community. I further understand that violating this provision could result in removal from enrollment.

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.

If I have a question about a school policy or an event that involves my child, I agree to notify my child's teacher. I will make an effort to resolve any differences and maintain excellent communication between myself and staff. Parental support is an essential part of the educational process. I understand that is the sole discretion of the administration to determine if a parent has failed to support the administrator or staff or the standards articulated in the school's Statement of Faith and that the administration reserves the right to deny the student continued enrollment in the school.

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. This includes obtaining copies of curricular materials prior to testing on those materials. Parents who contribute to obtaining these materials and giving them to the child risk having the child withdrawn from the school.
- 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
- Students with a driver’s license may not provide transportation to other students.
- GCS is a closed campus. Students may not leave school without permission during lunch or any other time of day other than dismissal. Students must sign out in the office if permission has been gained.
- Any other offense as determined by administration

A student may be expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration.

### **Physical Contact/Immorality**

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

In accordance with the ministry’s statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior.

The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender at birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

*Definition of "immoral act"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

*Definition of "identifying statement"*

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral, transgender, and/or homosexual acts.

*Examples:* "I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender", "I identify as another gender." Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

*Definition of "identifying act"*

Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

*Examples:* Wearing apparel and/or accessories that show and/or imply support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally-born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

**"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 or classroom 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. 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**

## GCS Health and Safety Guidelines

Grace Christian School offers a very safe environment for children to receive instruction due to its small size. Staff members are much more able to monitor the classroom and students, sanitize often, encourage health practices, and take immediate action when needed. As a small school we are able to stay open when the larger schools are required to close due to frequent outbreaks. Parents may have peace knowing their student/s and family are constantly being prayed for by our staff and others.

	<p>Prayer will be offered daily for every student, staff member, and family that is a part of Grace Christian School.</p>
	<p>Temperature checks will be performed on all individuals entering the building.</p>
	<p>Hand sanitizer will be provided upon entering the building. Students may keep a personal container at their desk. Sanitizer will also be available in the classroom.</p>
	<p>All individuals will be required to wash their hands or use hand sanitizer upon entering the building, after using the restroom, before and after meals and snacks, and anytime where it may be necessary.</p>
	<p>Proper hand washing techniques will be taught and emphasized.</p>
	<p>Social distancing will be implemented where possible and feasible.</p>
	<p>Students and staff who have symptoms of COVID-19 without a doctor's diagnosis stating a different illness is present will be required to stay home until symptoms have resolved for at least three days.</p>
	<p>Anyone who has had close contact with a person who has tested positive must remain off campus for two weeks.</p>
	<p>Anyone who has a temperature of 100° or higher will be sent home.</p>
	<p>Surfaces will be disinfected frequently.</p>
	<p>Anyone desiring to wear a face mask or face shield may do so.</p>
	<p>Anyone desiring to purchase plexiglass that will attach to their child's desk may do so. Items must not include adhesive or screws when attaching to the desk. Clamps are admissible.</p>

**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.
3. I agree to allow my child to be transported by and/or chaperoned by individuals as described above unless I drive my own child for field trips or let the teacher know that my child will not attend. I also release Grace Christian School, the school board members, and all staff of any liability.

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.

<b>Student's Printed Name (All Grade Levels)</b>

Mother PRINTED Name	Signature	Date
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Father PRINTED Name	Signature	Date
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Students **over age 13**, sign below:

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

# Examples of Dress Shoes for Boys on Non-Uniform Days

## Acceptable (Brown or Black Only)



## Unacceptable



# Examples of Dress Shoes for Girls on Non-Uniform Days

## Acceptable



## Unacceptable

