

Grace Christian School



2010-2011
Secondary Handbook

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PHILOSOPHY OF EDUCATION

THEME PASSAGE

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” II Timothy 3:16, 17

MISSION STATEMENT

Grace Christian School, assisting the home and church, provides a nurturing Christ-centered spiritual, academic and physical atmosphere to produce disciples who will have a transforming impact on their world.

PRINCIPLE VALUES

Value: GCS is in Partnership with Parents

Grace Christian School recognizes that parents are responsible before God for the instruction, training and discipline of their children. GCS seeks to assist parents in meeting their responsibility in a rapidly changing world by providing curriculum, resources and professional, godly instruction.

Value: GCS Education is Biblically Integrated

Education is a quest for truth that builds a personal worldview. GCS accepts the Bible worldview as correct and integrates the whole content and process of education with the Bible.

Value: GCS is a Local Church Ministry

Grace Christian School acknowledges that the local church is the instrument established by God for the completion of His program on earth. GCS, a ministry of Grace Baptist Church, seeks to work in cooperation with local churches.

STATEMENT OF OBJECTIVES

For the spiritual and moral development
of the students, the school seeks:

- A. To teach that God is the Creator and Sustainer of the universe.
- B. To teach that Jesus Christ is the Son of God who came to earth to die for sinful man.
- C. To teach the necessity of being born again by the Spirit of God through trusting the Lord Jesus Christ.
- D. To teach the growth in the Christian life depends upon: (1) fellowship with God through Bible study, prayer, contemplation and obedience and (2) fellowship with other believers in the local church.

- E. To teach that the Bible, as the Word of God, is both the foundation for all human knowledge and the practical guide for life.
- F. To teach the application of Biblical ethics in every area of life.
- G. To teach students to manifest the fruit of the Spirit and other Christian graces.
- H. To stress the urgency for world missions.
- I. To respect authority.

**For the personal and social development
of the students, the school seeks:**

- A. To teach students to respect the rights of others that hold views that are different from their own.
- B. To teach students to work both independently and cooperatively.
- C. To teach students to formulate and evaluate their personal convictions based on Scripture.
- D. To assist the students in developing an understanding of the need for wholesome physical and mental recreation.
- E. To assist the students in gaining an understanding of their emotional needs and the necessity of depending upon God to meet those needs.
- F. To develop self-discipline, self-motivation and to learn that work has its reward.
- G. To respect the property and rights of others.

**For the academic development
of the students, the school seeks:**

- A. To integrate all academic subjects with Biblical revelation.
- B. To teach students to apply themselves to their work and to fulfill their various responsibilities.
- C. To assist the students in the development of creative skills and an appreciation for the fine arts.
- D. To teach the students effective communication skills.
- E. To adequately prepare the students for future student and occupational competence.
- F. To inform students of America's heritage and encourage a love for their country.
- G. To encourage students to be conscientious citizens, informed about current national issues.

DOCTRINAL STATEMENT

1. We believe in the Scripture of the Old and New Testaments as verbally inspired of God and inerrant in the original writings. They are of supreme and final authority in faith and life. (II Timothy 3:16; II Peter 1:21)
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Matthew 23:19; Deuteronomy 6:4)
3. We believe the Genesis account of creation and believe that Man came by direct creation of God and not by evolution. Man's purpose is to glorify God in all he does. (Genesis 1, 2; John 1:3, Colossians 1:16)
4. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man. (Isaiah 7:14; Philippians 2:5-11; Colossians 1:15)
5. We believe that man was created in the image of God; that man sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature. (Romans 3-5)
6. We believe that the Lord Jesus Christ lived a sinless life, died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood. (I Peter 2:24; Hebrews 9:11-28)
7. We believe in the resurrection of the crucified body of our Lord, in His ascension to Heaven, and in His present life there for us as High Priest and Advocate. (I Corinthians 5:3-4)
8. We believe in "that blessed hope" the personal, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ. (I Thessalonians 4:13-18; Revelation 19-20)
9. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby, become the children of God. (John 3:1-18)
10. We believe that every born-again believer is, by the miracle of God, accorded a place in the body of Christ, and that this body is Biblically identified as "the Church". The Church, which is His body, realized in the assembly of the local church. (Ephesians 3:3; Colossians 1:24-27; I Corinthians 12:12, 13)
11. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. (Revelation 20:7-15; 21:1-8)

SCHOOL STANDARDS

A. DRESS CODE

Rationale: As Christians, we realize that conformity to an outward standard of dress does not cause true spirituality. However, the Bible is not silent on the matters of appearance and our appearance is to be an accurate reflection of godly character.

1. Our appearance should give glory to God.
2. We should avoid styles of dress that identify with or promote sinful attitudes, beliefs, or practices.
3. Clothing should be **modest**, not tempting others to impure thoughts.
4. As faithful stewards of the clothing the Lord has entrusted to us, our clothes should be clean and in good repair.
5. As ambassadors of Christ, we should dress neatly and appropriately.

General Standards: Classroom dress must be followed while a student is attending classes at GCS. All students should arrive in classroom attire unless the School Administrator gives special permission. Relaxed clothing is permitted for certain field trips and at after-school activities. **The School Administrator does reserve the right to determine what is acceptable dress and appearance for school and school related functions.**

As a modesty standard, shorts worn for P.E. or athletic practices are to be at least mid-thigh in length (finger-tip length is a minimum guide). Outdoor coats and boots are not to be worn during class. Writing on shirts is limited to "logo size" (smaller than 2" x 3") and should have no negative connotations. Hats/head coverings of any kind may not be worn inside the building at any time except for special theme day participation. Any questionable clothing will be referred to the School Administrator.

1. Boys

- a. **Shirts** – A shirt with a turnover collar, a turtleneck, a sweater, crew neck shirt or banded collar shirt may be worn. Shirts must be neat looking and must be tucked into pants.
 - 1.) Striped or solid colored T-shirts as well as those with a pattern or over-all print are acceptable.
 - 2.) Shirts and sweatshirts must not have a kangaroo pouch pocket or front pockets near the bottom of the shirt.

- 3.) The following are not acceptable:
- a.) Undershirts worn alone
 - b.) Shirts made of long-john material
 - c.) General sweatshirts
 - d.) T-shirts with pictures, words or numbers
 - e.) GCS hooded and non-hooded sweatshirts are the only exception.

b. **Pants** – Dress or casual pants are suggested. Colored jeans are acceptable (with no rips or holes and not faded or worn) but no shade of blue or any color of stone washed jeans will be allowed. Belts are required. “Sagging” is not allowed. **Pants should not be so tight as to be immodest.**

c. **Hair** – The School Administration expects each boy to take personal responsibility for keeping his hair neatly trimmed and groomed. Hair must be above the ear, collar and eyebrows. Excessive hairstyles shall be avoided. Natural hair colors are permitted. Faces shall be cleanly shaven. Upper classmen (11th and 12th grades) may have facial hair if neatly trimmed.

d. **Jewelry, Piercing & Tattoos** – Jewelry is not to be excessive; earrings/nose rings are not to be worn to school or school activities. Body piercing is not acceptable. Tattoos are not acceptable.

e. **Shoes** – Dress shoes, fashion and non-athletic sandals or tennis shoes may be worn. “Flip-flop” sandals are not permitted.

2. **Girls**

a. **General** – A dress, shirt with a skirt, jumper, or pants are appropriate. Leggings may be worn with **knee** length skirts or dresses. Low necklines, back lines, visible midriff, revealing or tight fitting styles are not allowed. Split skirts, capris and skorts are not appropriate for normal school dress. Appropriate undergarments shall be worn but shall not be visible. Hemline length for dresses shall come to the middle of the knee while standing **and sitting**. Slits are to be no higher than the middle of the knee.

b. **Shirts**

- 1.) Striped or solid colored T-shirts as well as those with a pattern or over-all print are acceptable.

- 2.) Sleeveless shirts may be worn but must extend from the neck to the end of the shoulder.
 - 3.) Shirts and sweatshirts must not have a kangaroo pouch pocket or front pockets near the bottom of the shirt.
 - 4.) The following are not acceptable:
 - a.) Long sleeve athletic or “men’s looking” t-shirts
 - b.) Shirts made of long-john material
 - c.) General sweatshirts
 - d.) T-shirts with pictures, words or numbers
 - e.) GCS hooded and non-hooded sweatshirts are the only exception.
 - c. **Pants** – Dress or casual pants are suggested. Colored jeans (with no rips or holes and not faded or worn) are acceptable, but no shade of blue or any color of stone washed jeans will be allowed. **Pants should not be so tight as to be immodest. Pants should not fit like leggings.**
 - d. **Hair** – Hairstyles shall be feminine and conservative. Natural hair colors are permitted.
 - e. **Jewelry, Piercing & Tattoos** – Make-up and jewelry shall not be excessive. Body piercing is limited to ears only. Tattoos are not acceptable.
 - f. **Shoes** – Dress shoes, fashion and non-athletic sandals or tennis shoes may be worn. “Flip-flop” sandals are not permitted. A “flip-flop” will be considered any shoe that goes between the toes and is “V”-shaped regardless of the size of the heel.
- 3. Questions** - If a student has any doubt concerning what clothing is acceptable, he/she should contact the School Administrator/designated person prior to wearing the apparel in question.
- 4. Dress-Down Day Guidelines for Boys and Girls** – Modest fitting jeans without rips, holes, or fringes may be worn. T-shirts containing positive images, words, and suggestions may also be worn. They must look neat and nice, but do not have to be tucked in. Hat and shoe policies still apply. No sweat pants, jogging pants, wind pants or pajama pants are acceptable.

5. Procedure for Handling Dress Code Violations

- a. A student with a Dress Code violation will be addressed respectfully and privately by a teacher or School Administrator.
- b. A citation will be given to the student for a violation that can be fixed immediately such as tucking in a shirt. If the student is out of dress code for the day, a detention will be given. Depending on the seriousness of the violation, the student may be sent home or asked to make a phone call for a family member to bring a change of clothing.
- c. A respectful response from the student is expected. Students who choose to respond in a disrespectful manner will be given a detention and may be required to remain in the office until a respectful attitude is exhibited.
- d. The student will be given an unexcused absence from any class missed due to Dress Code violations.

B. SCHOOL RULES

1. Respect - Students are expected to have respect for those in authority over them. Students will be expected to address such persons in a manner that shows respect.

2. Conduct

- a. Conduct should be that which is becoming to a Christian young person. Fighting, teasing, playing excessive rough games, name-calling, throwing stones or snowballs, and using improper language are strictly prohibited on the school grounds. Students are expected to keep their hands to themselves. The Bible teaches us that Christians should conduct themselves at all times in such a way that the Lord Jesus Christ will be honored (I Corinthians 10:31). A Christian's actions and language should always be in good taste, especially with members of the opposite sex.
- b. Students are to enter the building quietly and be prepared for class when the bell rings.
- c. Students are generally expected to use their normal speaking voice during the school day – yelling, screaming, or making excessive noise is rarely appropriate. School assemblies or specific teacher directed activities would be exceptions.

- d. Physical contact between male and female students which suggests a “more than friends relationship” (i.e. holding hands, etc.) is not permitted on the school property or at school events. Engagements to be married are not allowed for students attending GCS.
- e. All students, unless specially authorized, should be out of the building by 3:30 PM.
- f. Electronic devices such as but not limited to cd players, iPods, and MP3 players are not allowed at school or school activities and should be left at home.
- g. Cell phones should not be seen or heard during the school day. If seen or heard, they will be taken and turned into the office and a citation will be issued. Continued offenses will incur additional measures. Cell phones may be in the student’s locker or book bag only. Any necessary phone calls should be made in the school office.
- h. Using tobacco, drinking alcoholic beverages, abusing drugs, stealing or participating in immoral activity are grounds for immediate dismissal from GCS. “Avoid every kind of evil.” (I Thessalonians 5:22)

3. Classroom Procedures

- a. Students are considered tardy if they are not in their classroom at the bell.
- b. Each classroom functions on four basic rules:
 - 1.) Listen and obey teacher instructions the first time they are given.
 - 2.) Talk only with permission.
 - 3.) Remain in your seat unless receiving permission to do otherwise.
 - 4.) Respect the persons and property of those around you.
- c. Any student sent to another classroom is expected to knock before entering.
- d. Writing and passing notes, tossing objects, playing with irrelevant objects and other such disruptive acts are not permitted.
- e. Gum chewing is not permitted in school due to the damage it causes to the carpet and the work it creates to remove it.

4. Study Hall Procedures

- a. Students are expected to bring homework to study hall. This is the student's responsibility and he/she may not be allowed to leave class for forgotten items. If permission is granted, the student may still be given a tardy for having to return to their locker.
- b. Students may bring a book with them if they do not have enough homework to keep them busy.
- c. Students are expected to study quietly and independently unless permitted to do otherwise by the supervising adult.

5. Homework

- a. Class assignments are to be turned in on the day they are due. If an assignment is not turned in, a student may receive a zero or have points deducted for the assignment per the teacher's classroom procedures.
- b. Examinations are part of the required work in every class. Any cheating will call for immediate disciplinary action.
- c. Homework will generally not be assigned for Wednesday night.

6. Semester and/or Quarter Exams

- a. Semester and/or quarter exams will be given to 7th–12th grade students.
- b. Students do not have to be in school until their first exam of the day.
- c. A study hall will be open to students who do not have an exam.
- d. Students may not be in the hallways or at their lockers except during the breaks between exams. This is to assure a quiet testing time for others.
- e. Students may bring study or reading material to the exam period in case they finish early. No classes or individuals will be excused until the period is officially over.
- f. Any student remaining at school after their exam must wait quietly until their transportation arrives.
- g. Seniors are not required to take final exams at the end of their final semester.
- h. Semester exams will not be given in advance and exams can only be made up in case of sickness or extenuating circumstances.
- i. The dress code is in effect the entire day.

7. School Grounds

- a. GCS has a closed campus. Students will not be permitted to leave the school during school hours unless signed out by a parent or unless they have written permission from their parent due to a professional appointment or work experience. Due to the amount of time allowed for lunch, and for the safety of our students, no one will be allowed to leave during lunchtime.
- b. Students will not be allowed to go to their cars during the day unless permission is given by a teacher or someone in authority.
- c. Students who drive to school are to drive cautiously, especially in the school parking lot. Reckless or careless driving, “peeling out”, speeding and improper parking on or near school property will not be allowed and may result in the loss of driving privileges and/or a minimum \$10.00 fine.

8. Respect of Property - All school and church property should be treated with respect and carefulness. Take pride in your school and its facilities. Report any accidental damages and any damages witnessed. The destruction of property is wrong and will not be tolerated. A student will be required to pay for any damages he/she does or helps to do. The cost for a purposely-damaged desk will begin at \$25.00 and other damage will be assessed appropriately.

9. Lockers - are provided for each student in which books and belongings should be kept. Students must receive permission to change lockers from the School Administrator. In order to keep the hallway looking neat and presentable, students are not allowed to put pictures, stickers, etc. on the outside of their lockers. Students may use magnets on the inside to hang pictures. Pictures hung inside must be Biblically appropriate. Food, other than sack lunches, should not be kept in the lockers. Due to messy spills, water is the only opened drink permitted in the locker. No student should ever enter another student’s locker without specific permission. Students may put locks on their lockers. The combination or extra key must be turned in to the office in case a need arises to open the locker. The School Administrator reserves the right to check lockers at anytime. Locks may be cut off if the need to enter becomes a necessity. Lockers may be checked periodically for neatness and cleanliness. Students are expected to empty and clean their lockers at the end of the school year.

10. Hallways

- a. Should be clear of personal belongings.
- b. Book bags should be hung in student lockers, taken with them to class or placed under the coat rack upstairs. Book bags may be kept in the lunchroom during lunch only.

11. Library Procedures

- a. Talking in the library is limited to the librarian or teacher only.
- b. Two (2) books may be checked out at a time for one (1) week and may be renewed three (3) times.
- c. Books must be checked out with the librarian.
- d. A fine of ten (10) cents a school day will be charged on over due books.
- e. Anyone found with library books in their possession that have not been checked out will lose their library privileges.
- f. Reference books and reference encyclopedias may not be taken out of the library.
- g. Students are expected to keep the library neat and in order.
- h. The person to whom a book was last checked out must pay for any lost book.
- i. There will be no eating or drinking in the library.
- j. Any student who loses a book and then loses a second book within the school year will not be allowed to have library privileges.
- k. Report cards will be held in the office until all books have been returned and library fines have been paid.

C. DISCIPLINE- We believe that discipline plays a very necessary role in the development of a young person's self-esteem and sense of security. Grace Christian School is dedicated to the training of students in a program of study, activity and living that is Christian. We believe that "all things should be done decently and in order," and that our students should be taught to feel a God-given responsibility to "walk honorably before all men." Thus, discipline is maintained which is firm and consistent, yet tempered with love. (Galatians 6:1) Our teachers maintain standards of behavior in the classroom through kindness, love and a genuine regard for their students. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out. We desire to be fully supportive of whatever discipline measures are being taken in the home and expect that parents will be equally supportive of the measures taken at school.

1. The school stands in the place of the parent during the school hours. The student must be obedient and cooperative in their response to whichever adult is in charge at that time and to adults in general.
2. The Scriptures are very clear when describing the training process:
 - a. Proverbs 22:6, “Train a child in the way he should go, and when he is old he will not depart from it.”
 - b. Proverbs 22:15, “Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.”
 - c. Proverbs 13:24, “He who spares the rod hates his son; but he that loves him is careful to discipline him.”
 - d. Proverbs 29:17, “Discipline your son, and he will give you peace, he will bring delight to your soul.”
 - e. Hebrews 12:6, 7, “...the Lord disciplines those he loves, and he punishes everyone he accepts as a son. Endure hardship as discipline; God is treating you as sons.”
 - f. Hebrews 12:11, “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.”
3. We believe in correcting in love those who have disobeyed. This means that when a student does not obey the teacher right away without objection, some form of loving discipline needs to be administered. Each teacher sets various “penalties” for minor infractions.
4. We believe that this type of discipline develops a sense of security within the heart of the child, because “discipline is security.”
5. Any parent whose child is enrolled in our school must agree to this form of discipline and training, as our teachers will attempt to apply it consistently. This is not our unique way of disciplining, but God’s way.
6. Any parent who has a question about discipline and why it was administered is encouraged to talk to the teacher. Good communication and a parent’s support are essential. The Matthew 18 principle should always be followed in handling things of this nature. Talk first to the child’s teacher. If things aren’t settled there, contact the School Administrator. Only after these two (2) levels have been tried (then and only then) should contact be made with the School Board Chairman. Please be sensitive in this area. When the chain is not followed, or when rumors begin, problems get blown out of proportion. Most matters can be resolved on the lowest level.

7. Discipline Escalation Plan/Procedures

The intent of discipline is restoration.

- It is our desire to resolve a discipline issue at the lowest level possible.
- A major incidence of disobedience or disrespect will begin at a higher level.
- The steps that follow are the typical escalating discipline steps that will be taken by teachers in responding to minor disobedient actions or disrespectful attitudes.
 - a. Teacher talks to the student privately (citation or detention may be assigned).
 - b. Teacher talks to the student privately again (citation or detention may be assigned).
 - c. Teacher calls the student's mother/father/guardian.
 - d. Teacher informs the School Administrator who meets with the teacher and student.
 - e. School Administrator meets with the student, parents and involved teacher(s). In this meeting Disciplinary Probation is initiated. The student will have a specified amount of time to show improvement.
 - f. After the specified amount of time for Disciplinary Probation has been served, the School Administrator submits evidence of either the student's improvement or lack of improvement to the School Board. The School Board will determine the verdict (i.e. suspension or expulsion).

DISCIPLINARY CONSEQUENCES - The following discipline consequences may be utilized in response to a student's negative choices:

- **Verbal Warning**
- **Citations**
 - a. A citation is a written warning assigned by a teacher for minor offenses.
 - b. Student refusal to sign a citation will result in the citation being changed to a detention.
 - c. Typical infractions resulting in a citation include the following: minor dress code violations, incomplete assignments, not heeding a teacher's verbal warning, chewing gum, rudeness to peers and cell phone violations.
- **Detentions**
 - a. Students may be assigned a detention by a teacher or the

School Administrator.

- b. Detention forms must be signed by the parent and returned the following day or the parent must contact the office by 12:00 PM of the day it is to be served to state they are aware of the detention and acknowledge why it is to be served. If neither of these is done, another detention is given.
 - c. Students must bring the original detention slip signed by a parent before the detention can be served.
 - d. Detentions will be served after school (3:15 – 4:00PM) the day after the infraction occurs regardless of after school activities.
 - e. If multiple detentions are given in one day, they will be served on consecutive afternoons.
 - f. A second detention may be issued if the detention is not served on the day it is assigned.
 - g. Detention dates can only be changed if the detention is in conflict with a paid professional appointment (i.e., doctor, dentist, or instrument lesson) made prior to the assignment of the detention.
 - h. Typical infractions resulting in a detention include: three (3) repeat citations, excessive tardies, disrespect to a teacher, dress code violations and disruptive behavior.
- **Suspensions**
 - a. Suspensions are a serious matter. After a student receives two (2) suspensions in a year, the student will be placed on disciplinary probation and may be asked to meet with the school board. After a third suspension, the student may be dismissed from school.
 - b. Depending on the offence, a student may be suspended up to three (3) days at the discretion of the School Administrator.
 - c. Suspensions will be served out of school.
 - d. Typical infractions leading to a suspension include accumulating five detentions, lying, cheating, stealing, forgery, fighting, flagrant disrespect, abusive language, profanity, possession and/or consumption of alcohol or tobacco, willfully accompanying others who are violating the behavioral expectations of the school, skipping class, leaving campus during the school day without permission from the office, defacing school property and any other serious violation of Biblical morals.
 - e. Suspended students are counted as absent.

- f. Suspended students may not attend classes or any other school activity including home and away athletic events.
 - g. Assignments must be completed for full credit, but a zero will be averaged into the homework category of each class missed.
 - h. Students will have an opportunity to express their side of the issue prior to suspension.
- **Disciplinary Probation**
 - a. Probation is a time of review during which a student is expected to improve in specified areas. Failure to show satisfactory improvement may result in dismissal. Probation will usually be administered in conjunction with suspension.
 - b. See Probation section (pages 17-19).
- **Dismissal**
 - a. Dismissal from school may occur at the discretion of the School Board on the recommendation of the School Administrator.
 - b. Dismissal will be the usual consequence for the following infractions:
 - . Repeatedly committing any infraction
 - . Possession or use of illegal drugs or drug paraphernalia
 - . Alcohol consumption
 - . Assault or battery
 - . Threatening the safety of others
 - . Possession of a weapon
 - . Any form of sexual immorality or sexual harassment
 - . Committing a second, similar suspendable offense within the same school year
 - . Failure to show satisfactory improvement while on probation
 - c. The student and his/her parent may have an opportunity to express their side of the issue to the School Board in writing.
 - d. Dismissal may also be the result of the failure of parents to cooperate with the school in the discipline of their children.

D. SCHOOL POLICIES

1. **Tardiness** - A student is considered tardy when he/she is not in his/her classroom and ready to start class by the bell.

- a. Punctuality is important. When a child is tardy, he/she disrupts the class that is already in session and he/she misses valuable class time.
- b. When a student is tardy in their arrival to school, he/she must sign in at the office before entering his/her class.
- c. The number of tardies a student accumulates will be recorded on the report card.
- d. Early morning and during school tardies are equal.
The following chart will be used in response to tardies:

1-3	All tardies are excused
4	Unexcused and Citation
5+	Unexcused and after-school detentions

 *Consequences for tardies will reset each quarter.

2. Absence

- a. The school office must be notified of any absence by 9:00 AM.
- b. Unless a parent previously notified the office, a student is required to give the office a note that states the reason for the absence. If a note is not received, the absence will be unexcused.
- c. Skipping a class is grounds for suspension from school.
- d. Make up work or tests missed due to an absence will be made up at a time designated by the teacher, not necessarily during class time. **Generally, two days of time for every day missed is acceptable for make-up work to be turned in.**
- e. Effort should be made to schedule dentist and doctor appointments and driver's license tests after school or on Saturday. Class time is very important and valuable and should not be missed by any student unless it is absolutely necessary.
- f. All students are required to use a Pre-Arranged Absence form when an absence is known ahead of time. This allows the teacher to make the absence as smooth as possible by giving the student work ahead of time to complete. This will keep the student from falling behind the rest of the class. Students may receive a zero for each assignment listed on the form which has not been completed at the arranged time.
- g. Any student missing ten (10) days or more of school per semester may be dismissed from school or have credit for courses withheld.

- i. If a student comes in after the school day has begun, or is to be released from school early in the school day, the parent or person dropping off or picking up the student must sign the student in or out at the office.
- 3. Passes** - Students will not be allowed in the halls or outside the school during class time without a hall pass from the teacher responsible for that individual that class hour.
- 4. Administration of Medication** - In order to comply with Michigan General School Laws and Administrative Rules we must require the following before administering any medications to students:
 - a. A permission slip from parents or guardians and a signed physician's order, indicating the prescription drug name, dose, time, method of administration and duration (length of time) for medication to be dispensed must be on file in the school office. It is also recommended that the possible side effects of a medication be indicated on the permission slip.
 - b. School personnel will keep track (in writing) of medications dispensed.
 - c. Medications will be picked up by the parents or disposed of by the end of the school year.
 - e. No over-the-counter drugs will be dispensed without a written order by a parent.
 - f. Parents will be notified when a student reports to the school office. If the student has a temperature of 100° or more, he/she **will not** be allowed to remain at school.

In instances where a student needs medical attention, the school office will call the parent or family doctor (in that order). No staff member will be permitted to administer medicines to any student for any reason without written consent of the parent or guardian.

- 5. Progress Reports** - will be sent home at the middle of each nine-week period for each student. Two (2) Progress Report print-outs should be received from each teacher. One (1) print-out from each teacher must be signed and returned to that teacher within three school days. Not turning in signed progress reports on time will result in a citation given for each class, each day that it is late.
- 6. Report Cards** - At the end of each quarter, report cards are sent home with the students or may be picked up in the school office.

Report cards are not released unless the family account is current, all library (and any other) fines are paid and all Sports Uniforms are returned.

7. Parent-Teacher Conferences - are held at least twice a year. Parents are encouraged to attend. Parents and teachers are encouraged to set up conferences to keep communication between them open at all times.

8. Withdrawal From Classes

- a. With the permission of the parents and the School Administrator, a student may withdraw from a class during the first two (2) weeks of that class or at the semester break without penalty.
- b. To withdraw from a class, a student must secure a class withdrawal form from the office. This form must be signed by the parent and the teacher of the class. It will then be submitted to the School Administrator for approval. Only after the School Administrator has checked credit requirements, number of study halls and replacement courses, will the change be approved. The student will remain in the class until final approval has been obtained.
- c. A student who withdraws from a class after the two (2) week period will receive an F in that course.

9. Class Credit Policies - A student will not receive full credit for a course unless he/she has made a satisfactory grade for both semesters.

10. Honor Roll - Students who excel in their work consistently and demonstrate high academic excellence will be recognized on the honor roll. Students receiving all A's (90 or above) will be placed on the All A Honor Roll. Students receiving only A's (90 or above) or B's (80 or above) will be placed on the A & B Honor Roll.

11. High School Graduation Requirements

- a. To obtain a diploma, each high school student will be required to complete a total of 24.5 credits, which exceeds Michigan

Bible	4	Science	2
Social Studies	3	Physical Education	1
Math	2	Electives	6
English	4	Christian Ministry	1
Speech	.5		

requirements. These units must be completed in a maximum of five (5) years. A student in 9th–12th grade must pass at least six (6) classes each year in order to advance to the next grade level (see “b.” below). Each graduating student must have the following units:

Plus, one (1) additional credit from math, social studies, or science. Students are required to be enrolled eight (8) semesters in high school after 8th grade to graduate, even though some students will complete credit requirements for graduation in a shorter time.

- b. If a student does not pass six (6) credits in any given year they will not advance to the next grade level and will be placed on academic probation. If in the following year it is determined that the student will not be able to complete graduation requirements in what remains of the five (5) year maximum, the student will not be allowed to remain at GCS. Summer school credits will be considered if pre-approved by the School Administrator.

In addition, if two (2) or more teachers of a student in 7th-12th grade make a written report of concern to the Administrator as to whether a student is capable of passing required classes and graduating in the maximum of five (5) years, a conference will be called with the parents. The student will be placed on academic probation. If no improvement is made by the end of the semester he/she will be required to go before the School Board to determine whether the student will be allowed to remain at GCS.

Grace Christian School’s grading system:

LETTER	PERCENTAGE	GPA
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

- c. Grace Christian School offers grade weighting as follows:
Regular classes receive regular quality point values (A=4.0). Advanced courses will be increased by .5 (A=4.5); advanced math, trigonometry, calculus, analytical geometry, physics, chemistry, college prep English and college writing.
- d. Saginaw Career Complex classes that are transcribed through approved colleges will be weighted as well. This will be evaluated on a case by case basis at the student's request.
- e. Seniors are required to attend GCS a minimum of four (4) class hours per day. If a senior meets all academic requirements, the School Administrator **may** allow the student to leave school early for employment.

12. Awards

- a. Students who excel in an individual subject will be recognized at an Awards Assembly for their outstanding work.
- b. A Valedictorian and Salutatorian are chosen from the graduating class based on class rank, having attended Grace Christian High School for at least two (2) years. Any student with a Grade Point Average of 3.5 or above will receive a gold honor cord.

13. Non-Discriminatory Policy - GCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship, athletic and other school administered programs.

14. Visitors - Only authorized persons and students whose parents are interested in having them attend GCS will be allowed to visit the school during class time. All visitors must check in at the office upon arrival. Please make arrangements to visit at least a day in advance.

15. Financial Policies

- a. A student's tuition and activity book/fee may be paid in full by the first day of the school year. See the Fee Schedule for payment plan options.
- b. Payments must be paid by the 1st or 15th of each month and continuing through the end of the school year.
- c. There will be a \$25.00 fee for all returned checks.

- d. The following steps will be taken by the school in handling accounts that are past due:
 - 1.) 10 days – A \$25.00 late fee will be charged. (If the due date falls on a holiday or a weekend, payment is due the next business day.)
 - 2.) 30 days – Family will be contacted by the Financial Secretary.
 - 3.) 45 days – Family will be contacted by the Administrator.
 - 4.) 55 days – Family will be contacted by a School Board member.
 - 5.) 60 days – Family may be asked to withdraw their child(ren) until the family account is caught up.

16. Transfer of School Records - All financial obligations to GCS must be met before any records or transcripts will be released.

17. Probation

- a. **Academic Probation Athletic Ineligibility** - If a student has one of the following: two (2) D's, one (1) F, or a D in Bible at the time of progress reports or report cards, he/she will be placed on Academic Probation for two (2) weeks. They will not be allowed to participate in athletic games, however, they will be allowed to practice during that time. Ineligible students are expected to be on the bench for home games. Ineligible students will not be allowed to go to away games. If at the end of the two (2) week period his/her grades are above the requirement, he/she will remain on probation but will be allowed to resume play as long as their grades remain above the standard. Grades for that student will be checked every week for the remainder of the marking period to determine athletic eligibility.
There may be situations with special circumstances. In these situations the probation could be determined through a conference with the teacher, School Administrator and athletic director.
- b. **Disciplinary Probation** – Probation instituted by the School Board resulting from one very serious offense (drinking, smoking, swearing, stealing, fighting, blatant disrespect, or disobedience, etc.) or a series of events demonstrating a root attitude problem, or when a disciplinary conference is required.

Conditions of disciplinary probation:

- 1.) The student may not participate in sports, public drama productions or other extra-curricular activities.
- 2.) Counseling with the counselor, school official or elder of the church is required.

- 3.) One further infraction requiring discipline will result in the student being suspended or expelled at the discretion of the School Board.
- c. **Definition of basic attitudinal root problems** that will not be tolerated.
- 1.) **Disobedience**
 - . refusing to carry out a special command or request
 - . not performing a duty as instructed
 - . silence-non-performance
 - . saying, "No"
 - . delay in promptly carrying out a command or request
 - 2.) **Disrespect**
 - . challenging authority
 - . improper voice tone in answering
 - . flippant or rebellious attitude revealed through both verbal expressions and body movements (i.e. rolling eyes, crossing arms, etc.)
 - . attitude of ingratitude
 - . attitude of disregard for feelings or worth of others
 - . questioning attitude or inappropriate verbal questioning after specific requests have been made
 - . name-calling of adults or peers
 - . violation of others' rights or property
 - . failure to address teachers and others by their proper title (i.e. Mr., Mrs., etc.)
 - 3.) **Irresponsibility**
 - . repeated failure to bring in homework, or bringing in incomplete or unsatisfactory work
 - . not following through on projects or assignments
 - . failure to keep neat or care for personal and school property
 - . repeated and excessive tardiness
 - 4.) **Irreverence**
 - . making light or joking about the Lord, the Bible, or prayer
 - . lack of attentiveness, joking, or otherwise disrupting chapel, church, or other spiritually oriented programs.

E. PHYSICAL EDUCATION & SPORTS

1. Students participating in P.E. or sports should wear appropriate clothing in line with the student dress code.
2. Every student will be expected to participate in P.E. unless they have a written excuse from their parents stating a valid reason for not participating.
3. Sports are a discipline and participating in any sport is taken seriously at GCS. Anyone participating in any sport, is expected to attend every practice and every game. In instances where extenuating circumstances prohibit a student from practicing, the coach should be notified in advance.

Although we would like to see everyone involved in the athletic program, it is not always possible. We want to encourage athletes to participate and give their best, but it must be understood that it is physically impossible to include everyone.

Every effort is made to work with those who have the desire to improve. As the athletes get into the high levels of competition, more skills are required for participation. Their skills, along with their desire and effort, go a long way in determining their involvement. We offer to each student different levels of competition and try to include as many in each level as possible.

4. Any athlete who participates or tries out for any athletic sport at GCS is required to be covered by insurance. That insurance must be medical coverage provided by parents. Insurance must be in effect before any participation begins.
5. All high school students must have a physical form completed by a doctor before they can practice or participate in athletics.
6. Anyone who participates in sports should consider it a privilege. As a representative of Christ and GCS, they should maintain proper activity and attitude at all times. Those not displaying a Christ-like character will give up this privilege.
7. Athletes will be asked to dress up on game days. (Shirts & ties for guys, and skirts for girls.) If an athlete is ineligible, the student is required to stay in dress code during the home game and support their team on the bench.

F. GENERAL INFORMATION

1. **Student Information** - In order to keep our records up to date, it will be necessary for parents to notify the school office of any changes in address or telephone number. If your employment number is the number to call in case of emergency, the school office should be notified immediately of the change.

2. Transportation - Transportation to and from school will be furnished by parents; car pools are encouraged. If you need help with transportation or wish to alternate driving with another family, the office will provide information to help you set up the arrangements. Saginaw Township provides bus service for Saginaw Township residents. You may contact them at: 797-1840.

3. School Office Telephone Number - The school office will be open from 8:00^{AM} to 3:30^{PM}. The school phone number is: 793-2129. A message may be left before or after hours by using the answering machine.

In order for classes in session not to be disrupted, teachers and students are not called out of a classroom for telephone calls except for an emergency. Messages may be left in the school office for both teachers and students.

4. Lost and Found

- a. Students are responsible for everything that belongs to them. Any property that could be confused with property of others (i.e. gym clothes, school jackets and lunches) should be plainly marked. The school is not responsible for the student's personal property left in the school or on the school grounds.
- b. Any article found by teachers or janitors on the school property after school hours will be placed in the lost and found area in the hallway across from the church office. Items of value such as purses, wallets, glasses and jewelry will be brought to the office.
- c. Students are encouraged to keep money and valuables in their possession. The school is not responsible for valuables left in the restroom or lockers.
- d. Any items not claimed will be disposed of at the end of each quarter.

5. Textbooks and Library Books - The books used are property of GCS. Students who damage, destroy, or lose books will be asked to pay for their replacement. Covers are required on all textbooks.

6. Donations and Gifts - Grace Christian School is a non-profit organization. Tuition at GCS is kept as low as possible so that concerned Christian parents can afford to give their children a Christ-centered education. Because tuition does not cover all operating expenses, gifts are necessary to provide the total amount

needed. In addition to contributions of money, donations of library books and other gifts are also welcome. Every gift, small or great, works together with other gifts, to keep GCS functioning and moving forward in the educational process.

Cash gifts will be put into the general fund or can be designated to some project. Make checks payable to Grace Christian School. For tax purposes, if you designate a gift, write the project name on the envelope or another piece of paper rather than on your check.

7. New Enrollment - Any new student admitted to GCS must meet certain standards.

- a. Payment of the appropriate fee (see Fee Schedule).
- b. Written evidence, or otherwise, to the fact that a least one parent has been “born-again” and that their child(ren) have been “born-again.”
- c. He/she must want to attend Grace Christian School.
- d. He/she and at least one (1) parent must attend a conference with the School Administrator.
- e. An official transcript from his/her school must be received.
- f. He/she may be required to take an entrance exam.
- g. All new students are accepted for an initial nine-week (9) probation period. During this time, the child’s conduct, attitudes and academic suitability for enrollment in the school will be evaluated by the staff. If difficulties are observed, parents will be notified by the School Administrator. Alternatives will be explored, including the possibility of extra help, grade level change or withdrawal of the student from the school.
- h. Parents are expected to support the school’s standards, policies and personnel. When differences occur, we expect parents to contact us so that an effort can be made to deal with the problem (Matthew 18:15-17). Failure to support the school, as evidenced by constant complaining, gossip, or other-wise stirring up discord by either parents or students will be dealt with severely. If differences cannot be remedied and disagreement continues, we may ask parents to withdraw their child(ren).
- i. Home school students entering 10th-12th grades must provide most recent report cards, standardized testing results, and may be tested for final class or grade placement.

- 8. Re-Enrollment** - Parents re-enrolling their children should submit a re-enrollment form and the re-enrollment fee for the next year by June 1st. The re-enrollment fee is non-refundable.

- 9. Weather/School Closing** - Due to inclement weather, our school may have to close. Please listen to WUGN (99.7_{FM}), WSGW (790_{AM}), TV channels 5, 12 and 25 for school closing information.

