

GRACE CHRISTIAN SCHOOL



Student and Parent Handbook 2017-18

Revised July 27, 2017

Grace Christian School is located at:

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Leadership and Staff

GCS Administrative Staff

Mr. Stuart Shumway
Head of School

Mrs. Miranda Pratt
Elementary Principal

Mr. Jesse Wilson
MS/HS Co-Dean of Students

Mrs. Michelle Bailer
MS/HS Co-Dean of Students

Mrs. Pamela Beal
Academic Dean

Mrs. Amanda Smith
Admissions

Mrs. Mary Ellen Patton
International Student Program Coordinator

Mrs. Kim Casey
Registrar
Guidance Counselor

Mrs. Teresa Stone
School Secretary

Mr. Steve Cross
Athletic Director

Mr. Arnold Womble
Food Services Manager

GCC Administrative Staff

Rev. Joel Murr
Senior Pastor

Mr. Johnathan Bullard
Operations & Business Director

Mr. Royce Baker
Visitation Pastor

Mrs. Susan Stalder
Children's Director

Mrs. Libbie Murr
Women's Ministry

Mr. Christopher Pratt
Ministries Director

Mr. Michael Matson
Youth Director

Mrs. Mary Baker
Church Secretary

Mrs. Angela Cole
Accounts Receivable

Mrs. Meloney Wheeler
Finance Manager

Mrs. Ann Dickens
Human Resources, Accounts Payable &
Payroll

GCS Mission Statement

- The mission of Grace Christian School is to equip students to reach their God-given potential as a Christian worldview foundation is taught and as the building blocks of academics, athletics, fine arts and technology are provided.

School's History

- Grace Christian School was founded in the summer of 1970 by a group of concerned parents who desired an education that was distinctly Christian for their children. The first year there was a total of twenty students in kindergarten and first grade. The next year, grades two through four were added and enrollment reached sixty-four. In the years that followed, grades five through twelve were added with the first graduating class in 1985. The school presently has classes for children beginning at age five through the twelfth grade. Our Child Development Center is also available for children four years and under.
- Over the years, the facilities have also grown. The church/school complex includes spacious new classrooms, modular units, computer and science labs, an Elementary library, Learning Support Center, gymnasium, soccer and baseball fields and playground areas. As the school continues to grow, a major goal is to maintain our focus on each student and building relationships.

- Grace Chapel Church has supported the school as a community ministry by providing the facilities, utilities and financial support. The school falls under the authority and incorporation of Grace Chapel Church.

Statement of Faith

Our desire is to provide the best quality education for the children, to help the child mold character, develop the mind toward Christian ideals, and set a goal in life that is pleasing to God.

The basic principles and regulations by which the school functions are set in the following creed and perpetuated in the Constitution:

- The purpose of Grace Christian School is to train Christian youth in all essentials of learning, emphasizing the fundamentals of the Christian faith as revealed in the Word of God, standing uncompromisingly and unreservedly upon these basic tenets; combating atheism and apostasy through the proclamation of the verbally inspired Bible as God's infallible Word.
- There is one God eternally existing in three persons—the Father, the Son and the Holy Spirit.
- The manifestation of God was in Christ, who was born of a virgin.
- Jesus Christ died, shedding His blood for our sins and was bodily raised from the dead for our justification.
- His return will be imminent, bodily and with power and great glory.
- The creation of man was by a direct act of God.
- Man is by nature and practice a sinner separated from God and can become God's child only by faith in Jesus Christ.
- Those who are thus born into God's family have eternal life, and those who are not remain in spiritual death and will be separated from God forever in Hell.
- The Holy Spirit lives in the believer and enables him to walk in purity of life and submission to the will of God.
- The spiritual unity of the believers is in our Lord Jesus Christ.

Philosophy, Purpose & Objectives

The purpose of Grace Christian School is to present all truths from the superior viewpoint of faith in Jesus Christ and to instruct children in God's perspective. In fact, keeping in mind that all knowledge, understanding, and wisdom come from God, we see that all education becomes a revelation of God and that no academic subject can be properly understood apart from that revelation.

There are three main ingredients to education: knowledge, understanding, and wisdom. Knowledge is the discovery of fact, principle, or concept. It grows from the simple to the complex and is contained in all academic subjects. Understanding is the ability to evaluate the facts. Wisdom is the ability to make judgments in light of that understanding -- the ability to put the facts to use in the daily situations that arise in our lives. The Bible refers to these ingredients of education as treasures, and all three of these treasures come from God and God alone. (Proverbs 2:1-6)

The purpose of Grace Christian School is to train Christian youth in all essentials of learning, emphasizing the fundamentals of the Christian faith as revealed in the Word of God, standing uncompromisingly and unreservedly upon these basic tenets and combating atheism and apostasy through the proclamation of the verbally inspired Bible as God's infallible Word. Children are prepared in an excellent academic environment so that they are well equipped to meet the challenges of our technological culture and workplace.

Our objectives in the education of your children are as follows:

- To lead the student to acknowledge Jesus Christ as his Lord and Savior.

- To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.
- To encourage them to think clearly, logically and independently.
- To adopt an instructional program with a Christian worldview.
- To assist in the mastery of the tools of learning and communication.
- To give them a sound secondary school education that prepares each student to successfully pursue post-secondary education.
- To develop a sense of responsibility in each child as a citizen and as a Christian.
- To provide them with opportunities to develop an understanding of and appreciation for the arts, as well as contributing to them.
- To offer opportunities to participate in wholesome forms of recreation.
- To help each child be a spiritual leader in his/her home, church, and community.
- To help each child develop meaningful relationships with peers and authorities.
- To help each child develop godly character.
- To help each child develop his or her identity in Christ as a unique individual, created in the image of God.

School's Affiliation

- Grace Christian School is registered with the Office of Non-Public Schools in the Governor's Office in Raleigh, North Carolina. The school is independent of any denomination. GCS is a member of the Association of Christian Schools International (ACSI) and will soon be seeking accreditation through ACSI. Grace Christian School is a mission of the parent church, Grace Chapel Church.

Faculty and Staff

- Grace Christian School seeks to hire faculty in kindergarten through twelfth grade with a four-year college degree or greater. Other part-time staff members are experienced in related fields. The faculty and staff of GCS are professing Christians and church members of churches that reflect the Grace Chapel statement of Faith.

School Board

- Because our school is a ministry of our church, Grace Chapel appoints the GCS Board. The Board is answerable to the church congregation. The Head of School, Executive Pastor, and the Operations and Business Director serve as ex-officio members of the board.

School Colors, Mascot, Song and Verse

- The colors that represent GCS in the community are green, black, and white. Our sports uniforms reflect these colors.
- Our mascot is the Crusader and is reminiscent of the brave Christians who fought for the cause of Christ in the past.
- "Stand-up, Stand Up For Jesus" is our song because it reminds us of the calling our school envisions for our students. We train to and model the example of Christ. We pray that all students will be empowered by the Holy Spirit, after receiving Jesus Christ as their own personal Savior. We pray that they would stand firm in the faith and go out into the world as soldiers of the King of Kings.

Theme for the 2017-18 School Year

- "Through Grace We Are Made to Be Salt & Light" is our theme this school year and the scripture reference is: *"You are the salt of the earth; but if the salt has become tasteless, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled under foot by men. You are the light of the world. A city set on a hill cannot be hidden; nor does anyone light a lamp and put it under a basket, but on the lampstand, and it gives light to all*

who are in the house. Let your light so shine before men in such a way that they may see your good works, and glorify your Father who is in heaven.”

[Admissions Policies](#)

Admissions Statement

- Non-Discrimination Policy - Grace Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, programs and athletic and other school administered programs.

Kindergarten Admissions

- Kindergarten students are to be 5 years of age by **August 31st**, to enter our K5 classes. Each kindergarten student must have his/her immunization record up-to-date by the first day of school or a waiver must be on file explaining the special circumstances. Please see the section called Health Issues to get a list of which immunizations are required.

[Financial Policies](#)

Financial Information

- Tuition and fees are available on the school's website.

Tuition and Fee Structure

Application Fee

- This fee is due at the time of initial application and student file review. This is a per-family fee and is non-refundable.

Registration Fee

- This per-family fee is due upon acceptance or re-enrollment. Discounted rates are available for early re-enrollment and larger families. Registration fees are non-refundable.

Tuition

- All accounts are due and payable to FACTS by the 5th of each month. You will receive communication from FACTS each month. A \$35 late fee will be assessed for tuition not paid by the sixth of the month.

Book and Supplies Fees

- A book fee is charged for all students K5 through 12th grade. Curriculum is very expensive and may be used for several academic years. Some books are consumable and only used for one year.

Student Class Fees

- This fee covers the grade-applicable items: special area classes such as PE, music, computer, and art; classroom resources; lockers; yearbook; achievement testing; PSAT testing; student accident insurance; part of the Camp Dixie High School Retreat cost, and part of the Camp Willow Springs Middle School Retreat .

Before and After School Fees

- Before and After School care is available for students K5 - 6th grade. Fees for this service are payable weekly.

Lunch Program

- Our K5 – 12th grade students have the option to bring lunch from home or purchase a hot lunch from the cafeteria via RenWeb. A la carte items, ice cream and other snacks are also available.

Security Fees

- This is a one-time family fee each year to cover the cost of installing and maintaining a quality surveillance system as well as other areas of security.

Technology Fees

- This annual fee per student allows GCS to purchase and maintain technology resources that support our academic programs.

Graduation Fees

- GCS charges a minimal fee to families of the Kindergarten, Fifth grade, & Senior class each year to provide funds to assure that graduation is a special time in the life of each family.

Returned Check Charge

- Accounts that have checks returned to the school for non-sufficient funds will be assessed a fee of \$39 to cover the costs of processing the check and contacting parents for payment. The School reserves the right to require payment by cash or money order when future payments are made to that account.

Athletic Fee

- There is a \$100 charge for each student-athlete that desires to participate in school sports.

Volunteering

- Our parents have much to contribute to the growth of our school, and we depend on them to pick up where our regular funding leaves off. To spread the responsibilities of extra duties, we ask that each family participate in our annual fundraisers. Families who receive financial assistance from the school can help us continue to provide a good level of Tuition Assistance by being part of both opportunities each school year.

Attendance Policy

North Carolina Law

- North Carolina's compulsory attendance law requires school attendance. It is part of the responsibility of GCS to be concerned about each student's attendance, and the failure of a student to attend class is seen as a serious problem.
- Students 7 years old through 15 years old are required to attend a minimum of 169 days of school a year. Students through the age of 15 are required to be in school for three and one half hours to be counted present for the whole day; they must be present for three hours to be given credit for a half day. For this reason, it is best to schedule appointments early in the morning or later in the afternoon, if at all possible. GCS chooses to have the same attendance requirement for younger and older students.
- Please refer to the sections called "Tardies" "and "Early Dismissal Policies" in this chapter. All absences and tardies are recorded on the student's permanent record.

General Principles

- A student who is absent from a class period must have an "Admit Slip" from the office to be readmitted to the class when they return. Excessive absences may result in the student losing their privilege to be enrolled at GCS.
- A student, who wishes to participate in an extracurricular activity, including athletics, must have attended school for three continuous hours to be eligible for that day's athletic activity unless otherwise approved by the athletic director or administration.

School Hours

School is in session Monday through Friday on all days not designated as vacation or holidays, between August and May. School begins at 7:50 a.m. and ends at 3:00 p.m. Teachers are on duty between 7:25 a.m. and 3:30 p.m. GCS is closed to

students during a fall break in October, a Thanksgiving break in November, a Christmas break in December, and a Spring Break in the spring. See the School Calendar for more details.

Morning Drop-off

- ✓ K5 – 5th grade students are to be dropped off at the Fellowship Hall by 7:50 a.m.
- ✓ 6-12th grade students are to be dropped off at the Fellowship Hall by 7:35 a.m. They will be dismissed from the cafeteria at 7:35 a.m. to visit their lockers prior to homeroom.

Afternoon Pick-up

- ✓ Afternoon dismissal (car line) begins at 3:00 p.m.
- ✓ GCS provides care for students until 3:15 p.m.
- ✓ After 3:15 p.m. K-5th students will go to after-school care.
 - Families with Elementary students in after care will be billed through our CDC program.

Please note that the resource room is available every Monday, Tuesday, and Thursday from 3:15-4:30 p.m. so that children have a quiet, supervised place to do their work. The cost is \$10 an hour per student and facilitated by Lynn Kruger.

Excused Absences

Absences are classified as either excused or unexcused. Typical excused absences are listed below and must be documented by a note from the parent or an official doctor's excuse slip. Please be sure that the note accurately reflects the scenario and is turned in within one school day of returning to school to Mrs. Teresa Stone. (A student returning Tuesday should turn in an excuse note by Wednesday).

Illness or personal injury can only be excused if there is a doctor's excuse or an excuse written, signed and dated by a parent. The administration reserves the right to require a doctor's note in cases where a student has more than five absences in a quarter. Please see the section called "Excessive Absences" below.

- Emergency medical or dental attention is excused with a doctor's note.
- Serious illness, death in the immediate family, or a family emergency will be excused.
- Medical or dental appointments are excused with a doctor's note or parental note.
- Pre-approved absences - see section below by that name.
- College visits for juniors and seniors – A maximum of two visits per year for seniors and one visit for juniors are excused with a written note from parents when the absences were pre-approval at least one week in advance. An official note from the college stating the date and time of the visit must be brought back to school. School-sponsored trips to colleges are not included in the above-mentioned maximum.
- Other reasons may be excused when considered appropriate by the administration at the time the student returns to school.

Missed homework, quizzes, tests, etc. for excused absences must be made up in no more than the same number of days missed. For example: a family emergency requires that a student is out of school for 3 school days. The student will have three school days upon return to make up the homework or assessments.

Unexcused Absences

Missed work for unexcused absences may be made up if completed within one school day of returning to class. Unexcused absences include:

- Taking trips not approved in advance by School Administration
- Working
- Absence without a note to the school (i.e. one that verifies that the absence should be excused)

Students suspended from school may be permitted to make-up missed assignments.

The real penalty for unexcused absences is the loss of instruction time.

Excessive Absences

Compulsory attendance laws require students to be in attendance. A student should not miss more than eight (8) days per semester, a total of sixteen (16) days for the year. Students who miss more than this number may have to repeat the grade. High school students cannot miss more than eight periods of the same class per semester and receive course credit. An exception can be made if the student makes up time as arranged by the Administration. A student with more than sixteen (16) unexcused absences may be risking truancy charges as per North Carolina law.

A student with more than 20 absences will fail the grade and will be withdrawn. Students suffering from prolonged illnesses can receive home-bound instruction and meet attendance requirements for class credit. An additional fee may be assessed for home-bound students receiving GCS instruction.

The office records each student's attendance each day and GCS families can see the attendance record of their students in the RenWeb software.

When a student has reached five absences, the family will receive a notice stating the number of absences the student has and the consequences of missing any more days.

Pre-approved Absences

In special situations a student may be pre-excused for an absence. Please contact the school office for the "Pre-approved Absence Form" and please turn the completed form into the office at least one week in advance. Failure to get approval from the administration will result in the absence being unexcused. Students who are struggling academically are discouraged from being absent from school.

Students approved to be absent should get assignments for all classes before leaving and must make arrangements with the teachers for all make-up work; the total amount of time to make up work is one day for every day absent. No student may miss semester exams or finals, except in rare, emergency situations.

Pre-approved absences are generally excused; however, they still apply to the total allowable absences for the year.

Check-in Procedures After an Absence

When returning to school after an absence (full-day or part-day), students are to report to the office with a written note signed by the parents explaining the absence. This student's absence will then be marked excused or unexcused as determined by school administration. Even with a note, an absence is not necessarily excused. The above guidelines will be followed. Students without a note will receive an unexcused absence until a note can be presented. The student must bring in the note within two days of returning for the absence to be excused. After this time the absence automatically becomes unexcused.

School Tardies

Please be on time to school. When a student is late, it disrupts the class and causes the student to miss material. Students are considered tardy if they arrive after 7:50 a.m. Students arriving late must go to the office for a class admission slip. For a tardy to be excused, a note from the parent explaining the reason for the tardiness must be brought in to the school office on the day of the tardy or the following day. Failure to bring in a note will result in an unexcused tardy.

Excused tardies are granted for illness, doctor or dentist appointments, car trouble, accidents on the way to school, extremely bad weather conditions, or emergencies. Examples of unexcused tardies are oversleeping, routine morning traffic, missed ride, and locker jammed shut.

3 unexcused school tardies = After School Detention

6 unexcused school tardies = In School Suspension (ISS fee will be charged)

Class Tardies

Students not in the class on time are tardy and must go to the office to get a class admit slip. When three unexcused tardies are accumulated, an after-school detention must be served.

Dismissal Policies

- ✓ A closed campus policy is followed at GCS. Unless arrangements have been made with the administration, students must stay on the school grounds from the time they arrive until dismissed. Non-compliance with this policy is considered a serious offense punishable by suspension. If a middle school or high school student has to leave school early, he/she must bring a note to the office. The student will be given a slip to leave class at the designated time so that they can come to the office and sign out.
- ✓ A valid picture I.D. will be required from the person who picks up a student if that person is not known by the office staff. Please see the section called "Authority to Release Student" below. Parents who are picking up a student early should go directly to the School Office, not to the child's classroom; they must sign their child out on the official sign-out sheet before the child is permitted to leave campus. Failure to do so will constitute leaving school property without permission, and the student can be suspended.
- ✓ When the parent of an elementary student signs their child out, the parent will wait in the school office until a member of the office staff or a school aide brings the student to the office.

Authority to Release Student

A form is sent home to parents of K5 - 5th graders to list those friends and family members who may pick up their children from school. Children may only be released to the people on this list. If an update needs to be made to the pre-approved list, parents are asked to notify the child's teacher or the School Office. In custodial/ non-custodial situations, only the custodial parent/guardian may create or append the pick-up list. Children will only be released to non-custodial parents with a court order or with the custodial parent's permission. Students 6th grade and above are supervised during dismissal; however, it is expected that they will know who they are permitted to leave with.

Building Access

Students are to enter the main building via the double doors on the lower lot closest to the cemetery. Use the staircase next to the elevator when climbing stairs to the second floor. Students are not to use the elevator unless they have been given written permission to do so by an administrator. Avoid entering the school foyer unless you have specific business in the school offices.

- **Students OR Parents do not have the freedom of visiting lockers/classrooms in the main building before 7:35 a.m.**
- They are to avoid loitering in the buildings before or after school and during lunch periods.
- The buildings are to be cleared shortly after classes end and students are to proceed to after school activities without loitering in class areas.
- After 3:30 p.m. students are not allowed in the main building unless accompanied by a teacher or parent. Students of staff members should be either in the after school care or in their parent's classroom working quietly and supervised.

Dropping and Adding Courses

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

Withdrawal/Dismissal

Withdrawals from school must be made by the parent/guardian in person in the office. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges will continue until the official withdrawal form is received. There will be no refund of registration fees when a student withdraws even if school has not yet begun. The student's locker must be emptied, and all materials belonging to the school must be returned. **Transcripts and official records will not be released until all accounts are paid and all books and materials returned.** Such records will then be sent to the school to which the student is transferring.

A student will be dismissed from school when he/she is found to not agree with the rules and policies of GCS. Students who are dismissed from GCS will not be considered for re-enrollment during the current school year. Parents must meet with the administration before re-enrollment will be considered. A waiting period of at least one full semester is generally required before re-enrollment can be considered.

Visitors and Guests

Parents are always welcome at Grace Christian School. You are a valuable asset to the school and to your child's education. All visitors are required to sign in at the School Office and receive a visitor's pass. Parents, please do not go to your child's classroom without a "visitor's pass." If a parent has a delivery for a student such as lunch, homework, books, etc., it may be left in the office and our staff will see that the student receives it.

Former students are welcome to visit GCS, but their visit must be preapproved and they can only be present during lunch time. Former students are not permitted to attend classes, spend the day in the GCS gym, or other activities on campus during the normal school day without Administrative permission.

Only non-GCS students who have applied to GCS for admissions will be allowed to visit classes during the school day. Visiting students are required to wear a student visitor's pass and must be approved by GCS administration. Family members and visiting relatives can check in at the office and then join their student for lunch. All visitors must dress appropriately. The general rules for modest clothing in the dress code apply.

Parent-School Communication

GCS makes every effort to have open communication with the parents. The elementary school sends regular class newsletters home in the weekly folders. In addition, ES, MS, and HS teachers all have GCS email accounts and will communicate regularly to your family by email and communications through our RenWeb software. With the implementation of RenWeb, parents of all GCS students now have access to their student's academic record by their secure login. All teachers are required to have their grading updated no longer than 5 school days after a test, quiz, or homework has been given.

Elementary parent teacher conferences are scheduled at the end of the first progress report and as needed thereafter.

SPECIAL NOTE: GCS Teachers will not answer text messages during the school day. The preferred method of communication is by email to your son/daughter's teacher. You should expect an answer to all emails within 24 hours. If you have a need to speak to your child's teacher, please communicate by email to set up a meeting and contact the administrator if you do not receive a response in an acceptable amount of time (24 hours).

To help everyone: If you have a concern with something in your child's class.

1. Contact your child's teacher by email (not text) – wait for a response, should be 24 hours or less
2. If you do not receive a response in the stated time, then contact the designed principal:
 - a. Mandy Pratt, ES Principal for Grades K-5 – mandypratt@gracechristiansanford.com
 - b. Jesse Wilson & Michelle Bailer, Co-Dean of Students for Middle and High School – jessewilson@gracechristiansanford.com / michellebailer@gracechristiansanford.com
 - c. Stuart Shumway, Head of School – stuartshumway@gracechristiansanford.com
3. In emergency situations, please contact the school office 919-774-4415 and someone in the office will handle your immediate need.

GCS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

Buckley Amendment

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
<http://epic.org/privacy/education/ferpa.html>

Academics

Curriculum

GCS utilizes Bob Jones Press, ACSI Purposeful Design, ABeka, Handwriting Without Tears, and a few other publishers in the elementary school; additionally, a variety of other publishers are used in the middle and high school. The Bible is a required text and a sound Christian worldview is integrated throughout the entire educational program.

K through 2nd Grades	3rd through 5th Grades	6th through 8th Grades	9th through 12th Grades
Reading, Phonics, Spelling, Math, Penmanship, Art, Science, Social Studies, Bible, Spanish, Music, PE & Computer.	Reading, English Grammar, Penmanship, Spelling, Science, Social Studies, Math Bible, Spanish, Music, PE, Art & Computer	English Literature, English G&W, Math, Bible, Social Studies, Science, Physical Education, Health, Study Skills, Music, Art, Spanish & Computer	Bible, Core Courses, Spanish, Speech, Computer Applications and electives required for graduation, as outlined in this guide.

Field Trips

Students are given the opportunity to take field trips related to their grade level during the course of the year. Field trips are part of the curriculum and students are expected to attend unless special circumstances dictate otherwise. Parents are responsible for any cost incurred and also must sign a permission slip for each event. GCS Administration will pre-approve all field trips according to the schedule developed with the teachers at the start of the school year.

Parents are welcome on most field trips, but please make other arrangements for siblings, unless the field trips are designated as “family friendly” on the field trip announcement. When parents are escorting siblings of students, the parents cannot be included as chaperones for that field trip. Parents choosing not to send their child on a field trip are responsible for the child’s care when the class is on the trip. Students will wear their uniform on field trips unless otherwise approved by Administration.

Guidelines for ES Field trips during the 2017-18 School Year are:

- Each ES class will have at least one field trip each semester (three total per year).
- Additionally a fourth field trip during the school year will be considered for each ES Grade level for a “fun” end of year event.
- There will be no field trips planned in the months of August or May.

Field trips that in the past have been related to end of year parties will be handled as follows and are not a part of the annual field trip guidelines. They are:

- K-2 Grades will plan an on or off-campus activity for the end of year with their classes.
- Grades 3-5 will also plan an on or off-campus activity for their end of year.

Academic Testing

Testing is a part of every subject in every grade and is completed in order to evaluate the student's progress in each subject. Testing includes "pop" quizzes, scheduled quizzes, unit tests, and semester exams.

- In the elementary school semester exams are not given.
- In the middle school, we will give semester exams according to the following schedule to help students begin to understand how to study for semester exams when they are in high school and college. The schedule is:
 - Grade 6 – will have a semester exam and a final exam in Math
 - Grade 7 – will have a semester exam and a final exam in both Math and Science
 - Grade 8 – will have a semester exam and a final exam in Math, Science, and History

Semester and final exams occur during the last week of each semester according to the school calendar. During the MS and HS exams, classes will dismiss for the day no later than 12:30 p.m. Test schedules will be communicated to families weeks in advance.

GCS general guidelines for tests are as follows:

- Announced tests and announced quizzes may be given on any day.
- Teachers will coordinate schedules so that no more than two tests fall on the same day.

Exam Exemptions

Below explains exam exemptions:

- High School Students -- if at the end of any semester a student receives a 93 or above for a course, he/she is permitted to exempt the semester and/or final exam.
 - High School students may exempt up to two exams
- Middle School students in Grade 6 and 7 must take the scheduled exam(s) even if they have a 93 or above in the class.
- Middle School students in Grade 8 may exempt one exam if they have a 93 or above (it must be the class with their highest grade average).

Achievement Testing Program

GCS has a detailed program of testing designed to measure the student's abilities and progress. The results of the testing are also used to aid the teachers and administration in improving the curriculum. The Administrator directs this program. All students in kindergarten through eleventh grades are given achievement tests in the spring of each year to measure their achievement in areas of English, math, science, social studies and Bible. GCS uses the Terra Nova Achievement Test series, the same tests that are taken nationwide by students from a variety of other schools.

Rising seniors are recommended to register for the SAT (Scholastic Aptitude Test) or the ACT (American College Test). Students must pay the standard fees that are charged for these tests. All forms necessary for the registration of these tests are available through the School Counselor. Sophomores and juniors also take the PSAT to help them prepare for the SAT and potential college scholarships.

Grading Scale and Report Cards (K5 – 12th Grades)

A	(Exceptional)	100-90
B	(Above Average)	89-80
C	(Average)	79-70
D	(Below Average)	69-60
F	(Failing)	59-0 and below

Additional Elementary Grading Symbols

- I Incomplete
- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

This scale applies to general, honors, and AP course work.

The grades will be based on daily assignments, quizzes and test averages. Occasionally, student participation will be used as an assessment criterion. Students who excel will be placed on the school's Honor Roll.

Homework

Homework is a necessary component of a student's education. The higher the grade level, the more homework required.

- Students in K5 through second grade can have between 15 (for K5) and 30 minutes of homework an evening.
- Students in third through fifth grades can have between 30 and 60 minutes of homework an evening.
- Students in sixth through eighth grades can have around 60 to 90 minutes of homework an evening.
- Students in ninth through twelfth grades should expect up to 2 hours each evening.

Elementary students will not have homework on Wednesday evening and MS/HS students will only have a very limited amount of homework Wednesday evenings. Most teachers also allow time during class to work on homework. Students who do not use such study time wisely can expect homework time to be longer. Some assignments, such as book reports, special reports, and projects are assigned over a length of time to allow for completion.

Parents, please check for homework every day and require that it be completed. Homework is posted on RenWeb for MS/HS students. Allow the student to do his/her own work; do not do it for him/her. Help when necessary, but do not do the assignment. Repeated homework received late will have academic and disciplinary consequences.

Summer Reading Program

Research clearly demonstrates that summer reading is important in maintaining reading skills at every grade level. Students in grades 1-12 will be assigned a book to read each summer. Grades 1-5 will read their books and discuss in "book talks" during the first few weeks of school. Grades 6-12 will read their books and take notes. Summer reading will be assessed with a writing assignment and/or an objective assessment (at the discretion of the teacher) when all students return to school in August.

Writing Across the Curriculum

Matthew 12:37: "... for by your words you will be justified, and by your words you will be condemned."

The ability to write well is a critical component of being able to communicate effectively to a variety of audiences. Writing is a fundamental art of engaging in professional, social, community, and civic activities. To enable students to use writing flexibly and effectively to help communicate their ideas, GCS provides an integrated program of writing across the curriculum in grades K5 through 12; in other words, *students practice writing in all content areas*. Components of the writing program include planning, drafting, sharing, revising, editing, evaluating, and, for some writing pieces, publishing. Each year, students should demonstrate increasing sophistication in all aspects of language use, from vocabulary and syntax to the development and organization of ideas, and they should address increasingly demanding content and sources as they practice the common modes of writing: narration, description, exposition, and argumentation. Students are expected to meet each year's grade-specific standards and retain or further develop skills and understandings mastered in preceding grades. All students are required to document sources properly.

Academic Honors

Honor Rolls

Honor Rolls are compiled at the end of every nine-week grading period. It is published at GCS and in some local papers. It is determined by the following criteria:

- “A” Honor Roll - A student must have all A's in all subjects and have no ASD's or suspensions.
- “A-B” Honor Roll - A student must have all A's or B's and have no ASD's or suspensions.

Academic Awards

- High School Departmental Awards - A student must have taken a minimum of two classes in the department, exhibited high academic achievement in the subject, shown an aptitude and interest in the subject, and maintained a good attitude in the classes.
- Subject (Class) Awards - The student must have the highest grade point average in the subject. (A teacher may choose to give the student with the second highest grade or the most improved in the subject an award, also.)
- Duke Talent Identification Programs – This program is for 4th or 5th graders who have scored at the 90th percentile or higher on certain subtests of the standardized testing. The 7th Grade Talent Search is for 7th graders who have scored at the 95th percentile or higher on certain subtests of the standardized test. Both of these programs are regionally recognized across the Southeast and portions of the Midwest to support academically talented students.
- Academic Excellence Award - given to the one elementary student with the overall highest GPA in the grade, unless there is a tie.
- Salutatorian Award – given to the graduating senior who has the second highest GPA and has attended GCS for their junior and senior years.
- Valedictorian Award – given to the graduating senior who has the highest GPA and has attended GCS for their junior and senior years.

Other Awards

- Christian Character Awards (K5 -12th) - given to students who are characterized by mastery of a specific character trait.
- Citizenship Award (K5 -12th) - goes to the student in each class who exemplifies good citizenship - follows directions, obeys class rules, etc.
- Perfect Attendance - given to each student who has achieved perfect attendance for the entire school year - no absences.
- Christian Impact Award (K5 - 11th) - goes to the student in each class who displays Christ-like attitude and actions which impact the student body for Christ, the highest honor in the lower grades.
- Timothy Award (12th) - goes to the senior who displays the most Christ-like attitude and actions; this is the highest award at GCS.

Awards Chapel

- ✓ The Awards Chapels will be the last month of the school year. Teachers in elementary school and high school award certificates for the above listed awards. Students who are on the A Honor Roll all four quarters (all A's) receive special recognition. Students who are on the Honor Roll all four quarters (all A's and B's) are also recognized. Students work for the whole year to achieve this recognition.

Graduation and Class Ranking

- ✓ High school students (9th-12th) earn credits toward high school graduation. A numerical grading system is used to compute a student's cumulative grade point average (GPA) using the following scale: The semester grades in each class are assigned the earned numeric value and added together then divided by the total number of 1/2 units (a student earning 6 A's and 1 B would have a GPA of 3.86).
- ✓ **A student is ranked according to his GPA. Ties are broken by considering the overall numeric average.** Honors or Advanced Placement courses receive additional quality points (see list below).

A	4.00	5.00 Honors	6.00 AP
B	3.00	4.00 Honors	5.00 AP
C	2.00	3.00 Honors	4.00 AP
D	1.00	1.00 Honors	1.00 AP
F	0.00	0.00 Honors	0.00 AP

Scholarships, Honors, & AIG Program

- **Scholarships** - In order for students to effectively compete for scholarships, etc., all Honors, AP and College transfer credits will be entered as weighted, regardless of whether or not that particular class was offered at Grace during the respective academic year. For the students' benefit, we will use the highest GPA value available for the grade earned.
- **Honors** - An **Honors Option** exists for those students in grades 9-12 for students seeking to explore the course concepts and skills in greater depth or breadth. Students who earn the honors distinction and credit are expected to meet and exceed the expectations for the standard curriculum in the course, and they must show evidence of extended learning in the subject matter.
 - Honors will be offered in some core courses including math, science, English, and social studies.
 - Teacher recommendation and a grade of 85 or above is required for qualifying for any Honors course.
- **AIG Program** - This 2017-2018 school year, GCS will initiate an AIG (academically or intellectually gifted) Student Pilot Program. Students who meet the qualifications below will be enrolled in the gifted program at no entrance cost to the families. The students will meet bi-weekly. The classes will be academically enriching for identified students with the goal of amplifying their potential through differentiated educational experiences.

Qualifications for entrance:

- Must be in the 3rd – 8th grade
- Teacher recommendation from classroom teacher, specialist teachers, & principal
- Percentile scores based on standardized tests in accordance with NC AIG Program Standards
- Additional aptitude tests as needed
- Review of classroom grades: maintaining an A average

*Please note that grades 9-12 AIG students will be challenged through their enrollment in Honors programs. Honors English, Honors Social Studies, Honors Science, and Honors Math will be offered.

Transcripts

- ✓ Official transcripts will be sent to schools or colleges with a written request or a request through our website. Transcripts will not be released until a student's account is current.

Learning Support Program

- ✓ Grace Christian School is striving to meet the needs of as many students as possible within our available resources. We provide a limited Learning Support Program to families who have qualifying students.
 - There are additional fees associated with the moderate and intensive programs.
 - Students are provided individual or small group LSP instruction primarily for English and Math, but tutorial help in all classes.

- Additional details are available by contacting the school office.

Graduation Requirements

GCS is a college preparatory school. Our course requirements meet the admissions requirements for the University of North Carolina.

College Preparatory Program (26 credits)

- 4 credits English
- 4 credits Bible (or elective credits from transfer students)
- 4 credits Mathematics (Algebra I & II, Geometry, Advanced Functions or Pre-calculus, and/or AP Calculus)
- 4 credits Social Studies (American History I, American History II, World History, Economics & Civics)
- 3 credits Science (Environmental Science, Biology, Physical Science and either Chemistry, Physics or Advanced Biology)
- 1 credit Physical Education/Health
- 2 credits Foreign Language
- 1 credit Computer Applications
- ½ credit Speech
- 2.5 credits Electives

After School Resource Center

To better meet the needs of both faculty and students, GCS has established an After School Resource Center staffed by Mrs. Lynn Kruger in room 105. The purposes of this facility are: to provide a place where students with accommodations or modifications can come outside of class for extra time on tests, and to provide a place for students to take make-up tests and quizzes.

- The After School Resource Center is open Monday, Tuesday, and Thursday from 3:15 to 4:30 p.m.
- There is a charge for this service of \$10 an hour per student.

Tutoring Policy

This policy addresses questions arising when a GCS teacher tutors/provides lessons to a GCS student (or parent/guardian) outside of the normal school day. This can arise when a student needs extra-special remedial help to achieve grade-level mastery. Most often students (through their parents/guardians) pay the teacher for this outside tutoring/lessons. Outside tutoring/lessons commonly takes place over the summer, although it may occur during the school year as well.

GCS teachers are expected to provide regular additional help for the coursework of the curriculum during the school day. This policy does not address that regular situation, but rather when outside tutoring/lessons occurs. The cost of tutoring is \$25 an hour and is facilitated by Lynn Kruger.

GCS teachers must request permission from the Head of School or ES Principal prior to engaging in tutoring/lessons. The teacher and the parent(s)/guardian(s) must sign the Waiver and Acknowledgement form that accompanies this policy.

Outside tutoring/lessons must not create a conflict of interest or the appearance thereof. For instance, a GCS teacher may not provide outside tutoring to a student currently enrolled in his/her class. There are heightened concerns for a conflict of interest if outside tutoring/lessons occurs during the school year, although a conflict may arise during summer tutoring as well. The Head of School & ES Principal shall decide whether a conflict of interest is such that it would prohibit a specific outside tutoring/lessons relationship to occur.

To the extent the parties want tutoring/lessons to occur on campus at GCS, they may ask the Head of School or ES Principal via written permission. When making this decision, the Head of School or ES Principal will consider factors such as availability of space and GCS-related commitments (e.g., summer school, meetings, committee work, faculty training). Similarly, the parties may request to use GCS supplies or equipment, such as books, computers, copiers, etc. The Head of School or ES Principal shall

give written specifications as to how GCS supplies or equipment may be used, if at all, and the terms under which the parties may have to pay GCS for use of the supplies and equipment.

Behavior - Issues of the heart

Introduction

Discipline involves training a child so that he can take moral responsibility for his own choices. Discipline is sometimes required as a consequence for making poor choices. However, our emphasis is on positive instruction and practice in proper behavior. We want the child to be guided by love of virtue, not fear of reproof. Our goal is having each student accept Jesus Christ as his Lord and Savior and surrender to His Lordship; at that point, the child can learn to “walk in the Spirit,” and the child’s relationship with God becomes his moral compass.

Philosophy of Discipline

Hebrews 13:17 makes it clear that it is profitable for children to “obey those that have rule over them”. Jesus says that we are His friends if we obey Him (John 15:14). Obedience is responding with the right attitude, immediately and completely. The goal of all corrective action is the restoration of the student’s right-standing with a peer, an authority and/or the Lord. We know that all children struggle with self-will; that is man’s condition.

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

Methods of Training

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

Elementary School Conduct System

K5 through 5th grades use a clip chart system to track infractions. Warnings and classroom consequences are awarded by the teacher. If the student further chooses to challenge the teacher, he/she is referred to the Administration. In situations where misbehavior is unusually disrespectful to authority or potentially hurtful to other students, the misbehaving student will be referred directly to the Elementary Principal and if needed to the Head of School.

Biblical Instruction and Practice

Conduct	Supporting Scripture	Examples
<u>Respect for authority</u> <u>Ready obedience</u>	<ul style="list-style-type: none"> • “Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.” Heb. 13:17 	<ul style="list-style-type: none"> • Not wanting to listen or learn • Not following the teacher's directions
<u>Respect for others.</u>	<ul style="list-style-type: none"> • “Thou shalt love thy neighbor as thyself.” Matthew 22:39 • “Let nothing be done through strife or vain glory; but in lowliness of mind let each esteem others better than themselves.” Philippians 2:3 	<ul style="list-style-type: none"> • Abusing someone else's property • Bothering another student • Excessive loudness and disrespect
<u>Diligence to duty</u>	<ul style="list-style-type: none"> • “In whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” Colossians 3:17 	<ul style="list-style-type: none"> • Not doing homework • Not having books or supplies ready when class begins

	<ul style="list-style-type: none"> • “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” 1 Corinthians 10:31 	<ul style="list-style-type: none"> • Not in dress code • Talking without permission
<u>Exercise Godly character</u>	<ul style="list-style-type: none"> • “Thou shalt love the Lord, thy God with all thy heart, and with all thy soul, and with all they mind... Thou shalt love thy neighbor as thyself.” Matthew 22:37-38 • “Let no corrupt communication proceed out of thy mouth.” Eph. 4:29 	<ul style="list-style-type: none"> • Bad Language • Fighting • Lack of reverence in chapel or school • Lying • Stealing
<u>Guard God’s property</u>	<ul style="list-style-type: none"> • “He that is faithful in that which is least is faithful also in much; and he that is unjust in the least is unjust also in much. If therefore ye have not been faithful in the unrighteous mammon (money, property), who will commit to your trust the true riches (spiritual things)?” Luke 16:10-11 	<ul style="list-style-type: none"> • Destruction of GCS property • Using more than is needed of items regardless of cost • Writing in books, on walls or desks

[MS/HS Student Expectations](#)

Expectations for Older Students

These expectations take into consideration that MS and HS students understand that each student is an important part of the whole of our student body. Rules and guidelines are given to protect our students and to provide for their needs and desires. As we train in Godly living, it is hoped that each student will continue to grow in their understanding of how they should conduct themselves in any given situation.

- We anticipate that students will treat each other the way they would like to be treated.
- Students are expected to take personal responsibility for their own behavior and property. It is expected that if an accident occurs, either because of immaturity or foolishness, and there is damage to property belonging to Grace Chapel Ministries (Chapel, School, CDC), the student will report it to the administration and that he, or his parents, would assume liability for damages incurred.
- Students are expected to come to school each day completely dressed in the appropriate school uniform. It is further expected that each student will be clean and neat, having taken care of routine personal hygiene.
- It is expected that students who drive a vehicle to school will obey safety rules in the parking lot and follow traffic patterns. Having a car on campus is a privilege and students are asked to keep their music down low as a courtesy. Loitering in cars during school is not allowed. Violation of this policy can result in the loss of driving privileges on campus.

Specific Limitations

- As Christians, we are ambassadors of Christ, and our actions affect the body of Christ. The choices students and staff make, on and off campus, have an impact on the school’s testimony. *Grace Christian School reserves the right to give consequences for defiance during on-campus or off-campus activities that bring discredit to our testimony.*
- The following behaviors are not permitted any time and can be grounds for immediate expulsion: striking a faculty/staff member, carrying or using firearms, stealing, possessing or using pornography, or having premarital sex.
- Using tobacco in any form or drinking alcoholic beverages are not permitted, regardless of age.

- Students are not allowed to have any visible tattoos during school or any Grace sponsored activity.
- Students may not bring anything to school that directly or indirectly opposes what God standards are. This includes: magazines, CDs, DVDs, or accessing such on the internet containing material that is ungodly or pornographic. Accessing these inappropriate materials on cell phones while on campus is also prohibited.
- The following items are not to be brought to school or to school functions: fireworks, lighters, matches, pets, water pistols, dice, or any similar item. Playing cards are not allowed except on trips during supervised recreation times.
- Inappropriate use of digital images taken by students that result in bringing discredit to our testimony will result in discipline of students involved and possibly withdrawal from GCS.
- Students who come to school out of dress code will pay the consequences outlined in the Dress Code section of this handbook, according to the number of times the student has violated the policy.
- We have a zero tolerance policy for illegal drug use. Possession or use of illegal drugs can result in expulsion. (*Please see Drug and Alcohol Policy in the section called Grounds for Disciplinary Action.*)
- Students involved in fighting, extremely disruptive arguments, intimidation, and/or damaging horseplay will be escorted directly to the office. Students can be suspended, either in-school or out-of-school, based on the circumstances. Suspension allows for a “cooling off period,” and it gives the administration time to gather the facts and evaluate the situation. Consequences will depend on the severity or nature of the incident. (*Please see Fighting in the section called Grounds for Disciplinary Action.*)

Disciplinary Policy

Cheating

Cheating, as defined in the list below, is a very serious offense. The consequences for cheating on an assignment will include a zero on the assignment, a conference with the parent, and possible suspension.

If the individual who supplied the information did so willingly, then he or she will also receive the same consequence. This policy applies to cheating on any assignment. Cumulative infractions may also lead to being asked to withdraw from GCS. The following are considered cheating:

- Use of a cell phone during a test or quiz will be treated as a cheating incident.
- Using unapproved resources such as notes or cheat sheets during a quiz or test.
- Plagiarism, defined as failure to give documentation for sources of information on writing assignments, projects, presentations, etc., is cheating wherein a person wrongfully takes the product of another person’s mind and work and presents it as his/her own. All sources of information must be documented, whether directly or indirectly used.

Forms of Bullying

Bullying, hazing, and/or use of racism will not be tolerated in Grace Christian School and is punishable by detention and/or suspensions.

- ✓ Bullying is defined as any repeated aggressive behavior displaying physical, verbal, written, abusive treatment to negatively affect others.
- ✓ Bullying occurs when a person or group is *intentionally* intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them by others (Bullying in Schools – The Hidden Curriculum, Greg Griffiths, 2003).
- ✓ Bullying, hazing, and/or use of racism include but are not limited to the following behaviors:
 - Repeated name calling including but not limited to jokes, slurs, rumors, pranks, gestures.
 - Written bullying may include but is not limited to threats, slander, name calling, cartoons, pictures, innuendos, and/or demeaning comments.
 - No inappropriate personal contact with someone of the opposite sex is permitted on campus.
 - Posting inappropriate pictures, videos, or comments (bullying) on social media sites like Facebook, Instagram, Twitter, Snapchat, etc. can be devastating to students and faculty alike and as such will be dealt with according to

GCS discipline policy by conferences, ASD's, and possible suspensions, and if needed, requesting the parents/guardians withdraw the student.

- Sexual harassment including but not limited to sexual innuendo, touching of breasts, buttocks, or crotch, referencing or requesting sexual acts, unwanted and repeated sexual advances done by either male OR female will be dealt with according to GCS Discipline Policy.
- The following outlines issues of bullying which may become a legal matter and will require immediate notification of the Sheriff's Office:
 - Credible threats of repeated violence made in any way, shape, or form verbally, written, or via social media.
 - Students committing these acts are also subject to IMMEDIATE suspension and notification of the authorities.

Disciplinary Action

When misbehavior or other infraction of school/classroom standards occurs, a teacher or staff member may verbally correct the problem, conference with the student and/or parents. The Dean of Students will review discipline referral slips to determine which offenses require an after-school detention(ASD), In-School Suspension (ISS), an Out-of-School Suspension (OSS), or if necessary request that the parents to withdraw the student.

After School Detentions

- ✓ A middle or high school student may be assigned a one-hour detention for any "minor" infraction of the school/classroom standards. It is the responsibility of the student to have his parent sign the ASD notice and return it the next school day.
 - Detention hall will run from 3:15 to 4:15 p.m. each Wednesday that school is in session. Students will meet in the school office at 3:15 to serve their ASD.
 - A student will serve the detention on the Wednesday following the day it was issued.
 - Students will be serving in various areas of ministry as supervised by the Dean of Students/Teacher.
- ✓ Attendance in ASD is not optional, it is mandatory, and will supersede any other GCS event such as athletic practice, games, rehearsals, or other after school activity. A detention may only be rescheduled for medical reasons and will require a doctor's note.
- ✓ No more than three detentions should be accumulated by a student.
 - On the fourth ASD that a student receives, a Discipline Referral Slip (DRS) and one day of In-School Suspension will be assigned.
 - Additional DRS's will be issued on the fifth infraction following 2 days of in-school suspension..
 - In the event that a student receives six ASD's in a school year, this is an indication that the ASD and DRS system is not working to help the student and therefore on-going enrollment at GCS will be conditional and will require the intervention of a certified counselor at the expense of the parent.

Discipline Referral Slip (DRS)

- ✓ Issuance of a DRS for a "major" infraction of school/classroom standards should be an indicator to the student and parent that the staff member who issued the DRS felt that the situation was *serious* enough to warrant issuing a DRS and having the involvement of the Dean of Students.
 - **First DRS:** Student will be assigned a minimum of two ASD's. The Dean of Students may assign additional consequences at their discretion and the Dean of Students will call the parent(s).
 - **Second DRS:** A parent conference is automatically required before the student will be re-admitted to GCS. Student MAY be placed on disciplinary probation which renders him/her ineligible to tryout, practice, or play with school sports teams. Other consequences may also be assigned.
 - **Third DRS:** A parent conference is automatically required before the student will be re-admitted to GCS. Student WILL be placed on disciplinary probation which renders him/her ineligible to tryout, practice, or play with school sports teams.
 - A student will automatically be suspended from GCS for up to three days.
 - A third DRS will, in most circumstances, cause the student to forfeit eligibility to return to GCS in the next school year.
 - **Fourth DRS:** The student will be withdrawn by the parent(s) or expelled if necessary.

In-School Suspensions

- ✓ The purpose of an In-School Suspension (ISS) is to remove the student from normal school activity until he/she demonstrates a willingness to conform to school rules.
 - If a student is becoming characterized by daily disobedience, even in minor things, administration may ask the student to serve a day of ISS.
 - Students may not participate in athletic games or practice on a day of ISS.
 - Parents will be charged \$65 when their children attend ISS to cover the cost of GCS providing a supervisor for the student.

Out-of-School Suspension

- ✓ The purpose of OSS is to provide time for the parents and student to discuss the goals and direction of GCS and decide what changes in behavior need to occur to ensure the success of their student and the school.
 - Students are not allowed on campus for the duration of the OSS, including extracurricular activities.
 - Major tests or assignments may be made up at the discretion of the Dean of Students.

Expulsion

- ✓ For severe offenses or refusal to submit to the training process, students will forfeit their position as a member of the student body.
 - Readmission to GCS following the period of expulsion will be based on the student's attitude and an interview with the Dean of Students.
 - In most cases to be considered for readmission, GCS Administration will require counseling and ongoing counseling after the student returns to GCS.
 - No student who is expelled will be considered for readmission until a minimum of a school semester has passed.

Discipline for Athletes and Students in Extra-curricular Activities

Students who have a trend of discipline may also forfeit the privilege of participating in athletics, fine arts opportunities, being a member of the homecoming court, or representing the student body in SGA.

- ✓ Standard of Conduct for Off-Campus, School-Sponsored Sports Activities:
 - Whether on or off campus, athletes are to demonstrate integrity in their actions and in their speech. All rules that apply to campus life at GCS are applicable when off campus.
 - Students are not permitted in the hotel rooms of the opposite sex at any time.
 - Dress code will usually be the same as during normal school activities. Neat jeans or knee-length shorts are permitted on some trips when approved by the administration.
 - Athletes are able to participate in "Game Day Dress" under the supervision of the coach and Athletic Director. Being out of dress code during "Game Day Dress" will result in the loss of the privilege.

Dress Code

Wearing a proper, modest uniform contributes to a good testimony and demonstrates a positive attitude toward authority. Students are encouraged to wear clothing that meets or exceeds the guidelines in this handbook. New school uniforms are to be purchased from Lands End. Educational Outfitters & Sunshine School Uniforms are permitted to be worn as long as they still fit properly according to our dress code.

- ✓ Uniforms may be purchased online: <http://www.landsend.com>
- ✓ Used uniform pieces may also be purchased from the school consignment sale held during the month of July.

General Precepts

- Hats, sunglasses, and gloves are not to be worn inside the buildings on campus during the school day. These items will be taken and returned at the end of the day.
- Clothing is to be neither too tight nor too loose-fitting. Clothes that are too revealing are not acceptable. Formal wear for banquets and programs must also be modest in fit and neckline (approved by office staff).
- The modesty standard for a girl's neckline is the natural width of her own hand (putting the base knuckle of the thumb into the indentation of the neck) from the base of her neck to the garment neckline.
- Jewelry that refers to the occult or a counter-culture movement is not allowed.
- Overly large or distracting jewelry may have to be removed if staff deems necessary.
- Facial jewelry and body piercings (except earrings for girls) are not permitted.
 - ✓ Students with body piercings who enroll must remove jewelry when on school property or when attending any school event or activity.
- Anything that the school administration considers to be extreme, immodest or unacceptable in hair or dress style for either boys or girls will not be permitted.
- Jackets may be worn by students in and out of the classroom. If a student wears a hoodie, the hoodie must be a GCS hoodie.
- The same general standards of conduct and dress required of students at school are also required of students on school-sponsored activities.
- Heelies (shoes with skates in them) are not permitted on campus.
- Students attending sporting events are to follow the standard "Dress Down Day" guidelines.

Grade-Specific Dress Code Guidelines

K-5th -- Boys

- Socks and shoes are to be worn at all times. Flip-flop type shoes are not permitted.
- Tuck shirts in pants and button them appropriately at all times. Wear pants at the natural waist.
- Wear belts with all pants with belt loops.
- Hair is to be neatly trimmed, above the eyebrows, over the ears, and off the collar.

K-5th -- Girls

- No flip-flop type shoes are to be worn (even those with decorations).
- School uniforms must be loose fitting and modest. Shirts or blouses should be long enough to cover the student's midriff when performing routine activities at school (i.e. raising their hand and/or leaning down to pick up books and supplies). Hemlines cannot be shorter than 2" above the knee.
- For athletic and informal social events after the school day, girls may wear modest jeans. Tight-fitting, low-rise jeans or jeans containing holes are not acceptable.

MS and HS - Boys

- Wear socks and shoes at all times. Flip-flop type shoes or sandals are not permitted except when on Dress Down Days.
- Wear shirts tucked in pants and button them appropriately at all times. Pants are to be worn at the natural waist.
- Wear belts with all pants with belt loops.
- Earrings for boys, facial jewelry, and body piercings are not permitted.
- Hair must be neatly trimmed, above the eyebrows, above the ears, and off the collar. Sideburns should be no longer than the bottom of the earlobe. Mohawks are NOT permitted.

- Uniforms shorts by Lands End may be worn by male students.
- Be clean shaven. A neatly trimmed mustache is acceptable for second semester junior and senior male students.

MS and HS -- Girls

- No flip-flops or beach-type shoes are to be worn (even those with decorations). Dress sandals are acceptable (not shoes that you would wear to the beach).
- School uniforms are to be loose fitting and modest. Blouses also must be buttoned appropriately. Shirts or blouses should be long enough to cover the student's midriff when performing routine activities at school (i.e. raising their hand and/or leaning down to pick up books and supplies). Hemlines cannot be shorter than 2" above the knee.
- Lands End logoed uniform shorts are now available for girls.
- In school, the modesty standard for a girl's neckline is the width of her own hand, from the base of her neck to the garment neckline.
- Basic, natural looking makeup is allowed in Middle School and High School.
- For athletic and informal social events after the school day, girls may wear modest jeans. Tight-fitting, low-rise jeans or jean containing holes are not acceptable.
- Earrings are the only body piercings allowed for girls.

Dress Code for PE Classes

- PE shorts must be purchased from Lands End for all Upper School PE classes (grades 6 – 12).
 - The logo is optional and purchasing PE shorts without the logo may provide cost savings to your family.
- Only PE shorts available Lands End or used PE shorts purchased through the school (i.e. Educational Outfitters PE shorts that are used and being resold via GCS consignment sale).
- This has been the GCS PE class policy (except the option to purchase without logos) however, there were modesty issues due to students wearing PE shorts made by other companies.
- No athletic shorts or uniforms are to worn outside of the gym.

Dress Guidelines -- Visitors and Guests

- ✓ On occasion we have student visitors to the campus, such as those who come to sporting events and have purchased a ticket for the event. It is asked that these visitors be appropriately dressed in apparel that meets our modesty guidelines.

Dress Down Days

“Dress Down Days” give opportunities for fun, “fashion” and fundraising. It is also an opportunity for students to demonstrate that they understand and wish to comply with appropriate and modest clothing choices. A fee is collected from each student wanting to take part in this relaxed dress day. NO sweatpants will be allowed.

General guidelines for modesty and sensibility apply to dressing on “Dress Down Days”; the students do not have to wear their uniforms, but can dress in casual attire that is appropriate for school. The modesty standard for a girl's neckline is the width of her own hand, from the base of her neck to the garment neckline.

Dress can include jeans (without holes, rips, frayed spots), hats (only on approved hat days, no bandanas), and T-Shirts (without offensive graphics or advertising entertainers). Dresses, skirts and pants must follow dress code in terms of length and tightness, etc. Dress and cargo shorts are acceptable for elementary; Bermuda shorts, dress and cargo shorts not shorter than 2" above the knee may be worn by MS/HS. Athletic or PE shorts are not to be worn by MS/HS students outside of game dress or PE class.

The money collected from students for the privilege of not being in uniform goes to support student interest groups that raise money for activities such as student missions trips, special service opportunities, and other approved activities.

Spirit Fridays

- ✓ Students are invited to represent their school on Fridays, by wearing any GCS top (spirit club, athletic) and appropriate jeans. If students choose not to participate in Spirit Fridays, your school uniform must be worn. NO fee will be collected to participate in Spirit

Fridays.

Girls' Dress Code for Formal Events

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

Extra-curricular Activities

Student Organizations

Extra-curricular activities are provided to enhance the student's high school training and overall experience. Some activities are subject to students' interest and adult sponsor availability. Extra-curricular activities are as follows:

Soccer	Volleyball	Basketball	Golf
Swimming	Baseball	Chess	Yearbook
Cross Country	Drama	Honor Society	SGA
Tennis	Instrumental lessons		

Participation in extra-curricular activities is a privilege and carries certain responsibilities. The student participating must adhere to the following guidelines:

- Meet academic eligibility requirements.
- Athletes must get assignments, make up tests, and turn in homework prior to leaving for a game. They are responsible for all work or tests on the day following the extra-curricular activity.
- All participating members of a team or group are to ride the school transportation to activities that are away from the school. Students may ride home with their parents after notifying the proper school personnel (coach).
- All school rules of conduct and dress apply to any school activity.
- All athletes must pass an annual sports physical.

At Grace Christian School we will issue a N. C. Driving Eligibility Certificate if:

- The student is academically eligible.
- The student exhibits behavior consistent with the privilege of driving as determined by the administration.

Eligibility Policy for Extra-curricular Activities

Attendance

1. Athletic competition is a privilege at Grace. To participate in interscholastic sports, students must have an updated physical/medical form and code of conduct on file with the school.
2. In order to participate in athletics (practice or games), student athletics must be present for a minimum of 3 ½ hours on the day of the activity. If a student is not at school or at a school sponsored event for that amount of time, they are not eligible to participate.

Academic Eligibility

- Grades of athletes will be checked at progress report time and at the end of each quarter.
- If a student is failing 1 or more classes or has at least 2 D's, he/she is put on a 1-week probation to bring the grade up. For one week (5 school days) that athlete will lose the privilege to play in games but will still be allowed to practice. The student may attend home games in dress clothes but may not travel to away games with the team.
- If a student is still failing the class or has 2 D's after the one week probation, the student will lose the privilege to play in games or practice for one week (5 school days). The athlete may be allowed to sit on the bench in dress clothes for home games but may not travel to away games with the team.
- If a student is still failing the class or has 2 D's after this period, the athlete will have their grade checked weekly and will remain on probation from practices and games until the grades are brought up to not more than one D and no F's. Decisions on home game attendance will be reviewed by the Athletic Director.
- After 3 weeks, if an athlete's grades have not been brought up as stated above, the athlete will be removed from the team.

Special Note: There are exceptions to the above policy due to special family cases (e.g., serious illness or death of family member). In cases of students who are in the approved GCS Learning Support Program, the Head of School, Academic Dean, LSP Director, and Athletic Director will review the student's academic progress and determine if the student is working to his/her potential under said circumstances.

ES, Junior, and National Honor Society

The National Honor Society was founded in 1921 and has established a reputation for excellence among educators, parents, students and the general public. It is considered a privilege to be selected to the National Honor Society. Selection is based on four criteria: scholarship, leadership, service and Christian character.

A faculty council decides on the membership. This council examines every student in grades four through twelve who has achieved a 3.5 or better GPA. Each spring, NHS inductions are held during a special chapel service. All members of the society are expected to take part in annual service projects.

Any member who fails to maintain the qualifying GPA or faces major disciplinary action for violating school rules will surrender their membership. Students who have lost their membership are not eligible to join the National Honor Society again during the current year. Academic Integrity is particularly important to NHS members. Any instance of Academic Dishonesty can jeopardize a student's membership. Members will be removed if they have a pattern of disciplinary behavior.

Junior-Senior Banquet

GCS high school students may invite guests to the Junior-Senior Banquet under the following rules:

- The name of the guest must be submitted to the administration at least a week prior to the event.
- Guests are expected to follow the same dress code and rules that students are to follow. Rules and dress code for formal and semi-formal events are available in the office.
- Guests must be in at least the ninth grade to attend.
- Girls' gowns must be approved by the office staff at least a week prior to the banquet.
- Boys should make sure that their date, if not a student, has a gown that meets the Dress Code for formal events.

Computer & Internet Usage Policy

Computer Technology

The following information provides an abbreviated explanation of our school's technology policy. Please refer to the **Technology Acceptable Use Policy** posted on the Grace Christian School website to view the detailed policy.

Purpose

The purpose of computer technology and internet access at GCS is to enhance the educational experience, to promote pupil achievement, to support the professional work of staff, and to facilitate the school's management and business administration systems. Proper stewardship of these resources through student account management, staff oversight, Internet content filtering, and adherence to usage policy will allow this wealth of knowledge and opportunity to be presented in a manner consistent with Grace Chapel Ministries' biblical stance and Christian worldview.

Disclaimer

- The Internet is a worldwide network of computers that contain millions of pages of information. Students, parents and staff are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is very difficult to avoid at least some contact with this material. Even appropriate, educationally relevant search requests may lead to sites with highly offensive content. Individuals accessing the internet need to understand these risks and agree that GCS cannot be held liable for material viewed or downloaded from the Internet.
- To minimize these risks, use of the Internet is governed using the guidelines in the following section.

Guidelines

- Acceptable Use and Limitations – The use of computers and the Internet must be in support of education and research and consistent with the academic and spiritual objectives of GCS. Any use of technology resources to transmit, download, upload or duplicate any copyrighted materials (including, but not limited to, software, publications and graphics), or materials protected by applicable copyright laws is prohibited. Users shall not participate in the transmission or duplication of any threatening or obscene materials, which are intended to embarrass, harass or disrupt the educational environment of the school, or are inconsistent with biblical precepts for appropriate behavior.
- Under no circumstances should any student participate in an activity where personal information about themselves, the student body or the church or school staff is being requested.
- All software and hardware necessary for productive, effective use of computer resources will already be installed by the IT Director. Any installation by a student of an application, utility or computer component is not permitted.

Privileges

- The use of information technology is a privilege, not a right, and inappropriate use will result in the revocation of those privileges. The school administration may request the IT Director to deny, revoke or suspend student computer privileges—either in part or in full.

Security

- Security on any computer system is a high priority. Each student authorized to use a computer system will be assigned an account. Users may not attempt to gain access to any computer system under any user account or password other than the one assigned to him or her by the school.
- Anti-virus software is installed on every computer system and updated regularly.
 - Files obtained from sources outside the school, including disks brought from home, files downloaded from the Internet, or files from email attachments, can contain harmful viruses.
 - Any of these files should not be opened or used on any computer without first being scanned by approved methods and software and authorized by a computer instructor or IT Director.

Health and Medical Related Issues

General Student Illness Guidelines

- We ask that parents do not send a child to school when that child is either too ill to function in the classroom effectively or is contagious.
 - Students with a fever 100° or higher, vomiting or diarrhea should remain at home for 24 hours after the condition is resolved.
- The office staff will handle first aid situations (beyond those a teacher can handle, for example a band aid needed). We have a nursing station with most supplies needed for minor situations and each teacher has a first aid box
- Should a child need parental attention for an illness, the office staff will notify the parents or guardians.

Medication

- If medical reasons require the student to take Rx medication during the day, the prescription is to be brought to the office in the “original” prescription bottle (must be original container, no exceptions), with a note from the parents and with the GCS “Medical Release Form” completed by the physician (available on the school’s website).
 - a. This form releases GCS of any responsibility for administering the medication, and releases GCS and their agents and employees from any and all liability that may result from a child taking the medication.
 - b. NO MEDICATIONS, over-the-counter or prescription will be given without a physician’s authorization (form on file).
- The school does not permit children of any age to carry medication, unless approved by the office.
 - a. All medication is to be taken to the School Office and will be dispensed according to the doctor’s orders.
 - b. Over the counter medications and food supplements require a doctor’s order to be taken at GCS (must be on file prior to administering) and must be labeled in the original container and have the student’s name, dosage amounts and times to be given notated.
 - c. Students with severe allergies are permitted to carry their EpiPen, but the prescribed EpiPen must be registered with the school’s office staff and we must have the physician’s order on file.

Required Immunizations

- GCS abides by state immunization laws; NC State Law requires that immunizations be administered according to their website.
 - www.immunizenc.com for more details on the dosages and age guidelines for required vaccines.

Infection Control

The staff at GCS encourages students to wash their hands after using the bathroom and before they eat. Washing hands frequently is a major prevention factor for infection control. Any child with symptoms of an illness will be sent to the school office, at which time an evaluation will be done by trained office personnel to determine if the child should remain at school.

When a child has a fever 100° or higher, taken orally, or is vomiting or has diarrhea, parents are called and asked to take the child home. When vomiting is caused by a condition which will not spread infection, the student may remain at school---stressful physical exertion resulting in vomiting is an example.

- Any draining wounds must be kept covered.
- A notice will be sent home to classmates if any contagious condition is found that potentially may infect other students.
- The office coordinates with the Director of Operations to see that the housekeeping department uses correct procedures and cleaning substances to maintain a safe and clean facility.

Lice

If your child has lice, please know your child must be treated and cannot return to school within one school day. They must be nit free in order to return to their classroom!

Accidents

Student activities are closely monitored at school, and it is likely that if an injury occurs, someone on the staff will observe it. However, we encourage the children to make a timely report to their teacher if he/she suffers an injury that is not observed. When an accident does occur, it is dealt with promptly. If warranted, injuries are reported to the parents by phone shortly after they occur. An accident report will be filled out and kept on file in the Head of School’s Office.

Health Screenings

- Kindergarten Screening – In the spring of each year kindergarten students are evaluated for school readiness.
- Sports Physicals –Athletic forms are on the GCS website or available in the school office.

EMERGENCIES

School Dismissal/Inclement Weather Policy

On days of snowfall or other hazardous weather conditions, please know the safety of our students is our first concern.

- We will also send a “RenWeb” voice/text and/or email communication.
- In addition, we post “Grace Christian School-Sanford” closings/delays/etc. on WRAL Channel 5 & WTVD Channel 11.

Please note: GCS will follow Lee County School Schedule for inclement weather.

Fire, Tornado & Lock Down Drills

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

General Information

Grievances and the Appeal Process

If parents question a decision regarding their child, or have a grievance against a staff member of Grace Christian School, please make an appeal as follows:

- First appeal to the person making the decision.
 - If it is a classroom decision, please talk to the teacher first to try to work out the situation.
 - If it is a decision made by an administrator (Principal, Director, Dean), talk with the administrator first.
 - If you have followed the above (Matthew 18) then contact the Head of School to resolve the situation.
- The next level of appeal after the Head of School is the Executive Committee of the School Board, consisting of the Board Officers, GCS Head of School, GCC Director of Operations, and the Senior Pastor of Grace Chapel Church.
 - Requests for such meetings with the Executive Committee must be made in writing and given to the School Board Chairman.
 - The School Board Chairman will respond in writing to the request, and a meeting will be convened if deemed appropriate.

Lockers

Lockers are issued to some elementary students; as well as, middle school and high school students. Students will follow these guidelines:

- Lockers are for book bags, books, lunches and coats, they are to be kept neat.
- Stickers are not permitted inside or outside lockers.
- Locker inspections will be held occasionally by the homeroom teachers and administration.
- Students are not permitted to go to their lockers during class unless authorized by a teacher.
- MS and HS Students will be required to lock their lockers.
- Items left outside of the locker will be taken to the lost and found.
- Students are cautioned to make sure lockers are locked if their personal valuables are in there.
- Student’s personal property may be inspected at the discretion of the administration.

Book Bags

- For elementary classes, book bags can be used to carry books and supplies to and from school and can be left in classrooms for storing various personal items.
- For the middle and high schools, book bags can be used to carry books and supplies to and from school; however, book bags must be stored in lockers or in designated areas of the gym (for student athletics) during the day. Limiting the use of book bags is necessary for security and to minimize clutter in classrooms should a fire occur and quick egress is required.

Media

- From time to time, students' pictures and names are published on our school website and in the school newspaper. The acknowledgement sheet at the back of the handbook asks for your permission to include your child on the website and in the newspaper.

School Office Hours

- The School Office is open between the hours of 7:30 a.m. and 4:00 p.m. during normal school days.

Water Bottles

- Middle and High School students may carry water bottles in class as long as the bottles are in original packaged water bottles or are "clear" refillable bottles.

Senior Lunch

- Seniors have the privilege to leave campus for lunch **each Friday** that school is in session as long as their parent/guardian have signed the liability waiver. Seniors who are not back on campus by the time specified by Administration will lose their off-campus lunch privilege.

Classroom Food

- Students are allowed to have bottled water only in classrooms with the exception of the computer labs.
 - ✓ There is NO FOOD or DRINK permitted at any time in the computer labs. (Except teacher in his/her desk area).
- Seniors are the only students who are permitted to bring breakfast items to their homeroom. Any incident where there is food or drink spilled due to this policy will result in the senior class losing this privilege.
- Underclassmen are permitted to eat breakfast items, but must do so in the cafeteria and before the start of homeroom.

Student Drivers

Driving an automobile is a privilege. If a student abuses the privilege by violation the law or the school rules, that privilege will be revoked. Each vehicle a student intends to drive to GCS must be registered in the school office and a student vehicle tag must be visible in the vehicle when on school campus. Students who want to drive on campus are expected to:

- Limit speed to 10 mph in the parking lot.
- Students are to park in the lower lot.
- Students should never park in the upper parking lot.
- Students are not permitted to go to their vehicles during the school day without permission. If a student forgets something in his or her vehicle, then they must get a pass from the office in order to retrieve the article.
- While on campus, car radios or music of any kind are not to be played in student vehicles.
- Any student who rides with another student must provide the office with written permission from parents.

Phone Usage

- Cell phone usage is not allowed during the school day at GCS, whether in class or during extracurricular activities. If a student has a cell phone it is to be turned off and kept in their car or in their locker between 7:45 and end of classes.
- GCS provides a telephone in the School Office for use by students (emergency) during the school day.
- Students are not to receive phone calls; however, if a parent must get a message to their child, please call the school office.

Textbooks

- Students are charged a book fee for the use of textbooks. In addition to the annual fee, students will be charged for the replacement cost of any damaged or lost textbooks. All students are strongly encouraged to cover their textbooks with a non-adhesive cover.

Transportation

- Parents are responsible for transporting their children to and from school. Many parents choose to car pool. The school office will be glad to inform you of other students who may live in your area.
- For a fee, the school provides a limited bus service for students living in Harnett and Moore Counties.

Sexual Harassment Policy

Sexual harassment of students or employees by other students or by employees of Grace Christian School is unlawful under both North Carolina and federal laws, and is contrary to the commitment of this ministry to righteousness. GCS will not tolerate any sexual harassment of students or employees. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive environment.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by GCS, by a fellow student, or by a member of the public, the student should immediately report this concern to the Head of School, Upper School Dean of Students, or to the Elementary Principal (ES Students) and discuss this concern with his/her parent or guardian.

All such reports will be investigated promptly by the Head of School's office. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student or termination from employment if they are an employee. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report, or the accused employee; however, it should be understood that GCS is required by law to report child abuse to the Department of Social Services.

Drug and Alcohol Policy

Grace Christian School is a drug-free campus. The purpose of this policy is to ensure the safety of all students and employees, and to recognize the Biblical mandate to treat our bodies as a temple of the Holy Spirit.

GCS has the right to inspect our premises for these substances. We may terminate employees or expel students violating this policy, for providing false information concerning substance abuse.

Immediate action may be required when addressing abuse in progress including direction to leave the property and calling law enforcement for assistance.

Definitions under this policy:

- A "substance" includes alcohol, illegal drugs, inhalants, and prescription over-the-counter drugs.
- An "illegal drug" is any substance that is illegal to use, possess, sell, or transfer.
- "Drug paraphernalia" are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.
- A "prescription drug" is any substance prescribed for an individual by a licensed health care provider.
- An "inhalant" is any substance that produces mind-altering effects when inhaled.
- You are "under the influence" if any substance impairs your behavior or your ability to work safely and productively.
- Results in a physical or mental condition that creates a risk to your own safety, the safety of others, or school property.

Our "campus" includes our buildings, grounds, parking lots, school or church provided vehicles, and areas temporally occupied for school sponsored events.

**Do not be conformed to this world, but be transformed by the renewal of your mind,
so that you may prove what is the good and acceptable and perfect will of God,
even the thing which is good and acceptable and perfect. Romans 12:2 NIV**

Signature Page

Two very important documents can be found on the GCS Website – www.gracechristianschoolsanford.com – they are:

- o GCS Student & Parent Handbook 2017-18 -- and --
- o GCS Acceptable Use Policy for Technology.

Families are asked to read these documents and discuss them with your children who are students at Grace Christian School. After having read both documents, please sign this page; and return the page to the school office.

STUDENT

I agree to abide by the GCS Student & Parent Handbook 2017-18 while I am a student at Grace Christian School. In addition, I will adhere to policies concerning technology. I am aware that inappropriate use of a cell phone can result loss of having a phone on my possession while attending GCS. I am aware that academic integrity should be a value of a Christian student’s behavior. Consequences of cheating as stated in this Handbook are serious and will be enforced.

Student's Name (please print)	Student's Signature	Date
Sibling Student’s Name (please print)	Student's Signature	Date
Sibling Student’s Name (please print)	Student's Signature	Date
Sibling Student’s Name (please print)	Student's Signature	Date

PARENT(S)

As parents or guardians of a student at Grace Christian School, we agree to abide by the GCS Student & Parent Handbook 2017-18 while we have student(s) enrolled at Grace Christian School. In addition, we will oversee our child’s use of technology so that they adhere to the policies concerning technology while our child(ren) is a student at Grace. I give permission to publish my child’s picture and name on the school website or in the school newspaper for the purpose of promoting the ministry and mission of Grace Christian School.

Custodial Parent's/Guardian’s name (please print)	
Custodial Parent's/Guardian’s Signature	Date

Student’s email address: _____

Parent’s email address: _____

NOTE: Grace Christian School Administration reserve the right to make, amend, delete, or prescribe this handbook and its policies during the school year 2017-18 if conditions warrant a change for the benefit of the overall school ministry.