

Parent-Student Handbook 2024-2025



GRACE CHRISTIAN SCHOOL 2024-2025

THIS I RECALL TO MY **MIND,
THEREFORE I HAVE **HOPE**.**

**THE LORD'S LOVINGKINDNESSES
INDEED NEVER CEASE,**

**FOR HIS COMPASSIONS NEVER FAIL.
THEY ARE NEW EVERY MORNING;**

GREAT IS YOUR FAITHFULNESS.

- LAMENTATIONS 3:21-23



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INTRODUCTION

Welcome to the 2024-2025 school year! Having celebrated 50 years of Christian education last year, we are excited about a new year of ministry and educational opportunities in our 51st year. Whether you are new to our school or a returning student, we pray that this will be a year that you grow both spiritually and academically so that you are prepared to meet the challenges and blessings that God will bring throughout your life.

Our school welcomes families from our community who wish to partner with our efforts and are willing to support the mission and policies of Grace Christian School.

This handbook seeks to outline the major policies and practices that govern student life at GCS. Thank you for taking the time to read and become familiar with it. **We expect students and families to support and adhere to the guidelines and policies listed herein. Consent is implied by enrollment.** In other words, if you are a part of the GCS family, you will be held to the policies and practices spelled out in this manual. Specifically, any student or family whose behavior is inconsistent with our standards may have their enrollment at GCS terminated by administration.

The parents of our students are a vital part of the school. No school can expect to be successful without parent support and encouragement. Parents can help by supporting the teachers and staff members in their efforts. Please set an example of respect for the teachers, staff, coaches, other students, and the school as a whole. In your interactions in the building, your regular conversations at home, on social media, and during games or other GCS activities, we ask that you be positive and encouraging. By avoiding negative speech and behaviors, we can teach our children valuable lessons about how to deal with stressful situations in a God-honoring way.

In keeping with Matthew 18, we urge those in our community to be direct in dealing with problems, rather than talking about problems to uninvolved persons. If a problem concerning your child's classroom exists, **please contact the teacher as soon as possible.** If the problem persists, you should contact the principal. If a matter outside the classroom exists (for example, a question about school policy) please contact the school office and ask to be directed to the appropriate person.

We pray that parents and students can participate with enthusiasm in school life and work to improve the experience of all persons at GCS.

GRACE CHRISTIAN SCHOOL BASICS

Mission Statement

Inspiring students to impact the world for Jesus Christ through an excellent educational experience from a Biblical worldview.

School Song

Onward Patriots!
Onward Patriots!
On to victory!
We will always stand beside
 and show our loyalty.
Gold and blue, our colors true,
We lift our banner high.
Fight! Fight!
For GCS and Patriot Pride!

Our school mascot is the Patriot

The GCS Logos are as follows



Academic



Athletics

Pledges

To the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, Indivisible, with liberty and justice for all.

To the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

To the Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

GENERAL INFORMATION

Campus Hours

School hours are 8:00 a.m. - 3:00 p.m.

Our campus is open for students from 7:30 a.m. - 3:15 p.m. with aftercare available until 5:30 p.m. (There is an additional charge of \$6/hr. for students in [aftercare](#).)

Full-Time Status

A full-time student is defined as a student who is on campus for the entirety of their core class schedule, chapel services and any additional graduation requirements for their appropriate grade level. Students are encouraged to explore other learning opportunities during their elective periods. GCS offers a variety of choices which include activities in athletics, fine arts, STEM, and individualized courses through independent study.

Grace Christian does not currently have part time or homeschool students. If you are interested in these options, please contact the principal to discuss the unique differences of these offerings. *Please note: These requests present logistical challenges for a school of our size and may not always be available. We will always do our best to accommodate if the administration feels it is in the best interest of all involved.*

Communication from the School

At GCS we believe it is very important that parents/guardians and teachers support one another in the process of Christian education. Although parents are encouraged to contact the teacher directly at any time with class questions or concerns, we have established regular methods to communicate with you at home. **Please remember that these are only effective means of communication if you make use of them!**

- **Back to School Night.** This is an important evening of information and paperwork before the school year begins. This is an annual event the Thursday before school begins.
- **The Patriot Preview.** This publication will be an electronic, weekly, brief overview of what is happening during the **upcoming week** at GCS. It is a shorter publication than our monthly Communiqué.
- **The Communiqué.** This publication is a longer, detailed edition that contains a great deal of school information, featuring the events of the month and current marking period. We also highlight business boosters and advertise local church events. The Communiqué will be sent out once a month. If you have information to be published in the Communiqué, please send it electronically to cromeo@gcspatriots.com by the 5th of each month before publication.
- **GCSPatriots.org.** The school's website is updated often and includes important information.
- **Email Blasts.** On occasion, there will be a need to let all parents/guardians know information quickly. Please be on the lookout for emails from our GCS office.
- **Text Blasts.** We use the Gradelink texting service to deliver important and immediate information via the phone. You will hear from us in this manner

whenever there is time sensitive information to relay, and whenever there is a snow day. **Please make sure that your information remains up to date throughout the school year.**

- **Progress Reports.** Progress reports allow you to see your student's grades midway through a marking period. They are also used in the secondary to determine extracurricular eligibility.
- **Report Cards.** Elementary report cards are sent home in Friday folders at the end of the marking period. Secondary report cards are sent home **electronically**. If you want a hard copy of your secondary student's report card you will need to notify the office.
- **Parent/Teacher Conferences.** Conferences will be held early in November at the beginning of the 2nd marking period. You are welcome to schedule additional meetings with specific teachers at any time.
- **Classroom Communication.** Teachers will contact parents via our Gradelink system using the email address on file. Please make sure that your information remains up to date throughout the school year. Likewise, parents are asked to email teachers rather than text their personal phones. Teachers are not permitted to communicate with parents via text messages unless required by extenuating circumstances (such as a field trip, emergency, etc.).
- **Gradelink.** Gradelink is our online grading system. It provides immediate access to a student's grades. Your login information is provided on Back-to-School Night. Please contact the main office if you misplace your username or password. We encourage you to set up customizable email alerts in Gradelink for your child(ren). **Make sure that your preferred email address is current.**

Parent Involvement

Parent involvement is critical to Grace Christian School's overall effectiveness. Parents and families can get involved in the following ways:

- **Parent/Teacher Fellowship (PTF)**
The PTF supports and encourages the faculty and staff of GCS in many different ways. Examples of past efforts include planning fellowship events, writing words of encouragement or emailing devotionals, planning Teacher Appreciation Week activities and Luncheon; spirit wear sales and fundraising. If interested in this most important ministry, please contact ptf@gcspatriots.com.
- **Volunteering**
When volunteering at our school please understand that there are health and safety protocols we must follow. Volunteers must sign in and out in our main office, wear a name badge at all times, and follow instructions given by staff members while present. Background checks must be completed for anyone volunteering at GCS.
- **Fundraising**
Tuition does not cover the entire cost of educating a child. Tuition covers approximately 70% of the cost of a child's education. The school depends upon the additional 30% from gifts and fundraisers to supplement tuition. Each family is requested to assist the school in various school wide fundraisers throughout the year. When we all pull together, the work is much easier.

There are many opportunities throughout the school year to participate in a fundraiser that fits into your schedule. We have multiple school-wide fundraisers and we ask all parents and staff to participate in at least one. There are many small fundraisers that you can participate in as well. Any participation in these events/sales is appreciated.

POLICIES AND PROCEDURES

Student Placement

The school has full discretion for the grade placement of each student. Students in grades K through 8 will be given an entrance test to determine grade placement and determine if they fit the educational capabilities of the school. Grades 9-12 are placed according to their credits. The school will review all students' records/transcripts, including their most recent report card, standardized test scores, and any disciplinary or special needs information from the last school attended or the school where the student is presently enrolled prior to enrollment. Grace Christian School does not allow students to skip a grade at the elementary or junior high level.

Visitors

All visitors, including parents, board members, volunteers, and alumni, must sign in at the main office immediately upon arrival to receive a visitor's badge. All individuals must be in the building for specific business and are not permitted to wander the campus. Individuals visiting for lunchtime must sign out at the end of lunch. Students are not allowed to bring visitors to class for social visits. All student visitors in class should be those who have an enrollment interest in GCS.

Please report pre-planned school visitors prior to the visit. Student visitors will be asked to meet the school dress code. Students and staff are encouraged to be friendly and courteous to all visitors. Expelled or suspended students will not be permitted on the school grounds or at on campus school events without permission from the principal.

Student Dropoff & Pick-up

Parents are responsible for arranging their own transportation to and from the school, as the school does not operate buses. When dropping off/picking up students please follow the clockwise direction of pickup as directed by signage. Please always defer to staff in yellow vests as they are directing traffic and pedestrian flow.

Between 7:30 - 8:00 AM and 2:30 - 3:15 PM the parking spaces in the semi-circle near the building will be off-limits due to heavy traffic volume, congestion, and poor visibility during these times.

Dropoff:

Doors will open promptly at 7:30. Please do not plan to drop off your student(s) prior to 7:30 a.m. as there will be no supervision for them before this time.

Parents accompanying their students into the building must park in designated spaces in the main parking lot.

Upon arrival in the morning, elementary students will report to the gym, and secondary students will report to the cafeteria. Students and parents are not to go to the classrooms before 8:00. There will be a designated area for each grade in the gym where students may place their backpacks, lunchboxes, etc. until time to go to the classroom.

Students will be monitored from 7:30 - 7:50, when we will come together as a student body to say pledges, hear announcements, and start our day with prayer. Students will then be dismissed with their teachers to make their way to their classrooms.

Pickup:

In the afternoon, all elementary school students will be dismissed through the elementary wing doors at the southeast end of the building. Secondary students will be dismissed through the main door.

Please note that secondary students do not make use of the afternoon car line. The proper procedure is for parents of secondary students to park in the lot and wait for students to walk out to you.

We thank you for your help and understanding as we make every effort to keep our students safe.

Before and After School Care

The following options are available to assist parents who need hours beyond the scheduled school day.

- **Before School.** Students are asked to come no earlier than 7:30 a.m. as there will be no one to monitor them until that time. If it is necessary for you to drop off earlier, we have limited space in our preschool room, where our Before Care staff is available starting at 7:00 a.m. There is an additional charge of \$6 per day for this service and space is filled on a first come, first served basis. Parents dropping students off for Before Care will need to drive around to the preschool building to park, walk them into the building, and sign them in.
- **After School.** Unless reporting to a school activity immediately, all students are expected to vacate the campus before 3:15 p.m. After this time, students must go to our Aftercare Program and parents will be billed at the rate of \$6/hr per student. All students must be at their school activity or in an approved location with a GCS staff member or their parent(s). Students may not remain elsewhere on campus (gym, parking lot, playground, etc.) unsupervised after school.

Once the 3:15 bell has rung, parents must enter the preschool building to sign their child(ren) out of the aftercare room. Students are not permitted to pick up younger siblings.

Absences/Attendance

At GCS we believe that establishing a solid work ethic is important in the development of Godly character. Regular and punctual attendance is necessary for all students to excel to their maximum potential.

High school students who are absent from a class in excess of 10 days per semester for any reason (primarily unexcused absences) are in jeopardy of losing credit for that class. **Please do not allow your student to cut classes to avoid taking a test or to work on other assignments.** If a student arrives at school after a test has been given, the student will be expected to make up that test later in the same school day.

In order to participate in an extracurricular athletic event or contest, **a student-athlete must be at and remain at school by 10:00 a.m.** on the date of the event unless previous arrangements have been made with the school's Athletic Director. If a student is **too sick** to be in class, he/she should not be participating in these activities. Exceptions are on a case-by-case basis at the discretion of the principal and athletic director.

GCS has a **closed campus**. Once students come to school they are **not permitted** to leave the school grounds during school hours unless they are with their parent(s). Exceptions to this would be any dual enrollment classes being taken or with prior approval.

Unless medical documentation of an extended illness is provided to the school, parents should call daily by 9:00 a.m. with an update on the child's status. If the student is absent for more than three days we request that a doctor's note be submitted upon the student's return.

The current number of student absences and tardies may be accessed via Gradelink at any time (a count is also visible on report cards).

Excused Absences

Absences are considered excused if it involves:

- Student's illness or injury (with appropriate information for the school to report to the health department).
- Death in the family
- Professional appointments (i.e. doctor, dentist, etc.) which are supported by a doctor's note. Please attempt to schedule these after school hours when possible.
- Extenuating circumstances as approved by the principal.

Unexcused Absences

Absences are considered unexcused when an explanation exists but cannot be approved. Please remember that parental consent does not automatically render the absence as excused. Examples of unexcused absences include:

- Choosing to stay home because of weather when school is still in session
- Skipping class or chapel ([see Truancy Policy](#))
- Transportation issues
- Oversleeping, alarm clock issues, etc.
- Staying home to catch up on homework or taking a “rest” day ([see Truancy Policy](#))
- Unauthorized skip days

Student Illness

Your child must be fever and symptom free without the use of medications for 24 hours before they return to school. Children should not return to school until 24 hours have passed after vomiting or having diarrhea. Please note that this time does not begin when your child is picked up, but rather when the fever breaks and symptoms subside. ([see Health and Safety Policy](#))

Preplanned Absences

Families are strongly encouraged to review the school calendar, and when at all possible, schedule activities such as vacations, etc., on days that would not require missing school. When this is not possible and a student must miss several days of school, the student/parent should:

- Communicate with teachers via email no less than 3 days ahead of time so that teachers have time to gather work. (Requests too far in advance, while appreciated, may not be possible to accommodate.)
- Copy the office in on the email so they are aware of the absences as well.
- When work is requested in advance, the student should make every effort to complete and submit it immediately upon return to school.
- Makeup work for full credit and without a grade penalty is allowed for all absences, including pre-planned absences (regardless of whether or not work was given ahead of time). In elementary, it is the parent’s responsibility to request work and communicate with teachers until all work is made up. In secondary, it is the student’s responsibility to request work and communicate with teachers until all work is made up. The number of days allowed to make up work will be the same as – and no more than - the number of days absent.

Tardiness

Being tardy is a serious situation which causes students to be unprepared and miss class time while also disrupting the classroom. As a result, the following tardy policy will be in effect. Any student arriving at school after 8:00 a.m. must sign in at the main office. A student is considered tardy if they are not seated in their classroom at 8:00 a.m. when the bell rings.

Elementary Tardy Consequences

A student's tardy will be recorded in the main office and appear on report cards. A student who is tardy in the morning and subsequently becomes behind in morning classwork will have the work sent home to be completed with a parent as homework. Students will not be kept in at recess to complete work missed due to tardiness. Work not completed by the following day will be subject to our late work policy. ([see Late Work Policy](#))

Secondary Tardy Consequences

After 5 morning tardies the student will be counted as 1 day absent for the quarter. Students are allowed 3 unexcused class tardies per quarter. After 3 class tardies have been exceeded, the student will serve a detention period for each additional unexcused tardy during that quarter.

Additionally, if a student arrives at school after a scheduled test has been given, the student will be expected to make up that test later in the same school day.

Truancy

Truancy (or skipping class) is a willful absence for any length of time from an assigned class (including chapel and study hall) without permission. Truancy is a deception and counter to the Biblical stance of the school. If a student is found to be truant the following three consequences will result:

- Time missed will be made up with an after school detention. If the truancy involves a complete day, one day will be added on the end of the school year for that student.
- The student will receive a "0" for any work in the classes skipped. This could include a daily participation grade, homework, quizzes and tests.
- The student will be ineligible for any extra curricular activities for one week, commencing on the following Monday and running through the subsequent weekend.

ACADEMIC POLICIES

Grading Scale

The grading scale for GCS is as listed. Each letter grade is followed by the equivalent grade point that would be awarded to secondary students. A student's grade point average (GPA) will be used to determine items such as class rank and eligibility status. Grade weight percentages (by assignment type) determining final quarter grades will be included in the course syllabus from each teacher at the beginning of the year.

GCS Grading Scale

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

Alternative Elementary Grading Scale

Score	Letter
95-100	E
83-94	S+
77-82	S
70-76	S-
63-69	N
0-62	U

Note: Some of the lower elementary classes may use a mix of both grading scales.

Midterm and Final Exams

Both midterm and final exams will be given in all secondary core classes. Senior students have the option of opting out of final exams for classes in which they have earned an 83% or higher during the second semester (to be determined at the time of the Q4 progress report). All 6th and 7th grade exams count 10% toward the semester average. All 8th through 12th grade exams count 20% toward the semester average.

Gradelink

GCS uses the Gradelink system to record and report grades. Both parents and students are able to view grades online, via a desktop computer or by using the Gradelink mobile app. Secondary students are responsible for checking Gradelink to monitor their course grades as well as missing assignments. Please do not ask your child's teacher to print off a list of missing assignments. Students/parents have access to do this at any time.

Parent and student passwords will be given out at Back to School Night. Please contact the main office if you misplace your username or password. After logging in for the first time, parents may set up preferences for alerts they would like to receive regarding their child's progress throughout the quarter.

Grace Christian School expects students to achieve grades relative to their potential. **No student should ever be on academic probation** ([see Academic Probation Policy](#)) if they apply themselves and attempt to do their very best.

Students who consistently fail to meet the minimum GPA standards may be asked to terminate their enrollment at GCS and seek enrollment elsewhere.

Academic Probation

Academic Probation status is assigned to students who fall into any of the following categories: student has demonstrated difficulty passing a specific core class over the course of at least one school year; student is at “cautionary” promotion status between grades; student is transferring from another school and has gaps or insufficient information on their transcript (or placement test shows areas of concern). In general, students will be placed on academic probation prior to the start of the school year.

- Parents will be notified of a student’s placement on Academic Probation by a letter from the Principal and/or Academic Advisor.
- Academic Probation lasts for the duration of Quarter 1 (Q1) in the academic school year. Decisions will begin to be made at five week grade checks, and will be concluded by the end of Q1.
- The school will closely monitor student grades for the first quarter and meet with the student as needed to ensure the student is working towards making progress in each course.
- If the student appears to be struggling at any point, the school will email the parent to share areas of concern.
- Secondary students who begin the year on Academic Probation must show significant effort/progress during the first 5 weeks of the marking period (determined by the Q1 progress report). If the student has an F in any core subject which was failed the previous year, the student may be returned to the previous grade at this time at the discretion of the principal, academic advisor, and teacher(s). If the student has two or more Fs in *any* classes at this point in the year, the principal and academic advisor will request a meeting with parents to discuss an improvement plan. Improvement plans will extend to the end of Q1, at which time a final placement decision will be made for the duration of the year.
- Once the Academic Probation status is removed, the student will again be in good academic standing with the school.
- A student who starts the year on Academic Probation for more than one school year must meet with parents and administration to discuss the future of their academic career at GCS.
- These policies are not intended to be punitive, but rather to ensure that students are fully equipped to succeed in the grade in which they are placed.

Students needing to be added to academic probation during the year will be addressed on a case-by-case basis and will follow a similar timeline as that outlined above.

Notes:

Regardless of GPA, the Academic Advisor will meet with high school students who receive an F in any course required for graduation to devise a plan for making up the course.

Students are required to remediate any F in Bible and/or Community Service in order to graduate from GCS. See “Graduation Requirements” page in our parent/student handbook.

Remediation of F’s should take place the semester or summer following the grade report.

GCS does not offer summer school at this time. We will provide options if known, but it is ultimately the parents' responsibility to find an acceptable program for credit recovery. The method of credit recovery **must** be approved by the Principal **prior** to the student's enrollment. Parents will be required to show documentation of enrollment and final grade reports before school begins.

GCS Requirements for Grade Placement

Middle School Students (6th, 7th, 8th grades)

To be promoted to the next grade level, students:

- must pass Math, English and Bible
- must not have failed the same subject for 3 consecutive years
- must show significant progress in 8th grade year as to indicate readiness for high school (for 8th grade students to be promoted to 9th grade)

To earn SOPHOMORE status:

6 total credits, including...

1 Bible*
1 English
1 Mathematics
0 Sciences
0 Social Studies
0 World Languages
0 Fine Art
0 Health/PE
0 Other Electives

To earn SENIOR status:

18 total credits, including...

3 Bible*
3 English
3 Mathematics
2 Sciences
2 Social Studies
1 World Languages
0 Fine Art
0 Health/PE
2 Total Electives

To earn JUNIOR status:

12 total credits, including...

2 Bible*
2 English
2 Mathematics
1 Science
1 Social Studies
0 World Languages
0 Fine Art
0 Health/PE
0 Other Electives

To GRADUATE: (see detailed list below)

24 total credits, including...

4 Bible*
4 English
4 Mathematics
3 Sciences
3 Social Studies
2 World Languages
1 Fine Art
1 Health/PE
2 Other Electives

**Completion of Community Service
Hours required for each grade (for years
in attendance at GCS)

**Bible credits must include a half credit for each semester in attendance at GCS.*

***Students must complete the required number of Community Service hours each year to graduate. Students must complete community service hours each school year and cannot “bank” extra hours towards the next school year. Hours made up after the conclusion of a semester or school year will be listed in the “Credit Recovery” section of the students’ transcript.*

Graduation Requirements

Subject	Credits
Algebra I	1.0
Algebra II	1.0
Geometry	1.0
Senior Math Elective	1.0
English 9	1.0
English 10	1.0
English 11	1.0
English 12	1.0
Biology	1.0
Chemistry, Physics or Anatomy	1.0
Additional Science	1.0
Bible 9	1.0
Bible 10	1.0
Bible 11	1.0
Bible 12	1.0
Government	0.5
Economics	0.5
US History & Geography	1.0
World History & Geography	1.0
Physical Education	0.5
Health (CPR/AED)	0.5
Visual, Performing & Applied Arts	1.0
World Language	2.0
Electives	2.0
Online Learning Experience	0.0
Completion of Community Service Hours	0.0
Total Required Credits*	24.0

*Math credits may vary based on the student's individual needs for personalization and/or acceleration.

A total of 24 credits are required to graduate. Successful completion of each of the required courses must be included in those 24 credits. Students may have more than 24 credits upon graduation.

Dual Enrollment Clause ([See Dual Enrollment Policy](#))

Dual Enrollment is a great opportunity that allows high school students to start earning college credit by enrolling in and taking college courses in addition to the high school courses offered at GCS. Participating in the Dual Enrollment program is a privilege that comes with responsibilities. Before registering for courses, it is imperative that both students and parents understand the guidelines and expectations that come with the decision to dual enroll.

Early Graduation Clause

Students pursuing early graduation via dual enrollment credits will not be considered a senior until they have enough finalized credits to merit this distinction. In considering this path, please keep in mind that, in most cases, this will mean forgoing activities that are typically part of the senior year experience.

Ranking

A class ranking is a list of students in each grade, arranged by GPA from highest to lowest.

Juniors and seniors need ranking information because colleges request such numbers. Ranking of students in lower grades will generally not take place unless deemed necessary by the administration. GPA is based on semester grades converted to the 4.00 grading scale. Weighted grades for students taking honors classes will be included.

Valedictorian and Salutatorian designation are made from the senior ranking. In order to be ranked, a senior must meet the following qualifications:

- Successfully complete the assigned courses listed under GCS graduation requirements.
- Be enrolled full time on campus for the junior and senior year.

The senior GPA and class rank is fixed at the end of the third marking period. Therefore, fourth quarter grades for seniors are not represented in either class standing or the final GPA. This early cut-off date helps to accommodate students wishing to apply for academic scholarships in a timely manner.

Additionally, Valedictorian and Salutatorian candidates must meet the following criteria:

- Students in the running for Valedictorian or Salutatorian must finish all honors work by the end of Q3 or will forfeit the weighted grade for honors work completed.
- Students with 504 plans requiring academic accommodations are not eligible for Valedictorian or Salutatorian designation.
- To qualify for Valedictorian status, a recipient's GPA must be 3.8 or higher; for a Salutatorian, 3.5 or higher.
- Valedictorian designee must maintain a minimum 3.5 GPA in core classes during Q4; Salutatorian must maintain a minimum 3.2 GPA in core classes during Q4.
- Candidates will be required to give a graduation speech to be written by them and approved by the Head of School. If the testimony and/or reputation of one of the

candidates become compromised prior to the date of graduation, administration may decide, at their discretion, not to have that student deliver a speech at the graduation ceremony.

GCS will honor only one Valedictorian and up to, but not more than two, Salutatorians. Not all of the above awards may be given each year if students do not qualify.

Tie-Breakers

In the case of a tie, where Valedictorian and/or Salutatorian nominees' weighted GPA is exactly the same, the following tie-breakers will be applied:

- Elective classes will be omitted from GPA calculation
- Weighted classes will be omitted from GPA calculation

The Valedictorian and Salutatorian Awards are not designed to create competition or controversy within the student body. A student's individual ranking is information that is shared with the student and student's family only. GCS encourages students to pursue the academic program that will connect them with God's purpose for them following high school. While the Valedictorian and Salutatorian awards are GPA calculations, students are asked to make course selections based upon their individual plans for the future, rather than by structuring their course load to enhance their GPA as a means of winning one of these awards.

Dual Enrollment

This is a program that allows high school students (usually juniors and seniors) to enroll in college courses for credit prior to high school graduation.

It is GCS policy that any classes offered on our campus are not available for dual enrollment approval. If a student wishes to take elective classes or a class not offered at GCS, they may wish to check into the dual enrollment option. All courses must be approved by the Academic Advisor and the Principal, and must be taken at a college with whom GCS has an existing partnership. Details regarding registration, requirements, fees, etc. may be discussed in a meeting with the Academic Advisor and/or Principal.

Transcript Requests

Grace Christian School transcripts (official and unofficial) are available to all students by written request. A transcript request form is available in the main office. **High School students** receive three complimentary unofficial transcripts per year. After three, a \$5 fee will be required per request. Because official transcripts involve a great deal of preparation, the charge will be \$7.50 per request. Transcripts will be available for mailing two weeks after the completed signed form is received at Grace Christian School unless the school is notified that it is needed sooner when the form is received. If official transcripts are needed sooner than the two week processing time required, an additional \$20 will be assessed provided that the request can be accommodated. All financial obligations to the school need to be met before transcripts or grade reports will be released. You can obtain information concerning outstanding account balances and payments through the business office.

Community Service Requirement

In order to help teach our students to “impact the world for Jesus Christ”, we require our secondary school students to serve the community a certain amount of time per marking period. This requirement is the equivalent of ½ hour per corresponding grade level. (For example, an eighth grade student would serve 4 hours per marking period, and a senior would serve 6 hours per marking period.) This time can be completed all at once or in shorter increments, but must be completed by the last day of each quarter. Students will keep a record of the hours served on the Community Service Log (available in the hallway outside the main office) and submit them each quarter.

Any hours completed during the summer may count toward the following school year as long as proper documentation is provided. These hours must be submitted at the beginning of the school year to count for the upcoming year. Students completing work for a teacher must get the task pre-approved. Students are responsible for arranging their own service projects which are to be free of compensation, financial or otherwise, and should benefit others in need, excluding their family members. Time must be served outside of school hours. If information on the service log is not clear and/or accurate, credit for those hours may be denied. ([See graduation requirements policy](#))

Books & Supplies

Textbooks and activity manuals are furnished by the school. Extra supplies and accessories are to be purchased by the parents. Students are responsible for taking care of textbooks, library books, tablets, laptops, headphones, and other school property loaned by the school. Parents will be billed for lost or damaged books at the end of each school year. Report cards may be held until fines are paid.

During the summer, a supply list for each class will be available in the school's monthly publication, the Communiqué.

Homework

Homework is a necessary part of each child’s education. All students will be assigned homework by their teachers in ways that are appropriate for a given grade level. Please keep in mind that the nature of subjects such as math, world languages, band, etc. requires (in most cases) daily practice in order to master the skills being taught.

Make-up Assignments

It is the responsibility of the student to take the initiative in completing missed work. Students will have as many days to make up the work as they were consecutively absent.

When absent due to illness for multiple days, the parent or student should contact the teachers and/or check for assignments in the Google Classroom, when applicable, so they do not fall farther behind.

For planned absences, including field trips and authorized school business, and approved pre-planned absences, the student will be responsible for obtaining the expected assignments in advance of their absence and is to be prepared to continue class upon

his or her return. Work assigned prior to an absence should be completed and submitted immediately upon return to school and the student should be prepared to take all previously announced tests or quizzes when they return, unless alternate arrangements were made by the teacher before they left.

Students will not be allowed to make up missed work for credit when an absence is unexcused.

Late Work Policy

Daily work that is not present or complete at the start of the class period that it is due will lose 10% each day that it is late for five days. After five days the grade is a zero.

Daily work in all high school math classes must be completed on the date it is due. No late work will be accepted. Assignments are checked daily at the start of class and correct answers are given.

Projects with a due date at least one week in advance will lose 25% the first day that it is late and 50% the second day, and will not be accepted after two days late.

Academic Letter

Upon meeting the following standards, high school students will receive a chenille letter "G":

- The student must maintain a 3.5 weighted grade point average for the academic year. A student may also qualify with a 3.5 during the second semester and the first semester of the succeeding year.
- The student must be enrolled in a minimum of five classes each qualifying semester. The academic letter is awarded only for classes taken at Grace Christian school.
- Students may begin working toward a letter in the first semester of their freshman year, but will not receive the earned letter until the academic awards ceremony the following year.

Note: Senior academic letter awards are based on the first semester and the first marking period of the second semester. If a senior misses the academic letter based on the first nine weeks of the second semester and obtains a 3.5 at the end of the eighth semester, the letter is awarded after graduation. It is the student's responsibility to notify the school if this happens.

Each succeeding year with a 3.5 weighted grade point average in enrollment of at least five classes will qualify the student for an academic pin.

Academic Conduct

Any form of academic dishonesty is considered to be a serious offense. Academic dishonesty includes, but is not limited to:

- Intentionally incorrectly grading an assignment (either by changing or adding an answer or not marking an answer incorrect)

- Cheating on assignments, quizzes, or tests
- Passing on (or accepting) old tests, work, or notes etc. to students who have not yet taken the class
- Copying or allowing others to copy your work on homework, quizzes, or tests
- Sharing information about quizzes, tests, or exam questions
- Plagiarism
- Using AI technology
- Altering or misusing documents
- Sharing information/emails/pictures/screenshots, etc. received individually from a teacher
- Working on homework as a group without the assigning teacher's permission
- Googling answers
- Copying answers from online sources and presenting them as one's own

If a student willingly and knowingly shares their coursework with another student they are guilty of cheating. Students should not share work or work on homework together unless a teacher has given permission for this to happen, such as assigning work with partners.

Avoiding Academic Dishonesty

To prevent confusion and conflict, the student should find out what documentation is required for papers, including the use of the Internet. Find out what is acceptable and unacceptable collaboration; for example, working with others. Students should protect their work from being used by others by keeping all evidence of their work process including notes, drafts, previous assignments, etc. When in doubt, go to your teacher first. It is better to admit you do not know something than to make a mistake that could constitute academic dishonesty.

Plagiarism

Failure to give proper credit to quoted or paraphrased material, through the use of parenthetical citations and a work cited page, is considered plagiarism.

Artificial Technology

Using AI to write a paper or do other homework is considered cheating. A teacher who suspects a student of using AI may orally quiz a student on their work and ask them to elaborate, explain, or defend it. If suspicion remains, the student may be asked to redo the assignment in the classroom under direct supervision.

Academic Dishonesty Infraction Procedures

Staff, faculty, or students that believe a student has violated the academic conduct policy should bring their concerns to the principal, who will then investigate the situation. For any determination of dishonesty or cheating, the following disciplinary actions will be taken:

Elementary School

- First offense: score on assignment is negated; student is allowed to redo work. Parent is emailed.
- Second offense: score on assessment is negated; student is allowed to redo work with an automatic 25% deduction. Parents are notified.
- Third offense: score is negated, no opportunity to make up work. Parents are notified. Student receives additional consequences as directed by administration.

Secondary School

- First offense: score is negated; student is allowed to redo work with an automatic 30% deduction. Parents are notified.
- Second offense: score is negated; no opportunity to make up work. Parents are notified.
- Third offense: score is negated, no opportunity to make up work, parents are notified. Student receives a one day in school suspension (ISS) ([refer to Suspension Policy](#)).

The punishment for plagiarism, regardless of the number of previous offenses, is an automatic immediate 0% on the assignment in which it occurs. If the student is allowed to make up work (first offense only) the 0% will remain in Gradelink until the new grade is recorded. This may affect eligibility until the work has been re-graded. Teachers are not burdened to reprioritize their other grading in order to accommodate this re-grading.

Violations for plagiarism do not “start over” each school year for students. Students are expected to learn from their mistakes and make every effort to demonstrate academic integrity moving forward.

Honors Classes

Honors is an option that is offered in some high school subjects to allow a student to enhance his or her learning. The honors assignments are not meant to accelerate learning, but to provide more depth to the normal curriculum and to challenge students in their critical thinking abilities. This will look different for each class, but will be detailed at the beginning of each year as students are considering this option.

Honors credit is meant for students who are capable of working independently and meeting deadlines without reminders. Teachers will supply the necessary materials and are available when questions arise, but it is the responsibility of the student to seek out answers, be self-driven, and manage their time appropriately.

Students must make the choice to start honors classes at the beginning of the year. Students may opt out of Honors after the first semester, but no new students may be added. Students must complete both quarters of honors work to receive honors credit on their transcript for the semester. In addition, students must maintain at least a B average at each grade check to be eligible to participate in the honors segment. Honors credit

grants an additional grade point for the purposes of calculating grade point average. Honors credit does not turn a B into an A, but turns the 3.0 associated with a B into a 4.0 when GPA is calculated.

Extracurricular Eligibility

This policy applies to **all** extracurricular activities including sports, student council, Junior Patriots, National Honors Society, etc.

Extracurricular Eligibility for MIDDLE SCHOOL STUDENTS.

- Students must attend full-time.
- Students must maintain proper conduct in and out of school
- Students must maintain at least a C minus average or 70% which is a 1.67 GPA.
- Students must not be failing more than two courses.

Initial ineligibility determinations will be made at the progress report during first quarter. Students will be notified by the principal of ineligibility status whether or not they are currently active in a sport. A list will be given to the appropriate teachers and the athletic director who will notify the coaches. Additional grade checks will take place at each report card and progress report throughout the remainder of the school year.

A student who becomes ineligible will not be permitted to participate in extracurricular activities, including games or tournaments for 5 school days following the notification of the student's ineligible status.

During the period of ineligibility, the student will not attend meetings or practices until all of his/her assignments, tests, quizzes, and or special projects are made up to the best of his/her ability.

The student will not "suit up" for games or lead extracurricular events until he/she has regained eligibility. Should a student's academic performance be such that there is little chance for regaining eligibility, the principal or athletic director or appropriate teacher and the parent shall set up a meeting to discuss the student's future status.

A student regains eligibility:

- After 5 school days, the principal will check the student's grades and determine if his/her average is at least 70%, with no more than two failing grades and no new missing assignments. If everything is in order the student will be eligible for that week.
 - If the student is ineligible because of a single missing assignment, the student may be reinstated (without the 5 day waiting period) after the teacher reports the work has been satisfactorily made up and a passing grade has been achieved.
 - Please note, teachers may not be able to grade late work the same day it is presented. Teachers will be granted 48 hours to bring the student's grade current, if needed. The GPA will be checked by the principal, who will then advise the athletic director and/or coaches.

- If the student does not meet these requirements, then the period of ineligibility restarts. The principal will recheck the student's eligibility weekly thereafter.

*In the event that the principal is unavailable, the Guidance Department may make the eligibility determination.

**Middle school students playing a varsity sport must meet high school eligibility guidelines.

Extracurricular Eligibility: HIGH SCHOOL STUDENTS

- Students must attend full-time.
- Students must maintain proper conduct in and out of school
- Students must maintain at least a C minus average or 70% which is a 1.67 GPA
- Students must not be failing more than one course.

Initial ineligibility determinations will be made at the progress report during first quarter. Students will be notified by the principal of ineligibility status whether or not they are currently active in a sport. A list will be given to the appropriate teachers and the athletic director who will notify the coaches. Additional grade checks will take place at each report card and progress report throughout the remainder of the school year.

A student who becomes ineligible will become athletically suspended and will not be permitted to participate in extracurricular activities, including games, tournaments, and StuCo activities, for 10 school days following the notification of the student's ineligible status.

During the period of ineligibility, the student will not attend meetings or practices until all of his/her assignments, tests, quizzes, and or special projects are made up to the best of his/her ability.

The student will not "suit up" for games or participate in extracurricular events until he/she has regained eligibility. Should a student's academic performance be such that there is little chance for regaining eligibility, the principal or athletic director or appropriate teacher and the parent shall set up a meeting to discuss the student's future status.

A student regains eligibility:

- At the midpoint of an eligibility (five school days), the principal will check the student's grades and determine if his/her average is at least 70%, with no more than two failing grades and no new missing assignments. If everything is in order the student will be eligible for that week.
 - If the student is ineligible because of a single missing assignment, the student may be reinstated (without the 10 day waiting period) after the teacher reports the work has been satisfactorily made up and a passing grade has been achieved.
 - Please note, teachers may not be able to grade late work the same day it is presented. Teachers will be granted 48 hours to bring the

student's grade current, if needed. The GPA will be checked by the principal, who will then advise the athletic director and/or coaches.

- If the student does not meet these requirements, then the period of ineligibility restarts. The principal will recheck the student's eligibility weekly thereafter.

*In the event that the principal is unavailable, the Guidance Department may make the eligibility determination.

Study Halls

In order to ensure the success of our students, a study hall elective is available for some grades, but only with approval by the parent, the principal, and the Academic Advisor. The following rules apply to all study hall periods:

- Students are to study independently and without talking.
- Students should bring enough schoolwork to remain productive for the entire study hall without returning to their locker.
- Students will not be allowed to leave the study hall unless it is necessary, and will not be permitted to interrupt other classes or wander the building. When it is necessary, the study hall teacher will provide the student with a completed hall pass.
- Any student wishing to go to another teacher's classroom must have a pre-signed pass from the receiving teacher.
- A student may request permission to receive help from another student as long as the conversation stays on task and does not disturb the rest of the class.
- In order to work with a partner or in a small group on assignment, a pre-signed pass is needed from the teacher who assigned the group work, detailing those who are authorized to work together. (This does not require the study hall teacher to allow the group to work together if they do not see fit.)
- No food or drinks (other than clear water).
- Any tech devices (other than a calculator) must be used for academic purposes only, with permission of the teacher. The study hall teacher must be able to see the screen the entire time it is in use.
- School computers used in study hall periods are to be used for academic work only.
- Students not using their study hall effectively will be in danger of losing their elective and being reassigned at the discretion of the monitoring teacher and/or principal.

Scheduling: Course Selections and Changes to Student Schedules

Secondary students sign up for elective classes yearly. Once class schedules are distributed to students, all changes must be approved by both the Academic Advisor and the parent (or legal guardian). Students have the opportunity to make changes to the schedule during the first two weeks of the semester. During this two-week period, drops will only be allowed if another acceptable class is available in the student's schedule and room is available in the desired class. After this time has passed, students can only withdraw from a class with approval of the Academic Advisor and principal. When a high

school student drops the class after the add/drop period, a “W” will be entered on the transcript to indicate the withdrawal.

STUDENT DISCIPLINE POLICIES

All parts of Grace Christian School’s program are designed as learning experiences. We are each part of a world that is the creation of a sovereign God; everyone has a master, and it is the staff’s privilege and responsibility to help the student to adjust his or her behavior to that which is appropriate for a biblical Christian. It is our desire to develop responsible, self-disciplined students who respect the sovereignty of God, the authority of parents and staff, the rights of others, and the property of the school. Students are expected to display attitudes and behaviors that are honoring to the Lord and Grace Christian at all times, both on and off our campus.

The GCS staff desires to ensure consistent biblical discipline at Grace Christian School. The kind and amount of discipline will be determined by the teachers, and if necessary, the principal. Discipline will be administered in light of the individual student’s behavior, attitude, and frequency of occurrence. 3-12th grade students will sign a code of conduct contract and be held accountable to this standard.

School behavioral policies also apply to extracurricular events such as athletic events and Student Council sponsored activities, both on our campus and off. Students may be subject to school discipline for serious misconduct that occurs after school hours, whether it be in person or via a digital platform.

If a student commits a serious act that runs counter to the standards and values of Grace Christian School and administration deems it necessary, more severe consequences such as suspension or expulsion may be imposed immediately. Examples of such serious misconduct could include: bullying of any kind, physical violence or the threat of violence against another with the intent to inflict harm, vandalism, violations of civil law, or immoral behavior in clear contradiction to Scripture commands.

Secondary excessive tardies will receive a detention. ([See secondary tardy consequences](#))

Final Authority In Matters of Belief and Conduct Statement

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Grace Christian School’s faith, doctrine, practice, policy, and discipline, our School Board is the final interpretive authority on the Bible’s meaning and application.

Detention

In general, detentions are primarily used at the secondary level. However, there are times students in our upper elementary (grades 3-5) may be assigned an after school detention.

Detention will be on Thursdays, beginning at 3:15. If a student skips an assigned detention, they will have to serve double the time or two detentions. If they skip detention a second time, the student and their parent(s) will need to meet with the principal to discuss a plan of action. Parents may not excuse students from serving detention. Sports or other extracurricular activities will not excuse students from serving detention. During the detention period, students are not permitted to study or work on homework, read, draw, nap, or talk to others. No cell phones, food, drinks (other than clear water), or tech devices will be permitted during detention.

Suspension

The principal has the authority to suspend any student for serious or persistent misbehavior. This could be in the form of an in-school suspension (ISS) or a traditional out of school suspension.

In-School Suspension: During an ISS, the student is removed from all contact with classmates, specials/elective classes, special activities, etc. Rather, the student will be placed with a monitor who will oversee their time throughout the day. *(These hours will be billed to the parent)*. Students are expected to remain in the ISS room at all times, and will complete their regular class assignments during the ISS. Lunch will be eaten in the ISS room, and bathroom breaks will be allowed as necessary.

During this time the student is excluded from all school activities. The student is responsible for completing all work and activities assigned during their absence, and understands that such material will be on future activities, quizzes, tests, or exams. They will be expected to be prepared to rejoin their classes and activities upon their return.

Detailed ISS guidelines will be given to the student upon assignment of an ISS. These are to be read and signed by both the student and the parent and presented to the principal when reporting on the day of the ISS.

Hall Passes

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, lunchtime, passing periods between classes, and after school. Students should use these times to take care of personal business such as bathroom breaks. Interruption of instructional time must be avoided as much as possible. Students will not be allowed to leave class unless it is necessary, and will not be permitted to interrupt other classes or wander the building.

In the event that a student is required to leave the classroom during class, the following policies must be enforced:

- Students will carry a valid hall pass from the teacher and go ONLY to the location for which they were given permission
- Students are not allowed to use cell phones while using a hall pass.

All staff are responsible for reporting students who are outside of class without a valid pass or truant during the instructional time by notifying the office. If found to be skipping or avoiding class, “truancy” policies will be followed. Additional consequences will be given for repeat offenses as determined by the principal.

Food and Beverages

All food and beverages must be consumed in the cafeteria/tiled area. No food or drinks other than clear water and translucent bottles will be allowed in the hallways, commons, or classrooms at any time. Any food or drink containers in student lockers must be sealed; beverage lids must be spill-proof. Students are not allowed to chew gum. Students found violating these rules will serve a detention for each offense.

Dress Code

Grace Christian School has carefully considered and applied the following biblical principles in the establishment of the dress code policy for all GCS students. Everything we do is an expression of our relationship with God, and in His Word God makes it clear that we are to be modest and treat our bodies with the utmost respect. Student’s attire and appearance should reflect the Christian value of encouraging the focus on the inner self, not the outer self.

It is also important to note that what is in style may not always be in accordance with the standards we seek to reflect. As a result, GCS may make future adjustments to these guidelines.

Dress Code Principles

- Student attire should be God honoring: I Corinthians 10:31
- Student attire should be non-distracting in the classroom, and promote a higher level of learning excellence: Romans 14:19, 21
- Student attire should be modest: I Corinthians 6:19 & 20
- Student attire should take student safety into account: I Corinthians 13:7

Partnership With Parents

- Knowing how to present oneself properly within the school community prepares students for future professional environments. Our desire is to partner with families to instill this important life skill.
- Parents should work with and guide their children to make good choices in the area of appropriate clothing and good grooming. We expect clothing and appearance decisions to be handled at home to ensure compliance with GCS standards.
- Parents should review and familiarize themselves with the dress code policy on a regular basis.

- Should your student's attire be deemed inappropriate, parents will receive a call from the school and be prepared to bring or facilitate a change of clothing. Repeat offenders will be asked to sit in the office until they are able to change and return to class. All classwork missed during this time will be unexcused.

Dress Code Policy Guidelines

Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized - not too small/tight and not too large/baggy. A student should not be dressed in such a way as to draw attention to his or her body, but to respect and honor God, themselves and others.

Parents and students have the primary responsibility to understand and adhere to the dress code. In all circumstances, GCS administration retains the final authority to determine, at its discretion, whether a student is in compliance with the dress code.

Cross gender dressing will not be allowed under any circumstances. The administration reserves the right to amend the dress code as needed to address new fads and styles.

General Guidelines

If you are unsure about a clothing item, bring that item to the principal for review before wearing the item to school.

Acceptable:

- Piercings - ears only
 - Boys may wear studs - no dangling earrings permitted
- Facial hair must be neat and trimmed
- Shorts are allowed from April 1 to November 1. Shorts must be near the top of the knee when standing. Spandex or tight athletic shorts are not permitted.
- Flip-flops and slides are allowed; however, elementary students may not wear these outside for recess.
- Leggings are permissible only when worn with dresses (not tunics or shirts). These leggings must be just above the knee when sitting or longer.
- Distressed jeans with MILD fraying that does not result in skin showing through.
- Lightweight fleece jackets; thin vests; etc.
- Cap sleeve shirts (not sleeveless)

Unacceptable:

- Hats, bandanas or hoods worn in the building or classroom
- Exposed tattoos
- Nail polish or makeup worn by boys
- Tight or baggy clothing
- See-through or revealing clothing
- Costumes (this includes headbands with cat ears, capes, and the like),
- Pajamas worn as clothing
- Gloves or mittens worn in the building
- Clothing or clothing with holes that show the skin or are in excessive disrepair (have excessive shredding, bleach stains, etc.)

- Shirts that have cut outs on the arms, shoulders, back, etc.
- Tank tops or sleeveless shirts
- Body piercings other than earrings
- Outerwear such as coats or blankets in the classroom
- Shirts which promote bands or musical events, both secular and sacred
- Clothing that displays graphic, suggestive, or dark imagery (skulls, blood, death, melting, hallucinogenic appearance, etc.)
- Skirts/dresses that do not come at least to the top of the knee when sitting
- Sweats, athletic pants, leisure wear, spandex leggings, etc.
 - *Because they are more active in the classroom and on the playground, elementary students may wear track/athletic pants. This does NOT include spandex, leggings, or tight fitting pants that fall into the “athletic” category.*
- Slippers, ballet shoes, heelys/roller shoes
- Students may not write on their skin with ink, marker, temporary tattoos, etc.
- Girl’s makeup:
 - Elementary girls: no makeup of any kind (light lip gloss excluded)
 - All ages: makeup that would be considered excessive, distracting, cartoonish, etc.

Physical Education or Sports Teams Dress Code

Acceptable:

- Loose fitting athletic shorts which are near the top of the knee when standing
- Loose fitting athletic style long pants
- T-shirts
- Athletic shoes with non-marking soles which are reserved for indoor/gym use only

Unacceptable:

- School clothes
- Denim shorts and cut offs
- Tank tops and sleeveless shirts
- School sports uniforms
- Pants or shorts with words on the back side
- Spandex or tight athletic leggings or shorts are not permitted
- Flip-flops/slides/boots
- Shoes that leave scuff marks or have been worn on the playground

Chapel Dress

Students are encouraged to dress up on Wednesdays as we come together for Chapel.

Field Trips and Formal Events

For field trips, special events, and school activities in which a student is a participant (sports banquets, award ceremonies, sports trips, etc.), the teacher or coach will set the expectations specific to that event. These expectations will be included on the field trip form and/or an informative email from the teacher. If no instructions are given, the students should follow the standard GCS dress code.

GCS Best

From time to time, students will be asked to dress in GCS best (banquets, special programs, award ceremonies, etc.). While our typical school dress code is not in effect at special events, the principle of our clothing being God-honoring and modest remains the guiding standard for dress at these events. Students who do not comply with these standards may be denied participation in the event (at the discretion of the staff member overseeing the event).

- For girls, this includes selecting either dress pants with an appropriate dress top or a dress that is appropriate in length, has two thick straps, is not shorter than the middle of the knee (including slits), covers the bra entirely, and that provides appropriate coverage (no cleavage; the back of the dress cannot be lower than the bra line). In addition, the dress should be free from skin revealing cutouts; any dress insert intended to accomplish the standard of modesty must be opaque (not see-through).
- For boys, dress pants and dress shirts must be worn, tucked in and a belt worn. When a tie is worn, it should be worn properly (must cover the top button).
- The following items are not appropriate attire for GCS Best events: shorts, jeans, flip-flops, and slides.

Dress Code Enforcement

Final determination and interpretation of the dress code is at the discretion of administration. Staff documenting the violation will make the student aware of the error and fill out a purple "Dress Code Violation" slip. These will be given to the principal, who will keep a record. The principal will decide if the student needs to change immediately or be issued a warning. For repeat offenders, this will be counted as an unexcused absence from class and the student will not be allowed to make up any work missed due to this infraction. Each infraction will be handled as a disciplinary matter and formally documented. After two dress code warnings, students will receive a one hour detention for each subsequent violation. Repeated infractions will be considered as defiance; therefore, more than three documented infractions may result in administrative action.

Technology

Technology usage guidelines

Much of technology can be a distraction in the educational setting unless there is a clear reason why it will enhance learning. Any electronic device must be approved by each classroom teacher before it is brought into the classroom. The use of technology (before, during, and after school) at Grace Christian school is an opportunity extended to the students, faculty, and staff to enhance learning, productivity, and information processing. Any computer hardware/software used at Grace Christian School shall be used solely for educational purposes in support of education.

Any person within the GCS community who wishes to access a GCS network must complete a Wireless Usage Policy form.

Technology Code of Ethics

Students are responsible to:

- **Only use a computer while a Grace Christian staff member is present in the room.**
- Utilize information technology only for educational purposes, including, but not limited to the attainment of outcomes, goals, and objectives specified in curriculum documents of Grace Christian School or otherwise delineated by teachers, administrators, and the Board of Education.
- Adhere to the rules, including, but not limited to, those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs, and networks in the school.
- Shall not download software onto any GCS computer or device.
- Keep devices and software from being relocated, removed from school premises, or modified without permission from administration.
- Maintain the privacy of passwords and thus are prohibited from publishing or sharing passwords.
- Adhere to the law pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of texts or files including photos and videos.
- Though our student network is heavily filtered for inappropriate content, any concerning material found should be immediately reported to a teacher and/or administration.
- Avoid the malicious use of information technology to disrupt the use of technology of others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.
- All documents are to be saved to cloud based storage (such as Google Drive). Saving material to the hard drive is prohibited.
- The use of proxy sites to bypass network filters will not be tolerated.
- Absolutely no email (other than your GCS email for school projects), instant messages, social media sites, or music sites are allowed on GCS computers.

Students who cannot adhere to these guidelines will not be permitted to use GCS computers. If any member of GCS staff sees a personal device being used for a purpose other than that for which it was approved, the student will lose the device for the remainder of the school day. The staff member will confiscate the device and deliver it to the main office, which will pass it on to the appropriate designee to determine if the student will lose the privilege for the remainder of the year.

Cell Phones

Engaging in positive, face-to-face social interactions is an important part of a student's development and building a school community; consequently, GCS does not permit the use of cell phones at all during the day, unless instructed by a teacher. Cell phones are to be kept in student lockers and may not be on their person or in backpacks/purses that are carried to class. Cell phone use during tests or exams will be considered cheating. Lost and stolen cell phones or electronic items are not the responsibility of the school.

Cell phone use will be permitted before school from 7:30-7:45 and during after care only, the use of which is at the discretion of the staff on duty. **Violations of the rules or misuse of the device will result in a student no longer being allowed to bring their device to school** (or they will need to leave it in the office during the school day for the rest of the year) as well as serve a detention for each offense.

Students may use the office phone, with permission from the office staff, should the need arise. To protect our students' learning, we request that parents not ask for a student to be removed from class to receive a phone call unless it is an emergency.

You can help us enforce this policy by not texting your student during the school day.

Parents may get messages to students by calling the school office, which will make sure that messages related to non-emergency issues will be forwarded to the appropriate students.

Students may not photograph or take videos of staff members or other students without their consent.

Smart Watches

For primarily the same reasons as those of cell phones, smart watches will also be under restrictions during the school day. Students will be closely monitored, and may be asked to remove smart watches during tests, quizzes, bathroom requests, etc. Any student who is caught inappropriately using their smart watch during the school day will have it confiscated until after school. In general, watches at school should be limited to checking the time and medication alarms (as directed by the office) only.

Health & Safety Issues

Head Lice & Pink Eye

The office will do individual checks as needed. If a student is found to have pink eye or lice/nits (lice eggs), the parents will be notified and the student will need to be picked up immediately and may not return to school until the issue is completely resolved. Upon returning to school, parents will need to bring the student to the office to be checked before returning to the classroom.

Illness

If your child becomes ill at school, you will be contacted to arrange pickup as soon as possible. In consideration of the health of others, it is our policy that a student must stay home with:

- Fever. (*Must be **fever free and symptom-free** for a full 24 hours, without the use of medication, before returning to school. Please note that this time does not begin when your child is picked up, but rather when the fever breaks and symptoms subside*)
- Vomiting (24 hours free)
- Strep throat
- Flu symptoms

- Diarrhea (24 hours free)
- Chicken pox
- Other contagious illnesses

Medication Distribution & Consumption

Policies and Guidelines for Administering Medications to Pupils at Grace Christian School:

“Medication” includes both prescription and non-prescription medications, including those taken by mouth, taken by inhaler, which are injectable, applied as drops or ointment to the eye or nose, applied to the skin, or any other form prescribed by a physician. These include over-the-counter (OTC) medications such as pain relievers, cough suppressants (including cough drops), nasal decongestants, upset stomach medications, etc. excluding OTC topical substances (refer to Permission to Self-Apply, Form MED-3, for list).

1. Medications administered at school shall be restricted to only medication that must be administered during the school day. **Parents/guardians should administer medications at home when possible.**
2. Parents/guardians must complete the Consent for Medical Treatment Form (Form MED-2).
3. Permission to Self-Apply (Form MED-3) may be completed to give consent for the application of FDA approved OTC topical medications.
4. The first dose of a newly prescribed medication may not be administered at school, except for emergency medications such as epinephrine autoinjectors (EAls). Parents must let the Medication Administration Monitor know when the first dose of a new medication is given and communicate any potential side effects.
5. All medications may only be administered by trained staff. Medications will be kept in a locked cabinet at all times (with the exception of EAls). Expired medications will be returned to parents within one month of expiration. GCS will not administer expired medications.
6. A Medication Administration Authorization Form (Form MED-4) must be signed by the student’s licensed medical practitioner for the administration of each prescribed or over the counter (OTC) medication, including cough drops and other medical remedies, during school hours and at school-sponsored events, including off-campus events. The Medication Administration Authorization Form (Form MED-4) shall be renewed annually and signed by the licensed prescriber. Changes in the order or discontinuation of the order must be in writing from the licensed prescriber. Written instructions from a physician, which includes the name and birthdate of the student, name of the medication, dosage of the medication, route of administration, and the time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school. A separate Medication Administration Authorization Form (Form MED-3) must be on file for each medication.
7. Medication must be delivered to authorized personnel by a responsible adult (whenever possible, a parent) in an original pharmacy labeled container or unopened manufacturer’s package. Medication may not be delivered directly by

the student. Medication is counted and documented on the Medication Administration Log (Form MED-9) upon receipt. This document will then be signed by the school staff member and adult delivering the medication.

8. Any changes to the medication dosage or time of administration will not be made without written instructions from the physician or authorized prescriber after the initial request.
9. Parents/Guardians are responsible for resupplying all medications. Grace Christian School will not supply any medications to students for any reason. All medications for students must be supplied by the parents and must have the required Medication Administration Authorization Form (Form MED-4) in order to be administered to the student.
10. All medications left at the end of the year must be picked up by the parent/guardian within one week of the end of the school year. All medications left after this will be discarded or destroyed per local ordinances.
11. If a student has an adverse reaction to the medication, we will notify parents immediately. We will also call 911 if the reaction is severe.
12. Students may self-carry emergency medications if the following requirements are met:
 - a. The parent/ guardian understands that medication may be given without supervision.
 - b. The parent/guardian, the prescribing physician, and the principal have determined the student is capable of self-carrying and will be responsible with the medication.
 - c. The prescribing physician has signed the Medication Administration Authorization Form (Form MED-4) allowing the student to self-carry. The Form must specifically state that the student may self-carry.
 - d. The student's teachers must be made aware that the student is self-carrying medication. The teachers must also be given training in case the student is unable to self-administer the medication.
 - e. Any misuse of medication that violates the policies- such as irresponsibility, selling of medication, mishandling of medication, or giving away of medication- will result in revocation of self-carry permissions. Building administration may disallow self-carrying abilities if it is deemed necessary for the safety of the student population. Parents/guardians and the prescribing physician will be notified immediately if self-carry permissions are withdrawn.
 - f. Emergency Medication Self-Carry and Self-Administration Care Plan (Form MED-5) must be completed for each emergency medication that a student is self-carrying. This plan must include how the student will record self-administration and when the student must seek assistance. For emergency auto-injectors, see point g.
 - g. The Food Allergy & Anaphylaxis Emergency Care Plan (Form MED-6) must be completed by a healthcare provider when a student is self-carrying an emergency auto-injector.

Please note: We have a severe cherry allergy on campus. Please avoid sending cherry or fruit punch flavored cough drops/medications if at all possible.

Substance Abuse

Grace Christian School expects its students to abstain from any use of alcohol, e-cigarettes, mood- or mind-altering chemicals, performance enhancing drugs (PEDs), tobacco, vaping products, and any other illegal substances. Possession or use of any prohibited substance at any time on the school property, buses, at school-related activities, or while traveling for school-related activities is not allowed.

Offenses, including pictures posted on social media websites which indicate usage or possession, may result in suspension and the temporary loss of privileges including, but not limited to, participation in extracurricular activities and/or other school-sponsored activities. Additionally, a student who has violated these expectations may be required to participate in mental health or substance abuse counseling at the student's, parent/guardian's expense. Extreme or repeat offenses may result in additional disciplinary measures including, but not limited to, expulsion.

Grace Christian School Administration reserves the right to search lockers and personal property, including, but not limited to, students' apparel, backpacks, and vehicles upon reasonable suspicion. Any such search will be overseen by the GCS School Safety Liaison with at least one other staff member present. Furthermore, Grace Christian School reserves the right to consult with local law enforcement agencies or employ a private detection company to assist in determining the presence of prohibited or illegal substances on campus. Students are expected to fully cooperate with searches of personal property, lockers, and vehicles. When tobacco, illegal substances, weapons, or other prohibited items are found, the driver of the car, owner of the book bag, or student assigned to the locker will be held responsible for being in possession of the item. Students involved in alcohol or substance abuse offenses at any time, on or off campus, year round will be restricted in their participation in school functions, including, but not limited to: athletic participation, field trips, senior trip, and other extracurricular activities. The level of restrictions will depend on the offense and the reaction of the student and will be determined by the school administration.

STUDENT CONDUCT

General Conduct

Upholding GCS standards of moral and social conduct is expected of all students. This includes (but is not limited to):

Acceptable:

- Christlike actions and attitudes
- Respect for others as well as building/grounds
- Honesty
- Obedience that is immediate and cheerful
- Positive school spirit
- Inclusive behavior towards peers

Unacceptable:

- Disrespect for others
- Mistreatment of school property or the property of others
- Profanity; misusing the name of God; suggestive innuendo, images, or gestures
- Excluding peers and/or bullying
- Participating in, observing, or encouraging social media challenges
- Any disruption of class
- Disregard for school policies

Both elementary school and secondary students share the school. It is courteous that each respects the needs and rights of the other. We expect the older, more mature students to take the lead in avoiding conflict and displaying a respectful example to others.

GCS considers the spiritual life of students and faculty a vital part of Christian education. When attending chapel, students are expected to bring their Bibles and actively participate in worship, listen attentively to speakers, and refrain from distracting behavior (which includes sleeping, reclining, whispering, homework, studying, etc). Students may not bring homework, reading materials, or other non chapel related items with them.

Students should remain in the hallway outside of a classroom if a teacher is not in the room. Students should not be in a room without supervision at any time.

Areas off-limits to students include: the teacher's lounge, storage closets, teachers' desks and personal belongings, office work areas, the balcony, and other students' lockers/personal belongings. (Exceptions may include Maintenance Aids accessing the storage closets and students meeting with a teacher for class in the balcony.) Students should not be in the locker rooms and/or weight room except for P.E. class and/or sports practice. Students should only disrupt the office staff for specific needs.

Student Relationships

It is the desire of the administration and staff at GCS to see students develop relationships that are wholesome and biblical. Dating rules and practices are, in general, subject to the rules of the parents. Students are urged to continue to pursue a wide range of friendships and not separate themselves from the student body. Romantic expressions of affection (both physical and verbal) are not allowed. These include, but are not limited to: holding hands, hugging, kissing, lounging on another, extended physical contact, etc.

Likewise, while universal displays of friendship (such as hugs) are encouraged, students should refrain from reclining on one another, extended embraces, etc. when on school grounds.

These guidelines apply to all areas of the GCS campus at all times.

Bullying

Grace Christian School will not tolerate any physical, verbal, or written/typed threats or intimidation. This includes, but is not limited to, name calling, insults, unwelcome physical contact, and continuing any action after a request has been made that a specific behavior be stopped. Students found to be bullying other students will be dealt with immediately, which may include: detention, suspension, or expulsion from school - the length of which is at the discretion of the principal. Students who are being bullied (threatened or harassed) or witness this behavior should report the bullying to a GCS faculty/staff member. Students may also report via the number on the OK2SAY posters throughout the school.

Bullying that occurs outside of school through such means as text, email, or social networking can be addressed by the school as well, if the principal feels that it is affecting school life in any negative manner. If the principal becomes aware of any students participating in cyber bullying (including the use of cell phones), GCS will investigate and follow up appropriately. If student conduct is deemed to be of a serious nature, the principal may determine that local authorities should be notified.

Music Standards

A student may only wear headphones/earpods while actively listening to their own device in before/aftercare and not during the school day, unless required for a foreign language or independent study. Teachers have the right to monitor a student's listening choices and determine its appropriateness for the school environment while on campus. Headphones/earpods may not be shared with another student.

Social Media Conduct

Misconduct online carries serious consequences. Students are expected to uphold the signed Standard of Conduct at all times during the year, even when not on campus. Students whose conduct and behavior outside of school reflects poorly on accepted Christian values may be subject to school probation or loss of enrollment. This includes the improper use of the Internet and other forms of electronic communication.

Students must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or suggestive language (innuendo) or jokes are inappropriate, regardless whether it occurs face-to-face, over the Internet, or by any other means. Social media (i.e. Facebook, Twitter, Instagram, personal blogs, etc.) is a powerful communications tool. Grace Christian school expects all staff and students to abide by its social media policy in all their communications on any social media site.

All communications must be appropriate. **Profanity, suggestive language (innuendo) or jokes, images of a sexual nature, or similar communications involving adult topics, drugs, alcohol or public support of these or other unbiblical principles including those listed in the Standard of Conduct are never appropriate, no matter if they occur in person, in an email or text message, or on a social media site.** Students participating in or encouraging such content will be considered complicit and will be subject to appropriate consequences. Students who are being bullied (threatened or

harassed) or witness this behavior should report the bullying to a GCS faculty/staff member. Students may also report via the number on the OK2SAY posters throughout the school.

If GCS becomes aware of inappropriate conduct by students on social media sites or via cell phone or computer, GCS will investigate and follow up appropriately. If the problem persists the school will move forward with appropriate disciplinary actions.

Spectator Behavior

Students are encouraged to attend and support the GCS community at any extracurricular event. Students attending school assemblies or public performance events as spectators are **expected to behave in a respectful manner**. Any student being disrespectful through language or actions, causing an interruption in the activity, or violating school policy will be removed from the event with further discipline to follow as determined by the principal.

During athletic events, all children/students must be in the gymnasium, seated and watching the game. Visits to concessions and bathrooms are allowed during games; however, we request that a parent accompany small children/students when leaving the gym. Grace Christian cannot be responsible for your children during games. For their safety, children/students will not be allowed to play in hallways, the commons, or corners of the gym during athletic events.

Other than the game ball, there will be no balls allowed in the gym area during events and no free play at halftime.

Lockers

All lockers are the property of Grace Christian School. Most students are assigned a locker at the beginning of the year. Each student should use this locker as a place to keep their belongings during the day. Students or parents should never be in another student's locker for any reason. Each student is responsible for keeping their locker neat and clean, as well as the surrounding area. No interior items should be visible when the locker door is closed. The locker door should be able to close properly. Never stand on the platform of your locker! Any food or drink containers in student lockers must be sealed and spill-proof.

All books, coats, and book bags must be placed inside the lockers. Any cell phones in the locker must be turned off or on silent at all times during the school day. Nothing can be placed in front of or next to the lockers. Items left in the hallways or outside of lockers will be collected and placed in the lost and found. Items not claimed from the lost and found are regularly donated to the school thrift store. Band instruments should be taken to the designated storage space upon arrival to school in the morning.

Students may hang decorations inside the lockers (with magnets, NOT TAPE) but all decorations must be consistent with a Christian mission of the school. No decorations or writing are permitted on the exterior of the locker unless approved by the administration.

Locker identification placed by the school is to remain in place and unaltered all year. Signs identifying members of a sports team must be removed after the season is over.

As all lockers are the property of Grace Christian school, GCS may authorize the opening of a student locker at any time. Students do not have the right to be present at such inspections. Grace Christian School Administration reserves the right to search lockers and personal property, including, but not limited to, students' apparel and backpacks, upon reasonable suspicion. Any such search will be overseen by the GCS School Safety Liaison with at least one other staff member present. Furthermore, Grace Christian School reserves the right to consult with local law enforcement agencies to assist in determining the presence of prohibited or illegal substances on campus. Students are expected to fully cooperate with searches of personal property and lockers. When tobacco, illegal substances, weapons, or other prohibited items are found, the owner of the book bag or student assigned to the locker will be held responsible for being in possession of the item.

The school has a limited number of locks available. If a student chooses to place a lock on his or her locker, the school office must have a copy of the combination or key. Students should keep in mind that this will increase the amount of time they will need to account for during passing periods.

Personal Property

All possessions should be marked with the student's name. Items brought from home may be used before and after school and during recess as long as they are school appropriate and do not become a distraction. The school is not responsible for personal belongings brought to the school that get lost. The school recommends valuables not to be brought to school.

Playground

The playground is a wonderful place for students to get a break from classes and expend excess energy. However, supervision and safety are our primary concerns. Therefore, students are not to be on the playground without supervision and students are not to leave the playground without permission from the teacher on duty. Students are to follow all of the safety rules given to them by the adult in charge. Students disobeying the rules will be given appropriate consequences, which may include, but are not limited to, walking laps, being sent to stand at the wall, or missing part of the next recess.

The following are NOT acceptable playground behaviors:

- Roughhousing (this includes tackling and fighting)
- Selling or trading items
- King of the Mountain on snow or other equipment
- Games of Keep Away
- Picking up or throwing rocks/pebbles/sticks/etc.
- Walking on the wall of the GaGa pit
- Standing on swings, jumping on swings, twisting self or others on swings
- Running in the path of or under the swings

- Climbing swing poles or up the slide
- Playing by school buildings
- Excluding or targeting students in games or activities

The following guidelines should also be observed:

- Students should not use swings, slides, or other playground equipment in a manner other than its intended purpose
- Students are not to go into any of the wooded areas or down the hill without adult supervision
- Skateboards, rollerblades, roller skates, and roller shoes are not allowed on the playground or elsewhere on campus
- Staff will signal students with one short whistle blow to give a warning if any student is in jeopardy of breaking a playground rule. Three consecutive whistle blows indicates that all students need to line up quickly and orderly. One long/continuous whistle blow indicates an emergency and students are expected to respond immediately and listen for instructions.

Lunchroom Conduct

During lunch all students are to stay seated at their tables in the cafeteria but are allowed to go use the restrooms in the gym hallway. Students are not to use restrooms in the locker rooms. No more than two students are permitted to go to the restroom at one time. Students may not go outside, to their lockers, a classroom, or the computer lab during lunch without a previously signed pass from the appropriate teacher.

Secondary students will be assigned to a lunch duty rotation and are expected to carry out their duties quickly and efficiently.

MISCELLANEOUS INFORMATION

Security Cameras

Security cameras are used on our campus and footage may only be reviewed by administration.

Field Trips

Field trips are a part of our educational program and are for enrolled students of GCS only. Parents will be notified of all trips, including information about the destination, travel times, objectives of the activity, appropriate dress, and transportation. Students and chaperones for field trips must dress neatly and appropriately. Per Michigan State Law, all children under eight years old or under 4'9" tall must be in an approved booster or car seat at all times while traveling. Please plan to leave these at school with your child's name on it for field trips in which chaperones will be transporting your child.

When off campus, students should make every effort to represent Christ and GCS to the best of their ability in both their words and behavior.

Parents who accompany students on field trips are expected to help actively chaperone and enforce teacher expectations of student behavior while on the trip.

Student Photo Media

From time to time, photos will be taken of students, student activities, etc. The school reserves the right to use these photos for news releases, the school's social media, school website, class website, yearbook, school paper, school related presentations, marketing purposes, etc. The school may allow members of the media to take pictures of students, athletic events, and other school activities for publication. The school feels that these are legitimate opportunities for students to be in the "limelight" and to promote the school. If a parent prefers photos of their children not to be used or published, they must notify the school office in writing by the second week of school. GCS is not responsible for photos taken by individuals and posted on their personal social media.

Student Drivers

Any student who possesses a valid Michigan driver's license may drive to school. However, students must annually complete a student driving permit form attained in the main office. A copy of the student's driver's license, registration and proof of insurance must be submitted. Vehicles driven by students must display a GCS parking pass when parked on school property.

Any student who demonstrates careless or reckless driving habits will be asked to forfeit the privilege of driving to school. When students arrive at school in a car driven by a student driver, all passengers must leave the car and go to the designated waiting areas. Students will park in the parking lot and will remain parked until the end of the school day. If a vehicle is parked inappropriately, Grace Christian School may have the vehicle towed at the owner's expense.

Students must receive permission from the front office to go to their vehicle during the school day if they have forgotten an item needed for school. No other students are to be transported by a student driver unless written parental permission for both the driver and passenger has been given in advance to the office.

Junior/Senior Banquet

Each year the juniors host a school sponsored banquet for the seniors. The banquet must follow these guidelines:

- The junior class is to plan the banquet under the supervision of the class sponsor and it will be financed from their own class funds.
- The banquet is to have a spiritual emphasis (not only a theme)
 - Main elements include:
 - Off campus venue
 - Plated dinner
 - Guest Speaker
 - Optional items may include:
 - Gifts/awards for seniors
 - Keepsakes /mementos
 - After-dinner activities
- Appropriate dress is required ([see GCS Best dress code section](#)).

- Each junior or senior attending is permitted to invite one date of the opposite gender
- Any dates to the event must be no younger than 10th grade and no older than 20 years old.
- Any non-GCS guests must complete and turn in the guest form to the principal by the date on the form and are expected to follow all GCS policies pertaining to the event.
- The banquet and its program will not last longer than midnight. Students/parents may choose to plan additional activities after the events conclude. These will not be sanctioned or staffed by GCS and should reflect GCS standards and values.
- Adult representation may be altered by administration dependent on numbers in attendance. Adult representation is to be in the neighborhood of one adult per 10 students.
- The following school personnel are to be invited:
 - the junior class sponsor and spouse/guest
 - the senior class sponsor and spouse/guest
 - the principal and spouse or a board representative and spouse

Federal Regulations Information

All safety drill records can be viewed on the school website.

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Students to whom the rights have transferred are "eligible students".

This law applies to all schools that receive funds under an applicable program of the US Department of Education. Parochial and private schools do not generally receive such funding and therefore are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department regulations are found at 34 CFR part 99. You may contact our principal with questions.

Asbestos Regulations

Asbestos reports are kept on file in our main office in a folder separate from the MSD (material safety data) sheets. If you have a question see the facilities manager.

Pesticides Regulations

In the event pesticides have to be used on the school grounds, notification will be posted at each entrance of the building. State law says posting must be done up to 48 hours after application. The area affected will be thoroughly cleaned and rinsed down.

State Regulations Information

Laws Regulating Child Services

Grace Christian School understands that child abuse/neglect is against the law and will not tolerate any activities that could be deemed as abusive or neglectful of any child. Staff members who have acted in any way that is abusive or neglectful toward children will be reported to the state authorities and removed from employment or position as a volunteer.

Any employee or volunteer who has a reasonable suspicion of child abuse or neglect is required by law to report suspected abuse to CPS. School policy also dictates that the administration also be notified.

Elastic Clause

The school administration will establish fair and reasonable rules and expectations for circumstances that may arise requiring action that is not covered in the Handbook and/or Student Code of Conduct. In all cases, rules, expectations, and consequences shall be as consistent as possible with previously established incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility or the school's authority in dealing with any type of misbehavior that may not be in the best interest of the safety and welfare of students.

These rules and policies apply to any student who is on school property, who is in attendance at school or any school sponsored activity, who is using school telecommunication networks, accounts or other services and whose behavior at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

Appendix 1

Biblical Morality Lifestyle Statement for Grace Christian School

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Cor. 6; 18; 7:2-5; Heb. 13:4)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; I Cor. 6; 9-10) We believe that in order to preserve the function and integrity of Grace Christian School as the local Body of Christ, and to provide a biblical role model to the Grace Christian School members and the community, it is imperative that all persons employed by Grace Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Grace Christian School.

Parents and legal guardians who choose to enroll their children at GCS acknowledge our position and belief in these basic biblical values derived from historical Christianity. Parents and/or legal guardians understand and agree that GCS will teach these principles and biblical values.

Appendix 2

Suspension

The principal has the authority to suspend any student for serious or persistent misbehavior. This could be in the form of an in-school suspension (ISS) or an out-of-school suspension. In most cases, in-school suspensions are preferable before moving to an out-of-school suspension.

In-School-Suspension

When a student is assigned to In-School Suspension (ISS), the following rules must be followed:

If a student is assigned ISS, he/she should report directly to the ISS Room after morning pledges and prayer. Refusal to go to ISS when assigned will result in the student receiving a 2 day out-of-school suspension. The ISS must still be served upon return before the student is permitted to return to class.

When a student is assigned in-school suspension (ISS), he/she will be assigned work that is reflective of what is being taught in the class they are missing. The guidelines below are to be followed:

1. Teachers are to provide students' assignments to the ISS monitor. Students will be given credit for all class work completed. Students must complete all work during ISS to the satisfaction of both the teacher and the ISS monitor (including the Behavior Reflection Sheet).
2. An absence from school does not excuse students from assigned days to ISS. Days assigned to ISS must be completed before the student can be readmitted to regularly scheduled classes.
3. Students must report to the ISS room before the first tardy bell and be seated. If tardy to the ISS room, additional time in ISS will result.
4. Bring all necessary materials to ISS: books, pens, paper, pencils, notebook etc. No locker runs will be permitted.
5. Expectations:
 - Remain seated at all times.
 - Remain quiet – no talking to ISS monitor (except to clarify directions) or other students.
 - Remain awake at all times.
 - Work on assignments throughout the day.
 - Bring a book to read or other work to do if assignments are finished early.
 - Artwork (drawing, doodling, coloring) is not allowed unless necessary to complete an assignment.

6. NO TALKING. Upon a third warning, students will be sent home and issued a 2 day out-of-school suspension. The ISS must still be served upon return before the student is permitted to return to class.
7. NO gum, food, drinks (other than water) or electronics (including smart watches) are allowed in ISS.
8. Students are permitted to use the restroom once in the morning, at lunch and once in the afternoon. Restroom breaks will not be allowed during school wide passing periods.
9. Students will be given the option of one morning and one afternoon break (10 minutes), during which they may walk laps in the gym (supervised).
10. Students will eat lunch in the ISS Room.
11. During lunch or restroom breaks, ISS students are forbidden to:
 - Purchase snacks or sodas
 - Talk to other students
 - Leave the room (may go to locker to get lunch; hot lunch will be delivered by kitchen staff)
12. Respect is to be shown to the ISS monitor at all times. Periods of disruptive behavior will not count towards meeting the assigned ISS time.
13. Refusal to do work assigned by regular classroom teachers will result in a 2-day out-of-school suspension. The ISS must still be served upon return before the student is permitted to return to class.
14. Failure to abide by these rules will result in a suspension from school in excess of 2-days.
15. ISS will not be assigned for any of the following: (see handbook for expellable offenses)
 - Fighting
 - Possession of alcohol, drugs, or vape pens
 - Possession of firearms
 - Blatant and repeated use of profanity
 - Behavior that is deemed socially unacceptable or direct obedience of authority
16. Any suspensions beyond the third time a student has served an ISS will result in **OUT-OF-SCHOOL SUSPENSION**.
17. A student who is assigned more than two out-of-school suspensions must meet with administration to discuss their future at GCS.

18. Any student-athlete who is issued ISS may not practice on the day the ISS is served, and the student will not be eligible to compete in their next athletic competition/contest.
19. Before leaving ISS, the student will complete the attached Behavior Reflection Sheet.
20. **Parents will be billed for the cost of ISS sub coverage at the rate of \$100/day.**