Parent-Student Handbook

2026 - 2027

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The GCEA board reserves the right to amend any policy or procedure at its sole discretion after reasonable notice provided to its constituents.

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WELCOME

Welcome to the 2026–2027 School Year at Grace Christian School!

As we begin our 53rd year of Christ-centered education, we are grateful for God's continued faithfulness and excited for another year of learning and growth. After a successful first year of our hybrid secondary program, we continue to build on a model that combines the flexibility of online core instruction with the relationships, discipleship, and community that come from learning together on campus. Students in grades 7–12 complete four core courses through our online learning platform while participating in in-person Bible classes, electives, athletics, chapel, and other activities that make Grace Christian School unique.

Whether you're returning to GCS or joining us for the first time, we are grateful for the opportunity to partner with your family. We pray this year will be one of deep spiritual growth, academic challenge, and meaningful connection.

This handbook outlines the key policies and expectations that help our school function with clarity, consistency, and purpose. Enrollment at GCS implies a commitment to uphold these standards. As a Christian community, we strive to approach all aspects of school life in a way that honors God and reflects His truth and grace.

Parents play a vital role in this partnership. Your support, both in word and action, helps shape a school culture where students can thrive. We ask that you speak positively about the school, its staff, and fellow families, whether in person, online, or in the stands at a game. Your example teaches far more than rules ever could.

In accordance with the biblical principles found in Matthew 18, we encourage direct, respectful communication when concerns arise. Reach out to the classroom teacher, facilitator, coach, or staff member closest to the issue. If needed, contact the principal for further guidance. In doing so, we model the kind of grace filled problem-solving we hope to instill in our students.

Thank you for entrusting us with your child's education. We look forward to another year of partnering with your family as we pursue academic excellence, cultivate Christlike character, and equip students to impact the world for Jesus Christ.

LIFE AT GCS: PATRIOT ESSENTIALS

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

BLUE & GOLD DAYS

On these days, everyone is invited to show their Patriot pride by wearing our school colors from head to toe.
(See *Dress Code*)

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

Our campus is open for students from 7:30 a.m. - 3:15 p.m.

Pledges and prayer are said in the gym each morning at 7:50, after which students are dismissed to class.

School hours are 8:00 a.m. - 3:00 p.m.
Half day dismissal time is 11:30 a.m.

Morning-Care is available in our modular beginning at 7:00 a.m. After-Care is available from 3:15 until 5:30 p.m. (Additional charges apply for *Extended-Care*.)

Communication from the School

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 school staff at any time with questions or concerns, we have established regular methods to communicate with you at home. These tools are designed to support transparency and connection, but they're only effective if you stay engaged. Please check in often and don't hesitate to reach out!

- **BACK TO SCHOOL NIGHT**
  This is an important evening of information 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 Impact.
- **THE IMPACT**
  Formerly known as 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 Impact is sent out once a month. If you have information to be published in the *Impact*, 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 FACTS texting service to deliver important and immediate information via your cell 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 so you don't miss out on these important messages.
- **PROGRESS REPORTS**
  Progress reports provide a snapshot of a student's grades midway through each marking period (once per quarter, typically at the end of week 5). Progress reports will be issued for in-person classes at GCS only. For online courses, progress will be communicated differently. Your online classroom facilitator will keep you informed about how and when updates will be provided during the semester. Students and parents are encouraged to regularly monitor academic progress through the Ignitia platform. Reminder emails will be sent around the five-week mark to prompt families to check online course grades, but we recommend progress be reviewed more frequently to ensure students are on track.
- **REPORT CARDS**
  Secondary report cards are sent home electronically directly to parents/guardians. A reminder will be included in the *Impact* at the end of each quarter.
- **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/facilitators at any time.
- **CLASSROOM COMMUNICATION**
  Our teachers and facilitators will contact parents via our FACTS 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/facilitators are not permitted to communicate with parents via text messages unless required by extenuating circumstances (such as a field trip, emergency, etc.).
- **FACTS®**
  FACTS is our online grading and student information system. It provides immediate access to a student's grades, allows you to make payments on your account, etc. Families set up usernames and passwords as part of the enrollment process. Please contact the main office if you forget your username or password. Make sure that your preferred email address is current.
- **SNOW DAYS**

In the event of a snow day, or other unexpected school closing, you will be notified via the following methods: GCS text, GCS email, GCS Facebook page, Principal Colford's Instagram story, WWMT and WNDU's school-closing list. *Please note, if Watervliet Public Schools close for weather we will also close.*

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; providing meals on staff in-service days, organizing Muffins with Mrs. and Donuts with Dudes, etc. 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. The Volunteer Form can be found on our website under Tools > Documents > Volunteers.
- **FUNDRAISING**
  Tuition accounts for roughly 70% of the cost of a student'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. Our two biggest fundraisers are our Patriots-in-Action day in the fall and our Annual Auction in the spring. While your help is greatly coveted for these main events, there are many small fundraisers that you can participate in as well.

POLICIES AND PROCEDURES

Student Placement

The school has full discretion over the grade placement of each student. All new students will take an entrance assessment to determine appropriate grade placement and to ensure the school can effectively meet their educational needs. Students who have previously withdrawn from GCS and wish to return will be tested as part of the re-enrollment process. The school will review all students' records, 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 junior high level. For specifics on grade placement for secondary students, see *GCS Requirements for Student Placement* .

Credit for Homeschool Coursework

Grace Christian School values the diverse educational backgrounds of our students. However, in order to ensure the integrity and academic standards of our transcripts, high school credit will only be awarded for courses completed through accredited programs or trusted educational institutions approved by GCS administration.

In cases where students have been homeschooled, families will be asked to provide documentation of academic history, such as verified report cards, portfolios, standardized test results, or curriculum details. The absence of such records greatly impacts placement decisions. In these situations, we will require additional evaluation or a provisional placement to ensure the student is set up for success.

For homeschooled students seeking credit for prior coursework, the following documentation is required:

- An official transcript from an accredited or pre-approved institution, **or**

- Detailed course descriptions, including curriculum publisher/materials used, scope and sequence, dates of instruction, and strong evidence of student work and assessments (portfolio).

Additionally, standardized test results are helpful if available.

If sufficient documentation is not provided, GCS cannot award high school credit toward graduation requirements. In such cases, courses may be recorded on the transcript as

“Completed Coursework” without credit, or the student may be placed in a similar course at GCS to ensure mastery of required material.

Special Education Services

Grace Christian School is a small private school with limited capacity to support students with special education needs. While we do not have a special education teacher or a dedicated resource room, we do have a Special Education Coordinator who works with families to facilitate referrals and meetings through the local RESA (Regional Educational Service Agency).

Our teachers are trained to recognize potential signs of learning delays or disabilities and will make referrals when they suspect a child may benefit from further evaluation. In some cases, these concerns may only become fully evident after a child has been enrolled for some time. It is important to note that a parent’s decision not to pursue testing or evaluation does not eliminate the school’s responsibility to recognize and respond to a student’s learning needs.

In some cases, the academic or behavioral support a student requires may exceed what we can reasonably provide as a small school.

When minimal classroom accommodations are appropriate, we will work with families to create a 504 Plan that supports the student within the resources we have available.

If we determine that a student’s needs cannot be met within our existing structure, or if a family’s expectations are not aligned with what is developmentally appropriate or in the best interest of the child’s growth and well-being, we may recommend alternative educational placement and, if necessary, discontinue enrollment. These situations are handled with care and in close communication with families.

Our goal is always to act in the best interest of each student, and to support families in making informed decisions for their student’s long-term success.

Visitors

All visitors, including parents, board members, volunteers, staff family members, alumni, chapel speakers, etc., must sign in at the main office immediately upon arrival to receive a visitor's badge. Visitors must have a specific purpose for being on campus and should remain only in the areas necessary for that purpose. Individuals visiting during lunchtime must sign out at the end of lunch.

Students may not bring visitors to class for social visits. Student visitors attending classes should be prospective students with an interest in enrolling at 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

The main 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 (our staff does not report until 7:30). Under no circumstances are students to be left unattended outside the building; this is extremely unsafe and will not be permitted. If you need care for your student before 7:30, we offer Before-Care in our modular beginning at 7:00 a.m. (Additional charges apply for *Extended-Care*.)

Parents accompanying their students into the building must park in designated spaces in the main parking lot. Please do not leave your vehicle unattended in the traffic circle.

Upon arrival in the morning, secondary students will report to the cafeteria. Students and parents are not to go to the classrooms before 8:00. Students will be monitored from 7:30 - 7:50, at which time we will come together as a student body to say pledges, hear announcements, and start our day with prayer. Students will then be dismissed to make their way to their classrooms.

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

PICKUP
In the afternoon, secondary students will be dismissed through the main door.

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

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

Extended Care

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

BEFORE SCHOOL

Students are asked to arrive at school no earlier than 7:30 a.m. as there will be no one to monitor them until our staff report. If it is necessary for you to drop off earlier, we have limited space in our modular unit, 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 modular to park, walk them into the building, and sign them in.

AFTER SCHOOL

Unless reporting to a school sponsored activity immediately, all students are expected to vacate the campus before 3:15 p.m. After this time, students must go to our After-Care 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) by 3:15. 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 After-Care 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.

Students must be present for at least one-half of the school day (3.5 hours) on the day of a scheduled athletic practice or game to be eligible to participate. Exceptions may be granted for verified medical, dental, or other professional appointments, provided the student attends school before and/or after the appointment whenever reasonably possible. (We request that families bring documentation when returning from an appointment.) Time away from school should be limited to the duration of the appointment and reasonable travel time. Exceptions may be granted on a case-by-case basis at the discretion of the principal and athletic director.

In the case of student illness, students who are too ill to attend class are also considered too ill to participate in practices or competitions.

This policy applies to both games and after-school practices, including co-op team sports.

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.

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 and classroom facilitators via email no less than 3 days ahead of time.
- Copy the office in on the email so they are aware of the absences as well.

Though the online format does make being away easier for some classes, please keep in mind that students should still attempt to make up for days they were away upon their return to school.

EXCUSED ABSENCES

Absences are considered excused if it involves:

- Student 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 professional documentation. Please attempt to schedule these after school hours when possible.
- Extenuating circumstances as approved by the principal.

STUDENT ILLNESS

Your child must be fever and symptom free without the use of medications for 24 hours before they return to school after an illness. 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*)

UNEXCUSED ABSENCES

Absences are considered unexcused when an explanation exists but cannot be approved. Please remember that parental consent does not 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, work on a project, or taking a “rest” day, etc. *(see Truancy Policy)*

Tardiness

Being tardy is a serious situation which causes a student to be unprepared and miss class time while also disrupting the classroom learning environment. 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.

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 lunch detention for each additional unexcused tardy during that quarter. At the start of a new quarter, tardies will reset.

Truancy

Truancy (or skipping class) is a willful absence for any length of time from an assigned class (including chapel, pep rallys, lunch, etc.) 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.
- The student will receive a “0” for any work completed or due during 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, beginning the day of the offense and running for 7 days (weekends included) when school is in regular session.

Food and Beverages

HOT LUNCH

Monthly lunch calendars are available through your FACTS Family Portal where families can order lunch for students individually. Families will be billed at the end of each month according to the manner that you have selected in FACTS.

SNACKS AND VENDING MACHINES

All food and beverages must be consumed in the cafeteria/tiled area. No food or drinks other than clear water in translucent bottles will be allowed on carpeted areas at any time. Any food or drink containers in student lockers must be sealed; beverage lids must be spill-proof. Students may not visit the vending machines when out of class for a bathroom break.

Secondary students are permitted to use the vending machines during non-class time, but should plan their purchases so as not to be late for class. Food and beverages purchased from the vending machines must be taken with the student at the time of purchase and may not be left on or around the vending machines for later retrieval. No food may be brought into the classrooms or onto the carpeted areas. To help promote healthy habits, the school reserves the right to limit the amount of soda or candy a student may purchase or consume at lunch.

Gum is not allowed anywhere on campus.

Students found violating these rules will serve a detention for each offense.

ACADEMIC POLICIES

Grading Scale

The grading scale for GCS is as listed. 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

IGNITIA

Ignitia is a mastery based curriculum. As such, the following table shows mastery scores for each specific assignment type. Each assignment type also has a different weight.

	Mastery Scores	Grade Weight
Lessons	90%	25%
Quizzes	80%	25%
Tests	75%	25%
Projects	- - - - - -	25%

Midterm and Final Exams

Midterm and final exams will be administered (if required) for each online course. These exams will be taken individually, according to each student's pacing, and may not follow a traditional exam day schedule.

For in-person classes such as Bible and electives, teachers will schedule exams near the end of the semester during regular class time. These exams may span multiple days, depending on the subject and content covered. As the end of each semester approaches, an exam schedule will be communicated.

FACTS®

GCS uses FACTS for enrollment, billing, communication, student information, and our hot lunch program. Parents and students will interface with FACTS to view grades for in-person classes. Both parents and students are able to view grades for in-person classes online, via a desktop computer or by using the FACTS mobile app. 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.

Families set up usernames and passwords as part of the enrollment process. 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. If a student is consistently failing to meet basic academic expectations, we will work closely with the family to explore what support is needed. In some cases, if progress remains limited over time, we may recommend that the student continue their education in a setting that is better suited to meet their needs.

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 that 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*."

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 in these grades:

- must pass both semesters of 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 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 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 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
Personal Finance	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
Other 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.

**Or an additional visual, performing, or applied arts credit.

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 or online 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 time-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.

Testing Out of High School Courses

Grace Christian School offers high school students the opportunity to earn credit for certain courses by demonstrating sufficient mastery of the subject matter without being enrolled in the course. To qualify, a student must:

- Have a strong academic record that supports the request to test out, and
- Score at least a 78% (C+) or higher on a comprehensive exam for the course.

Credits earned through this process will be awarded on a pass/fail basis and will not be factored into the student's GPA. However, these credits will count toward graduation requirements and applicable course sequences. Once credit is earned by testing out, the student may not enroll in or receive credit for a lower-level course in the same subject area.

Procedure for Testing Out:

1. Testing must be completed *prior* to the first day of class.
2. If a student wishes to test out *after* a course has already begun, they must complete the following steps:

- Submit an email request to the principal and Academic Advisor explaining the rationale for the request;
- Obtain written approval from the principal;
- Submit a written plan to the High School Facilitator detailing how any missed work will be completed in the course the student is transferring into.

3. If the school incurs any fees as a result of the change in student status, those fees must be paid by the student's family before credit will be awarded.

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 or earn high school credit for required courses that GCS does not currently offer.

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 (currently LMC). Details regarding registration, requirements, fees, etc. may be discussed in a meeting with the Academic Advisor and/or Principal.

Van Buren Tech

Van Buren Tech (VBT) is a Career and Technical Educational (CTE) school in Lawrence, MI that offers hands-on learning experience through 25 CTE programs. Juniors and seniors with a minimum cumulative GPA of 2.0 are eligible to participate. Interested students will meet with the Academic Advisor during the spring registration period to discuss program options and enrollment. Students enrolled at Van Buren Tech will attend classes off campus for a portion of the Grace Christian School day, and transportation to and from VBT is the responsibility of the student and/or parent.

MI Virtual

MI Virtual is an online learning program that provides students with access to a wide variety of high-quality elective courses. Grace Christian School partners with MI Virtual through our Shared Time program to expand elective offerings while maintaining local oversight and support. Students enrolled in MI Virtual courses are expected to meet all course requirements, adhere to established deadlines, and communicate regularly with their instructor.

Commencement

Graduation is a significant milestone, and we are honored to celebrate the accomplishments of our students in a Christ-centered, respectful manner. Students who have fulfilled all academic and behavioral expectations are eligible to participate in commencement activities.

To participate in the graduation ceremony, a student must:

- Be a full-time enrolled senior, and
- Have successfully completed all required coursework and earned the prescribed number of credits for graduation.

Students who have not met graduation requirements by the end of their senior year will not be permitted to participate in commencement, regardless of anticipated completion. While we celebrate each student's progress, the graduation ceremony is a privilege, not a right, and participation is reserved for those in good academic and disciplinary standing.

The administration reserves the right to exclude from the ceremony any student who does not complete their senior year in good standing with the school, including upholding the standards of conduct outlined in this handbook.

Students who complete their graduation requirements after the school year ends but before September 1 of their graduation year may still receive a diploma dated with that school year. Students who finish after September 1 will receive a diploma dated with the school year in which the final credits were completed. Diplomas will only be issued once all academic and financial obligations are fulfilled.

Commencement Attire and Rehearsal

- Graduation attire is cap and gown, as prescribed by the high school administration. No alterations (decorations, additions, or modifications) may be made without prior administrative approval.
- We ask that graduates wear “GCS Best” underneath their gowns.
- Attendance at graduation practice is mandatory. Any student who fails to attend practice without prior administrative approval will not be permitted to participate in the commencement ceremony.

Senior Trip

Grace Christian School calendars an annual senior class trip for graduating seniors. The destination for the trip is vetted and determined by school administration, while the class sponsor will oversee the itinerary and activities. All senior classes will participate in the same, or a substantially similar, school-approved trip.

Information regarding the trip, including the itinerary, cost, payment schedule, eligibility requirements, and participation expectations, will be provided to seniors and their families at the beginning of the school year at the senior class student/parent meeting.

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 complementary 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 complete, clear, and/or accurate, credit for those hours may be denied. (*See graduation requirements*)

High School students who fall behind in Community Service hours are required to remediate these in order to graduate from GCS. See *Graduation Requirements* for details.

Mission Trip

Grace Christian School offers a bi-annual international mission trip for junior and senior high school students. Because the trip is offered every other year, all students have the opportunity to participate before graduation. Participation is voluntary but is strongly encouraged as a unique opportunity for students to grow in their faith, serve others, and experience another culture through Christian missions.

Trip destinations, costs, eligibility requirements, fundraising expectations, and application procedures will be communicated to eligible students and families during mission trip years.

Students who do not participate in the mission trip are expected to attend school during the normal school day. Alternative educational activities and assignments will be provided to ensure students meet the required instructional hours established by the State of Michigan.

Books & Supplies

Textbooks and activity manuals are furnished by the school for courses that require them. Students in online courses will be assigned a computer for regular use. Extra supplies and accessories are to be purchased by 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 and other items 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 Impact, as well as on our GCS website.

Homework

Homework continues to play an important role in supporting student learning at Grace Christian School. It helps reinforce key concepts, develop strong study habits, and build personal responsibility.

This year, students will receive in-person instruction for Bible class (7th - 12th grades) and Government (11th - 12th grades), where homework may be assigned regularly - similar to previous years. In the four core academic subjects (English, math, science, and history), students will work through online coursework during scheduled class periods on campus. While the majority of assignments will be completed during the school day, students should still expect to have some homework, especially when studying for quizzes or tests, completing writing assignments, or keeping up with reading in novel units. Students who make the most of their on-campus learning time will likely experience a significant decrease in homework compared to our traditional classroom model, but personal time management is key to that outcome.

It’s also important to understand that online learning does not mean "homework-free," “textbook free,” or “paper free.” Ignitia courses encourage physical note taking and include novel units for some students.

If you find that your student is consistently spending more time on homework than seems appropriate, or struggling to keep up with the online workload, please reach out to their teacher or facilitator.

MAKE-UP ASSIGNMENTS

Students will have as many days to make up work as they were consecutively absent.

When absent due to illness for multiple days, the parent or student should contact in-person teachers and/or check for assignments in FACTS so they do not fall farther behind. For online classes, students should check in with their facilitator, who will decide whether or not their pacing needs to be adjusted.

For pre-planned absences, we encourage students to request any upcoming class assignments for in-person classes in advance so they can stay on track. Work that was assigned before the absence is expected to be completed and turned in immediately upon the student's return. Students should also be ready to take any tests or quizzes that were announced before they left, unless the teacher arranged something different ahead of time.

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

For online assignments, families should decide if the student will continue work while away or make up the work upon returning to school. If work is delayed until after the extended absence, every effort should be made to get back to the original pacing set by the course facilitators.

LATE WORK POLICY (in-person classes)

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.

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 in a manner that is deemed inappropriate for coursework (expectations are covered in the classroom)
- 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
- Logging in as someone else or providing credentials for another person to login as you.

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. <u>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.</u>

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 (AI)

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:

- 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 consequence for plagiarism and academic dishonesty, 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 FACTS 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 these offenses 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. *(See Academic Dishonesty Infraction Procedures)*

Physical Education (P.E.) & GCS Strength Classes

Students who enroll in a P.E. or Strength Training class are expected to participate every class period. If a student is not able to participate, they must have a note from a parent. After three days of not participating, documentation from a physician must be brought to the office and/or teacher. If a student is participating in sports practice or games, it is our expectation that he/she is also participating in P.E./Strength unless otherwise noted by a

physician. If a physician has restricted P.E./Strength activities for a student, we will assume the same restrictions apply to sports.

All students are required to wear non-marking, rubber-soled tennis shoes in P. E. class. If non-marking, rubber-soled tennis shoes are not worn to P.E./Strength, the student will participate in an alternative activity and be considered out of dress code for that class period. To ensure the safety of every student, we require that students wear tennis shoes that lace up with shoestrings or have velcro closures. *See Physical Education or Sports Teams Dress Code for details.*

Extracurricular Eligibility Criteria

These policies are in effect for students who play on junior high, junior varsity, or varsity sports teams. See *Appendix C* and *Appendix D* for details.

Note: These policies apply to all extracurricular activities.

Study Halls

In order to ensure the success of our students, a study hall elective is available for some students, 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 in a transparent container).
- 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 SCHEDULE CHANGES

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.

HYBRID CLASSROOMS

Parent Communication Responsibility

As an online learning program delivered through technology, regular digital communication is essential. Parents are expected to check their email frequently and consistently throughout the school year. Important updates from classroom facilitators and other classroom announcements will be sent via email on file in FACTS.

Timely awareness and response to these communications play a critical role in supporting student success. Just as students are responsible for engaging with their coursework, parents are equally responsible for staying informed and engaged through the communication tools provided.

Failure to regularly monitor email may result in missed information or delays in addressing academic or behavioral concerns. We know life gets busy, but making a habit of checking your inbox ensures you won't miss anything important.

JUNIOR HIGH CLASSROOM GUIDELINES

Academics

DEVOTIONS

Students are expected to complete the daily devotion provided at the start of each day during the designated devotional time from 8:00 to 8:15. If a student arrives late, they will be expected to complete the devotion before beginning the independent portion of their online lessons. As a Christ-centered school, we believe that helping students grow in their faith includes developing a consistent daily rhythm of spending time in God's Word. Establishing this habit not only strengthens their spiritual foundation but also trains them in personal discipline and intentional reflection.

COURSEWORK

For the first month of school, students should follow the “status quo” rule: follow the daily assignments exactly as given. Students are expected to complete at least one lesson per subject each day. If a student is ahead in a class, they will still be expected to follow this rule unless otherwise given permission from Ms. Erickson or Mrs. Colford.

COMPUTER USE AND MODIFICATION POLICY

The computers provided in GCS classrooms are for academic purposes only. Students are expected to respect school property and use technology in a way that supports learning.

Students may **not**:

- Download, install, or delete any software or applications
- Change system settings, including backgrounds, screensavers, desktop icons, or display preferences
- Move, rename, or delete files that are not their own
- Bypass or attempt to bypass school internet filters or security settings

Changing desktop backgrounds or other visual settings is not permitted. Classroom computers are set to the official GCS desktop background and must remain that way.

Violations of this policy will result in disciplinary action. School staff reserve the right to monitor all computer activity to ensure compliance with this policy.

Classroom

ENVIRONMENT

The classroom is expected to be silent during all class times. No students may be listening to music without prior approval from Ms. Erickson or Mrs. Colford. Student provided headphones or ear buds must be worn at all times that sound is coming from the student’s computer and the volume must be low enough that those nearby are not able to hear it. To

maintain a quiet environment for those remaining in the classroom, students are expected to remain silent after each period bell until they have exited the room. Hallway volume must be low enough so as not to disrupt those still working in classrooms.

FLEXIBLE SEATING OPTIONS

To help students break up their work time, various temporary flexible seating options will be available for occasional, individual use. Students may be allowed to use flexible options as long as classroom rules are followed. A student will lose this privilege if they are not responsible during use. Students will be limited in how long they may remain in these areas to ensure all students have the opportunity to access them throughout the day.

PERSONAL SPACE

Each student will have their own table and workspace, which must remain clean and tidy throughout the day. This includes the floor and surrounding area. Students are responsible for keeping their space free of trash and any tripping hazards to ensure safe movement around the classroom

UNEXPECTED TECH ISSUES

In the event of a power outage or unexpected technical issues, students will be expected to continue course work that is still available to them (in-person class text reading, printed handouts, Bible memory verses, etc.). All students are required to have a book available at all times in the event that no course work is available. Books may be kept in lockers so they are easily accessible when needed. If a student does not have a book when one is needed, they may borrow one from Mrs. Corwin's library or use the time to extend their daily devotions.

General Rules

BREAKS

Students will not be required to leave the room at every passing period. To ensure every student does take at least one morning and one afternoon break, students will be required to leave the room between 2nd and 3rd periods, lunch, and between 6th and 7th periods. Students will not be able to leave the room during class periods to use the restroom or to go to their lockers. They must use the scheduled passing periods for any non-classroom needs.

If at any time a student feels overwhelmed and needs a few minutes to reset, they will have the option to change to a different class, read a book, or write/draw. These breaks will be limited and only allowed at Ms. Erickson's discretion.

EXPECTATIONS

Students will not be allowed to "sit and do nothing." Students will be expected to continue working as time allows. If a student is consistently completing their daily work with a large amount of time remaining, they will be required to either work ahead or take another elective.

Students are not allowed to bring in projects to work on that are not coursework related. These things are fine for home, but they are distractions that cannot be in the classroom.

While the classroom atmosphere may seem more relaxed, the expectations remain firm. Students are expected to act maturely in the classroom, mutually befitting themselves and other students in driving their own education. Actions will be taken, if necessary, to ensure the environment is conducive for learning.

HIGH SCHOOL CLASSROOM GUIDELINES

Academics

DEVOTIONS

Students are expected to complete the daily devotion provided at the start of each day during the designated devotional time from 8:00 to 8:15. If a student arrives late, they will be expected to complete the devotion before beginning other lessons. As a Christ-centered school, we believe that helping students grow in their faith includes developing a consistent daily rhythm of spending time in God's Word. Establishing this habit not only strengthens their spiritual foundation but also trains them in personal discipline and intentional reflection.

COURSEWORK

For the first month of school, students should follow the "status quo" rule: follow the daily assignments exactly as given. Once the student feels comfortable with the course, the student may meet with Mrs. Corwin to discuss their personal plan to accelerate if desired.

Students are expected to complete at least one lesson per subject each day. If a student is ahead in a class, they will still be expected to follow this rule unless otherwise given permission from Mrs. Corwin or Mrs. Colford.

EARLY COMPLETION GUIDELINES (STUDENT PERSONAL PLAN)

After the first month of school, a student may meet with Mrs. Corwin to discuss a personal plan to accelerate their coursework. This plan must be submitted in writing, approved by Mrs. Corwin, and kept on file with her. In order to create a personal plan, the student must have an 80% or better in the course and continue with an 80% or better in the course in order to continue with the plan. If a student on a personal plan falls below an 80%, a meeting with Mrs. Corwin will be required to reassess the plan.

The Student Personal Plan is different from simply "working ahead," which typically refers to being just a few lessons ahead of the regular schedule. A Student Personal Plan helps the students end a class several weeks or months ahead of schedule. This is to ensure that students focus on academics versus speeding through a course to complete it.

LAPTOPS

Our hybrid program relies heavily on online courses during the classroom time. Students will be assigned a school laptop for use at the school. Students are responsible for maintaining a full battery charge during the day. Students whose laptops are not charged enough to complete coursework throughout the day will be required to move to a space to charge their laptop while working. A non-charged laptop will not be an acceptable reason to be inactive during class. Students without usable laptops will be given a warning. Three (3) warnings will become a detention. If the issues persist, further disciplinary actions may be taken. Students may also be marked absent if unable to work on coursework due to unavailable laptops due to their own negligence.

COMPUTER USE AND MODIFICATION POLICY

The computers provided to GCS students are for academic purposes only. Students are expected to respect school property and use technology in a way that supports learning.

On student issued Chromebooks, students may **not**:

- Download, install, or delete any software or applications
- Bypass or attempt to bypass school internet filters or security settings

On loaner Chromebooks (used if a student's assigned Chromebook is unusable), students may **not**:

- Download, install, or delete any software or applications
- Change system settings, including backgrounds, screensavers, desktop icons, or display preferences
- Move, rename, or delete files that are not their own
- Bypass or attempt to bypass school internet filters or security settings

Changing desktop backgrounds or other visual settings on any GCS device is not permitted. Classroom computers are set to the official GCS desktop background and must remain that way.

Violations of this policy will result in disciplinary action. School staff reserve the right to monitor all computer activity to ensure compliance with this policy.

Classroom

ENVIRONMENT

The classroom is expected to be silent during all class times. Student provided headphones or ear buds must be worn at all times that sound is coming from the student's computer and the volume must be low enough that those nearby are not able to hear it. To maintain a quiet environment for those remaining in the classroom, students are expected to remain silent after each period bell until they have exited the room. Hallway volume must be low enough so as not to disrupt those still working in classrooms.

FLEXIBLE SEATING OPTIONS

To help students break up their work time, various temporary flexible seating options will be available for occasional, individual use. Students may be allowed to use flexible options as long as classroom rules are followed. A student will lose this privilege if they are not responsible during use. Students will be limited in how long they may remain in these areas to ensure all students have the opportunity to access them throughout the day.

PERSONAL SPACE

Each student will have their own table and workspace, which must remain clean and tidy throughout the day. This includes the floor and surrounding area. Students are responsible for keeping their space free of trash and any tripping hazards to ensure safe movement around the classroom

UNEXPECTED TECH ISSUES

In the event of a power outage or unexpected technical issues, students will be expected to continue course work that is still available to them (in-person class text reading, printed handouts, Bible memory verses, etc.). All students are required to have a book available at all times in the event that no course work is available. Books may be kept in lockers so they are easily accessible when needed. If a student does not have a book when one is needed, they may borrow one from Mrs. Corwin's library or use the time to extend their daily devotions.

General Rules

BREAKS

Students will not be required to leave the room at every passing period. To ensure every student does take at least one morning and one afternoon break, students will be required to leave the room between 2nd and 3rd periods, lunch, and between 6th and 7th periods. Students will not be able to leave the room during class periods to use the restroom or to go to their lockers. They must use the scheduled passing periods for any non-classroom needs.

If at any time a student feels overwhelmed and needs a few minutes to reset, they will have the option to change to a different class, read a book, or write/draw. These breaks will be limited and only allowed at Mrs. Corwin's discretion.

EXPECTATIONS

Students will not be allowed to "sit and do nothing." Students will be expected to continue working as time allows. If a student is consistently completing their daily work with a large amount of time remaining, they will be required to either work ahead or take another elective.

Students are not allowed to bring in projects to work on that are not coursework related. These things are fine for home, but they are distractions that cannot be in the classroom.

While the classroom atmosphere may seem more relaxed, the expectations remain firm. Students are expected to act maturely in the classroom, mutually befitting themselves and other students in driving their own education. Actions will be taken, if necessary, to ensure the environment is conducive for learning.

STUDENT DISCIPLINE POLICIES

We believe that every part of the school day is an opportunity to learn - not just academics, but how to live in a way that honors God. We recognize that each student is created by a loving and sovereign God, and it is a privilege for our teachers and staff to help guide students in developing Christ-like behavior and attitudes.

Our goal is to help students grow into responsible, respectful, and self-disciplined individuals who understand the importance of obeying God, honoring their parents and teachers, caring for others, and taking good care of school property. We encourage students to make wise choices that reflect the character of Christ, both during school hours and outside of school.

Teachers will handle most discipline within the classroom using consistent, biblical principles that are age-appropriate and restorative when possible. When needed, the principal may become involved to help resolve more serious or repeated issues. In all cases, we consider the child's behavior, heart attitude, and whether the issue has happened before.

Students in grades 7-12 will sign a student code of conduct to show that they understand and agree to the expectations of our school community.

School rules apply not only during the school day but also at any school-sponsored events (such as sports games, field trips, and performances) both on and off campus. Students may also be held accountable for behavior that happens outside of school hours if it clearly goes against the values and standards of Grace Christian School, including behavior on digital platforms.

In rare cases, if a student engages in very serious misconduct, the school may impose immediate and significant consequences, including suspension or expulsion. Examples of serious misconduct include (but are not limited to): bullying, physical harm or threats of harm, destruction of property, breaking the law, or behavior that clearly goes against God's Word.

Our desire is not only to correct wrong behavior, but to help students grow in character, take responsibility for their actions, and become more like Jesus in how they treat others.

Detention

Grace Christian School staff may assign detentions at their discretion when a student fails to correct inappropriate behavior after being given a reasonable opportunity to do so.

Detentions are not issued lightly; they are typically the result of repeated or more serious behavioral concerns.

Common reasons for detention included disruptive behavior or excessive talking; disrespect toward staff or fellow students; running in the building (safety issue) or engaging in roughhousing/horseplay; misuse or abuse of school property or facilities; dishonesty, including lying or deceitful conduct.

Parents will be notified when a detention is assigned.

Detentions are served during lunch and may be assigned for a single day or multiple days, depending on the severity and frequency of the behavior. If a student receives five detentions, the sixth offense will result in an in-school suspension (ISS).

Students serving a lunch detention will be released from class slightly before the lunch bell to allow time for them to get their lunch and report to the detention room. While serving detention, students are expected to sit quietly and reflect on their behavior. They may not talk to others; use electronic devices; complete schoolwork or read; draw, nap, or otherwise distract from the purpose of the detention.

This policy is designed to support personal responsibility, reinforce school expectations, and encourage students to make wise choices that reflect the values of our Christ-centered community.

Students are expected to avoid repeated violations of school policies. To discourage the accumulation of excessive detentions, the following consequences will apply:

- Students who receive **five (5)** detentions for dress code violations, tardiness, or other minor infractions will be assigned an **In-School Suspension (ISS)**.
- Students who receive **three (3)** detentions for behavioral infractions will be assigned an **In-School Suspension (ISS)**. Behavioral infractions are held to a higher standard due to their impact on the learning environment.
- Students who are assigned **two (2)** or more ISS days will need to meet with administration before returning to the classroom. Students who receive three (3) In-School Suspensions (ISS) during a school year will receive an Out-of-School Suspension (OSS) for the next offense that would otherwise result in an ISS.

The administration reserves the right to address patterns of misconduct or repeated violations with additional disciplinary action when deemed appropriate.

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 (OSS).

In-School Suspension:

In-School Suspension (ISS) is intended to provide students with an opportunity to reflect on their choices, accept responsibility for their actions, and return to the classroom prepared to contribute positively to the school community. It is not intended to become a long-term or recurring consequence.

Students who receive three (3) In-School Suspensions (ISS) during a school year will receive an Out-of-School Suspension (OSS) for the next offense that would otherwise result in an ISS. Continued or repeated disciplinary concerns beyond this point may result in additional disciplinary action, including expulsion, when the administration determines that a student's conduct demonstrates an unwillingness to comply with the school's standards of behavior.

While Grace Christian School is committed to extending grace, offering restoration, and working with students toward positive change, students are also expected to demonstrate growth, accept correction, and make choices that reflect Christian character. When repeated disciplinary measures fail to produce meaningful improvement, more serious consequences may be necessary to preserve a safe, orderly, and Christ-centered learning environment.

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 may 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 classroom 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.

Out-of-School Suspension:

Out-of-School Suspension (OSS) is reserved for serious offenses or for repeated disciplinary issues that have not been corrected through lesser consequences. During an Out-of-School Suspension, students are not permitted on campus or at any school-sponsored activities or events for the duration of the suspension.

Students may not complete online coursework or submit assignments while serving an OSS. Any in-person instruction, classroom activities, quizzes, tests, or assignments missed during the suspension will receive a grade of zero and may not be made up, unless otherwise determined by the administration due to extenuating circumstances.

The purpose of an Out-of-School Suspension is to emphasize the seriousness of the student's actions, encourage reflection and accountability, and provide an opportunity for the student and family to work with the school toward meaningful behavioral change before the student's return.

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.

DRESS CODE

While popular trends come and go, we aim to uphold standards that support a healthy, Christ-centered learning environment. Because of this, GCS may update dress code guidelines as needed.

Dress Code Principles

The following principles guide our expectations for student dress:

- God-Honoring: Clothing should reflect a desire to glorify God (1 Corinthians 10:31).

- Non-Distracting: Attire should help promote focus and a spirit of learning (Romans 14:19, 21).
- Modest: Students should dress in a way that reflects self-respect and purity (1 Corinthians 6:19–20).
- Safe: Clothing choices should support student safety and active participation (1 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. We ask parents to help students make wise clothing choices each day. Please review the dress code regularly with your child to ensure their attire meets school expectations. If a student's clothing does not meet the dress code, parents may be contacted to bring a change of clothes. Repeated issues may result in the student waiting in the office until they are dressed appropriately.

DRESS CODE POLICY GUIDELINES

Students are expected to wear clothing that is neat, modest, and appropriate for a learning environment. Clothing should be appropriately sized - not too small/tight and not too large/baggy.

Parents and students share the responsibility of making sure each day's clothing choices follow the dress code. In all situations, the school administration will make the final decision if there is a question about whether something meets the standard.

Students must dress in a way that reflects their God-given gender. Final decisions about dress code compliance rest with school administration. The school also reserves the right to make adjustments to the dress code in response to new styles or cultural trends throughout the school year.

General Guidelines

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

<u>Acceptable:</u>

- 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 sit no shorter than mid-thigh when seated. **Tight shorts, such as spandex, and jean shorts are not**

permitted regardless of length. (Spandex may be worn UNDER other school appropriate shorts or dresses, but it does not replace the required length of the outer garment.).

- Flip-flops, Crocs, and slides are allowed but are not acceptable for P.E. or Strength class.
- Leggings may be worn only underneath a dress — not with tunics, shirts, sweaters, T-shirts, hoodies, or other tops. A dress worn with leggings must still reach just above the knee when seated or longer. Wearing leggings underneath a dress does not change the required dress length.
- Distressed jeans are permitted only when the distressing is limited to mild fraying with no skin visible. Larger holes, tears, or more extensive distressing are not permitted, even when leggings or another garment are worn underneath. The clothing worn underneath does not change the requirement for the jeans themselves.
- Lightweight sweaters/jackets/thin vests (avoid materials that are noisy with movement or are thick and clearly intended as outerwear).
- Cap sleeve shirts (not sleeveless)
- Makeup that looks natural (girls)

Unacceptable:

- Hats, bandanas or hoods worn in the building or classroom
- Exposed tattoos
- Nail polish or makeup worn by boys
- Too tight or too baggy clothing
- Boys white undershirts (both tank top and Tshirt styles) worn as shirts
- See-through or revealing clothing
- Costumes (this includes tiaras, headbands with animal ears, capes, tails, and the like)
- Pajamas worn as clothing (costume nightgowns, etc.)
- Gloves or mittens worn in the building
- Clothing that shows the skin or is in excessive disrepair (has excessive shredding, holes, food/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 heavy jackets/coats/hats/gloves/mittens or blankets in the classroom
- Clothing displaying words, images, or themes that are inconsistent with our school culture are not permitted. This should be considered when clothing items promote bands/movies/television shows/musical events/etc. Clothing with words or images that may be considered offensive to our school culture, regardless of context, are also not allowed (hell, demon, etc.) Clothing with dark imagery is not allowed, even

in “cartoon” form (skulls, blood, death, melting, hallucinogenic appearance, stitched body parts, etc.)
- Clothing that displays graphic, suggestive, or dark imagery (skulls, blood, death, melting, hallucinogenic appearance, stitched body parts, etc.)
- Skirts/dresses that do not come at least to the top of the knee when sitting
- Sweats, athletic pants, leisure wear, spandex, leggings, pajama pants, etc.
- Slippers, ballet shoes, heelys/roller shoes, costume shoes
- Students may not write on their skin with ink, marker, temporary tattoos, etc.
- Girl’s makeup: any makeup that would be considered unnatural, distracting, cartoonish, etc.

Physical Education or Sports Teams Dress Code

All students are required to change for PE class and are given adequate time to do so. Failure to be in appropriate dress code will result in a lowered grade. Students must change back into school clothes at the end of class. (Exceptions may apply during some sports seasons, depending on scheduling. The principal will communicate these decisions when they become acceptable.)

Acceptable:
- Loose fitting athletic shorts which are near the top of the knee when standing (Ex: basketball shorts)
- Loose fitting athletic style long pants; sweat pants
- T-shirts with sleeves
- Athletic shoes with non-marking soles which are reserved for indoor/gym use only

Unacceptable:
- **Not changing for P.E. or Strength - please bring extra clothes**
- School clothes (jeans, dresses, etc.)
- Pajama pants
- Jean/denim shorts and cut offs
- Shorts that are shorter than mid-thigh (this is NOT fingertip length; please note this is not a guideline that we use)
- Shorts that are tight to the body (spandex, lycra, bicycle, etc.) regardless of length
- Spandex or tight athletic leggings
- Tank tops and sleeveless shirts
- Short shirts/bare midriff - bring a shirt that will stay in place when engaged in heavy physical activity
- School sports uniforms *(unacceptable for P.E. class - issued for game use only)*
- Pants or shorts with words on the back side
- Flip-flops/slides/boots/Crocs
- Shoes that leave scuff marks

Students are required to follow GCS dress code requirements while on campus. Students who change to play sports at another school, or attend another after school activity, must remain in GCS dress code until they leave the campus.

Chapel Dress

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

Blue & Gold Days

Blue & Gold Days are special spirit days at Grace Christian School! On these days, everyone is invited to show their Patriot pride by wearing our school colors from head to toe. You can wear shirts, pants, socks, shoes, hats, hair accessories, and more, as long as they are blue, gold, or both!

We love to see students get creative and go all out to show their school spirit. These days are fun and help us celebrate being part of the Grace Christian School family!

Field Trips and Special Events

For field trips, special events, and school activities in which a student is a participant (concerts, 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 (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 top of the knee, 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, sweatshirts, hoodies, flip-flops, Crocs, and slides.

Dress Code Enforcement

If a student's clothing does not meet the dress code, a staff member will discreetly inform the student and complete a purple Dress Code Reminder Slip, which will be sent to the principal for review and recordkeeping. The principal will determine whether the student must change clothes immediately or will receive a warning. All reminders are documented, and repeated violations may be considered willful disobedience. Upon the third reminder, parents will be contacted, and a detention will be assigned. An additional detention will be assigned for each subsequent dress code violation. Students who receive three (3) dress code detentions will be assigned an ISS *(see…..)*

TECHNOLOGY

Technology Usage Guidelines

Technology can enhance learning, but it can also be a distraction if not used purposefully. Students must receive prior approval from the classroom teacher before bringing any electronic device into class.

The use of technology at Grace Christian School - before, during, and after school - is a privilege extended to students, faculty, and staff for the purpose of enhancing learning, productivity, and information processing. All computer hardware and software at GCS is to be used solely for educational purposes.

Any person within the GCS community who wishes to access the school's wireless network must first complete a Wireless Usage Policy form.

Technology Code of Ethics

Students are expected to use technology responsibly and in accordance with Christian values. Students must:

- Use school computers only when a GCS staff member is present in the room.
- Access technology solely for educational purposes.
- Follow all technology rules, whether posted in classrooms, computer labs, or communicated by staff.
- Not download software to any GCS computer or device.
- Not relocate, remove, or modify school equipment without administrative permission.
- Keep passwords private and never publish, share, or save to a school device.
- Respect copyright and privacy laws when using, transmitting, or copying digital content, including texts, photos, or videos.
- Report concerning content or incidents to a teacher or administrator immediately.
- Avoid any malicious or disruptive use of technology, including harassment, discrimination, or unauthorized access.
- Save work to cloud-based storage (e.g., Google Drive); saving directly to hard drives is prohibited.
- Never use proxy sites or VPNs to bypass network filters. This is a serious violation and will result in disciplinary action.
- Use only GCS email accounts for school-related communication. Personal email, messaging apps, social media, or streaming/music sites are not permitted on school devices. This is a serious violation and will result in disciplinary action.

Violation of these expectations may result in the loss of technology privileges. If a personal device is used inappropriately, it will be confiscated and held in the office for the remainder of the day. Further misuse may result in loss of device privileges for the remainder of the school year, as determined by administration.

Computer Damages/Loss/Theft

Reporting & Responsibility

All computer damage must be reported immediately to the school. If the damage is determined to be the result of negligence, the student and/or their family will be held responsible for repair or replacement costs, up to the full value of the device. The administration will determine whether negligence occurred.

Examples of Negligence Include (but are not limited to):

- Leaving equipment unattended and unsecured, including at school.
- Lending equipment to anyone other than a parent or guardian.
- Using the device in unsafe environments (e.g., near water, on unstable surfaces).
- Using the device in a reckless or careless manner.

- Ignoring provided care guidelines.

Loaner Devices

Students without a device due to damage may be issued a loaner, depending on availability and the circumstances. If the damage was due to negligence, the loaner may be limited to in-school use only. Students must demonstrate responsible behavior before regaining full access.

Accessories

Lost or damaged accessories (e.g., chargers or carrying cases) are the student's responsibility and must be replaced at the family's expense.

Privileges and Accountability

Use of school devices and access to the network is a privilege, not a right. Privileges may be revoked due to negligence or violations of the school's technology use policy.

Loss or Theft of Equipment

- All theft incidents must be reported immediately to school administration.
- If a device is lost due to student negligence, the family is responsible for the full replacement cost.
- If theft is verified, GCS will take appropriate action. If not substantiated, the device will be considered lost, and the replacement cost will apply.

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 classwork of any kind will be considered cheating. Lost and stolen cell phones or electronic items are not the responsibility of the school.

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).

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.

Parents can help us enforce this policy by not texting students during the school day. Parents may get messages to students by calling the school office; our staff 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.

Headphones, Music, and Personal Devices

No music is allowed on campus via personal devices. This includes listening through personal devices, headphones, or speakers, at any time during the school day (including before and after school).

Headphones/Earbuds may only be used for academic purposes during online learning. They may not be used for entertainment, and they may not be shared between students for health, safety, and privacy reasons. Room facilitators may periodically check connections to ensure students are on task.

Cell phones must remain off and in lockers from the time a student arrives on campus until dismissal. After school, students may briefly check messages, but phones are not to be used for videos, music, or other entertainment while waiting for pickup. Students are expected to leave campus promptly or remain attentive while waiting for their ride.

After-school supervision: Students who remain on campus after 3:15 (such as staff children or athletes waiting for practice) must follow these guidelines.

School-issued headphones are available for online coursework, though students may bring and use their own if preferred.

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 pick-up 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 and Consumption

For detailed information about the procedures and authorizations required for students to receive medication during school hours, please refer to *Appendix B: Medication Distribution and Consumption Form*.

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 their property
- Respect for GCS building/grounds
- Honesty
- Obedience that is immediate and cheerful
- Positive school spirit
- Inclusive behavior towards peers
- Uplifting speech about peers

UNACCEPTABLE:

- Disrespect for others and/or their property
- Disparaging speech about others
- Mistreatment of school building/grounds
- 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 parts of our school's campus. 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, 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. 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 our desire to see students build relationships that are healthy, Christ-honoring, and grounded in biblical principles. While dating decisions ultimately fall under parental authority, students are encouraged to maintain a broad range of friendships and remain engaged with the larger student community while at school.

Romantic displays of affection - whether physical or verbal - are not permitted on school grounds. This includes, but is not limited to holding hands; hugging in a romantic or

lingering manner; kissing; sitting or lying/leaning on one another; any form of prolonged or intimate physical contact.

For the student body as a whole, friendly, universal gestures (such as brief hugs or high-fives) are acceptable when offered appropriately. However, students should avoid extended embraces, reclining on others, or physical closeness that could be interpreted as romantic or inappropriate.

These expectations apply at all times and in all areas of the GCS campus, including during school hours, extracurricular events, and athletic activities. GCS sponsored events that are held off campus (field trips, mission trip, Patriots-in-Action, Jr./Sr. Banquet, etc.) are also subject to the same standards.

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 anonymously 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.

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, TikTok, 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 anonymously 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.

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 students must be in the gymnasium, seated and watching the game. Visits to concessions and bathrooms are allowed during games; however, students should not be wandering the building/hallways.

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

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.

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 (including the locker room) 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.

Locker room lockers are for short-term use only during P.E. classes or games. Personal items should not be stored in these lockers. Any belongings a student may need during the school day must be kept in their assigned student locker.

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 personal items should be clearly labeled with the student's name. Items brought from home may be used before and after school or during designated breaks, provided they are school-appropriate and not disruptive to the learning environment. GCS is not responsible for lost, stolen, or damaged personal belongings, and students are strongly discouraged from bringing valuables to school.

Playground

The playground is a wonderful place for students to get a break from classes and expend excess energy and is occasionally utilized by our secondary students. However, supervision and safety are our primary concerns even with our older students. 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.

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
- Staff will use their own discretion to determine which playground equipment is “off limits” due to students being too big/old for certain items
- 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
- 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, or to a classroom 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.

Students who have teacher-assigned responsibilities during lunch (such as making up a test, serving detention, or completing other required tasks) will be given priority at the front of the lunch line in order to maximize their available time.

MISCELLANEOUS INFORMATION

Security Cameras

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

The primary purpose of our security cameras is to enhance campus safety. They are not intended for regular monitoring of student behavior. Reviewing footage for behavioral concerns is a time-intensive process and will only be conducted when deemed necessary and appropriate by administration.

Field Trips

Field trips are a valuable part of our educational program and are open only to currently enrolled GCS students. Families will be notified in advance with details about each trip, including the destination, travel times, educational purpose, dress expectations, and transportation plans.

Students and chaperones are expected to dress neatly and appropriately for each trip, in keeping with the nature of the outing and the school's dress code.

Because field trips are considered part of the instructional day, students who stay home and choose not to participate will be marked *unexcused absent* for the day.

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.

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 but 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 and State 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.

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.

Standard Response Protocol (SRP)

Grace Christian School is committed to maintaining a safe and secure environment for all students and staff. As part of our emergency preparedness efforts, we utilize the Standard Response Protocol (SRP) developed by the "I Love U Guys" Foundation. The SRP provides a consistent, clear, and age-appropriate set of actions for responding to various emergencies, including situations that may require a lockdown, evacuation, or secure campus. All staff members are trained in these procedures, and students participate in regular drills throughout the year to practice them.

We encourage families to familiarize themselves with the SRP language and procedures, which are posted in classrooms and available upon request. If you have questions or would like more information, please contact the school office. *(See Appendix G)*

Notice of Non-Discriminatory Policy

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

Elastic Clause

While this handbook outlines many of our school rules and expectations, there may be times when situations come up that are not specifically covered here. In those cases, the school administration will make fair and thoughtful decisions that are in the best interest of all students. Any actions taken will be consistent with similar situations that have been handled in the past if deemed appropriate.

The absence of a specific rule in this handbook doesn't mean the school doesn't have the responsibility or authority to respond. Our goal is always to maintain a safe, respectful, and supportive environment for every student.

These rules apply to all students while they are:

- On school property,
- Attending school or a school-sponsored event (on or off campus),
- Using school technology or school accounts,
- Or when their behavior, even off campus, directly affects the safety, well-being, or learning environment of other students or staff.

Appendix A

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.

<u>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.</u>

Appendix B

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 (EAIs). 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 EAIs). 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:

1. The parent/ guardian understands that medication may be given without supervision.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.

Appendix C

Extracurricular Eligibility - Junior High Teams

This policy applies to our upper elementary students who play on junior high sports teams.

- 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 <u>new</u> 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.

Appendix D

Extracurricular Eligibility - JV or V Teams

This policy applies to our secondary students who play on junior varsity or varsity sports teams.

Extracurricular Eligibility: 8th Grade & HIGH SCHOOL STUDENTS playing JV or V sports

- 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 the 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 <u>new</u> 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.

Appendix E

Understanding Our Discipline Investigation Process

We want to take a moment to explain our approach to handling discipline matters at Grace Christian School. We understand that, as parents, you want to be informed about any incidents involving your child as soon as possible. However, it is important to note that not all discipline issues can be communicated immediately.

When an incident occurs, our administration takes time to thoroughly investigate all perspectives before making any determinations. This process can take 2-3 days, as we ensure fairness by gathering facts, speaking with all parties involved, verifying details, following up as necessary, documenting findings, and ensuring that all aspects of the situation are properly addressed. Once these actions have been completed, parents are then notified. Premature involvement or external influence can impact the integrity of our investigation, which is why we ask for your patience and understanding.

That said, if a student is assessed to be in immediate danger following a threat assessment, administration will take swift action. This includes contacting the parents of the student at risk and implementing necessary safety measures to ensure the well-being of all students.

Our primary goal is to maintain a safe and fair environment for all students. We appreciate your support as we work diligently to handle situations with the care and attention they deserve.

If you have any questions or concerns, please feel free to reach out to school administration.

Appendix F

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 (OSS). 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 a Behavior Reflection Sheet to the satisfaction of the ISS monitor and/or principal.
20. **Parents will be billed for the cost of ISS sub coverage at the rate of $100/day.**

Appendix G
STANDARD RESPONSE PROTOCOL (SRP)

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

TEACHERS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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