



STUDENT HANDBOOK

Striving to produce students who love the Lord, who walk with Him, and who maintain personal high academic standards as a testimony to Him.

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I. INTRODUCTION

A. Purpose and Aim of Grace Baptist Christian School

The purpose and aim of Grace Baptist Church is “to reach as many as possible with the Gospel, to lead men and women, boys and girls to a saving knowledge of the Lord Jesus Christ, to teach God’s Word so as to build up the saints in the faith, to strengthen and uphold each other as our Lord commanded.” This is spelled out in John 3:16 and Ephesians 4:12-16. The Church statement was adopted by the charter members on March 8, 1961, and it continues today just as it did when it was adopted.

In 1980, Grace Baptist Church began a new phase of its ministry. It opened a Christian School as an extension, an arm of, the church. It is never to become a separate entity. The Pastor is its administrator, the principal a member of his staff, with the Church Board its governing body. All members of the board, faculty and staff must be active members of Grace Baptist Church. With this structure, the purpose and aim of the school must be in total keeping with the purpose and aim of the church. It must differ only in the aspect that, as a school, it bears the burden of preparing students academically for the future (Deuteronomy 6:2). To perform this task properly, the correct perspective must be kept: the teaching of God’s Word first and the academics second. The primary goal or objective is to produce graduates who love the Lord, desire to walk spiritually with Him, and to maintain a high academic standard by way of testimony of the Lord.

The reason for basing the school on the Word of God is to help conform young people to the image of Christ Jesus (Romans 12:2). To do so, there is integration of school subjects with the Christian faith. Therefore, each subject in the curriculum is taught from the Creator’s perspective.

In the context of the fundamentals of the historic Christian faith, students at Grace Baptist Christian School are provided principles for spiritual, intellectual, social, emotional, physical, and cultural growth, which help them to:

1. Develop a Christian worldview, enabling them to bring honor to the Lord Jesus Christ and to recognize God by studying His revelation through Scripture, nature, and history.
2. Communicate the views and values of the fundamental Christian faith to the world.
3. Develop skills that facilitate intellectual inquiry, creativity, and critical thinking.
4. Establish a disciplined life, manifested in a healthy integration of mental, physical, and moral well-being.

5. Understand the American democratic process, the free enterprise system, and their roles in maintaining the strength and viability of these traditions.
6. Acquire sensitivity for the needs of society, thus preparing them to be mature, informed, and effective Christian leaders in a complex world and motivating them to serve God and mankind.

When this is accomplished in the life of the student, that student will grow to be like Christ in all phases of his life as found in Luke 2:52.

We have chosen the Word of God as the basis for the school because it is the only Word on which we can reliably put our faith and trust. His Word is “forever settled in heaven” (Psalm 119:89), and while “Heaven and earth may pass away,” His “words will not pass away.” We endeavor to make His Word “a lamp unto my feet, and a light unto my path” (Psalm 119:105), true in the life of each student.

To achieve these goals, we have only spiritually and academically qualified teachers who express their love to the Lord Jesus Christ as their Lord and Savior. These teachers must follow Biblical standards for their lives, thus setting the example for the students. They must also be willing to submit to those God has set in authority over them: pastor, principal, and school board.

We have adopted II Peter 3:18 as our school verse:

“But grow in grace, and in the knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever. Amen.” Through prayer, trust in the grace of God, and perseverance, we endeavor to give every student a Biblical, Christ-centered, and academically balanced education.

B. History of Grace Baptist Christian School

Grace Baptist Christian School began in the fall of 1980 as a ministry of Grace Baptist Church. The school was started to ensure that the children of the church could receive a Christ-centered education. In the ensuing years, many families from the surrounding areas also realized the need for a Christ-centered education and supported the ministry by enrolling their children. In the spring of 1984, construction began on a two-story brick school building. The building was completed in the summer of 1985 and is completely debt free. In the fall of 1998, construction began on a gymnasium and additional classrooms. The construction was completed in the summer of 2000.

C. Statement of Faith

1. We believe in the verbal, plenary inspiration, and preservation of both the Old and New Testaments of the Word of God. (Psalm 12:6-7; II Timothy 3:16-17; I Peter 1:24-25; II Peter 1:21).
2. We believe the inerrant Word of God is preserved in the Authorized King James Version for English speaking peoples.
3. We believe there is one God eternally existent in the Trinity; the Father, the Son, and the Holy Spirit. (John 1:1; I Timothy 3:16; I John 5:7, 20).
4. We believe Jesus Christ was born of a virgin, lived a sinless life, ascended into heaven, and will return in physical form to earth in power and great glory. (Genesis 3:15; Isaiah 7:14; John 1:14; Hebrews 4:15; John 14:1-3; Matthew 28:6-7; Acts 1:9-11).
5. We believe in salvation only through the vicarious, atoning death and shed blood of Jesus Christ on the cross. (I Corinthians 15:1-6; I John 3:16; Ephesians 2:8).
6. We believe in the active role of the Holy Spirit in the believer's life beginning with salvation: regeneration, baptism, indwelling, sealing, teaching, and enabling. (Luke 11:13; Ephesians 1:13; 4:30; Romans 8:14, 16, 26-27).
7. We believe water baptism by immersion is symbolic of the new Christian's death, burial, and resurrection to self. Water baptism does not save. This act identifies a believer with Jesus Christ. (Romans 6:15).
8. We believe the Church is the universal body of believers in Christ, united through the Holy Spirit, with the Lord as its head. (Ephesians 5:21-23; I Corinthians 12:12; Ephesians 1:22-23).
9. We believe the Church will be translated before the seven-year period of tribulation begins. (I Thessalonians 4: 13-18; 5:9).
10. We believe Jesus Christ will return to this earth after the tribulation period to personally establish and rule over a Millennial Kingdom. (Daniel 9:25-27; Matthew 24:29- 31; Revelation 19-20).

D. Mission Statement

GBCS strives to produce students who love the Lord, who walk with Him, and who maintain personal high academic standards as a testimony to Him.

Grace Baptist Christian School is a Christ-centered, Bible-based academic institution committed to impacting the world for Jesus Christ. Ultimately, our mission is to train Christian young people for a lifetime of Christian service.

We endeavor to encourage and assist families committed to fulfilling the biblical mandate to rear their children in the nurture and admonition of the Lord. Godly teachers teach our children the principles of God's Word to be 'an example of the believer in word, in conversation, in charity, in spirit, in faith, and in purity.'

E. Philosophy of Education

Grace Baptist Church and Christian School believe that God mandates Christian education. The Bible abounds with passages that make known to us what God's mind is concerning education. The home is the primary training center. God has provided the church to carry out its Great Commission, which involves the teaching and training of our children. (Deut. 6:1-25)

Parents have been entrusted with the principle task of rearing their children in the home. The Christian school, through the auspices of the local church, has been charged with the responsibility to assist parents with the task of providing an academic education to their children. In addition, the Christian school is to help reinforce in the life of each young person the biblical views taught in the home. The school *does not stand in place of the parent*, but rather is designed to work in partnership with the parent. (Eph. 6:1-4; Matt. 28:19,20)

F. Philosophy of Purpose

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

Therefore, there are three main ingredients to education: knowledge, understanding and wisdom. **Knowledge** is the discovery of fact, principle, or concept. It grows from the simple to the complex and is contained in all academic subjects. **Understanding** is the ability to evaluate the facts and **Wisdom**, the most precious of all, is the ability to make judgments in

light of that understanding. The Bible refers to these ingredients of education as treasures that come from God. (Proverbs 2:1-6)

G. Educational Objectives

Because God created man a tripartite being (body, soul, and spirit) and realizing that, for the Christian, his body is the residence of the Holy Spirit, the school stresses the development and care of the body within the spiritual, mental, emotional, social, physical, and academic aspects. (I Corinthians 6:19,20)

Spiritual Objectives

1. To lead students to accept God's gift of eternal life through faith in Jesus Christ alone as Savior.
2. To develop attitudes and values consistent with the teaching of the Holy Bible.
3. To instill a personal responsibility to God for individual behavior.
4. To help students find and follow God's will for their lives and serve Him with joy.
5. To produce students who manifest the fruit of the Spirit in their daily lives.
6. To produce students who fulfill their responsibility for reaching the lost with the Gospel of Jesus Christ.
(John 3:16; Romans 12:1,2; Col. 3:1,2; I Cor. 6:19, 20)

Mental Objectives

1. To impart to students a command of common knowledge and basic skills.
2. To help students develop the ability to analyze, think, reason and make correct decisions.
3. To produce students who will live a mentally disciplined rather than a feeling-oriented life.
4. To challenge students to develop their talents and abilities for the glory of God, not self.
5. To help students develop spiritual discernment and character.

Emotional Objectives

1. To help students understand that they are 'fearfully and wonderfully made' and that they are uniquely created in the image of God.
2. To teach students self-control and how to cope and adjust to the various adverse circumstances that may confront them in life.
3. To produce mature students who have an unwavering faith in God's presence, power, and provision.

Social Objectives

1. To demonstrate love and respect toward others who are created in the image of God.
2. To grow in their appreciation and effective use of time as one of the most valuable resources given by God.
3. To develop proper attitudes toward dating, marriage and the family, and employ Biblical principles necessary for establishing God-honoring homes.
4. To develop a correct Biblical attitude toward material things and use them responsibly to glorify God.
5. To develop a realistic and Biblical view of life and work.
6. To help students learn respect for the person, property, rights, opinions and feelings of others.
3. To teach students the importance of working together to accomplish a goal in the class, community, and church.

Physical Objectives

1. To emphasize personal cleanliness and good grooming.
2. To steward their body as the temple of the Holy Ghost, denying themselves of anything that would hinder or bring physical harm.
4. To develop coordination, agility, and increased confidence through active participation in athletic programs.
5. To demonstrate time management skills by maintaining a healthy balance between athletic, academic, social, and spiritual pursuits.

Academic Objectives

1. To strive to achieve the highest academic potential based on the abilities God has given them. (2 Timothy 2:15)
2. To demonstrate independent study skills and the ability to reason logically (critical thinking), using proper Biblical criteria for evaluation.
3. To understand and appreciate the foundations of our Christian and American heritage- responsible freedom, human dignity, and human government.
4. To understand the role of current events in God's plan for mankind.
5. To develop a growing understanding and appreciation for the fine arts through active involvement in opportunities for personal growth and expression.

H. Responsibilities

GBCS commits that they will be responsible in the following ways to each specific entity:

The Christian Home

1. To cooperate closely with parents in every phase of the student's development within the educational program.
2. To communicate regularly with parents about the school's mission, purposes, and goals.
3. To assist families in Christian growth and fellowship, providing resources that will strengthen and encourage parents in their role as spiritual leaders.
4. To assist graduating seniors and their families with life and college planning and preparation.

The Local Church

1. As a ministry of Grace Baptist Church, to recognize the authority of the local church.
2. To support the authority of the pastor and the goals of the local church.
3. To encourage each student to be faithful to Grace Baptist Church or a like-minded, similar, Bible-believing church.

The United States

1. To recognize our patriotic duty by teaching love and respect for our American flag, heritage, and values.
2. To encourage students to be faithful in their civic responsibilities by serving their communities and country.
3. To recognize God given authorities by respecting and praying for public servants such as the police, military, and governmental officials.

I. School Governance

In accordance with the constitution of Grace Baptist Church, the Senior Pastor, and the Deacon and Trustee Boards will comprise the official school board. This board retains the general oversight of the ministry of Grace Baptist Christian School. GBCS functions under that authority and the pastor is responsible for all policies. The Senior Pastor is the Administrator of the school, and the school principal is a member of his staff. The principal will be responsible for the day-to-day operations of the school.

II. ADMISSIONS

A. Admission Policy

Admission into Grace Baptist Christian School is a privilege, not a right. Each student and parent must fully support and cooperate with the Statement of Faith and Policies of Grace Baptist Christian School as well as the GBCS administration, faculty, and staff for a child to attend or remain in the school.

Students enrolled in GBCS may not at any time participate in smoking, drinking, social dancing, narcotics use, abuse of controlled substances, pornography, or any type of behavior which is deemed immoral by the administration of GBCS. This applies to acts committed not only on school property, but off campus in the community as well. In addition, profanity will not be tolerated and will result in disciplinary action that could include suspension or expulsion. GBCS reserves the right to implement searches of student's belongings, provided reasonable cause for an investigation exists.

One of the goals of GBCS is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. GBCS believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. GBCS

expects and requires that both students and parents will support the school in its distinct mission and Biblical beliefs.

In relying on the teachings of Scripture, GBCS believes that the Bible teaches that God created the human race male and female, and that these two distinct, complementary genders—together—reflect the image and nature of God. GBCS believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

The Pastor and the administration of the school reserve the right to establish and maintain standards for student conduct, dress, and scholarship. Students are expected to make acceptable progress both spiritually and academically, to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices as established by the administration. It is expected that all parents and students accept the doctrinal statement of faith of GBCS and endeavor to remain in good standing with the school. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school.

B. Admission Procedure

Parents wishing to enroll their children should do the following:

1. Obtain an application packet from the school office. Read and fill out all of the material and return it to the office.
2. Schedule a tour of the facilities with the administration. K4-6th grade admission is limited only by the capacity of the elementary school. All students in grades 7-12 seeking admission must have a personal interview with the administration and secondary faculty. This interview will be both an opportunity to assess the student's academic progress as well as the student's overall attitude toward attending GBCS. *It is the intent of Grace Baptist Christian School that all students are saved according to the Scriptures and attend a church regularly, in order to attain maximum spiritual maturity. (Romans 8:29)*

3. Parents will be notified concerning acceptance after the interview. Admission to Grace Baptist Christian School is at the discretion of the school administration.
4. To enter K-4 the child must be four (4) by August 1 of that school year.
5. To enter K-5 the child must be five (5) by August 1 of that year or must have completed K-4 at GBCS.
6. Review and sign the Parent Agreement Form acknowledging the policies and procedures herein.

C. Re-enrollment

Re-enrollment is not automatic. It is based upon the previous year's spiritual and academic performance. Students must register for classes each year. The registration fee must be paid, and the registration form must be completed. High school students and parents are required to sign an agreement statement.

The month of February is set aside for current GBCS families to re-enroll. At the end of the re-enrollment period enrollment opens to new families. Parents must have all previous accounts current with the school upon re-enrollment. Students whose accounts are outstanding may not be re-enrolled or attend classes until accounts are made current.

1. Medial Aid Release Form- You must include an updated copy of your child's immunization records.
2. Application- The re-enrollment online form on the RenWeb parent portal must be filled out entirely and signed before we can process your request for each child.
3. Admission Policy- Both parents must sign prior to re-enrollment.
4. Parent Agreement- Both parents must sign prior to re-enrollment.

D. Transfer of Students

GBCS is a distinctly Christian school. We are neither a remedial school nor a reform school. Students with special needs are considered on a case-by-case basis. GBCS reserves the right to place each child on the academic level for which we deem them to be best suited and on the high school level per credits earned.

E. Nondiscrimination Policy

Grace Baptist Christian School does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, admission policies, scholarship and

loan programs, and athletic and other administered programs, subject to and in conformity with the school's religious beliefs and practices as embodied in its constitution, rules, and regulations.

F. Withdraw Procedure

Families may withdraw from GBCS by requesting a withdrawal form from the school office at least two weeks prior to the desired date of withdrawal. The written notification includes the reason for the withdrawal and the last intended day of attendance. All materials belonging to the school must be turned in upon withdrawal and any remaining balance on the family's account is due immediately. **Registration and matriculation fees are not refundable.** Students leaving the school during the year may not visit the school or attend school activities or functions without special permission from the administration.

G. Testing

Scholastic and/or aptitude testing may be required as a prerequisite of admission for some students. The scores achieved on these exams will be used to determine the grade level best suited to the student's capabilities.

H. Financial Policies

GBCS is an independent Christian school and therefore is dependent upon the student's tuition and outside support to cover expenses for educating the students. We are very conscious of the sacrifices that are made on the part of both families and faculty and, therefore, desire to operate efficiently and effectively for the benefit of the student and their families.

1. Registration Fee

This fee applies to all students (K-12) and is non-refundable. The registration fee covers a portion of the expense relating to record keeping, billing, placement testing, etc.

2. Curriculum Fee

- a. This is a fee which covers the cost of both textbooks and all disposable materials (workbooks, quiz/test booklets, etc.)
- b. This fee is NON-REFUNDABLE
- c. This fee is DUE BY THE FIRST DAY OF SCHOOL.

d. All materials are the property of the school and will be returned to school when the student leaves. *IF books are damaged, there will be additional fees for the replacement of said books.*

3. Tuition

- a. The tuition is payable in ten (10) equal monthly installments beginning on August 1st for the academic school year.
- b. Payments are due on the first of each month, with a ten-day grace period. All payments are considered late on the 11th.
- c. Payments received after the tenth are subject to a 2% late charge.
- d. If payment is not made by the 20th, the student(s) will not be allowed to return to school until payment arrangements are made.
- e. The oldest child in the family shall be considered the first student for tuition purposes. The administration reserves the right to apply each payment as they see fit.
- f. All tuition is NON-REFUNDABLE except with 30 days' notice to the school that the student will withdraw. No refund is given if the student is expelled or suspended.
- g. Those not able to pay the tuition on time are required to notify the school administrator at least one week prior to the deadline dates.
- h. Parents unable to afford tuition at GBCS are invited to contact the administration for special considerations and/or scholarship opportunities.

NOTE: Report cards, transcripts, and record transfers will be withheld until the school bill is paid in full. Students whose bills are not paid at the end of the school year will not be allowed to return the next year until the bill is paid.

4. Athletic Fee

A \$200.00 athletic fee will be charged for each student involved in the GBCS Athletic program.

5. Technology Fee

A \$150 technology fee will be charged for each student from 3-12th grades to cover the costs of Chromebook technology and costs associated with streaming services used by the school for education.

I. Communicable Diseases

Grace Baptist Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to another person.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)	Paralytic Shellfish poisoning
AIDS Related Complex	Pertussis
Amebiasis	Pesticide Poisoning
Animal Bite/potentially rabid animal	Plague
Anthrax	Poliomyelitis
Botulism	Psittacosis
Brucellosis	Rabies
Campylobacteriosis	Rocky Mountain Fever
Chancroid	Rubella (inc.)
Chicken Pox	Salmonellosis
Conjunctivitis	Schistosomiasis
COVID-19	Shigellosis
Dengue	Smallpox
Diphtheria	Syphilis
Encephalitis	Tetanus
Giardiasis	Toxoplasmosis
Gonorrhea	Trichinosis
Granuloma Inguinale	Tuberculosis
Hansen’s Disease	Tularemia
Hepatitis	Typhoid Fever
Herpes Simplex	Typhus
Histoplasmosis	Vibrio Cholera
Human Immunodeficiency Virus	Yellow Fever
Legionnaire’s Disease	
Leptospirosis	
Lymphogranuloma Venereum	
Malaria	

Measles (rubeola)
Meningitis
Meningococcal Disease
Mumps

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from the school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, Grace Baptist Christian School may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Grace Baptist Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

III. ACADEMICS

A. Our academic achievement is based on the purpose and aim of the school.

B. Accreditation

Grace Baptist Christian School is fully accredited by both the American Association of Christian Schools (AACS) and is co-accredited with the North American Christian School Accrediting Agency (NACSAA).

C. Curriculum

1. Traditional setting

Grace Baptist Christian School operates as a traditional Christian school; thus, the classes are conducted in a standard classroom setting. An exceptionally low student-teacher ratio helps to ensure better student understanding and more individualized instruction.

2. Textbooks

Textbooks from publishers with a Biblical philosophy are used on all grade levels. However, in classes where such books are not available, textbooks from other publishers might be used.

These textbooks (complete curriculum) will be reviewed every two years (even)...based on the following specific criteria.

- 1) Biblical Worldview/Adaptable to Biblical worldview
- 2) Aligns with our mission and purpose statement.
- 3) Meet necessary academic goals:
 - a) Meets state and national standards
 - b) As evident through annual standardized assessments and ACT/college placement testing
- 4) Realistic implementation into the classroom through teacher's customization and specific classroom environments

This review process will include the following representatives: Administrator, principal, elementary chair, and high school chair.

3. Electives

Students may not drop an elective class after the first week of each semester. If the class is a hardship in relation to their other academic endeavors, their parents may request that the class be dropped. The student must remain in class until the request is approved.

D. Promotion

1. Promotion in grades K4/K5

Promotion is based on successful completion of all materials as determined by the teacher's recommendation and evaluation. The teacher may choose to retain students if they have not mastered specific areas (ELA/reading/phonics/writing) that are necessary for the student's success in elementary school.

2. Promotion in grades 1-8

Students who receive two F's or an F and two or more D's or more than four D's on their final course grades semester report card will be withheld from promotion to the next grade level. Promotion decisions will also be made on a case-by-case basis using the criteria in point #4 below.

3. Promotion in grades 9-12

High School students who fail in a required course must do one of the following to make up the deficiency:

- a. Make up the course in a summer school program approved by the administration.
- b. Make up the course the following year if the schedule allows.

Parents will have to pay curriculum fees if additional material is ordered. Courses not made up within a specified timeframe may jeopardize promotion to the next grade level.

4. General Promotion Policy

The administration reserves the right to withhold any student who is not mentally, physically, or socially mature enough to handle his/her schoolwork.

E. Achievement & State Testing

GBCS utilizes IOWA assessments through Houghton Mifflin Harcourt. This assessment will be administered to all students in first through twelfth grade each Spring. Parents will be given the results of the testing by the end of the school year in coordination with their child's final report card. GBCS also administers the various grade-specific assessments as required by the state School Choice Scholarship program.

F. Grading Scale

The grading scale for all grades is as follows:

A	94-100
A-	93-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

G. Homework

Homework is an integral part of the school's total academic program. Students are encouraged to be neat and orderly in completing homework assignments. In order to develop proper study habits, each student is expected to complete all homework assignments on time. Homework is meant to offer students an opportunity for

independent practice or inquiry while providing prompt correction or affirmation. Consequently, most homework assignments will be checked in class or within 48 hours by the teacher. All students are to have an assignment book (agenda). Homework not done will result in extra work (determined by the teacher) and possibly demerits and/or a detention.

If a student has a reasonable excuse for not completing his homework, the parent is requested to write a note to the teacher explaining the circumstances. This should happen infrequently. If a parent has a question about homework, they should send a note or call the school office and leave a word for the teacher to return the call after school.

Note: All homework assignments can be viewed on RenWeb online or via the RenWeb Home app. Parents are expected to setup a Parent's Portal and check it frequently to ensure their child's engagement and successful completion of schoolwork.

H. Graduation

GBCS General Graduation Requirements *

Bible	8 Credits
English/ Language Arts	8 Credits
Mathematics	6 Credits 2 Credits: Algebra 1 2 Credits: Geometry 2 Credits: Algebra 2
Science	6 Credits 2 Credits: Physical Science 2 Credits: Biology 2 Credits: Chemistry

Social Studies	8 Credits 2 Credits: Geography/ US Constitution 2 Credits: World History & Cultures 2 Credits: U.S. History 1 Credit: American Government 1 Credit: Economics
Foreign Language	4 Credits
Fine Arts	4 Credits
Physical Ed.	2 Credits
Health and Wellness	1 Credit
Speech	1 Credit
Total	48 Credits

GBCS Academic Honors Requirements

For the **GBCS with Academic Honors** diploma, students must:

- Complete all requirements for General Graduation
- Earn two additional math credits
- Earn two additional foreign language credits
- Earn two electives' credits
- Earn a grade of a "C" or better in courses that will count toward the diploma
- Have a GPA of 3.0 or better
- Complete one of the following:
 1. Earn a combined score of 1250 or higher on the SAT critical reading and mathematics
 2. Score a 26 or higher composite on the ACT

Indiana CORE 40 Course and Credit Requirements

English/ Language Arts	8 credits (Includes speech)
Mathematics	6 credits 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career-Technical
Physical Ed.	2 credits
Health and Wellness	1 credit

Electives	6 credits
TOTAL	40 State Credits Required

Indiana CORE 40 with Academic Honors

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits
- Earn 2 Core 40 fine arts credits
- Earn a grade of a “C” or better in courses that will count toward the diploma
- Have a grade point average of a “B” or better
- Complete one of the following:
 - A. Complete AP courses (4 credits) and corresponding AP exams
 - B. Complete IB courses (4 credits) and corresponding IB exams
 - C. Earn a combined score of 1250 or higher on the SAT critical reading and mathematics (560-math/590-reading & writing)
 - D. Score a 26 or higher composite on the ACT
 - E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
 - F. Complete a combination of AP courses (2 credits) and corresponding AP exams and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

I. Honor Roll Criteria

All A Honor Roll: All grades in quarter are between 100% and 90%.

AB Honor Roll: All grades in quarter are between 100% and 80%.

A Average Honor Roll: Average of all grades in quarter are between 100% and 90%.

J. Graduation Honors

Any senior who receives a GPA of 3.5 or above and having fulfilled the GBCS honors requirements will graduate with honors. The senior with the highest GPA above 3.5 and an ACT score of higher than 26 will graduate as Valedictorian.

Note: Seniors must have all course work made up and up to date by the end of the First Semester of their senior year.

IV. DRESS CODE

Clothing is symbolic of GBCS' commitment to educating for leadership—to demonstrate that each person is part of something larger than him or herself. The inverse of diversity is commonality. At GBCS, we seek to highlight what we have in common, not our differences. Uniforms serve as equalizers, allowing you to focus on what is important and not on what you or someone else wears. Our students are expected to be neat, clean, and well-groomed. When you wear your uniform properly, you reflect pride in your school, pride in your community, and pride in yourself. You demonstrate that you have self-discipline, are committed to high moral values, model the way for others, and inspire others to be their best. When you wear your wardrobe incorrectly, you send a signal that you are challenging the rules in general and that you place yourself above the broader community. You also increase the likelihood of you and others breaking not only these types but other types of rules as well.

School uniforms are required for all students. Uniforms must be purchased from the school's French Toast website. Please see the front office for the French Toast information and our school's French Toast code. This website includes all the items that have been approved for our school uniform.

As a school, we reserve the right to ask any student to change a particular outfit or hairstyle if the administration deems it to be immodest, inappropriate, distracting to the school's educational and spiritual mission, or not representative of Godliness. Students not meeting the GBCS dress code may be asked to leave until that standard is met. *Dress codes apply during all school hours, to and from school, all school activities including athletic events and field trips, and school programs unless notified differently by a school official.* Students must dress appropriately in a manner that does not distract from the educational and spiritual mission of the school.

Realizing that God is not a respecter of persons (Romans 2:11), we desire to be careful in our approach to dress code, conduct, and discipline so as not to create an attitude of legalism but to do things decently and in order (I Corinthians 14:49), keeping in mind that our goal is to glorify God. (Colossians 3:17) In order to accomplish this goal, we believe that young people should dress modestly and have hairstyles that honor the Lord. (I Corinthians 11:14; I Timothy 2:9-10; I Peter 3:3) Our desire is to help our school be Godly and to abstain from even the appearance of evil. (I Thessalonians 5:22)

Therefore, our dress code, conduct, and disciplines are based on Biblical principles of modesty, appropriate within our beliefs, and identification with the Lord and not the world.

Furthermore, proper grooming and a clean appearance enhances a student's entire learning process and builds self-esteem.

General Dress Guidelines

1. Hairstyles

Every student's hair should be clean, neatly combed, and God-honoring. No excessive or extreme dyeing of hair is allowed. Hair colors are restricted to those found naturally occurring within human genetics. Boys are expected to keep their hair off the collar, ears, and above the eyebrows. Girls are expected to maintain their hair in a neat and orderly way. Extremely short, tall, shaved, or buzzed haircuts are not acceptable.

2. Footwear

- a. Kindergarten students may wear dress shoes or tennis shoes.
All 1st-12th grade students are required to wear dress shoes. All shoes need to look nice and be laced up.
- b. Socks are to be worn at all times. Boys must wear regular socks that extend above the ankles and complement the school uniform. "Loud" or character socks are not allowed. Girls must wear knee socks. Girls' socks must be such that they complement the school uniform. Fishnet or similar type stockings and leggings are not allowed.
- c. An additional pair of athletic shoes will be necessary for recess, physical education, and some extra-curricular activities. This requirement will be listed on the teacher's annual supply list.
- d. Students in grades 1-12 are not allowed to wear tennis shoes. Dress shoes are defined by GBCS as black, leather or leather-like material, closed toe and heel shoes, with a heel lesser than one (1) inch. Please stay away from the "tennis shoe" look when purchasing school shoes. Hey Dudes!, Vans, and other similar styles are not acceptable footwear for school. (See photo's below)

Approved:



- e. Boys may not wear sandals as school shoes.
- f. Footwear that would be an appropriate style for beachwear is not suitable for school (flip-flops, Crocs, etc.). Boots of any kind are not acceptable footwear for school. Toms, or any similar style, is not acceptable as a dress shoe.

3. Clothing-General

- a. Tight fitting clothing is not allowed.
- b. Outdoor clothing is not to be worn during classes.
- c. All clothing must appear neat and look ironed.
- d. Ties for boys and cross-ties for girls are required on Wednesday's and special events where dress uniform is required.
- e. Boys are required to wear a black leather or leather-like material belt.
- f. Sweatpants (or warmups) are to be worn over athletic shorts when in or around the ministry facilities, except in the gymnasium.
- g. Alternate Dress Code (athletic events and field trips) is outlined as a GBCS shirt or sweatshirt with clean, nice jeans without holes, rips, or tears. GBCS does not view leggings or "jeggings" to be acceptable alternate dress code.
- h. The administration and faculty will use the following criteria when evaluating student compliance with the uniform:
 - a. Skirts may be no shorter than the middle of the knee.
 - b. Slacks must not be faded and without holes, rips, or tears.
 - c. Shirts should be clean and unstained.
 - d. Sweaters must be uniform, purchased from French Toast, with the GBCS crest. No outerwear is permitted in the classroom.
 - e. Socks must complement the uniform. No character or 'loud' socks.
 - f. Shoes must be neat and in good repair.
 - g. In the event of a uniform violation the administration and faculty will show grace and will attempt to give sufficient time for the uniform to align with school standards.

4. Body Piercings and Tattoos

- a. No body jewelry may be worn.
- b. GBCS girls are permitted to wear no more than two sets of earrings in the ear lobes only. Boys are not permitted to wear jewelry.
- c. No tattoos or other body art are allowed. Existing tattoos and body art may be required to be covered during school hours.

5. Physical Education Classes

Please see the Athletic Section for specific dress codes for sport activities.

V. CORRECTION AND CONDUCT

A. Correction Policy

1. To Parents

God's Word teaches us that discipline is a parental responsibility. The school cannot and should not discipline your child. God never commanded teachers or administrators to discipline your child, but He did command you to do it. If the school lets you know they are having problems with your child's behavior, you need to discipline your child at home. If the school and the home are not working together on discipline and correction, whatever the school does will be ineffective. While we employ various methods of correction, the responsibility for student behavior and compliance rests with the parents, *not the school*.

2. To Parents and Students

Our correction and conduct policy is based on the Biblical concept of "putting off/putting on". This is God's standard for correcting behavior. This principle is set forth in several passages of Scripture where we are told to "put off the old man with his deeds" and to "put on the new man which is renewed in knowledge after the image of Him that created him" (Colossians 3:8-14). In other words, for every wrong (negative) behavior that needs to be "put off", there is a right (positive) behavior that should be "put on" in its place. This is what we challenge and encourage our students to do. God's Word teaches that there are consequences for sin (Gal. 6:7).

To maintain order in school, both parents and students must be aware of the consequences of wrong behavior (sin). Therefore, GBCS has established the following rules and guidelines for correction and conduct.

- a. Each teacher is responsible for his / her own classroom management. Therefore, most, if not all, correction matters will be handled by the teacher in the classroom. Each teacher is committed to treating their students with a loving and respectful attitude. Each teacher will also maintain proper communication with the parents so that they are aware of the situation.
- b. Teachers are encouraged to have a few clearly explained rules, which the students must follow. There is also to be a well-defined list of possible consequences for students who do not abide by the rules. Each teacher is free to choose the consequence he/she feels will best serve the student and the class for each offense.

Because we believe each student is an individual and because we believe that our teachers are professionals who can make appropriate decisions concerning consequences on a case-by-case basis, it is impossible to provide a sequential list of specific consequences.

A parent who has a question concerning the actions of any teacher should set an appointment to discuss the matter with the teacher after school hours. Parents should not expect a teacher to take time out of the school day for this conference, nor should they plan to discuss anything with the teacher while dropping students off in the morning or picking them up in the afternoon. The administrator may be involved in this meeting at the parent's or teacher's request.

Parents should not take a matter directly to the administrator, a church staff member, or anyone else without first trying to work it out with the teacher unless it is inappropriate to take it directly to the teacher under the circumstances.

B. Conduct Guidelines & Policy

1. Conduct Expectations

GBCS desires to honor the name of Jesus Christ above all else, both in our school and in our community, therefore a high standard of conduct is expected of our faculty, staff, and students. We believe that each student has the responsibility to act in accordance with the policies and rules that we have established. We expect each student to put into practice those things that have been taught in the classroom about Christian character

and behavior. Whether at school, at home, or in the community, Christian young people should conduct themselves in a manner that brings glory to God.

2. Conduct in General

Students are expected to act appropriately at all times and treat each other with respect and kindness, and exhibit good eating habits, grooming, and hygiene. A neat appearance is always expected. **Crude language and actions will not be tolerated.**

3. Conduct at School

- Students should not be dropped off at school before 7:45 a.m. After arrival in the morning, students are not to leave the school grounds until 3:30 p.m. Any student arriving before 8:15 a.m. must go to the designated area for early morning care. Students arriving before 7:45 a.m. or staying after 3:45 p.m. will be sent to a designated, supervised area and a daycare fee will be assessed at the rate of \$5 per 15-minute increments per student.
- There will be no loitering in vehicles or in the parking lot before or after school.
- Students must respect other people's property. Do not hide, borrow, steal, or misuse another person's belongings.
- Do not litter. Do not leave articles of clothing, books, or other belongings in the hallways, classrooms, or on top of the lockers. There will be a lost & found area, but items will be disposed of on a monthly basis.
- Students are not to enter offices, closets, mechanical rooms, or empty classrooms without permission from a staff or faculty member.
- No gum, candy, food, or drinks should be brought into the school building without permission.
- Students must have a pass from a teacher to be in the hallway, restroom, office, etc. during class time.
- Any injury or sickness must be reported to the school office.
- Except for chapel or other special occasions, the church building is off-limits to students.
- Any electronic devices used for playing music are not to be brought to school unless special permission is given.
- Cell phones and all electronics are to be either left in the student's vehicle or placed in a designated location in the school office.

- Students are not to shout, run, or participate in horseplay in the school building.
- Slang words or expressions as well as minced oaths will not be tolerated.
- There is to be no inappropriate physical contact between students.

4. Conduct in Class

- Students may not drop an elective class after one week.
- Students are to speak when spoken to in the classroom, or when given permission by the teacher.
- Students are expected to arrive to class on time and be completely prepared for that class.
- Students are expected to show respect to all faculty, staff, administrators, or others in authority.

5. Beliefs in the Community

By virtue of their enrollment, students agree to live within the framework of the school's standards of conduct and consistent with the educational and spiritual mission. While some may not have personal convictions in accord with these standards, enrollment *obligates* the student to assume responsibility for honorable adherence to them while students at GBCS.

Therefore, any conduct or espoused belief, on or off the school premises, which relates to or affects the Christian testimony of the school or Church, is considered within the school's discretion, and will be dealt with accordingly. This includes, but is not limited to, such misconduct as smoking, drinking alcoholic beverages, use of illegal drugs, running away from home, sexual conduct, inappropriate sexual beliefs, civil or criminal infractions, immoral conduct, or the inability to support the moral or religious principles of the school or Church.

6. Conduct, Rewards, and Consequences

Rewards and consequences should have as their goal the teaching of responsibility. Responsibility is a character quality that is needed in every area of life. Most of the pain that is experienced in the world can be traced back to irresponsible behavior by someone. Adam was irresponsible when he ate the fruit offered by Eve (Romans 5:12-19). With the irresponsible (sin) act were consequences. The consequences did not have as their primary goal punishment, but they were designed to

draw man back to a responsible position. That responsible position today is seen in Romans 5:1, "Therefore being justified by faith, we have peace with God through our Lord Jesus Christ: ..."

Romans 8:29 says that we are to be "conformed to the image of His Son". Each rule in our school is in place to teach responsibility. Our rules are not in place to put a burden on the students that they cannot bear. Our rules have been developed to promote responsibility and to protect students, teachers, and church property. In attending GBCS the student has agreed to be responsible in their conduct and behavior. The following is a partial list of rewards and consequences (Galatians 6:7-9).

Merits

Conduct merits may be given out by any teacher or member of the administration to any student who exhibits positive character qualities toward a teacher, student, or staff member. They will be given at the discretion of the teacher or administrative staff. This is to promote conduct that recognizes and rewards **extraordinary** behavior.

Consequences

At the discretion of the administration, various other means may be adopted to deal with conduct or beliefs inconsistent with the school's or Church's religious beliefs. The goal will always be to teach responsibility and encourage conformity to the Lord Jesus Christ. Consequences may be (but are not limited to) demerits, detentions, suspensions, and expulsions.

Expulsion

The following offenses will result in immediate expulsion from GBCS: drinking or possession of alcoholic beverages, immoral activity, use or possession of illegal drugs, possession of any form of weapon, cheating, lying, certain acts of vandalism and/or stealing, or other conduct or beliefs considered serious offenses in the discretion of GBCS administration.

Expulsion will also result from continued disobedience and/or disregard for school rules and policies and continued disrespect of authority.

VI. ATHLETIC ELIGIBILITY

A. Purpose of Athletics

The purpose of our athletic program is to promote spiritual excellence on and off the playing field or court. The Apostle Paul compared the Christian life to an athletic event in I Corinthians 9:24-27, "Know ye not that they which run in a race run all, but one receiveth the prize? So run, that ye may obtain. And every man that striveth for the mastery is temperate in all things. Now they do it to obtain a corruptible crown; but we an incorruptible. I therefore so run, not as uncertainly; so fight I, not as one that beateth the air: But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway." The emphasis is, that in life, we must live in such a way as to glorify God through our testimony. This had been previously stated in I Corinthians 6:20, "For ye are bought with a price: therefore, glorify God in your body, and in your spirit, which are God's."

Since sports are just a small part of life, in general, our goal is to glorify God in all that we do. This is contrary to the "win at all costs" philosophy of the world. Our goal must always be spiritual maturity and dedication (II Corinthians 6:1-10). Students must learn to win or lose graciously. They must learn to put forth their best effort as servants of Jesus Christ (Colossians 3:23-24). Students must learn to maintain their testimony even when they lose an athletic event, or a call is made that they do not agree with (Philippians 4:12-13).

B. Eligibility, Suspensions and Reinstatement

1. Conduct Eligibility

Eligibility will be based on the students' effort to obey. God's message to King Saul through Samuel was: "...behold, to obey is better than sacrifice, and to hearken than the fat of rams." (I Samuel 15:22). Saul chose his way over God's way. He chose to disobey. In life there are always choices. God has promised to never give us more than we can bear (I Corinthians 10:13). Disobedience is never condoned in Scripture, with one possible exception, when obedience would violate a directive of God. In Acts 5:29, Peter's response to the command not to preach or teach about Jesus was, "... we ought to obey God rather than men." In Matthew 17:24 and following, Peter was questioned about paying "tribute." Jesus' response was, "Notwithstanding, lest we should offend them, go thou to the sea, and cast an hook, and take up the fish that first cometh up; and when thou hast opened his mouth, thou shalt find a piece of money: that take, and give unto them for me and thee." (Matthew 17:27).

Jesus recognized the need for obedience. Luke 20:25 says, “And he said unto them, Render therefore unto Caesar the things which be Caesar’s, and unto God the things which be God’s.” **Everyone is capable of obeying. There is no excuse for disobedience except a God-given directive. If there is disagreement, there must be first obedience, then and only then, discussion.**

We feel that officials, coaches, and parents should be proactive in seeking a safe, constructive, and godly environment for children without the threat of inappropriate behavior at games and practices. Most inappropriate behavior is obvious, including the use of language and/or physical aggression to intimidate others, parents on the court without permission, and damaging property. We reserve the right to allow officials or coaches to judge other actions as inappropriate, including behavior that an individual has previously been asked to cease. Any coach, official or parent participating in inappropriate behavior will be ejected from the practice or game.

The rule for eligibility, suspension and reinstatement will be as follows:

Inappropriate behavior on the playing field or court will be followed by an apology to teammates as well as a letter of apology to the opposing team and will make a student ineligible for the next game.

These are very simple rules to follow. They are present because our testimony is important. They are intended to teach the importance of Godly behavior.

2. Academic Eligibility

A student must maintain an overall “C” average with no “Fs” to be eligible for athletics, including cheerleading.

3. Athletic Dress Code

a. Practices

- All female athletes must wear shorts or athletic pants (joggers, capris, etc.) and an appropriate t-shirt or athletic top. No yoga pants, leggings, or other tight shapewear. Midriffs must be covered at all times and shorts may be no shorter than the bottom of the middle finger when the athlete’s arms are at her side.
- All male athletes must wear shorts or athletic pants and an appropriate t-shirt or athletic top, tank tops are not acceptable. Shirts are to be worn at all times.

Shorts may be no shorter than the bottom of the middle finger when the athlete's arms are at his side.

- ALL ATHLETES- Warmup pants must be worn when waiting outside of the gym to go home or when practicing during school hours.

b. Games

1. Athletes

-All male and female athletes must wear the school-provided uniform for all games during the season. There may be times when the team changes into their uniform prior to leaving for an away game. The team must wear warmup pants while waiting in the school or while traveling on the bus to and from the game. Boys are required to wear an athletic compression under-shirt for each game; a white undershirt for home games and a navy undershirt for away games.

2. Student Spectators

- All GBCS student spectators are expected to wear the alternate uniform that consists of jeans and a GBCS spirit wear top. This allows for our students to be comfortable, but still represent the spirit and family environment of our school.

VII. SERVICES

A. Transportation

1. Grace Baptist Christian School does not offer daily transportation to/from school for its students. Anyone wishing to receive information for carpooling should contact the school office. GBCS does offer transportation to a variety of sporting competitions, required school meetings, and/or field trips for the immediate students of the school.

2. **Parking:** The parking lot of the church is for school usage during the school week. Student drivers and parents are to park their cars on the north side of the parking lot. Vehicles are not to be left overnight without permission. Students who are properly licensed drivers may be permitted to drive to school. Permission forms can be obtained from the school office. The form must be filled out in its entirety and turned into the office before the student driving privilege can be granted. Violation of the school's driving policies may result in suspension of this privilege.

3. **Student Drivers:** Properly licensed students may drive an automobile to school (no bicycles, scooters, or motorcycles). Students driving to school must obtain approval from the administration and must park in the designated area.

- Speeding and reckless driving on campus will not be tolerated. Driving privileges will be revoked.
- Students may not return to their car during the school day without permission.
- Students may not loiter in the parking lot before or after school. Upon arrival on campus, students must enter the building within a reasonable amount of time (as opposed to waiting in a car).
- Vehicles may be inspected at the discretion of the administration.
- Students are not allowed to drive another student's vehicle.
- Students must have written permission from a parent/guardian to leave the campus with another student or adult. In the case of an emergency, a parent/guardian must contact the Academy office.

4. **Activity Bus:** The school bus and van are used to transport students to and from school-related activities such as field trips and athletic competitions. When being transported on a bus, students must abide by the following rules:

- Permission slip must be signed by parent/guardian.
- Remain seated always in an appropriate manner.
- All body parts, including hands and heads, are to be kept completely inside of the bus.
- Students must quietly talk and not create disturbances on the bus.
- Typically, boys and girls will not sit together in the same seat while on the bus.

B. Cafeteria and Lunch Time

1. All elementary students are required to bring their lunch.
2. Junior high and senior high students may purchase snacks and beverages during their lunch period. However, it is suggested that students bring their lunch.
3. Any student leaving for an appointment must be signed out at the office by a parent or by another authorized person.

C. Lost and Found

Items lost or misplaced may be claimed at the office. Items will be disposed of on a monthly

basis.

D. Use of Telephone

Students are not permitted to use the telephone without permission. The office personnel will give and take messages.

E. Gymnasium

Gymnasium rules must be adhered to at all times.

VIII. GENERAL POLICIES AND INFORMATION

A. Attendance

Attendance at GBCS is a privilege that must be guarded. The school expects that students will be present in school and on time according to school policy. Students or parents at variance with the stated policies and actions of the school are subject to dismissal.

We believe that classroom attendance, even when grades are not assigned for the day's activities, provides a valuable learning experience. When students are absent, they deprive their classmates of their contributions to the learning process. Also, they miss any benefit themselves from the classroom discussions, lectures, and interactions among teachers and fellow students. Research has shown that students who miss school frequently or make a habit of being late often carry those same negative qualities into their work and other areas of adult life.

Indiana attendance law mandates that every child eighteen (18) years of age or younger regularly and faithfully attend school or be reported truant. A habitual truant is defined as a student who has more than ten (10) unexcused absences in one (1) year. Therefore, a student who accumulates more than five (5) days of unexcused absences in one semester may be dismissed from school. (I.C. 20-33-2-28; I.C. 20-33-2-25; I.C. 20-33-2-44)

1. Pre-arranged Absences

Occasionally students must miss school for doctor's appointments, funerals, family functions, etc. All absences of this nature must be pre-arranged. To arrange a pre-arranged absence, send a note to the Front Office secretary at least one week before the scheduled absence. (This note should be sent well in advance when possible). The secretary will issue a pre-arranged absence slip to the student who must get it

signed by his/her teachers. All work that has been missed must be made up within the given timeframe for the makeup work listed below.

Any student failing to follow the prescribed method for pre-arranged absence will receive a "0" for all work missed.

2. Unplanned Absence

a. Excused Absence

According to GBCS policy, certain absences are considered excused. These absences include:

1. Illness (**A doctor's note is required if a student is absent three consecutive days or five non-consecutive days during a semester.**)

2. Death in the family

3. College/Higher Education visitation with a verification document from the college.

4. Medical or dental appointments- Appointments should be scheduled to minimize the amount of time out of the classroom. Ideally, appointments can be scheduled outside of school hours. Only a maximum of ½ day will be excused for an appointment without prior approval from the administration. See the pre-arranged absence policy above.

5. Students may be allowed to miss school for church-related activities ***provided arrangements are made in advance following the pre-arranged policy above.***

6. Other excuses considered appropriate by the administration.

When a student has to miss school for sickness, car problems, death in the family, etc. please do the following:

1. Parent or guardian should call the school (574.936.3448) and notify the Front Office before 9:00 a.m.
2. Upon returning to school, the student must pick up a form from the Front Office. A doctor's excuse is strongly encouraged for repeated sicknesses.
3. Students must have their teachers sign the work slip and turn in their work. The student has the following number of days to turn in work.

1 day absent: work must be completed and turned in within 2 days.
(Example: Work missed on Monday must be made up by Wednesday.)

2 days absent: work must be completed and turned in within 4 days.
(Example: Work missed on Monday & Tuesday must be made up by the following Monday.)

3 or more days absent: work must be completed and turned in within 6 days. (Example: Work missed on Monday-Wednesday must be made up by the following Thursday.)

4. All tests missed on the first day's absence must be made up on the first day back.

NOTE: STUDENTS WHO ARE ABSENT MORE THAN 10 UNEXCUSED DAYS DURING A SCHOOL YEAR WILL BE DENIED A PROMOTION TO THE NEXT GRADE LEVEL.

b. Unexcused Absence

Any other absence is considered unexcused. **Vacations outside of the school calendar are considered unexcused and are not eligible for pre-arranged work. Any work, quizzes, or tests missed during an unexcused absence will need to be made up inside of the time frame illustrated above. Missed work is the responsibility of the student.**

3. Cancellations and Delays

- a. School cancellations and delays will be announced on WNDU channel 16 and WSBT channel 22 and their corresponding radio stations. GBCS will also text all parents and guardians of any cancellations, delays or early dismissal through the Remind app.
- b. **GBCS will close or delay corresponding to Plymouth Public Schools for weather related issues only.**

4. Tardies

- a. Students arriving late to school are marked tardy. Parents must call in or send a note explaining the reason for being late. If there is a legitimate reason, it may be an excused tardy; otherwise it will be unexcused.
- b. All tardy students need to report to the Front Office immediately upon arrival to get a pass to class.
- c. Unexcused tardies will result in the following:
 1. Third Tardy: The office will contact home to inform the parents.

2. Fourth Tardy: The principal will meet with the student and parent to strategize ways to arrive on time and discuss consequences.
3. Fifth Tardy: Five occurrences equal one (1) absence for the student if deemed habitually truant.
4. ½ Day absent: Student misses from 2-4 hours of a school day.
5. Full Day absent: Student misses more than 4 hours of a school day.

5. Vacations

Vacations must be scheduled around the school calendar! Absences for vacations, including absences to extend vacations and including partial days, are *not excused*. **Extenuating circumstances must be approved by the administration.**

B. Student Drivers

Any student holding a valid Indiana driver's license and having parental permission is eligible to drive to school. A student driving form must be picked up at the school office and turned in by the end of the first week of school. Students who drive recklessly will forfeit their driving privileges.

C. Working Students

Students must receive special permission to leave for work during the normal operating hours of school. Students must submit a copy of their work permit for their school file.

D. Computer & Internet Policy

Every student is responsible for their own actions and activities involving Grace Baptist Christian School's computers, networks, internet service, and for their own computer files, passwords, and accounts. Student use of GBCS computers, networks, and internet service is a privilege and not a right. They are provided for educational purposes and research consistent with GBCS's educational mission, curriculum and instructional goals. All policies, school rules, expectations concerning student conduct, and communications apply when students are using computers, the network or internet service. Compliance with policies and rules concerning computer use is mandatory.

1. No Expectation of Privacy

GBCS computers remain under the control, custody, and supervision of GBCS at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and internet access logs.

2. Consequences for Violation of Computer Use Policy and Rules

Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, suspension, expulsion, referral to law enforcement, and/or legal action. The principal or administrator shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked.

3. Prohibited Uses

Examples of unacceptable uses of GBCS computers that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials: Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal materials.
2. Illegal Activities: Using school computers, networks, and internet service for any illegal activity or in violation of any policy or school rule. GBCS assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights: Copying, downloading, or sharing any type of copyrighted materials (including music or movies) without the owner's permission. GBCS assumes no responsibility for copyright violations by students.
4. Copying Software: Copying or downloading software without the express authorization of the principal. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. GBCS assumes no responsibility for copyright violations by students.
5. Plagiarism: Representing as one's own work any materials obtained on the internet (such as term papers, articles, music, etc.). When internet sources are used in student work, the author, publisher, and web site must be credited.
6. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

7. Malicious Use/Vandalism: Any malicious use, disruption or harm to GBCS computers, networks, or internet service, including but not limited to hacking activities and the creation/uploading of computer viruses.

IX. Parent-School Communication

It is often necessary for the parent and the teacher to meet to discuss certain situations. Individual teachers may be contacted directly, through email, or may be reached through the school office. If a meeting with several teachers is desired, the administration will work with the parent and the teachers involved to determine a time for the meeting. Any situation that is not adequately addressed through a parent/teacher conference should be referred to the administration.

1. Weekly Newsletter

GBCS's weekly newsletter is sent home every week to provide information on upcoming events and important issues and announcements concerning the school.

2. School Website

Information about GBCS may be found by logging on to the school website at www.gbcplymouth.org. The website provides general information about the school, scheduled events, athletic information, instructions on accessing Renweb parent portal, and information about emergency closings.

3. Parent-Teacher Meetings

Mandatory Parent-Teacher meetings will be held at the end of the 1st grading period (quarter). This is when you will receive your child's first report card. Prior to the meeting date, parents will have the opportunity to sign up for a time to meet with their child's teacher(s) via signupgenius.com. Informal parent-teacher meetings may occur anytime that is convenient with the teacher's schedule. Please do not attempt to hold a meeting at the beginning/end of the day, in the dismissal line, during a teacher's break time, or any other time when the teacher should be giving 100% of their attention to their students.

4. Problems

From time to time problems or issues arise throughout the school year. If the parent has a problem with a teacher or the administration, they should speak first to the individual to see if the problem can be resolved. If it is not resolved, then a time should be scheduled for both the parent and the teacher to speak with the administration. The

best of relationships may become strained from time to time. God has given us His directions for dealing with these situations in Matthew 18:15-20.

- a. Pray about it! God has given us the principles in His Word that can solve any problem. Ask Him to give all involved a willing heart to yield to His will. Pray for patience and pray for a solution.
- b. Please do not talk with others about the problem before you have talked to the person(s) involved. Often, there are facts that are unknown that will shed a different light on the situation. Telling others often initiates unfounded and damaging gossip.
- c. Make an appointment to meet with the other party. Go with a servant spirit and a listening ear. An angry spirit does not solve problems- it increases them!
- d. Meet with the teacher or other party and present your perception of what the problem is. Do not attack the person, but deal only with the problem. Listen carefully to the other person's perception of the problem and listen for new facts that may lead to a solution.
- e. Allow God to work in and through the situation. Each party must focus on his individual responsibility in the matter and what he can do to correct the problem.
- f. If the parties cannot reach a solution, contact the administrator to work through it further.

X. GBCS Crest, Motto, Mascot and Colors Significance

1. School Crest



The coat of arms borne by a knight represented his family and his armor. Anyone could recognize where a knight was from, what he stood for, and what he had achieved just by seeing the coat of arms which he carried.

GBCS has adopted a coat of arms to represent the school, its faculty and its students. The GBCS crest is comprised of many symbols that represent the school in its stand for Jesus Christ, for the Word of God, and for the excellence of education which is taught.

A. The Cross

The cross has been a symbol of Christianity for almost 2,000 years. Jesus Christ, begin the Author of all wisdom and knowledge, is given His rightful place as the center of our academic environment and curriculum.

The students learn the sciences, the languages, and the basic fundamentals of education, but they learn them with the knowledge that Jesus Christ is the Creator and Sustainer of all.

The Cross has also been recognized as a symbol that goes forth to conquer. Students from GBCS go out from here with determination to construct- not destruct! Students believe in the United States of America and the principles laid out in our Constitution. They are Americans, but what sets them apart is the force by which they are motivated. This force is the goal to achieve the excellency of Jesus Christ. With this goal and motivation, the students of GBCS are an army indomitable to the end!

B. The Lamp

The lamp is a symbol that represents an educational establishment. Today, people assume that a Christian education is one of a lower

degree, but that is not the case at GBCS. The academics at GBCS are rigorous and sound. All facts are presented from a Christian perspective. Everyone at GBCS understands that 'The fear of the Lord is the beginning of knowledge.' (Proverbs 1:7a)

C. The Book (Bible)

There is no other Book of the face of the earth that has so shaped and influenced mankind as the Word of God. There is not a civilized place on this earth that has been established without the aid of the moral values set forth in the Bible. Recognizing the importance of these principles, GBCS seeks to teach and apply them throughout the students' education.

The Word of God is God's truth on the printed page. By careful instruction and study of these truths, a student learns not only the truth, but also how to live the truth. Thus, as a student leaves the halls of GBCS, he will live a life honorable before all men, whether those men be religious or non-religious. He will serve in his community as an honest and hard-working citizen, and be devoted to help his fellow man. The Word of God as part of a student's education is not only for the betterment of the student, but for the student and all of society living around him.

D. The Motto

The motto at the bottom of the school's crest represents what GBCS is all about. The word is a Hebrew word meaning 'school'. However, if translated literally, it means 'House of The Book'. Our Christian educational facility should not only be a school, but it should also be a refuge for the Book of Books, the Word of God. At GBCS a student has not only the privilege of learning all the academics taught to his peers, but also of receiving instruction in 'The Book'.

2. School Mascot

The Lion of Judah has been chosen as the GBCS mascot for very definite reasons. The lion is known for his strength, boldness, ferocity, and strength. Also, Jesus Christ is referred to as 'The Lion of the tribe of Judah'. Students at GBCS want to be known for serving our Lord Jesus Christ with boldness, strength, and an uncompromising approach to His Holy Word.

3. Colors

GBCS has chosen the colors of navy blue, maroon and silver to represent our school to our community. Navy Blue represents honor, loyalty and respect. Maroon represents sacrifice, bravery and boldness. Silver represents purity and redemption. Together, these colors have been historically chosen to represent royalty and that is what students of GBCS strive to do. They understand that they are representing the royalty of the King of Kings in all that they say and do.

XI. PARENT AGREEMENT

Grace Baptist Christian School acknowledges that the Bible places the ultimate responsibility for each child on the parent. The school, therefore, recognizes the absolute right of parents (guardians) to privately counsel with school authorities over matters concerning their child and even the right to withdraw a child when the parents (guardians) feel there is not substantial harmony between their expectations and the school's purpose, aim, and policies. For that reason, parents are provided a Parent Agreement to review and sign with certain expectations of students and parents.