

# PARENT-STUDENT HANDBOOK

2023-2024

ELEMENTARY

1ST-6TH GRADES



# GRACE

CHRISTIAN SCHOOL

[GCSCOLUMBUS.ORG](http://GCSCOLUMBUS.ORG)

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# GRACE CHRISTIAN SCHOOL

A MINISTRY OF GRACE BAPTIST CHURCH

## BACKGROUND

### SCHOOL PERSONNEL

GBC Pastor/GCS Superintendent ..... Pastor Seth Hon  
Administrator ..... Mr. Brian Russell  
Academic/Secondary Supervisor ..... Mr. Robert Nadaskay  
Elementary Supervisor ..... Ms. Ciera Johnson  
School Office ..... Mrs. Bethany Robideau  
Controller ..... Mrs. Barbara Steward  
School Board..... Mr. Don Edmondson, Mr. Denny Henderson,  
Mr. Daniel Henderson, Mr. Richard Miller,  
Mr. Brian Miller, Mr. Steven Mills, Mr. Chris Song

### SCHOOL HISTORY AND PURPOSE

Grace Christian School (GCS) was founded in 1979 as a ministry of Grace Baptist Church. GCS is concerned with the spiritual as well as intellectual growth of its students. Our purpose is to graduate young men and women who are academically sound, possess a love for our country, and have enough Bible knowledge to live a life based upon Biblical principles, thereby discovering the Lord’s will for their life. Our main goal is that each student would choose to be like our Savior, Jesus Christ.

### STATEMENT OF FAITH

Grace Christian School is a ministry of Grace Baptist Church, and all administration, faculty, and staff are employees of the church and are subject to the authority of the church. Without apology, Grace Christian School holds to the entire Statement of Faith of Grace Baptist Church, Columbus, GA. A full provision of GBC’s Statement of Faith can be presented upon request. Below is a portion of that Statement of Faith:

- We believe in the verbal inspiration and authority of the Scripture.
- We believe that the Bible reveals God, the fall of man, the way of salvation, and God’s plan and purpose in the ages.
- We believe in God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity, virgin birth, and the bodily resurrection of Jesus Christ.
- We believe that salvation is “by grace” plus nothing and minus nothing. The conditions to salvation are repentance and faith.
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
- We believe in the visible, personal, pre-millennial return of Jesus Christ.
- We believe in the ministry of the local church as God’s established instrument of carrying out the Great Commission.
- We believe that God wonderfully and immutably creates each person as male or female. These two-distinct, complementary genders together reflect the image of God and the rejection of one’s biological gender is a rejection of the image of God within that person. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Genesis 1:26-27)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

#### AUTHORITY OF THE STATEMENT OF FAITH

Our statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the statement of faith accurately represents the teachings of the Bible and therefore is binding upon all members, staff,

and volunteers. All literature, whether print or electronic, used in the school shall be in complete agreement with the statement of faith. All activities permitted or performed in any facilities owned, rented, or leased by this school or engaged in by any member of the school staff (volunteer or paid) and all decisions of the administration of this school shall not conflict with the statement of faith. In all conflicts regarding interpretation of the statement of faith, the pastor of Grace Baptist Church, school administrator, and school board have the final authority.

#### PHILOSOPHY

Grace Christian School holds to a philosophy that is founded upon the inspired, inerrant, and infallible Word of God. We believe that the responsibility for the education of a child is given to the parents (Deut. 6:4-9; Psalm 78:1-4; Eph. 6:4). Our Christian school operates as an extension of the church and the Christian home to benefit parents in their God-given responsibility to educate their child. Two outstanding elements contribute to the school’s philosophy of education. First, our curriculum is both Bible-based and Christ-centered. The truths of the Bible are not substituted or separated from academics at GCS; rather, they are integrated into the entire educational program. Second, our staff consists of dedicated and compassionate Christian teachers who are concerned about each student’s physical, mental, and eternal welfare.

Because we recognize the nature of man to be sinful, selfish, and rebellious, GCS strives to place a proper emphasis upon morals and discipline to restrain that fallen nature. GCS desires order and accountability for the students with the goal of developing self-control. Standards of conduct and discipline are Bible-based to develop Christian character and sound values. With this truly Christian philosophy of education, high academic standards, and the mutual efforts of the home, church, and school, our desire is that children are trained up in the way that they should go. (Proverbs 22:6)

#### MISSION

The mission of Grace Christian School is to honor Jesus Christ by partnering with parents to educate the next generation of Christian leaders.

#### AFFILIATION

GCS does not seek or accept funds from local, state, or federal governments or agencies. GCS holds membership in the Georgia Association of Christian Schools (GACS) and American Association of Christian Schools (AACCS). GCS is a member of the Georgia Christian Athletic Association (GCAA) for all athletic competition. Our high school is accredited by the Georgia Accrediting Commission (GAC).

# SCHOOL CALENDAR

## August

7-11 ..... Teacher In-Service  
 11 ..... Meet the Teacher  
 14 ..... First Day of School  
 14-18 ..... **Early Dismissal** - 2:00  
 PM 21..... Resume Normal Dismissal  
 Time

## September

1..... Parent-Senior Dinner (6:30 PM)  
 4..... **NO SCHOOL** – Labor Day  
 12..... Yearbook Pictures  
 19..... Quarter 1 Elementary Progress  
 Reports  
 21..... New Parent/Teacher Fellowship

## October

10-13 ..... First Quarter Exams (4th-12th grades)  
 13 ..... **Early Dismissal** – 12:30 PM  
 13 ..... End of First Quarter  
 17 ..... Quarter 1 Report Cards Issued  
 17 ..... Parent-Teacher Conferences  
 24 ..... Picture Retakes & Senior Cap  
 and Gown Pictures  
 27 ..... 4th-6th grade Sword Drill

## November

6-17 ..... Thanksgiving Food Drive  
 6-7 ..... Thanksgiving Luncheon  
 10 ..... **NO SCHOOL** - Veteran's Day  
 12-15 ..... GBC Fall Revival  
 20-24 ..... **NO SCHOOL** - Thanksgiving Break  
 28 ..... Quarter 2 Elementary Progress Reports

## December

8 ..... Christmas Program (7:30 p.m.)  
 15 ..... Red and Green Day  
 19-22 ..... Semester Exams (4th-12th grades)  
 22 ..... **Early Dismissal** - 12:30 p.m.  
 22 ..... End of 2nd Quarter  
 22- Jan. 5..... **NO SCHOOL** - Christmas Break

## January

8 ..... School Resumes  
 9 ..... Semester Report Cards Issued  
 10 ..... Special Reenrollment Begins  
 15 ..... **NO SCHOOL** - MLK, Jr. Day  
 22-26 ..... Spirit Week  
 23 ..... 100th Day of School Celebration

## February

6 ..... Parent-Teacher Conferences  
 8-9 ..... Elementary Spelling Bees  
 14..... Red and Pink Day  
 14-18..... GBC Missions Conference  
 19..... **NO SCHOOL** - Presidents Day

## March

5 ..... Open House  
 5-8 ..... Third Quarter Exams (4th-12th grades)  
 7..... Junior High GACS Fine Arts Com-  
 petition  
 8..... Senior High GACS Fine Arts Com-  
 petition  
 8..... End of Third Quarter  
 12 ..... Quarter 3 Report Cards Issued  
 15 ..... **Early Dismissal** - 12:30 PM  
 18-22 ..... **NO SCHOOL** - Spring Break  
 26..... Spring Pictures/K5 Cap and Gown

## April

1-5 ..... Achievement Testing  
 5..... **Early Dismissal** - 12:30  
 PM  
 5 ..... Junior/Senior Fellowship  
 19 ..... Elementary GACS Fine Arts Compe-  
 tion (4th-6th)  
 23 ..... Quarter 4 Elementary Progress Re-  
 ports  
 23 ..... Secondary Academic Fair

## May

3..... Elementary Field Day (**No school**  
**Secondary**)  
 6-10 ..... Senior Trip  
 17 ..... Last Day of School for K3-K5  
 17..... Kindergarten Graduation  
 20-23 ..... Final Exams (4th-12th grades)  
 20-23 ..... **12:30 Dismissal each day**  
 23..... Last Day of School for 1st-12th grades  
 24..... Awards Assembly for 1st-11th grades  
 24..... Senior Commencement  
 31..... Summer School Registration Deadline

# SCHOOL CALENDAR

## ADMISSIONS

### GENERAL ADMISSIONS

Grace Christian School has a racially nondiscriminatory policy and, therefore, shall not discriminate against applicants, students, and others on the basis of race, color, or national or ethnic origin.

All students must demonstrate their ability to perform on the grade level in which they are placed, or they may be required to adjust to a grade level in which they can do satisfactory work.

A student may be refused admission, expelled from school, or asked not to return the following year, if he or she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off the property as determined in the discretion of the pastor and administrator.

### ADMISSIONS PROCEDURE

- Parents must complete and return a student application form (available at the school office or online) to the school office, with the application fee. This fee is non-refundable.
- The school office will arrange an interview with each new student accompanied by at least one parent or legal guardian. During this interview, parents will have an opportunity to tour the facilities and discuss enrollment with the school administration. The following factors are consideration for admission into Grace Christian School:
  - Conduct, attitude, and previous behavior
  - Absence of previous history of alcohol, tobacco, or other drug use, or a record of truancy or expulsion
  - Commitment to the standards and policies of Grace Christian School
  - Promise of academic success as indicated by report cards, transcripts, achievement tests, and/or entrance tests
- Any new student entering the 2<sup>nd</sup>–9<sup>th</sup> grades must bring a final copy of his report card from the previous grade. Any new student entering 10<sup>th</sup>–12<sup>th</sup> grades must bring a copy of his transcript.
- Any new student entering the 1<sup>st</sup>–9<sup>th</sup> grades will take an entrance test. The entrance test fee must be paid on or before the test date. This fee is non-refundable. Upon completion of the test, administration will contact parents with the results of the test.

5. Once the registration fee has been paid in full after acceptance into GCS, a student will be considered fully registered. This fee is non-refundable.
6. Textbook fees must be paid on or before the first day of school.

### AGE

A student may not be admitted to GCS who will be twenty years old or older at the estimated time of graduation.

## FINANCES

### ENROLLMENT FEES

All enrollment fees are to be paid prior to the start of school as listed below. A student will not be admitted to class if all enrollment fees have not been paid. Enrollment fees are non-refundable and non-transferable.

#### Admission Fees

New Student Application Fee (due with application) .....	\$50
New Student Entrance Test Fee (due on or before test date) .....	\$25
Early Registration Fee (March-April) .....	\$150
Registration Fee (May-July) .....	\$200

#### Textbook Fees (due by first day of school)

1st—3rd Grades .....	\$390
4th Grade .....	\$400
5th Grade .....	\$365
6th Grade .....	\$370

### TUITION PAYMENT PLAN OPTIONS

- Year plan
  - A 5% discount is given for full payment prior to August 1.
- Installment plan
  - 12-month (June 2023 through May 2024)
  - 10-month (August 2023 through May 2024)

Monthly tuition payments are made via automatic bank drafts by FACTS Tuition Management System on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. FACTS will send an email reminder before each payment due date. FACTS assesses a \$30 fee for each failed draft attempt. All tuition contracts with FACTS for the 2023-2024 school year will end May 19, 2024; therefore, payment plans will not extend beyond the end of school.

### FAMILY PLAN DISCOUNT

Tuition is calculated from oldest to youngest child in the same family.

The second child discount is 10%, the third child discount is 20%, the fourth child is discounted 30%, and each additional child enrolled in the same year is tuition free. The family plan applies only to siblings within the same family.

Enrollment Grade	Annual Total	12-Month Plan (June – May)	10-Month Plan (Aug – May)
1st – 6th	\$5520.00	\$460.00	\$552.00

### ANCILLARY FEES

In addition to tuition fees, ancillary fees are assessed for various services and activities offered through Grace Christian School. Payment for ancillary charges is due to FACTS the 1st of each month, with a \$10 late charge assessed after the 9th of the month. Payments may be made via automatic bank draft or online payment. Failure to remit payment for ancillary charges would result in a discontinuation of services. (Prices are subject to change without advanced notice.)

Extended Care .....	\$4.00/hour/student
Tardies (after 5th in quarter) .....	\$5/tardy
Fine Arts Attendance .....	\$20
Fine Art Event Fees .....	\$8.50

### FUNDRAISING

Grace Christian School makes every effort to keep tuition as reasonable as possible for the benefit of our families. GCS conducts annual fundraisers to help meet the growing demands of providing a quality, Christian education. If the fundraiser requires a minimum amount of a product to be sold, the value of the unsold product will be added to the student's bill. These fundraisers may take place in the fall and the spring.

### FINANCIAL POLICY

Students entering during the school year will be charged a pro-rated amount for the portion of the first month they are enrolled. Students withdrawing from the school will pay a pro-rated payment based upon the number of days the student was enrolled for the final month. There will be no refunds of any kind for a student who is expelled from Grace Christian School.

After any tuition payment becomes past due, the student(s) will be withheld from class, and the school will be under no obligation to provide educational services or activities, including report cards, transcripts, or diploma, until the student's account is current.

## BEGINNING OF SCHOOL

Parent-Student Orientation will be conducted on Friday, August 11th at 6:30 p.m. Parents and students will meet in the auditorium at the start of orientation. Any new and important information will be indicated during the orientation meeting. When directed, parents and students will visit the classrooms to meet with the teachers and drop off supplies. Parents may visit the school office to ensure that registration information and contact information is accurate and to make sure their financial accounts are current.

The first full day of school is Monday, August 14th. The first bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m. For the safety of the students and teachers, all exterior doors are locked during the school day. Students who arrive after 8:00 a.m. need to go through the school office entrance and obtain a tardy slip in the office.

## EXTENDED CARE

Extended Care services are provided for students who are enrolled in Grace Christian School. Morning extended care is provided before school at no charge. The fee per student for afternoon extended care is \$4 per hour. Parents will not be charged more than \$315 per month per student for regular extended care hours. There will be an additional charge of \$1.00 per minute for each child picked up after 5:30 p.m. Additional charges for late pick up will increase the monthly cap.

Extended Care hours of operation are as follows:

Morning Extended Care: 7:00 a.m. - 7:40 a.m.

Afternoon Extended Care: 3:00 p.m. - 5:30 p.m.

Extended Care is available on regular school days and most early-release days. Extended care is not available during school holidays.

Extended Care charges are reported to FACTS (tuition management system) at the end of each month. FACTS will invoice each family for Extended Care charges, which are due upon receipt of the bill from

FACTS. If families elect for FACTS to automatically withdraw Extended Care charges from their bank account, FACTS will assess a \$30 fee for each failed attempt. Administration will be under no obligation to provide extended care services if an account is past due, a student shows repeated behavioral problems, or if a student is continually picked up after 5:30 p.m.

## ACADEMIC INFORMATION

### ACADEMIC HONORS

GCS recognizes and encourages scholarship through an "All A" Honor Roll and an "A-B" Honor Roll. Both lists are compiled at the close of each nine-weeks and are not cumulative from the prior quarters. A student with at least a "B" average in every course qualifies for the "A-B" Honor Roll. A student with an "A" in every course qualifies for the "All A" Honor Roll. A citizenship grade of one (1) disqualifies a student from either list.

At the end of each year, certificates of achievement will be awarded to those students who finish each quarter on the honor roll. A student who made at least the "A-B" Honor Roll each quarter will receive a "A-B" Honor Roll certificate. A student who made the "All A" Honor Roll each quarter will receive an "All A" Honor Roll certificate. A citizenship grade of one (1) disqualifies a student from either list.

### ACHIEVEMENT TESTING

All students in 1st through 12th grades are given achievement tests in the spring of each year to measure their achievement in areas such as English, math, science, and social studies. GCS uses the IOWA Achievement Test Series and the Cognitive Abilities Test (CogAT).

### CLASS SESSIONS

Classes will be in session from 8:00 a.m.—2:50 p.m.

Students who arrive before 7:40 a.m. will be required to go to morning extended care. If a student has not been picked up by 3:00 p.m., he will be taken to afternoon extended care.

Students are encouraged to attend various school-related functions. Several programs and performances are scheduled throughout the year, and the sports seasons provide opportunities to build school spirit by supporting Crusader athletics.

## CURRICULUM

A curriculum that a school chooses to use will include student textbooks, teacher editions, lesson plans, visual and digital aids, workbooks, various other materials, and a particular worldview. Because of the importance of the curriculum, Grace Christian School has chosen to use the Abeka curriculum. Your student will find this curriculum challenging with a Biblical emphasis from the beginning of the year to the end. For more information about this curriculum, access their website at <https://www.abeka.com/>.

## GRADING

The purpose of our reporting system is to give parents and students an accurate indication of the progress which is being made and an opportunity to communicate with teachers about it. Weekly test packets, mid-quarter progress reports, quarterly report cards, and our academic portal, FACTS function as an objective form of communication of grades between the parents and teachers. Each student is evaluated in two areas: citizenship and academics. The citizenship grade evaluates conduct and overall character development. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, etc.

A+	97-100	B+	87-89	C+	77-79	F	69 and below
A	93-96	B	83-86	C	73-78		
A-	90-92	B-	80-82	C	70-72		

The Georgia Department of Education mandates that grades below 70 are failing.

## HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give a reasonable amount of homework to help students advance in their studies. Therefore, each student is expected to complete his homework assignments to the best of his ability. Homework is given for several reasons:

- For preparation: Students profit more from classroom explanation and discussion when preparatory reading assignments are given.
- For practice: Following classroom explanation, illustration, and drill, homework helps the student to master the material.
- For remedial activity: As instruction progresses, a teacher may observe various weak points in a student's grasp of a subject. Extra homework may then be assigned to help the student overcome his difficulties.

- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Each student will receive homework offenses for each homework assignment that is not turned in or that is incomplete. These homework offenses reduce the homework quiz grade for the quarter. Quarterly homework quiz grades are restarted at the beginning of the new quarter.

## PROMOTION / SUMMER SCHOOL

It is the desire of Grace Christian School for each student to succeed academically. Each teacher may offer help classes, if they deem it helpful and/or necessary. If a student is in danger of failing a class, the teacher or supervisor will communicate with the parents about promotion to the next grade level.

The GCS five-week Summer School program is available only for English/Language and Mathematics.

Students may enroll in GCS Summer School only if they failed either Arithmetic or Language Arts. Students who fail two or more core courses (Math, Language Arts, Reading, History, and Science) will need to repeat their previous grade.

Summer School is open only to those students whose final average in Arithmetic or English was between a 60 and a 69. Those who score below a 60 should plan to repeat the grade. Summer School is not designed for those students who passed a course but desire to improve their average.

## REPORTING

Students will have their grades posted online through our online academic portal, FACTS. Parents may access the Parent Portal and view updated grades at their convenience throughout the school year. For questions about FACTS accounts, please contact the school office.

**Test packets** are sent home on Tuesday of each week. These packets should be signed and returned on Wednesdays. These packets include the previous week's tests and evaluations and are a great form of objective communication between the teacher and the parent.



**Progress reports** will be sent home in the middle of each quarter according to the following dates:

Quarter 1: September 19

Quarter 2: November 28

Quarter 3: March 12

Quarter 4: April 23

Progress reports must be signed by the parents and returned to the teacher the following day.

**Report cards** are issued at the end of each quarter according to the following dates:

Quarter 1: October 17

Quarter 2: January 9

Quarter 3: March 12

Quarter 4: May 30 (mailed out)

Report cards are to be signed by parents and returned to the teacher the following day. If your child does not bring a report card home or if the report card is lacking grades, please contact the school office immediately. If a report card is lost, this should be reported by a note from the parent to the office. A duplicate will be sent home at a charge of \$5.00 for each lost card. Final report cards will be mailed to the home addresses on file in the office within two weeks of the last day of school. For any student with an outstanding balance, the final report card will be held by the office until final tuition and fees are paid in full.

Each report card will include the student's grade point average (GPA), calculated according to the following scale:

- A (100-90) 4.0
- B (89-80) 3.0
- C (79-70) 2.0
- F (69-0) 0.0

The citizenship grade on a student's report card evaluates the student's conduct and overall character development. The following is the scale for citizenship grade:

- 5 - Excellent character
- 4 - Above average character
- 3 - Average character
- 2 - Below average character
- 1 - Poor character

Any student receiving a citizenship grade of one (1) in any course will be ineligible for honor roll.

## GENERAL INFORMATION

### ARRIVAL / DISMISSAL

When arriving at school, please drop your children off and move as quickly as possible through carline so that others may also drop their children off quickly. Please ensure your student is ready to exit the vehicle upon arrival.

Students may be dropped off at early extended care from 7:00 a.m. to 7:40 a.m. Students may enter the school building from 7:40 a.m. to 8:00 a.m. For the safety of the children, parents should adhere to the traffic flow explanation given at orientation.

### ATTENDANCE

GCS reserves the right to refuse credit to any student who misses more than 15 days throughout the school year. Consistent attendance is essential to successful academic progress. Parents are asked to keep absences to a minimum and to avoid taking a student from school if circumstances do not require it. The parent or guardian may appeal a decision to withhold credit for an individual student based on excessive absences. Appeals must be made to the administration in writing within two weeks on the basis of hardship, extenuating circumstances, or other extreme emergencies.

Any student who has been absent from school must bring an excuse note written and signed by a parent stating both the date of the absence and the reason for the absence. All excuse notes are to be given to the student's teacher the day the student returns to school. Acceptable reasons for excused school absences are:

- Verified illness of the student
  - \* Sickness resulting in five or more days' absences requires a doctor's slip for re-admission
- Bereavements



- Court order or required court appearance
- Medical, dental, or optical appointments
- Graduation or wedding of a family member
- Junior or Senior prospective college visit
- Selected as a page in the state Legislature

Because the school understands that not every circumstance can be avoided, each student is allotted two personal days per school year. These days can be used for any reason outside of those already listed. These personal days will be considered excused and will not be subject to academic penalties. Personal days may not be used on the same day as a quarter, semester, or final exam. Parents are encouraged to schedule out-of-town or vacation trips in conjunction with our academic calendar.

Any reason not listed above, not used as a personal day, or not otherwise approved by administration will result in an unexcused absence for the student. Following an unexcused absence, the student will have the opportunity to make up all incomplete work, but twenty points will be deducted from the earned grade.

The office must receive an Absence Request Form (available in the school office and online) from the parent requesting an excused absence. This form includes the dates to be missed and the reason for the absence. If the option of a personal day is being used, the parent should notate that on the form. No more than two personal days are allowed per year. The administration will designate such requests as excused, unexcused, or personal. Teachers will fill out the form with the assignments the student should complete during the absence. There are no tuition refunds because of absences.

Any student not present for at least four hours of the school day will be counted absent for the day and ineligible for extracurricular activities (practices, games, banquets, etc.) Any student who checks out due to illness is not allowed to return to school for the remainder of that day and is ineligible for any extracurricular activities that day.

### AUTOMOBILE POLICIES

All students (other than siblings) riding with student drivers must submit written parental permission to that effect. Each driver should demonstrate courteous, careful driving habits. Cars are to remain parked until students leave for the day. Students may not sit in parked cars on school property after 8:00 a.m. or past 3:15 p.m. Administration reserves the right to deny parking to any students violating these policies.

### BIBLE

GCS esteems the Bible to be of fundamental importance as it pertains to the total education of its students; therefore, Bible is a required subject. The King James Version of the Bible is preached, taught, studied, and

memorized at GCS. It is used to augment the study of English, history, geography, science, and mathematics. At GCS, the Bible is considered of such importance that without the study of it, a student cannot be thoroughly educated (2 Timothy 2:15; 3:16-17).

Because of the importance GCS places on the study of the Bible, a student who fails Bible both semesters of a given school year may be ineligible to return the following year.

### BOOKS

GCS provides new textbooks to students for a textbook fee which is due by the first day of school. If a textbook is lost or needing a replacement throughout the school year, the replacement fee for that particular textbook will be added to the student's account.

### CELL PHONES/ELECTRONICS

Students are to keep their phones or other electronic devices turned off and in their lockers until school dismisses at the end of the day. Students are not to use/wear headphones, earbuds, or bluetooth devices on school property or in school vehicles. Any student who violates this policy will be disciplined as follows:

- First offense: The electronic device will be confiscated and may be picked up by the parent at the end of the next calendar day.
- Second offense: The student will received a demerit. The electronic device will be confiscated and may be picked up by the parent after three calendar days.
- Third offense: The student will receive detention. The electronic device will be confiscated and may be picked up by the parent at the end of five calendar days.
- Fourth and subsequent offenses: The student will receive office discipline. The electronic device will be confiscated and held in the office until released by administration.

Should any confiscation period end on the weekend or holiday, the electronic device may be picked up by the parent on the next school day. This policy includes (but is not limited to) cell phones, smart watches, laptops, tablets, iPod's, iPad's, MP3 players, or e-Readers, etc.

### CONTACT INFORMATION CHANGE

For the safety of the students, any time a home address, phone number, or e-mail address is changed, please notify the school office. In the event of an emergency, the school would need to contact the parent as quickly as possible through either a personal call from the office or through the use of SchoolCast, our school's alert messaging system.

### EARLY DEPARTURE

All parents coming during the school day to pick up students for medical appointments or other excused absences must report to the office and not to the student's classroom.

### EMERGENCY PREPAREDNESS

For the safety of the students, fire drills are conducted monthly and tornado drills are conducted biannually.

### FIELD TRIPS

Classes take field trips at various times during the school year to places of educational interest. Students are required to maintain the same level of self-discipline on these school-sponsored activities as is required at school.

Classes take field trips at various times during the school year to places of educational interest. Students are required to maintain the same level of self-discipline on these school-sponsored activities as is required at school. Teachers and parents will chaperone these field trips in a ratio of no greater than 10 students to one chaperone. Parents who are asked to chaperone are required to follow the same standards of dress and conduct as the students.

### HEALTH

Office personnel can provide basic first aid. No student can receive medication of any kind unless a Medication Request Form is signed and on file in the school office for the current school year. All students who take medication must turn in their medicine to the office. This includes any short-term need for pain medication or allergy medication. Medicine must be properly labeled and in its original container. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to come to the school and personally dispense it.

If a student has an elevated temperature at any time on campus, the parents will be called to pick up the student. Students with communicable illnesses (including conjunctivitis) must be kept home until the possibility of contagious infection has passed. A note from the doctor will be required for re-entrance. Any student diagnosed as having lice will not be permitted in the classroom until it is remedied. All students must have the required up-to-date immunization records in the student's file.

### LIBRARY

The GCS library consists of just under 4,000 volumes which are available for students in grades 1 – 12 to check out for book reports, research projects, and pleasure reading.

Students will visit the library each week at a designated time. Books may be checked out for two weeks after which they must be returned or renewed. A library fine of \$0.50 per book per library day will be assessed for overdue books. Students with overdue books and/or unpaid fines will not be permitted to check out additional library materials. Students who lose or damage a library book will be assessed a book replacement fee.

### LOCKERS

GCS provides lockers for 5th-12th grade students. Each student will be assigned a lock and numeric combination to unlock the lock. It is the responsibility of the student to keep his locker locked and to not give out the numeric combination to any other student. GCS is not responsible for missing items because a locker was left unlocked or a student gave another student his assigned code. Students may not write or use stickers in their locker. The status of lockers will be assessed during the last month of school, and the value of any damages will be placed on the student's bill.

### LOST AND FOUND

Students may retrieve their lost articles from Lost and Found for \$0.25 per item. Parents are encouraged to clearly mark all personal belongings with permanent ink for clear identification. The Lost and Found is kept locked, but teachers can open it (at their availability) to check for an item with a student. It is the student's responsibility to ensure that he has ample time before visiting Lost and Found. At the end of the school year, GCS will sell or donate any remaining unclaimed items from the Lost and Found.

### LUNCH

Students should bring their own lunches from home. Microwaves will be available in the cafeteria.

1st - 4th grades will eat lunch from 11:00 a.m. – 11:30 a.m. and 5th-6th grades will eat lunch from 11:40 a.m. to 12:10 p.m.

Parents are welcome to join their student for lunch, but should check in at the school office and obtain a visitor's badge.

### OFFICE

The school office will be open from 7:40 a.m. to 4:00 p.m. daily, Monday through Friday. Parents are welcome at the school; however, all parents must check in at the office and obtain a visitor's badge.

### PARENT-TEACHER CONFERENCES

Please feel free to consult the school office regarding any problems or questions of student concern. GCS recognizes the importance of working together with the home to obtain spiritual and academic growth for each student. It is the desire of the administration and faculty to be of service to both parents and students, and each teacher welcomes a visit from any parent. GCS requests, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour. Parents should schedule all conferences by calling the school office. Every Parent-Teacher Conference is private and confidential. If a parent needs to talk with a member of the faculty, please call during office hours, and a call will be returned as soon as possible after school.

New Parent-Teacher Conferences will be held on Thursday, September 21. Office personnel will arrange this conference. This conference is designed to evaluate how a new student is acclimating to the academics and atmosphere of the school.

School-wide Parent-Teacher Conferences will be held on October 17th and February 6th. As necessary, office personnel will arrange a 20-30 minute appointment between 3:15-6:00 p.m. on these nights. These conferences are particularly designed to inform parents of the academic challenges their student is facing and to establish goals for improvement.

### SCHOOL PHOTOGRAPHS

GCS schedules photographs to be taken twice a year. Our yearbook photos will be taken on September 12th. Students should wear their uniforms. Our spring individual photos and class photos will be taken on March 26th.

### PLEDGES

Each morning, students will be required to pledge allegiance to the American flag, the Christian flag, and the Bible. The pledges are as follows:

- 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."
- 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."
- 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, and I will hide its words in my heart that I might not sin against God."

### PROPERTY

GCS is God's property. Respect for the appearance and care of the school is part of a Christian testimony. Defacing school property is not permitted and will be dealt with severely. All damage must be paid for, whether willful or accidental. Students are to report any damaged school property to the office immediately.

### RECESS

Each day, students will participate in 30-45 minutes of outdoor play. 1st-3rd grades will enjoy recess on our playground while 4th-6th grades use the physical education field or the field by the playground. If it is too cold or raining, students will use the gymnasium.

### SCHOOL CLOSINGS

When severe weather creates hazardous conditions, regular school scheduling may be suspended. The first concern for deciding to suspend school system operations is the safety of our students. The decision for closing schools is made by the school administrator. Any time a school closing is a possibility, parents should check for an announcement from our Parent Alert, information from WTVM, or a post on the school's social media accounts.

### TARDINESS

GCS desires to instill the qualities of promptness and preparation in its students. Promptness ensures that the student is in his place on time, and preparation ensures that the student is ready for class each day at the beginning of class.

Any student who comes to school after 8:00 a.m. must check in at the office before receiving a pass to class. Tardiness because of traffic will be classified as a "traffic tardy." An unavoidably scheduled medical or dental appointment will be classified as a "medical tardy." An unexcused tardy will be given when a student accumulates three of these types of tardies in a nine-week grading period.

If a student is tardy (unexcused) to school more than five times in a quarter, a charge of \$5 will be added to the school bill for each unexcused tardy beginning with the 6th tardy and for following tardies until the conclusion of the quarter.

### VISITORS

Visitors wanting to gain access to the classroom should first check in at the school office, present identification, state the intended purpose and length of the visit, and should sign out in the school office when leaving campus. Visitors will be approved or denied entry by office personnel or administration.

## CONDUCT AND DISCIPLINE

A Christian school must provide an environment conducive to the educational and spiritual growth and development of its students (Prov. 22:6). It is impossible for learning to be efficient in a classroom unless the classroom is controlled, structured, and ordered. Accordingly, GCS has established a code of conduct for the benefit of our students, parents, and others. GCS expects full cooperation from parents and students. Parents are required to sign a cooperation form which provides the proper order for reporting suggestions or complaints.

Because attendance at GCS is a privilege, not a right, any student who does not conform to the standards and regulations could forfeit that privilege. The school may request withdrawal of any student who, in the opinion of the school, does not fit into the spirit of the school ministry. GCS believes that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (Romans 12:1-2).

All students must be treated with dignity and respect, free of threats or harassment. The determination of whether a student's actions constitute a violation of the code of conduct will be made by the pastor of Grace Baptist Church and administrator of Grace Christian School.

### BEHAVIOR

While discipline is basically positive training in the right direction (Proverbs 22:6), there is a negative side of correction. The administration of Grace Christian School does not desire punishment of any kind, but at times, the misbehavior of students makes it necessary. It is always the desire of the school that students conduct themselves in accordance with these school policies. In everything, students must main

tain high standards of courtesy, kindness, morality, and honesty with teachers, administration, as well as with other students. Students must always address and reply to those in authority with utmost respect. Students will be expected to behave themselves as ladies and gentlemen. Since the teacher is responsible to maintain appropriate classroom discipline, it becomes necessary to correct any behavior that hinders the teacher and teaching process or that hinders students in the classroom from learning.

The teacher has full control of and authority in the classroom. For minor problems in classroom attitude or behavior, the teacher may discipline the student with loss of privilege, extra work, demerits, detentions, etc. In elementary, an accumulation of demerits will result in a detention. An accumulation of detentions in any one quarter may result in office discipline. At the end of each quarter, demerit and detention counts will reset. Parents will be required to sign each demerit and detention issued.

It is the policy of Grace Christian School to maintain a standard of behavior among its students, staff, volunteers, and visitors that is above reproach. In keeping with the ministry's statement of faith, certain conduct will not be tolerated. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26 – 29; I Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4). In keeping with this policy, the following will be grounds for expulsion:

- Demonstration of romantic involvement between non-married students on ministry property. This includes, but is not limited to, hand holding, embracing, kissing or any other contact that would contribute to undue familiarity.
- Immoral conduct and/or advocating for or advancing immoral conduct. Immoral conduct is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral act.
- Identifying statement(s) of immoral acts, defined as a student's statements, actions, language, or behavior, whether through dress or other appearance, an online profile, words, or other expression that a reasonable person would believe is intended to associate or identify the student as sexually active or claim that the person is homosexual, bisexual, transgender, or otherwise immoral or has the propensity to or intent to engage in immoral actions. Examples: "I'm gay," "I'm a homosexual," "I have a homosexual ori-

entation,” “I am a transgender female/male,” “I’m sexting,” or “I’m sleeping with my boyfriend/girlfriend.”

- Homosexual or transgender conduct, either as acts or identifying statements.

The following items and actions are not tolerated at Grace Christian School and are grounds for office discipline

- Profanity will not be tolerated (Col. 3:8). This includes the use of God’s name in vain (Ex. 20:7), “curse” words, or other forms of vulgarity.
- Fighting, cheating, stealing, lying, smoking (or any other use of tobacco), use of indecent language, gambling, dancing, listening to ungodly music, use of intoxicating beverages, or drugs.
- Possession of pornography, firearms, matches, knives, fireworks, or any object that could be used as a weapon.
- Any action or statement associated with violent behavior, including a joke, which could be interpreted as a threat.
- Persistent disobedience or disrespect to authority or questionable behavior or conversation either at school or on school-sponsored activities.

Actions that threaten or harm another individual’s ability to function rightly and safely will require further corrective measures. Please consult with the office about any problem or question that concerns the welfare of students.

Grace Christian School reserves the right to search a student’s person and belongings if the school suspects a student to possess an unapproved item. Such a search may be conducted without the student’s or parents’ permission, and the registration of the student constitutes parental consent to such searches. Students’ lockers, book bags, other possessions which could hold or transport unapproved items will be searched in the presence of at least two school personnel. At least one male and at least one female will be present for the search.

In this atmosphere of defined and positive Christian standards of conduct, there is a fine opportunity for the development of strong and stable Christian character. Parents and students must understand the importance of cooperating with the school and upholding the school’s authority in all matters affecting the overall program of the school. Parents and/or students found not to be in harmony with the principles, rules, standards, philosophy, and overall program of the school will be asked by the administration to withdraw from the school.

## DRESS REGULATIONS

Appropriate dress standards are an integral part of Christian character training. GCS desires to stress the Biblical principles of modesty, neatness, and distinct differences between men and women. Casual dress leads to casual attitudes, which adversely affect the disciplined educational environment. These standards play a vital role in keeping GCS a pleasant and positive place. Due to the constant change in fashions and the variety of dress that is accepted today, all GCS students must wear full uniforms to school.

All students are expected to abide by the school dress regulations while on school property and dress appropriately and modestly at all school activities.

### *General:*

Primarily, school uniforms are noted by the Grace Christian School monogram embroidered on the face pocket area of the uniform shirt. The school offers monogramming service through The Cherry Zebra, a local business, at \$8/shirt. Parents may purchase uniform items from local retail vendors and online retail vendors. Approved uniforms may also be purchased through French Toast Uniforms at [www.frenchtoast.com](http://www.frenchtoast.com). Parents may shop by school using code QS449S3. New students are allotted two weeks to have uniform shirts monogrammed.

### *Boys:*

- Polo shirts may be short-sleeved or long-sleeved with two or three buttons. These shirts should be navy blue or gray. Only the top button may remain unbuttoned.
- Pants may be khaki color or navy blue (no shorts, jeans, cargo, or denim pants).
- Pants may not be tight to the leg (“skinny pants”).
- The top of the pants may not be worn below the waist (“sagging”).
- Belts must be worn on all pants, and shirts must remain tucked in at all times.
- Shirt collars must remain turned down.
- Hats, knit caps, or hoods are not to be worn inside the buildings.
- Socks and shoes are to be worn at all times. Boys may wear athletic shoes or dress shoes with a back. Flip-flops and backless shoes are not acceptable footwear for school.
- Boys must maintain appropriate haircuts.
  - Hair must be above the eyebrow and above the collar, not bushy or flipped up.
  - Hair must not cover any part of the ear.

- Hair may not be unnaturally colored or braided (including cornrows).
- Hair may not be styled in twists or dreadlocks, spiked (faux hawk), or have designs cut into it.
- Side burns should extend no lower than the middle of the ear.
- Boys are not to wear jewelry except for watches and/or one ring. (ID and medical tags are permitted if worn inside the shirt.)
- Tattoos or other forms of body art are unacceptable.

*Girls:*

- Polo shirts may be short-sleeved or long-sleeved with two or three buttons. These shirts should be navy blue or gray. Only the top button may remain unbuttoned.
- Skirt or jumper colors for the girls should be khaki or navy blue (no jean/denim skirts). Leggings under the skirt are permitted.
- Tight-fitting clothing will not be allowed.
- Girls' necklines must be modest, no more than one inch below the collarbone.
- Girls may wear no more than two sets of earrings which should be worn in the ear lobes only.
- Hairstyles should be neat. Hair color and highlights must be in natural tones.
- All girls may wear athletic shoes or dress/leather-type casual shoes. No flip-flops are permitted. Shoes must have a full back or a strap. Rubber or plastic shoes ("Crocs" or "jellies") may not be worn.
- Girls' hemlines are to be modest in length and are not to be above the middle of the front of the knee or an inch above the line of the back of the knee. Slits in skirts may not be above the skirt regulation length.
- Tattoos or other forms of body art are unacceptable.

As the weather becomes cooler, students may wear coats or jackets to or from school as long as they do not endorse people or ideas that do not align with the school's standards. Heavy coats and sweatshirts are not acceptable uniform apparel and are not to be worn to class. Light jackets, sweaters, and hoodies purchased from the school may be worn during school hours. For high school students, unacceptable uniform apparel should be placed in lockers before homeroom and should remain there until the end of the school day. Any accessorizing of items such as hats, hoods, knit caps, gloves, and scarves, are to be worn to and from school only, and otherwise stowed, unless worn at recess or P.E.

Clothing, backpacks, and lunch boxes must not endorse people or ideas that do not align with the school's standards. The school administration reserves the right to initiate policies on fads and changes in clothing