



GRACE CHRISTIAN SCHOOL

K5 - 12TH GRADE



PARENT/STUDENT HANDBOOK

gcscolumbus.org

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SCHOOL PROFILE

OUR SCHOOL PERSONNEL

GBC Pastor / GCS Superintendent	Pastor Seth Hon
Administrator / Secondary Supervisor ..	Mr. William Pacba
Elementary Supervisor	Ms. Cindy White
School Office Manager	Ms. Kaleigh Henderson
Controller	Mr. James Horton
School Board	Mr. Don Edmondson, Mr. Denny Henderson, Mr. Daniel Henderson, Mr. Richard Miller, Mr. Brian Miller, Mr. Steven Mills, Mr. Chris Song

OUR SCHOOL HISTORY AND PURPOSE

Grace Christian School (GCS) was founded in 1979 as a ministry of Grace Baptist Church (GBC). 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.

OUR STATEMENT OF FAITH

GCS 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, GCS 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 a triune God - the Father, Son, and 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. (Gen. 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 administrator, board, on behalf of the school, and the pastor of GBC have the final authority.

OUR PHILOSOPHY

GCS 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)

OUR MISSION

The mission of GCS is to promote the cause of Christ by providing a distinctively Christian, traditional education that develops students spiritually, intellectually, morally, culturally, and socially. GCS has its own unique personality, character, and philosophy of education in line with its mission. The school exists, specifically, to honor Jesus Christ by partnering with parents to educate the next generation of Christian leaders.

OUR OBJECTIVES

The objectives of GCS relate to its mission and purpose to provide a distinctively Christian, traditional education. GCS desires that students become academically and intellectually competent and knowledgeable of the Word of God. In keeping with its mission and purpose, GCS's objective is that each student will meet the following learning outcomes:

- Spiritual: From classes and chapel, the students will be able to show a working knowledge of the Bible and apply the principles, truths, and values of God's Word to their daily lives;
- Intellectual: Through instruction from a biblical worldview, the students will develop the academic foundation needed to pursue God's will for their lives;

- Moral: Beginning with the youngest students, the students will be encouraged to develop Christian character;
- Cultural: Through the school's participating in GACS Fine Arts competitions, students will be encouraged to cultivate an appreciation of fine arts;
- Social: Students will be challenged to demonstrate courtesy and kindness to others.

OUR 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 (2026-2027)

AUGUST

August 7	Meet the Teacher
August 10	First Day of School
August 10 - 14	Early Dismissal (2:00 pm)
August 17	Resume Normal Dismissal Times
August 17 - 19	School Revival

SEPTEMBER

September 4	Future Pathways Night
September 7	NO SCHOOL - Labor Day
September 11	Yearbook Pictures
September 15	Q1 Progress Reports
September 15	New Parent / Teacher Fellowship
September 23	See You at the Pole Day
September 25	Grandparents Day (Half-day K3- 6th)

OCTOBER

October 5 - 9	First Quarter Exams (4th-12th grades)
October 9	End of First Quarter & Early Dismissal (12:30pm K5 - 12th)
October 12	NO SCHOOL - Columbus Day
October 13	Q1 Report Cards Issued
October 13	Parent / Teacher Conferences
October 23	4th - 6th Grade Sword Drill
October 27	Picture Retakes & Senior Cap & Gown Pictures

NOVEMBER

November 2-20	Thanksgiving Food Drive
November 12-13	Thanksgiving Luncheon
November 11	NO SCHOOL - Veteran's Day
November 16 - 20	Thanksgiving Spirit Week
November 15 - 17	GBC Fall Revival
November 17 - 18	Late start (9:00 a.m.)
November 17	Q2 Progress Reports
November 23-27	NO SCHOOL - Thanksgiving Break

DECEMBER

December 11	GCS Drama Christmas Production
December 14 - 17	Semester Exams (4th - 12th)
December 18	Red and Green Day
December 18	End of 2nd Quarter & Early Dismissal (12:30pm K5-12th)
December 21 - January 4	NO SCHOOL - Christmas Break

JANUARY

January 4	School Resumes
January 5	Semester Report Cards Issued
January 18	NO SCHOOL - MLK, Jr. Day
January 19-22	Blue and Gold Spirit Week
January 21	100th Day of School
January 23	Homecoming/ Alumni Festivities

FEBRUARY

February 4-5 Elementary Spelling Bees

February 8 - 26 Special Re-enrollment

February 9 Q3 Progress Reports

February 9 Parent/Teacher Conference

February 8 - 12 We Love Our School Spirit Week

February 12 Red and Pink Day

February 15 NO SCHOOL
- Presidents Day

February 17 - 21 GBC Missions Conference

February 18 - 19 Late start at 9:00am

MARCH

March 2 Open House

March 4 Junior High GACS Fine Arts

March 5 Senior High GACS Fine Arts

March 8 - 12 Third Quarter Exams (4th-12th grades)

March 12 End of 3rd Quarter & Early Dismissal (12:30pm K5-12th)

March 15-19 NO SCHOOL
- Spring Break

March 23 Q3 Report Cards Issued

March 25 Spring Pictures / K5 Cap & Gown Pictures

March 25 Fine Arts Gala

March 29 - April 2 Achievement Testing

APRIL

April 2 Early Dismissal (12:30pm K5-12th)

April 2 Junior/Senior Fellowship

April 20 Q4 Progress Reports

April 19 - 23 Senior Trip

April 23 Elementary GACS Fine Arts (4th-6th)

April 27 Academic Fair

MAY

May 7 Elementary Field Day (12:30pm Dismissal)

May 14 Last Day for K3-K5 Kindergarten Graduation

May 17-21 Final Exams (4th-12th grades) & Early Dismissal (12:30pm 1st-12th)

May 21 Last Day for 1st - 11th

May 21 Awards Assembly (8:15pm)

May 21 Senior Commencement (7:00 p.m.)

May 28 Summer School Registration Deadline

June 1-July 2 Summer School Sessions

ADMISSIONS AND WITHDRAWAL

ADMISSIONS POLICY

GCS 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.

To be admitted into GCS, a student must be five (5) years old by September 1 to enroll in K5.

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.

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

ADMISSIONS PROCEDURE

1. 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.
2. 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 GCS:

- 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 GCS
 - Promise of academic success as indicated by report cards, transcripts, achievement tests, and/or entrance tests
3. Any new student entering the 2nd-9th grades must bring a final copy of his report card from the previous grade. Any new student entering 10th-12th grades must bring a copy of his transcript. These can be turned in during the tour or sent via email to gcs@gcscolumbus.org.
 4. Any new student entering the 1st-12th 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, the 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.

WITHDRAWAL POLICY, PROCEDURES, AND FEES

Withdrawal fees go into effect the day after the student's registration is completed.

GCS has many expenses of a continuing nature, including faculty salaries and campus costs. These are covered through annual income from tuition. Due to these expenses, GCS relies on its families to uphold the financial agreement signed at registration time. This includes paying the withdrawal fee and the prorated tuition for the days the student was enrolled.

TO WITHDRAW FROM GCS:

1. The parent/guardian must complete a withdrawal form stating the student's last day of attendance. (Forms may be requested in the school office)
2. Parent/guardian FACTS financial account will be billed for the prorated tuition and withdrawal fee based on the student's last day of attendance.
3. Student's records will be released from the school when the student's financial account is made current.

Withdrawal Fee			
Date	Cost	Date	Cost
Before or during August 2026	\$500	January 2027	\$250
September	\$450	February	\$200
October	\$400	March	\$150
November	\$350	April	\$100
December	\$300	May	\$50

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 (February-April)	\$150
Registration Fee (after May 1)	\$200

Textbook Fees (due by first day of school)

K5	\$258	7th Grade	\$396
1st Grade	\$475	8th Grade	\$396
2nd Grade	\$475	9th Grade	\$458
3rd Grade	\$475	10th Grade	\$488
4th Grade	\$448	12th Grade	\$573
5th Grade	\$448	12th Grade	\$609
6th Grade	\$452		

TUITION & PAYMENT PLAN

Enrollment Grade	Annual Total	12-Month Plan (June - May)	10-Month Plan (Aug - May)
K5 (half day)	\$4,865.00	\$405.42	\$486.50
K5 (full day)	\$5,376.00	\$448.00	\$537.60
1st - 6th	\$6,520.00	\$543.33	\$652.00
7th - 12th	\$6,775.00	\$564.58	\$677.50

- Year Plan
 - A 5% discount is given for full payment prior to August 1.
- Installment Payment Plan
 - 12-month (June 2026 through May 2027)
 - 10-month (August 2025 through May 2027)

TUITION DISCOUNTS

Discounts are unavailable to students enrolled in our half-day program.

Applicable families may choose one discount from the options below:

- GBC Member Discount. 10% off annual tuition
- Military Discount. 10% off annual tuition
- Multiple Students Discount. 10-30% off annual tuition
 - 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 with-in the same family.

ANCILLARY FEES

In addition to tuition, ancillary fees cover various GCS services and activities. These are due to FACTS on the 1st of each month, with a \$10 late charge after the 9th. Pay by automatic bank draft or online. Unpaid ancillary charges may result in services being discontinued. (Prices may change without notice.)

- Extended Care....\$6.00/hour/student (Minimum of \$6.00 per day)
- Tardies (after 5th in quarter)\$5/tardy
- Athletics (per sport–due before first game)\$200
- P.E. Shirts (purchase at orientation)\$10
- P.E. Shorts (purchase at orientation) \$15
- Fine Arts Attendance\$40
- Fine Art Event Fees \$11
- K5 Graduation (due April 30) \$100
- Senior Commencement (due May 7)\$125

SCHOOL LIFE

ORIENTATION NIGHT AND FIRST DAY OF SCHOOL

Orientation is Friday, August 7th at 4:30 p.m. Parents and students will meet in the auditorium to get new and important information about the school year. When directed, parents and students may visit classrooms to meet teachers and drop off supplies. Parents can also stop by the office to confirm registration, contact info, and account status.

The first day of school is Monday, August 10, 2026. Doors open at 7:40 a.m., the first bell rings at 7:55 a.m., and the tardy bell rings at 8:00 a.m. All exterior doors stay locked during the school day for safety, so students arriving after 8:00 a.m. must enter through the office and get a tardy slip.

SCHOOL SCHEDULE

SCHOOL HOURS

The school day at GCS begins promptly at 8:00 a.m. Elementary students are dismissed at 2:50 p.m., and secondary students are dismissed at 3:00 p.m.

OFFICE HOURS

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, any adults who are not employed by GBC and GCS must check in at the office starting at 8:00 am and obtain a visitor's badge.

ARRIVAL AND 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. The carline runs along Pierpoint Avenue and Rose Hill Street, and into the Hodges Hall parking lot. Parents should not park on the streets along the school property, especially

in front of the driveways of the neighbors. If a parent would like to park and walk the student to the classroom, please use the designated paved and gravel parking area north of the campus along Rose Hill St. 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 starting at 7:40 a.m.

By 3:15 p.m., all 7th through 12th grade students are to be off the campus or in after school extended care. After a student leaves the building, he is not to re-enter after 3:15 for any reason. The only students allowed to remain in the building after 3:15 p.m. are those who are either participating in the sports program, meeting with a teacher, being tutored, serving detention, going on youth visitation (Wednesdays only), or teachers' children (who must remain with their parents at all times).

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."

CLASS SESSIONS

Classes will be in session from 8:00 a.m. to 2:50 p.m. for elementary (K5-6th Grade), and from 8:00 a.m. to 3:00 p.m. for secondary (7th-12th). Students who arrive before 7:40 a.m. will be required to go to morning extended care. Elementary students who have not been picked up by 3:00 p.m. will be shuttled to afternoon extended care. Secondary students who have not been picked up by 3:15 p.m. will be shuttled 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.

LUNCHES

K5 - 4th Grade	11:00 a.m. - 11:30 a.m.
5th - 6th Grade	11:40 a.m. - 12:10 p.m.
7th - 12th Grade	11:45 a.m. - 12:15 p.m.

Students should bring their own lunches from home. Although microwaves are available, students are encouraged to bring lunches that do not require heating. This will help students to avoid spending much of their lunch time waiting to use the microwave.

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

RECESS (ELEMENTARY)

Each day, elementary students in 1st-6th grades will participate in 30-45 minutes of outdoor play. If it is too cold or raining, students will use the gymnasium.

CHAPEL

Chapel is a special time set aside for worship, preaching, and spiritual growth, and all participants are expected to conduct themselves in a manner that honors the Lord and contributes to an atmosphere where students can hear and respond to God's Word.

Chapel services are typically held on Friday mornings and are considered an important part of the spiritual life of GCS. Students are expected to arrive on time, just as they would for any other class period. Students will sit in assigned locations as designated by the Administration. Each student should always bring a Bible. Notebooks for taking notes are encouraged.

Elementary chapel is held each Friday morning from 8:10 a.m. to 8:40 a.m. for students in K3 through 5th grade. Students in 6th grade participate in the secondary chapel service, which is held each Friday from 10:55 a.m. to 11:45 a.m.

Before the chapel service begins for the secondary, lunches and school books should be placed at the back of the auditorium and should not be kept at students' seats during chapel. Students are encouraged to use the restroom prior to the start of chapel in order to minimize disruptions during the service. Quiet conversation is permitted before the service begins.

EXTENDED CARE

Extended Care services are provided for students who are enrolled in GCS. Morning extended care is provided before school at no charge. The fee per student for extended care after school is \$6.00 per hour (Minimum of \$6.00 per day). There will be an additional charge of \$1.00 per minute for each child picked up after 5:30 p.m.

Extended Care hours of operation are as follows:

- Extended morning care (K3 through 12th): 7:00 a.m.–7:40 a.m.
- Extended afternoon care (K3 through K4): 12:00 p.m.–5:30 p.m.
- Extended afternoon care (K5 through 12th) 3:00 p.m.–5:30 p.m.

Extended Care is available on regular or early-release school days only. Extended care is not available during school holidays or during the summer. A student who shows repeated behavioral problems or who is continually picked up late will be subject to administrative removal from Extended Care.

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 FACTS to automatically withdraw Extended Care charges from their bank account, FACTS will assess a \$10 fee for each failed attempt.

If an Extended Care account or tuition account falls behind by a month or more, services will be suspended until all accounts are current.

ATTENDANCE POLICY

GCS requires consistent, regular attendance as a foundation for academic success. This policy is written to align with the Georgia Compulsory School Attendance Law and its provisions specific to private schools, while preserving the school's discretion – recognized under state law – to set its own board-approved standards for excused absences, academic consequences, and attendance record-keeping.

COMPULSORY LAWS AND TRUANCY

Georgia law requires mandatory attendance in a public school, private school, or home study program for children between their

sixth and sixteenth birthdays, unless the student has already completed all requirements for a high school diploma. As a recognized private school under state law, GCS provides at least 180 days of instruction each school year, with a school day of at least four and one-half hours, and a basic academic program including reading, language arts, mathematics, and social studies.

Under state law, a student who accumulates more than five (5) unexcused absences in a school year is classified as "truant." When a student reaches this threshold, the Administration will notify the parent(s) or guardian(s) in writing and, consistent with state guidance, may request a conference with the student and parent(s) or guardian(s) to address the concern. If a student's unexcused absences reach ten (10) days, the Administration may, at its discretion, refer the matter to the appropriate authorities as permitted under Georgia's compulsory attendance statutes, in addition to applying GCS's own credit-withholding and appeal procedures described above. Parents should also be aware that Georgia law separately provides for parental consequences in cases of truancy, including potential fines, and other legal penalties.

GCS reserves the right to refuse credit to any student who misses more than ten (10) days throughout the school year. 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.

EXCUSED AND UNEXCUSED ABSENCES

Any student absent from school must submit a note written and signed by a parent or guardian, stating the date and reason for the absence, to the school office. Under O.C.G.A. § 20-2-693(b),

students at private schools are excused from compulsory attendance for sickness, emergencies, or other reasons authorized by board policy for public schools. The GCS Board has authorized the following categories as excused absences:

- | | |
|---|--|
| i. Verified illness of the student (Sickness resulting in five or more days' absences requires a doctor's note for re-admission and excuse) | iv. Dental, medical, or optical appointments |
| ii. Bereavements | v. Graduation or wedding of a family member |
| iii. Court order or required court appearances | vi. Junior or Senior prospective college visit |
| | vii. Selected as a page in the state legislature |

Any reason not listed above, and not covered by an approved personal day, will be recorded as an unexcused absence, consistent with GCS's implementation of the Georgia Compulsory School Attendance Law. Families are encouraged to schedule out-of-town or vacation travel around the academic calendar; outside of an available personal day, such travel will be recorded as unexcused.

Following an unexcused absence, a student may make up missed work; per GCS academic policy, 20 points will be deducted from the grade earned on that work. An Absence Request Form, available in the school office and online, must be submitted by the parent or guardian in advance where possible, listing the dates to be missed and the reason. The Administration will designate each request as excused, unexcused, or personal, and teachers will provide make-up assignments. Tuition is not refunded due to absences.

A student not present for at least four-and-one-half hours (4.5) of the instructional day will be recorded absent for that day and will be ineligible for extracurricular activities (practices, games, banquets, and similar events) on that date. A student who checks out due to

illness may not return to school for the remainder of that day and is likewise ineligible for extracurricular participation that day.

Days missed due to an out-of-school suspension are not counted as unexcused absences for purposes of determining truancy under this policy, consistent with Georgia law. Suspension days remain documented in the student's disciplinary record and are addressed separately.

PERSONAL DAYS AS EXCUSED ABSENCE

Recognizing that not every circumstance can be anticipated or falls within the categories above, GCS grants each student two (2) personal days per school year, adopted as board policy. Personal days may be used for any reason not otherwise listed, are recorded as excused, and carry no academic penalty. Personal days may not be used on the day of a quarter, semester, or final exam. Use of a personal day must be noted by the parent or guardian on the Absence Request Form.

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 or an unavoidably scheduled medical or dental appointment will be classified as an "excused tardy." An unexcused tardy will be given when a student accumulates three (3) 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.

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. If a student is driving himself and must leave school early, the parent must grant permission by a note with the student or a call to the school office.

APPEARANCE AND DRESS CODE

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. The School Administration reserves the right to initiate policies on fads and changes in clothing style, and on dress regulations at any time during the school year.

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

Primarily, school uniforms are noted by the GCS 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. New students are allotted two weeks to have uniform shirts monogrammed.

The school staff will determine if there is a violation of the uniform policy, either in fact or attitude. Students not complying with the uniform policy will be required to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subjected to disciplinary action. Parents will be notified when a student is out of compliance with the uniform policy via a warning email with necessary steps to come into compliance and demerits.

GIRLS must present a wholesome, feminine appearance.

HAIR – Hairstyles should be neat and appropriate.

- Hair must be long enough so that it does not appear to be a boy's haircut. Hair is not to be shaved.
- Hair color and highlights must be in natural tones. Hair extensions must also match a girl's hair color. Hair should not cover the eyes. Headbands and hair bows and other accessories must coordinate with the uniforms and are consistent with school colors.

EARRINGS - If earrings are worn, they must be a matched set. Girls may wear one set of earrings which should be worn in the ear lobes only. In a wide earring, the diameter is to be no more than 1¼ inch. In dangling earrings, the length should be no more than 2 inches from the bottom of the earlobe. Gauges should not be worn.

BRACELETS - Students may wear no more than one bracelet per wrist. Bracelets must be modest in appearance and may not create excessive noise or become a distraction in the classroom. Students may also wear one necklace.

MAKE-UP/NAIL POLISH - Black nail polish may not be worn. Makeup may be worn if it is not excessive.

TATTOOS OR OTHER FORM OF BODY ART - Tattoos or other forms of body art are unacceptable.

DRESS - Uniform clothing must be worn at school and at all school functions, including field trips, unless otherwise stated. The uniform for young ladies consists of a polo and a skirt or jumper.

- 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. Girls' necklines must be modest, no more than one inch below the collarbone.
- Skirt or jumper colors for the girls should be khaki or navy blue (no jean/denim skirts). 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.
- Tight-fitting clothing will not be allowed.

LEGGINGS & SOCKS - Girls may wear leggings of solid color coordinating with their uniform of the day. Designs on leggings are not permitted in the secondary.

SHOES - 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.

JACKETS/COATS/SWEATSHIRTS - 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 (peacoats, parkas, heavy winter coats) and heavy jackets (heavy windbreakers, fleece jackets, and puffer jackets) are not acceptable uniform attire and may not be worn during class time. These items should be hung in the classroom's designated location or stored in the student's locker. Sweaters, sweatshirts, hoodies, and any other outerwear that fully covers the uniform shirt must have the school logo embroidered or printed. Any hoodie, jacket, or windbreaker with a front zipper must be in a school-approved color, preferably with the school logo embroidered or printed, and must remain unzipped and open throughout the school day so that the uniform and school logo remain visible. Teachers must always be able to see the school logo – whether on the uniform shirt itself or on the outerwear worn over it.

School-approved colors are navy blue, grey, gold/yellow, and white.

HATS/HOODS/KNIT CAPS/GLOVES/SCARVES - Any accessorizing with 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.

BACKPACKS/LUNCH BOXES - Backpacks and lunch boxes must not endorse people or ideas that do not align with the school's standards.

BOYS must present a clean, masculine appearance.

HAIR - Boys must maintain appropriate haircuts.

- The length of the hair on top should not exceed three inches.
- Hair may not be unnaturally dyed or otherwise colored.

- Hairstyles in the form of dreadlocks, cornrows, spikes, or unnaturally cut patterns/designs are not allowed. Twists should not exceed 2 inches in length.
- Hair must be above the eyebrow and above the collar. Hair should not cover any part of the ear.
- Sideburns should extend no lower than the middle of the ear. Beards and mustaches are not permitted, and boys must always be clean shaven.

EARRINGS, MAKE-UP/NAIL POLISH, BODY PIERCINGS - Male students may not wear earrings or make-up, or have any other body piercings. Nails should not have any polish or paint.

TATTOOS OR OTHER FORM OF BODY ART - Tattoos or other forms of body art are unacceptable.

BRACELETS, NECKLACE - Bracelets and necklaces may not be worn unless specifically permitted by the Administration. The only exceptions are a recognized medical alert bracelet and one rubber wristband. Students may also wear a wristwatch. Smartwatches are permitted provided they are not used in a manner that distracts from learning, violates school policies, or negatively affects the student's or another student's conduct or Christian testimony.

DRESS - Uniform clothing must be worn at school and at all school functions, including field trips, unless otherwise stated. The uniform consists of khaki pants (not joggers or any modifications), polo shirts, and tennis shoes.

- 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. Uniform clothing must not be oversized. Shirt collars must remain turned down.

- Pants may be khaki color or navy blue (no 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.

SOCKS - 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.

SHOES - Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable), and they must not be a style that the Administration deems inappropriate for school (hiking or combat boots, gang-related, etc.). Sandals may not be worn.

JACKETS/COATS/SWEATSHIRTS - 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 (peacoats, parkas, heavy winter coats) and heavy jackets (heavy windbreakers, fleece jackets, and puffer jackets) are not acceptable uniform attire and may not be worn during class time. These items should be hung in the classroom's designated location or stored in the student's locker. Sweaters, sweatshirts, hoodies, and any other outerwear that fully covers the uniform shirt must have the school logo embroidered or printed. Any hoodie, jacket, or windbreaker with a front zipper must be in a school-approved color, preferably with the school logo embroidered or printed, and must remain unzipped and open throughout the school day so that the uniform and school logo remain visible. Teachers must always be able to see the school logo – whether on the uniform shirt itself or on the outerwear worn over it.

School-approved colors are navy blue, grey, gold/yellow, and white.

HATS/HOODS/KNIT CAPS/GLOVES/SCARVES - Any accessorizing with 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.

BACKPACKS/LUNCH BOXES - Backpacks and lunch boxes must not endorse people or ideas that do not align with the school's standards.

NON-UNIFORM SCHOOL DAYS/SPECIAL COSTUMES

As the Administration determines, events such as P.E., field trips, and other special days such as dress up days or other theme events may call for other clothing options. All costumes must be consistent with the "modesty" standards of the uniform dress code.

On these days, tank tops may not be worn. Pants must have legs that are traditional (not baggy), classic cut. Blue jeans may be worn, but they must not be baggy or torn. T-shirts that look like undershirts or have sayings, pictures, or words, which are inconsistent with the religious tenets of GCS, may not be worn. Girls should not wear pants.

Any additional infractions will result in consequence determined by the Administration of the school. If a student is out of dress code, he/she must take necessary steps to come into compliance, e.g., (removing/storing non-uniform outerwear). If a student is not able to come into compliance, parents may be notified to bring necessary items for student. If a student is immodest, he/she will be required to change.

OTHER SCHOOL POLICIES

IN-SCHOOL BIRTHDAY PARTIES

Birthday party celebrations are allowed only during the normal lunch period. Parents may bring a cake or other decor for the class to celebrate, but this must be done during lunch in coordination with the teacher. Be mindful of any food allergies students have.

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 FACTS.

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. Teachers and parents will chaperone these field trips in a ratio of no greater than 10 students to one chaperone. We respectfully request that parents who help to chaperone follow the same standards of dress and conduct as the students.

LIBRARY

The GCS library is filled with approximately 4,000 volumes which are available for students to check out for book reports, research projects, and pleasure reading. The library is open for students during two days each week. 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 charged a replacement fee.

LOCKERS (5TH-12TH GRADE)

Each student will be assigned a locker, a lock, and a locker combination. Students are responsible for keeping their lockers locked at all times and must not share their locker combinations with other students. GCS is not responsible for lost or stolen items resulting from an unlocked locker or the sharing of a locker combination. Students who lose their assigned lock will be charged a replacement fee of \$7.00.

Students may not write on, place stickers on, or display inappropriate images or materials in their lockers. Lockers are subject to periodic inspection throughout the school year, and students are expected to keep them neat, clean, and orderly at all times. Failure to maintain a locker properly may result in a warning for the first offense and demerits for subsequent offenses.

During the final month of the school year, all lockers and locks will be inspected for cleanliness and damage. Students will be financially responsible for any damage, excessive cleaning, or replacement costs, and such charges may be added to the student's account.

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. Retrieving items from Lost and Found does not excuse a student from being tardy to class. 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.

STUDENT AUTOMOBILE POLICY

All students riding with student drivers must submit written parental permission to that effect. The student driver should also submit written parental permission. 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.

STUDENT PHOTOGRAPHS AND MEDIA RELEASE

GCS reserves the right to photograph, videotape, or otherwise record students participating in school activities, programs, events, athletic competitions, performances, chapel services, field trips, and other educational settings. Such photographs, videos, and recordings may be used by the school for educational, promotional, publicity, recruitment, yearbooks, newsletters, brochures, the school website, social media platforms, and other school-related publications without compensation to the student or family.

Students are expected to present themselves in a manner consistent with the school's standards of conduct, appearance, and dress whenever photographs or videos are taken. Any student whose appearance, attire, or conduct is determined by the Administration to be inconsistent with school standards or otherwise inappropriate for inclusion in school publications may be excluded from the photograph, required to retake the photograph, and may be subject to disciplinary action. If a retake is necessary because the student failed to comply with school standards, the student or parent may be responsible for any additional costs incurred. The Administration reserves the right to determine the suitability of all photographs and recordings used in school publications and promotional materials.

GCS recognizes and complies with the Family Educational Rights and Privacy Act (FERPA). Parents or legal guardians have the right to refuse permission for the school to use their student's photograph, video, or likeness in school publications and promotional materials. Parents who do not wish for their child's image or likeness to be used must indicate their decision by submitting a written request to the school office. This request will remain in effect until the parent or legal guardian submits written notice revoking or changing the decision. GCS will make every reasonable effort to honor all media opt-out requests. However, parents acknowledge that the school cannot guarantee that a student will not appear incidentally in photographs or videos taken during public events, athletic competitions, performances, graduation ceremonies, or other activities where large groups are present. Likewise, the school cannot control photographs or recordings made by news organizations, visitors, spectators, or other third parties attending school events.

GCS schedules school photographs twice each year.

- Yearbook photos and class photos will be taken on **Friday, September 11, 2026**, and students should wear their school uniforms.
- Spring individual photos will be taken on **Thursday, March 25, 2027**. Students are encouraged to wear formal attire.

TEXTBOOKS AND WORKBOOKS

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.

TUTORING/ACADEMIC ASSISTANCE

Students are encouraged to seek additional academic assistance when needed. Teachers may offer tutoring or academic assistance outside of regular school hours at their discretion. Parents are responsible for arranging the details of any tutoring sessions with the teacher, including scheduling and any associated fees.

All tutoring arrangements involving GCS teachers must receive prior approval from the Administration. The school reserves the right to approve, modify, or discontinue tutoring arrangements as deemed appropriate.

VISITORS AND GUESTS

During school hours, all visitors must report to the main office upon arrival, present valid identification if requested, state the purpose and anticipated length of their visit, and receive authorization before entering any part of the campus. Visitors must also sign out through the school office before leaving campus.

Visitors wishing to observe or enter a classroom must first obtain approval from the school office or Administration. Permission to visit classrooms may be granted or denied at the discretion of the Administration based on the needs of the school and the educational environment.

For the protection of our students, individuals who are not enrolled at GCS, including school-age children and teenagers, are not permitted on campus during school hours unless they are accompanied by a responsible adult and have received authorization from the school office.

Any person found on campus without authorization, or who fails to comply with visitor procedures, may be asked to leave the premises immediately. The Administration reserves the right to deny or revoke

campus access to any visitor when deemed necessary for the safety, security, or orderly operation of the school.

STUDENT IDENTIFICATION (ID) CARDS

At the beginning of the school year, each student will be issued a Grace Christian School identification card. Students are required to wear their ID card visibly at all times while on campus during the school day. Students may remove their ID card and leave it in the classroom during recess or PE. Students may not lend, borrow, or use another student's ID card for any purpose. Misuse of a student ID card may result in disciplinary action.

If an ID card is lost, damaged, or left at home, the student should report to the school office before the start of the school day to obtain a temporary pass. Repeated failure to wear a student ID visibly may result in a warning for the first offense and demerits for subsequent offenses.

Students who lose or damage their ID card will be charged a replacement fee of \$5.00. Replacement cards may be obtained through the school office.

SPORTS (SECONDARY)

GCS maintains an active sports program, competing in interscholastic sports with other private schools in Georgia and Alabama.

STUDENT ATHLETE AND ACADEMIC REQUIREMENTS

GCS believes athletics to be an avenue to develop Christian character, high moral values, and a healthy body that is better able to serve Christ. It is the desire of GCS that our athletes understand not only the physical but also the spiritual responsibilities and privileges of being a Crusader. Only eligible students may participate in this program. An eligible student is one who has at least an overall C average or a 2.0 GPA average and must not carry a failing grade (F) in any class during the season. A student with a citizenship grade of one (1) in any course will not be eligible for sports. In addition, excessive discipline may render a student ineligible to compete in athletic competitions or participate as a member of a sports team.

The athlete must be present in school for at least four-and-one-half (4.5) hours of a school day to be eligible to participate in practices and games related to that sport on that school day. Any athlete who checks out due to illness is ineligible for any practices or games that day.

RETURN TO PLAY ACT 2013

GCS athletes and parents of athletes are to be aware of the Return to Play Act of 2013 regarding concussions and head injuries. GCS will make information available to families as to the concussion management and "return to play" policies set in place for those students desiring to compete in sports.

A Parent/Guardian Return to Play Acknowledgement Form will need to be signed by both the parent and the student athlete and placed on file in the school office. This form is available on our website and in the school office.

COST AND FEES

Athletes will be charged a participation fee for each sport to help defray the cost of transportation, uniforms, officials, gym use, etc. This fee is due before the first season game.

PERSONAL ACCIDENT INSURANCE

All students participating in athletics are required to carry personal accident insurance.

HEALTH AND SAFETY

HEALTH

FIRST AID/CPR

GCS is committed to providing a safe environment for all students. School personnel are trained in basic first aid and Basic Life Support (BLS)/CPR and are prepared to respond promptly to medical situations that arise during the school day. Staff members will provide appropriate care within the scope of their training while following universal health precautions and established emergency procedures.

As the first responders on campus, school personnel will assess the student's condition and administer appropriate first aid when necessary. If a medical situation requires care beyond basic first aid or appears to be an emergency, the school will immediately contact the student's parent or legal guardian and, when appropriate, activate Emergency Medical Services (911). The health and safety of every student remain the school's highest priority, and emergency situations will be handled promptly and responsibly.

ILLNESS OR INCAPACITY

To help maintain a healthy school environment, students who are ill should remain at home. Students may be subject to health screenings when necessary. If a student develops a fever or exhibits symptoms of a contagious illness while at school, a parent or guardian will be contacted and required to pick up the student.

Students diagnosed with a communicable illness, including conjunctivitis (pink eye), may not return to school until the risk of contagion has passed. The school may require a physician's note before the student is readmitted. Students diagnosed with head lice may not return to class until appropriate treatment has been completed.

COMMUNICABLE ILLNESS

Upon having the following diseases or conditions listed by the Department of Health Services, a student must have written consent from either a physician or the Health Department to return to School:

- Whooping Cough
- Hepatitis
- Salmonellosis
- Measles
- Scarlet Fever
- Streptococcal sore throat
- Tuberculosis
- Ringworm
- Pinworms
- Mumps
- Conjunctivitis/"Pink Eye"

A physician may re-admit a student to School upon having the following diseases:

- Chickenpox
- Influenza
- Colds
- Pneumonia
- German Measles
- Skin diseases: Scabies, Impetigo

MEDICINES

Students may not receive medication of any kind during the school day unless a current Medication Authorization Form has been completed and is on file in the school office. All prescription and non-prescription medications, including pain relievers and allergy medications, must be turned in to the school office and must be properly labeled in their original containers. If a student requires medication during school hours and the school does not have written authorization on file, a parent or guardian must come to the school and personally administer the medication.

EPIPEN PROCEDURES

In addition to complying with the school's medication policy, parents of students who require an EpiPen for allergic emergencies must provide two current EpiPens to the school: one to be kept in

the school office and one to be kept with the student's teacher or in another designated location. Parents are responsible for ensuring that all EpiPens are properly labeled and remain current and unexpired throughout the school year.

INHALERS

Because immediate access to medication may be necessary during an asthma attack, students may carry and self-administer a prescribed inhaler, provided that the school has received the appropriate medical authorization and parental consent forms. Parents must notify both the school office and the student's teacher of the student's asthma condition and follow all applicable school medication procedures.

IMMUNIZATION REQUIREMENTS

All students (Pre-K-12th) must meet Georgia's immunization requirements. At enrollment, each student needs a valid Georgia Certificate of Immunization (Form 3231) or an approved exemption on file. Parents are responsible for keeping this current.

Students entering 7th grade, or new to Georgia schools in grades 8-12, must have the Tdap and meningococcal vaccines. Students entering 11th grade at 16 or older also need the meningococcal booster. Records must be current and match the student's legal name.

Georgia only allows medical or religious exemptions. Medical exemptions need a physician's documentation; religious exemptions need the state's notarized form. Students without valid records or an approved exemption may be excluded from attending until it's provided.

New students must also submit a Georgia Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300), completed by a healthcare provider or approved public health agency.

Questions should go to your healthcare provider or the Georgia Department of Public Health.

EMERGENCY PREPAREDNESS

To prepare for potential emergencies, the school conducts periodic safety drills throughout the school year. These may include fire drills, severe weather drills, lockdown drills, evacuation drills, and other emergency preparedness exercises as deemed necessary by the Administration. Students and staff are expected to participate in all drills in a serious, orderly, and cooperative manner and to follow the instructions of school personnel at all times. The purpose of these drills is to ensure that everyone is prepared to respond appropriately in the event of an actual emergency and to help maintain the safety and well-being of the entire school community.

SCHOOL CLOSURE INFORMATION

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 to close school is made by the school administrator. Any time a school closing is a possibility, parents should check for information from WTVM and for an announcement from Parent Alert, our school website, or the school's social media accounts.

STUDENT RETRIEVAL AFTER AN EVENT

In the event of an incident, no student will be dismissed from school unless a parent/guardian comes for him. All parents, or designated parties, who come for students, must have them signed out at the School Office or at the temporary student release station with a school official. Please note that if first-responders are on-site, they will direct you to the correct parking and pick-up locations.

LOITERING

To promote the safety, security, and orderly operation of GCS, loitering on school property is strictly prohibited. Students are expected to arrive on campus at the designated arrival time and to leave campus promptly at the conclusion of the school day or any school-sponsored activity unless they are under the direct supervision of a parent, teacher, coach, or authorized school representative. Students may not remain in classrooms, hallways, parking lots, athletic areas, vehicles, or other areas of campus without a legitimate school-related purpose and proper supervision. Students who are not participating in an approved activity or under authorized supervision must leave school property immediately after dismissal.

Parents, visitors, and guests are also expected to conduct their business promptly and may not remain on campus unnecessarily. Individuals who are loitering or who do not have authorization to be on campus may be asked to leave school property.

The Administration reserves the right to determine what constitutes loitering and to take appropriate disciplinary or security measures when necessary. These procedures are intended to protect students, maintain campus security, and ensure a safe environment for all members of the school community.

MANDATORY REPORTING

In accordance with Georgia law (O.C.G.A. § 19-7-5), school employees and other individuals designated as mandated reporters who have reasonable cause to believe that a child has been abused or neglected are required to report such concerns in a timely manner.

Any employee, volunteer, or school representative who becomes aware of suspected child abuse, neglect, or exploitation shall immediately notify the appropriate school administrator and follow all applicable reporting procedures. Reports shall be made in accordance with Georgia law and school policy. School personnel are not responsible for investigating allegations but are responsible for reporting reasonable suspicions to the appropriate authorities.

GCS will cooperate fully with law enforcement agencies and child protective services in matters involving suspected child abuse or neglect. The school prohibits retaliation against any individual who, in good faith, makes a report or participates in an investigation. Failure to comply with mandatory reporting requirements may result in disciplinary action and may subject the individual to penalties under Georgia law.

CONDUCT AND DISCIPLINE

A Christian school must provide an environment conducive to the educational and spiritual growth of its students (Prov. 22:6). Learning cannot flourish unless the classroom is well-ordered and disciplined. Accordingly, GCS has established this code of conduct for the benefit of our students, parents, and staff. Parents are required to sign a cooperation form, which also outlines the proper channel for reporting suggestions or complaints.

Attendance at GCS is a privilege, not a right; a student who does not conform to school standards and regulations may forfeit that privilege. GCS may request the withdrawal of any student who, in the school's judgment, does not align with the spirit of its ministry. GCS believes Christian students should avoid practices that diminish their sensitivity to the spiritual needs of others or compromise their own physical, mental, or spiritual well-being (Rom. 12:1-2).

All students must be treated with dignity and respect, free from threats or harassment. Whether a student's actions constitute a violation of this code of conduct is determined by the pastor of GBC and the administrator of GCS.

These clearly defined, positive Christian standards create a strong foundation for developing stable Christian character. Parents and students are expected to cooperate with the school and uphold its authority in all matters affecting the school's program. Parents and/or students found not to be in harmony with GCS's principles, rules, standards, philosophy, or overall program may be asked by the Administration to withdraw from the school.

PARENT CODE OF CONDUCT

Because of the broad diversity among school families, it is important to express some basic guidelines regarding what we expect from you, our parents.

Please know that the Administration encourages your input, ideas, and suggestions, but please be careful to express these in a positive, constructive manner.

1. We will not tolerate any behavior on the campus or in the classroom, which, in the Administration's opinion, is violent, aggressive, belligerent, disrespectful, disruptive to the work or academic environment of GCS, or conflicts with the Christian mission or spirit that GCS is trying to encourage.
2. Parents are expected to act in a professional manner when on the property of GBC and GCS. A professional manner includes refraining from intimate acts of affection between partners (i.e., excessive kissing, aggressive hand-holding, petting, etc.).
3. Because GCS is located on the property of GBC, parents are asked to refrain from smoking on our property.
4. No alcoholic beverages are permitted in the vicinity of GCS or at any school function.
5. Appropriate dress is required of all adults visiting the School's campus.
6. The speed limit in the parking lot is 5 mph; please use extreme caution.
7. The conduct of guests is the responsibility of the adult whose child attends the school.
8. Parents should not remain on school property after dropping off their children. This policy is meant to reduce the number of non-staff personnel as quickly as possible in order to secure the campus. When parents remain on the property, the school staff may not be able to recognize someone who does not belong on campus. Teachers would never want to have a child taken off the school grounds by an adult who pretended to be a parent.

9. Tuition is the primary source of funding for GCS and is essential to its daily operation. Parents are responsible for paying their child's tuition according to the established payment schedule. Delinquent payments adversely affect the school's ability to meet its financial obligations and continue providing a quality Christian education. Families experiencing financial hardship should contact the Administration promptly to discuss available options.
10. Board members, teachers, and staff are not exempt from these rules, and are in fact expected to set the example for others.

Failure to comply with these rules may result in the student, parent, or guest being asked to leave the premises, and could result in a student being asked to withdraw from the school.

STUDENTS CODE OF CONDUCT

It is assumed that each student will maintain a high standard of personal integrity, and that only minimal disciplinary action by the school will be necessary.

Any student who engages in conduct in violation of this Code of Conduct, or conducts or publicizes an off-campus activity at which such violations occur, is liable for disciplinary action, which corresponds to each particular offense occurring at the activity in question.

CELLPHONES AND OTHER PERSONAL DEVICES

For elementary students, cell phones and other electronic devices, such as smartwatches, laptops, tablets, iPods, iPads, MP3 players, e-readers, and similar electronic devices, must be turned off and remain in their bags from the moment they enter school property until dismissal at the end of the day.

For secondary students, cell phones must be turned in to their homeroom teachers at the beginning of the school day and may be retrieved upon dismissal at the end of the day.

Students may not use or wear headphones, earbuds, or Bluetooth devices on school property or in school vehicles. No photographs or videos may be taken with a cell phone or any other camera-equipped device in restrooms or locker room areas at any time.

The use of a cell phone, smartwatches, laptops, tablets, iPods, iPads, MP3 players, e-readers, and similar electronic devices during a test for any reason (e.g., text messaging, internet access, taking photos, or other unauthorized use) will be considered cheating. Appropriate academic and disciplinary action will be taken at the sole discretion of the Administration.

Students are responsible for all content stored on personal cellular phones and electronic devices brought onto campus. Demerits may be issued to students who possess inappropriate content on confiscated devices.

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 a parent or guardian at the end of the next calendar day.
- Second Offense: The student will receive one detention. The electronic device will be confiscated and may be picked up by a parent or guardian after three calendar days.
- Third Offense: The student will receive two detentions. The electronic device will be confiscated and may be picked up by a parent or guardian after 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 the Administration.

- If a confiscation period ends on a weekend or school holiday, the electronic device may be picked up by a parent or guardian on the next school day.

Parents needing to reach their child during the school day for an emergency should call the main school office, and staff will help relay the message. Please don't rely on your child's cell phone as a way to communicate during school hours.

INTEGRITY AND HONESTY

HALL PASS

To ensure student safety, accountability, and an orderly learning environment, students must obtain permission from their teacher before leaving any classroom, study hall, or supervised activity. Regardless of whether a student is in a core class, elective class, or study hall, the student must inform the teacher where he or she is going before leaving the room. Students who are approved to leave the classroom may be required to carry a hall pass and should proceed directly to their destination and return promptly. Wandering, visiting other classrooms, or walking through the building without authorization is prohibited. Students found outside their assigned area without permission or who fail to inform their teacher of their destination may be subject to disciplinary action. Teachers are responsible for knowing the whereabouts of students under their supervision, and students are expected to cooperate fully with all hall pass procedures.

CHEATING

Cheating is dishonest, and dishonesty in any form will not be tolerated at GCS. Any student guilty of cheating will receive a 0% F on the quiz, test, or assignment. The student will meet with the school administrator and an email informing the parent of the situation will be sent out. Cheating includes, but

is not limited to, providing or obtaining unauthorized assistance on any test, project, homework assignment, or class work.

Online platforms similar to Quizlet, which contain questions and answers that directly appear on tests and quizzes, are not allowed for student use. These platforms give students an unfair advantage and create opportunities for cheating.

STEALING

If a student sees another student's possessions, he should leave them where they are and ask a teacher's permission to take the items to our lost-and-found. Exodus 20:15 says, "Thou shalt not steal." Children are taught that they must never take anything that is not theirs. A student who steals or takes something that does not belong to him without permission will receive demerits and a meeting with the school administrator.

LYING

GCS expects all students to demonstrate honesty and integrity in their words and actions. Because God is a God of truth, students are expected to speak truthfully to teachers, staff, parents, and fellow students at all times (Eph. 4:25; Prov. 12:22). Lying, deception, misrepresentation of facts, withholding the truth to deceive, or providing false information to school personnel are violations of this policy and may result in disciplinary action. Students are expected to accept responsibility for their actions and to conduct themselves in a manner that reflects Christian character.

PLAGIARISM/AI USAGE

Plagiarism is defined by the American College Dictionary as "copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original

work." To be more specific, it involves the copying of someone else's writing without giving proper credit to the author. Merely changing words is not enough. In addition to a complete rewording, it is also necessary to rework the order of the ideas and thoughts. The personal ideas and thoughts of another author must be reworked until the work becomes "personal." In other words, the organization of information should be original. To steal someone's organization (or order) of ideas and thought without giving them credit is also plagiarism. In a research paper, student writers are not expected to come up with and discuss original ideas. Their task is to collect and organize information. The proper way to give credit for information from someone else's writing is with a text note or endnote. A good research paper abounds with notes from many sources. If a student quotes the author, he would also enclose the information in quotation marks.

Artificial Intelligence (AI) tools may only be used on an assignment when a teacher has specifically stated that AI use is permitted for that assignment. Unless a teacher has given this permission, using AI tools, answer generators, or writing assistants to complete any assignment, project, or assessment is considered plagiarism and academic dishonesty – this includes generating text, ideas, or answers and submitting them, in whole or in part, as the student's own original work. Students who are unsure whether AI is allowed on a given assignment should ask their teacher before using it.

Cheating and plagiarism, in any form, undermine trust, fairness, and personal integrity. They prevent the genuine learning and growth that are essential to both academic and personal development. From a biblical perspective, cheating and plagiarism violate principles of honesty and truthfulness; the Bible teaches us to act with integrity and to honor God by

doing what is right, even when no one is watching (Prov. 12:22; Col. 3:23). Dishonest behavior not only harms others but also distances us from God. A student found cheating or plagiarizing – including unauthorized use of AI – will face strict and swift disciplinary judgment, consistent with GCS's Demerit System and Discipline Procedures.

RESPECTFUL SPEECH AND CONDUCT

RESPECT IN COMMUNICATION

All members of the school community, including students, parents, staff, volunteers, visitors, and guests are expected to use language and communication that honors God and demonstrates respect for others. The use of indecent, vulgar, profane, obscene, or offensive language is prohibited. This includes the use of God's name in vain (Ex. 20:7), "curse" words, or other forms of vulgarity. Likewise, inappropriate gestures, written messages, electronic communications, or other forms of expression that are disrespectful, crude, or harmful to others are not permitted (Col. 3:8; Eph. 4:29; Col. 4:6; Prov. 15:1). Violations of this policy may result in disciplinary action.

RESPECT TOWARDS TEACHERS AND STAFF

Students must always address teachers as Mr., Miss, or Mrs. both on and off campus, during and after school hours. Nicknames, regardless of purpose or intent, including but not limited to those that are derogatory, mocking, endearing, overly familiar, descriptive, or based on comparisons, incidents, or inside jokes, are not permitted. When encountering a teacher or staff member, students should politely greet them by saying "Good morning," "Good afternoon," or another appropriate greeting. Likewise, when a teacher or staff member greets a student, the student is expected to respond respectfully and audibly. Cultivating habits of respect and

courtesy contributes to a positive school culture and reflects the character expected of all students. Students are to demonstrate a respectful, cooperative attitude toward any employee/volunteer of GBC and GCS. Any form of persistent disobedience or disrespect to authority or questionable behavior or conversation either at school or on school-sponsored activities may result in demerits and/or office discipline.

RESPECT FOR PROPERTY

A genuine care and respect for private property is to be exhibited at all times by our students. A student defacing or writing names on any property of GCS will be subject to office discipline. Willful damage to or destruction of school property, staff property, or another student's property will not be tolerated. The student must pay for all damage that the student caused, whether willful or accidental.

RESPECT TOWARDS OTHER STUDENTS

God made us all; therefore, we must show our respect for Him by showing our respect for each other. Any form of derogatory, intimidating, or threatening actions or language will not be tolerated. Offenses deemed to be serious by the Administration, regardless of intent (joking or not), may result in disciplinary action, up to and including suspension or expulsion.

BULLYING AND HAZING

Bullying, hazing, intimidation, harassment, and retaliatory behavior are contrary to biblical teaching and will not be tolerated (Matt. 5:43-45; Luke 10:30-37; Eph. 4:31-32; Prov. 15:1). Bullying is any intentional act, whether physical, verbal, social, emotional, electronic, or nonverbal, that causes or is intended to cause fear, humiliation, harm, intimidation, or

distress to another person. Hazing is any activity that humiliates, degrades, abuses, or endangers an individual as a condition of membership in a group or activity.

Examples include, but are not limited to:

- Physical aggression, fighting, or threats
- Name-calling, teasing, insults, or spreading rumors
- Exclusion, intimidation, manipulation, or harassment
- Inappropriate gestures or written communications
- Cyberbullying through text messages, social media, email, or other electronic means
- Conduct targeting an individual's personal characteristics, background, or beliefs

Students are expected to treat others with Christian love, kindness, and respect. Any student who experiences or witnesses bullying or hazing should report it immediately to a teacher or administrator. Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited.

Reports will be handled as confidentially as possible. After investigation by the Administration, students found responsible for bullying, hazing, or retaliation will be subject to disciplinary action, including demerits, suspension, or expulsion. Conduct that may violate the law will be reported to the appropriate authorities.

VIOLENCE, THREATS, AND AGGRESSIVE BEHAVIOR

GCS is committed to maintaining a safe, orderly, and Christ-centered environment. Therefore, fighting, physical aggression, threats, intimidation, bullying, or any other form of violent behavior is strictly prohibited. This includes encouraging others to engage in violence, participating in violent acts, or

making statements, comments, jokes, or gestures that could reasonably be interpreted as a threat to the safety or well-being of another person (Matt. 5:9; Rom. 12:18; Eph. 4:31-32). Students are expected to resolve conflicts in a respectful and biblical manner. Any act of violence, threat, or intimidation may result in disciplinary action, up to and including suspension, expulsion, and notification of law enforcement when appropriate.

TOBACCO, ALCOHOL, AND DRUG USE

The Bible tells us that the body is the temple of the Holy Spirit and should be cared for in a manner that honors God (1 Cor. 6:19-20). Therefore, the use, possession, distribution, or being under the influence of tobacco products, vaping devices, alcohol, illegal drugs, controlled substances, or drug paraphernalia is strictly prohibited on school property, at school-sponsored activities, or in school vehicles. Any student found smoking, vaping, using or possessing tobacco products, using or possessing alcohol or drugs, distributing such substances, or being under the influence of drugs or alcohol will be subject to disciplinary action. Violations may result in suspension, expulsion, and notification of law enforcement when appropriate.

GAMBLING AND GAMES OF CHANCE

Students are encouraged to be wise stewards of the resources God has entrusted to them and to avoid activities that promote greed, dishonesty, or dependence upon chance rather than biblical principles (Luke 16:10; 1 Tim. 6:10; Prov. 13:11). Therefore, gambling, betting, wagering money or valuables, participating in games of chance for profit, or engaging in online gambling activities are prohibited on school property, at school-sponsored events, in school vehicles, or through school technology.

Students who participate in gambling or betting activities will be subject to disciplinary action as determined by the Administration.

ENTERTAINMENT AND MEDIA STANDARDS

The Bible warns us to guard our hearts and minds by choosing media and entertainment that honor God and reflect biblical values (Phil. 4:8; Ps. 101:3). Students are expected to refrain from listening to music, viewing media, accessing online content, or possessing literature that promotes immorality, violence, profanity, substance abuse, occult practices, or other ideas contrary to the school's biblical standards. The possession, sharing, or viewing of inappropriate media or online content on school property, at school-sponsored activities, or through school technology resources is prohibited and may result in disciplinary action as determined by the Administration.

POSSESSION OF PROHIBITED OR DANGEROUS ITEMS

Possession, use, or distribution of pornography, firearms, knives, matches, fireworks, explosives, or any object that could reasonably be used as a weapon or pose a threat to the safety of others is strictly prohibited on school property, at school-sponsored activities, or in school vehicles (Ps. 11:5; Rom. 13:10; Phil. 4:8). Possession of any prohibited or dangerous item is not tolerated and is grounds for office discipline. Violations may result in confiscation of the item, disciplinary action, suspension, expulsion, and notification of law enforcement when deemed necessary by the Administration.

RELATIONSHIPS AND SEXUAL CONDUCT

It is the policy of GCS 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 office discipline:

- 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 statements 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 orientation," "I am a transgender female/male," "I'm sexting," or "I'm sleeping with my boyfriend/girlfriend."

- Sending, sharing, possessing, receiving, requesting, viewing, or distributing pictures, videos, text messages, emails, or other electronic communications that contain sexually explicit, sexually suggestive, or otherwise immoral content.
- Homosexual or transgender conduct, either as acts or identifying statements.
- Joking about, teasing, labeling, or falsely referring to oneself or another person as "gay," "lesbian," "transgender," or by any similar term, whether intended as humor, an insult, or a nickname.

In certain cases, the Administration may notify parents, local law enforcement, or other authorities as deemed appropriate and as required by law.

DISCIPLINARY PROCEDURES

DEMERIT SYSTEM

While discipline is basically positive training in the right direction (Prov. 22:6), there is a negative side of correction. The Administration of GCS 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 maintain 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.
- In the junior and senior high, each accumulation of three (3) demerits will result in one (1) detention and an accumulation of excessive detentions may result in office discipline. At the end of each quarter, demerit and detention counts will reset. Parents of junior and senior high students will be informed of each detention issued.

The following are some examples of offenses and their repercussions:

Offence	Disciplinary Action
Not facing the front	Stand in the back
Poor posture in chair	Stand in the back
Drawing or writing on body	Wash it off in the restroom
Sleeping in class	Stand in the back
Dress code violation	1 demerit and change if possible
Eating or drinking in the halls or classroom	1 demerit and discard item
Gum chewing	1 demerit and discard item
Horseplay in the hallways or classroom	1 demerit
Littering	1 demerit and pick up
Tardy to class	1 demerit
Throwing objects	1 demerit
Unprepared for class	1 demerit
Working on unrelated material during class	1 demerit
Communicating without permission	Detention
Distracting noises or actions	Detention
Getting out of seat without permission	Detention
Direct disobedience	Detention
Lying/dishonesty	Detention
Dangerous/destructive horseplay	Detention
Using a cell phone during school hours	Detention
Accumulation of three demerits	Detention
Cheating/plagiarism	Office discipline
Defacing school property	Office discipline
Serious dress code violation	Office discipline
Fighting/bullying	Office discipline
Prohibited items	Office discipline
Physical contact between sexes	Office discipline
Profanity and improper language	Office discipline
Skiping class	Office discipline

DETENTION

Students who receive a detention are required to serve it after school from 3:05 p.m. to 3:50 p.m. on the next school day unless otherwise directed by the Administration. Students must report promptly to the teacher supervising detention.

Students who arrive late to detention will receive one additional demerit. During detention, students are expected to remain quiet, respectful, and engaged in schoolwork. Disruptive behavior will not be tolerated and may result in additional demerits, further detentions, or other disciplinary action.

Students who fail to attend an assigned detention will have their parents notified and will be assigned additional detention time. Repeated failure to serve detention may result in office discipline and further consequences as determined by the Administration.

SUSPENSIONS/EXPULSIONS

GCS seeks to address student misconduct in a manner that is biblical, fair, and restorative whenever possible. However, serious violations of school policies, repeated misconduct, or behavior that threatens the safety, well-being, testimony, or educational environment of the school may result in suspension or expulsion.

Suspension is the temporary removal of a student from school and school-related activities for a specified period of time. Before a suspension is issued, the Administration will investigate the matter and, when appropriate, meet with the student and parent(s) or guardian(s). Students serving a suspension may be required to complete assigned academic work during the suspension period.

Consistent with Georgia law, days missed due to an out-of-school suspension will not be counted as unexcused absences for purposes of determining truancy under GCS's Attendance Policy. Suspension

days remain separately documented in the student's disciplinary record and do not offset or reduce a student's existing count of unexcused absences.

Expulsion is the permanent dismissal of a student from GCS. Expulsion may result from severe misconduct, repeated violations of school policies, criminal behavior, or conduct that is determined by the Administration to be inconsistent with the mission, values, or standards of the school.

Attendance-related concerns, standing alone, will not result in expulsion. Consistent with the direction of Georgia law, chronic absenteeism is addressed first through parent notification, attendance conferences, and intervention rather than through expulsion. Where a student's unexcused absences reach the threshold defined in GCS's Attendance Policy, the Administration may, at its discretion, notify the appropriate authorities as required or permitted under Georgia's compulsory attendance statutes, in addition to applying GCS's own credit-withholding and appeal procedures described in the Attendance Policy.

The Administration, in its sole judgment, determines what is inconsistent with the religious mission or tenets of the school. The Administration reserves the right to determine the appropriate disciplinary action for each situation. Decisions regarding suspension or expulsion are made at the sole discretion of the pastor of GBC and administrator of GCS, when applicable. Decisions regarding re-admittance and re-enrollment are also made at the sole discretion of the pastor of GBC and administrator of GCS, when applicable.

SEARCHES

GCS 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, vehicles, or other student possessions such as purses, 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.

ACADEMICS

CURRICULUM

ABEKA/BJU 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, GCS takes great care in the selection of curricula and has chosen to use the Abeka curriculum and Bob Jones University 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/> or <https://www.bjupress.com/>

ACHIEVEMENT TESTING

Students are given annual 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).

DROPPING A COURSE (HIGH SCHOOL)

It is the desire of the Administration that each student complete his assigned class load to the best of his ability; however, in some cases, approval may be granted for a high school student to drop a particular class. Any parent who wishes for his child to drop a course for any reason must contact the school office to receive permission from the administrator. After the third week of school, a student dropping a course will receive a failing grade for that particular course.

GRADING SCALE AND STANDARD

Grade	Score	GPA
A+	97 - 100	4.0
A	93 - 96	4.0
A-	90 - 92	4.0
B+	87 - 89	3.0
B	83 - 86	3.0
B-	80 - 82	3.0
C+	77 - 79	2.0
C	73 - 76	2.0
C-	70 - 72	2.0
F	69 and below	0

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. Our academic portal, FACTS, and report cards also function as an objective form of communication between the parents and teachers. Each student is evaluated in two areas: academics and citizenship. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, etc.

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

Parents and students will have access to their grades as they are updated online through the FACTS Family Portal. For questions about FACTS accounts, please contact the school office.

ELEMENTARY GRADING

Progress reports and quarterly grades for elementary students will be based on the following assessment components:

- Grades 1-2: Tests
- Grade 3: Tests and Quizzes
- Grades 4-6: Tests, Quizzes, and Exams

SECONDARY GRADING

QUARTER GRADES

Quarter grades are 50% quizzes and 50% tests. The quiz average is calculated by averaging all quiz grades earned during the quarter, and the test average is calculated by averaging all test grades earned during the quarter. Semester and final examinations are considered cumulative assessments; however, they are included only in the quarter in which they are administered. Each semester or final examination is weighted as two test grades when calculating the test average.

SEMESTER GRADES

The semester grade is calculated by averaging the two quarter grades earned during that semester.

FINAL YEARLY GRADES

The final yearly grade is calculated by averaging the four quarter grades earned throughout the academic year.

CITIZENSHIP SCORE

The Citizenship Score reflects the student's overall attitude, conduct, cooperation, respect for authority, responsibility, and demonstration of Christian character in the classroom and throughout the school environment at the end of each quarter.

Citizenship is scored on this scale:

5 - Excellent: Consistently shows Christian character, respect, responsibility, and leadership.

4 - Above Average: Regularly shows good character with only minor areas to improve.

3 - Average: Meets expectations for conduct and character.

2 - Below Average: Often shows behavior that needs correction.

1 - Poor: Regularly shows behavior that is unacceptable and against school expectations.

HOMEWORK POLICY

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.

ELEMENTARY

All elementary students are required to purchase and use a Grace Christian School Elementary Student Planner. Homework assignments should be recorded according to teacher instructions, and parents are expected to review and sign the planner daily.

To maintain a reasonable balance between school, family, church, and personal responsibilities, the average amount of homework assigned should not exceed the following daily guidelines:

- | | |
|-----------------------|-----------------------|
| * Grade 1: 30 minutes | * Grade 4: 50 minutes |
| * Grade 2: 40 minutes | * Grade 5: 55 minutes |
| * Grade 3: 45 minutes | * Grade 6: 60 minutes |

Teachers may occasionally have students record the amount of time spent on homework to help ensure assignments remain within these guidelines.

No homework will be assigned on Wednesday evenings in order to encourage attendance at midweek church services. Homework will also be optional for students attending special revival services or school-sponsored evening programs. Teachers may assign homework when a holiday immediately precedes a weekend; otherwise, homework will not be assigned on holidays.

Students are expected to submit neat, orderly, and legible work. First-grade students will use curriculum-provided worksheets and writing paper. Students in grades two through six should use wide-ruled notebook paper unless otherwise directed by the teacher. Papers should include proper headings, be free from torn edges and excessive wrinkles, and reflect the student's best effort. Unless otherwise instructed, all written work should be completed in cursive.

Homework offenses apply to students in grades four through six. A homework offense is issued whenever a student fails to submit a completed homework assignment on the day it is due. Each quarter, students will receive a "Homework Completion Grade", which counts as one quiz grade. Homework offenses will affect the Homework Completion Grade and result in the following consequences:

- 0 Homework Offenses: 100%
- 1 Homework Offense: 80% and parent notification by email
- 2 Homework Offenses: 60% and a note sent home to the parent
- 3 Homework Offenses: 40%, parent contacted by phone, supervisor notified, and parent informed that the next offense will result in a demerit and a grade of 0%

- 4 Homework Offenses: 0%, one demerit assigned, and parent notification by email (this consequence also applies to Grade 3 students)
- 5-6 Homework Offenses: Additional demerits assigned and parent notification by email
- 7 or More Homework Offenses: Referral to the school office to complete the assignment and receive office discipline

The Administration reserves the right to address excessive homework offenses or patterns of academic irresponsibility on an individual basis.

SECONDARY

Completed homework assignments will collectively count as one quiz grade each quarter in addition to the required quiz grades. Homework will be evaluated primarily for effort and completion rather than accuracy.

Teachers will keep a record of homework offenses throughout each quarter. A homework offense is recorded whenever a student fails to submit a completed homework assignment on the day it is due. At the end of each quarter, the student's homework quiz grade will be determined by the total number of homework offenses accumulated during that quarter according to the following scale:

- 0 homework offenses = 100%
- 1 homework offense = 80%
- 2 homework offenses = 60% and parent notification
- 3 homework offenses = 40% and parent notification
- 4 homework offenses = 0% and one detention assigned
- 5-6 homework offenses = additional detentions assigned
- 7 or more homework offenses = office referral

Teachers may occasionally designate a homework assignment as a separate quiz grade. Such assignments will not be included in the

homework offense system. If a student fails to submit a designated homework quiz assignment, the student will receive a grade of zero (0) for that quiz.

The only acceptable excuse for not completing homework is the student's illness or a written note by the parent stating an emergency which prevented homework from being done.

RETAKES/EXTRA CREDIT

Grace Christian School seeks to maintain consistent and fair academic standards in all classrooms. Therefore, quiz and test retakes will be granted only in exceptional circumstances and at the discretion of the teacher and the supervisor.

Extra credit opportunities may be included on quizzes, tests, and homework at the discretion of the teacher.

REPORTING GRADES

TEST PACKETS (ELEMENTARY)

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 AND REPORT CARDS

Progress reports will be emailed in the middle of each quarter according to the following dates:

- Quarter 1: September 15
- Quarter 2: November 17
- Quarter 3: February 9
- Quarter 4: April 20

Report cards are issued at the end of each quarter of school according to the following schedule:

- Quarter 1: October 13
- Quarter 2: January 5
- Quarter 3: March 23
- Quarter 4: May 26

PARENT TEACHER CONFERENCES

Please don't hesitate to reach out to the school office with any questions or concerns about your student. GCS truly believes in working together with families to support each child's growth. Our teachers are always glad to welcome a visit from a parent; we just ask that conferences be set up in advance through the school office, at a convenient after-school time, so we can give you our full attention. Every conference is kept private and confidential. If you need to speak with a teacher, call during office hours and someone will return your call after school.

New Parent-Teacher Conferences will be held on **Tuesday, September 15, 2026**. 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 **Tuesday, October 13, 2026 and Tuesday, February 9, 2027**. 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.

PROMOTION AND SUMMER SCHOOL

KINDERGARTEN (K5) PROMOTION

Promotion from Kindergarten (K5) to First Grade is based on the student's overall readiness in academics, citizenship, and developmental progress, as determined by the classroom teacher and Elementary Supervisor.

This year's kindergarten (K5) promotion will be **Friday, May 14, 2027.**

If a student does not meet promotion requirements for Kindergarten, the Administration will recommend a summer remediation program to help better prepare the student for success in First Grade.

ELEMENTARY SCHOOL

1. Completion of courses for Grades 1-6 with an acceptable grade and teachers' recommendation
 - i. Arithmetic
 - ii. Language, Spelling/
Vocabulary, Reading/
Poetry, Writing/
Penmanship
 - iii. Science and Health
 - iv. History
 - v. Bible

JUNIOR-HIGH SCHOOL

1. 1 year of History of the World
2. 1 year of American History
3. 2 years of English
4. 2 years of Mathematics
5. 2 years of Physical Education
6. 2 years of Visual/
Performing Arts
7. 2 years of Bible

BIBLE REQUIREMENT

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.

PHYSICAL EDUCATION (SECONDARY)

The P.E. uniform for students in 7th-9th grades must be purchased from the school office. During cooler weather, students may wear light jackets or sweatshirts that are purchased from the school and matching the school colors.

If a student needs to be excused from physical education class, a written excuse is to be sent with the student. A doctor's note is necessary if the student needs to be excused from P.E. for an extended period.

SUMMER SCHOOL

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 Grace Christian School five-week Summer School program is available for students who have failed academic courses during the regular school year and need to recover credit to meet promotion requirements. In certain circumstances, transferring high school students may enroll in Summer School for courses they need to take in order to be on track for graduation.

For students in grades 1-8, promotion to the next grade level is determined by overall academic performance. Students who fail two or more core courses (English, Mathematics, Science, and History) may be required to repeat their current grade at the discretion of the Administration.

For students in grades 9-12, summer school may be used to recover credit in failed courses, subject to administrative approval. Students who fail more than two courses may be required to repeat courses during the following school year and may not be eligible to recover all failed credits through Summer School.

Students wishing to attend Summer School at another institution must receive prior approval from the Administration before enrolling. Credit earned elsewhere without prior approval may not be accepted by GCS.

Summer School is open only to students whose final average in the failed course was between 60 and 69. Students who earn a final average below 60 should expect to repeat the grade (grades 1-8) or repeat the course (grades 9-12), unless otherwise approved by the Administration under exceptional circumstances.

Summer School is designed for credit recovery and promotion purposes. It is not intended for students who have passed a course and simply desire to improve their grade average.

HONORS AND AWARDS

SUBJECT AWARDS

Subject Awards are presented to students who have demonstrated exceptional achievement, effort, attitude, and growth in a particular academic subject throughout the school year. Recipients are selected by the classroom teacher based on academic performance, participation, work ethic, and overall excellence in the subject area.

HONOR ROLL

Honor Roll recognizes students who exemplified their academic diligence, responsibility, and achievement. Student's eligibility for the award is determined based on the student's quarter grades. At the conclusion of each quarter, students who demonstrate outstanding academic achievement may be recognized according to the following standards:

- **All A Honor Roll:** Students who earn an A in every subject for the quarter.
- **A/B Honor Roll:** Students who earn at least a B in every subject for the quarter.

At the conclusion of the school year, students who maintain All A Honor Roll status for all four quarters will receive an All A Honor Roll Certificate and students who maintain at least A/B Honor Roll status for all four quarters will receive an A/B Honor Roll Certificate during the annual Awards Assembly.

SWORD DRILL WINNERS

The Sword Drill Award is presented to students who demonstrate exceptional knowledge of the Bible and skill in locating Scripture passages quickly and accurately. Winners will be determined based on speed, accuracy, attentiveness, and consistent participation during Sword Drill competitions. In the event of a tie, additional rounds may be conducted to determine the winner.

SPELLING BEE WINNERS

The Spelling Bee Award is presented to students who demonstrate excellence in spelling, concentration, and poise during competition. Winners will be determined by their ability to correctly spell assigned words according to the official Spelling Bee rules. Students who consistently spell words accurately and successfully advance through each round of competition will be recognized as winners.

PERFECT ATTENDANCE AWARD

The Perfect Attendance Award is presented to students who are present for every scheduled school day during the academic year. To qualify, a student must have no absences recorded during the school year.

HIGHEST ACADEMIC AVERAGE AWARD

The Highest Academic Average Award is one of the most prestigious academic honors presented by Grace Christian School. This award is given annually to the student in each grade level who achieves the highest overall academic average for the entire school year.

CHRISTIAN CHARACTER AWARD

The Christian Character award is perhaps the most meaningful recognition we bestow at Grace Christian School, for it goes beyond academic achievement and speaks directly to the condition of a student's heart. This award is presented to those students who have consistently exemplified the character of Christ in their words, their actions, and their interactions with others throughout the school year.

SENIOR GRADUATE INFORMATION

Some of the best years of a student's life are spent during high school, and the graduating year for the senior student is no exception. GCS desires that the graduating senior take full advantage of the opportunities in his final year to further his spiritual and academic growth. To ensure that all seniors and their parents have a clear understanding of the year's activities, a Future Pathways Night is scheduled for September 4th, which each graduating senior and his or her parents must attend.

GRADUATION REQUIREMENT

Courses required for the college preparatory diploma and for the standard high school diploma are outlined below. The Academic Supervisor is available for academic advice and direction to help the senior stay on track for graduation. If there are any questions regarding the senior's academic standing or earned credits, please speak with the supervisor early in the year to avoid issues leading up to graduation.

STANDARD HIGH SCHOOL DIPLOMA

- | | |
|---|---|
| 1. 4 credits of English/
Language Arts | 6. 3 credits of Career,
Technical and |
| 2. 4 credits of Math | Agricultural Education |
| 3. 4 credits of Science | (CTAE) and/or Modern |
| 4. 3 credits of Social Studies/
History | Language/Latin, and/or |
| 5. 1 credit of Health &
Physical Education | Fine Arts |
| | 7. 4 credits of Electives |
| | 8. 0.5 credit of Financial
Literacy (could be part of
Elective or CTAE) |

COLLEGE PREPARATORY HIGH SCHOOL DIPLOMA

- | | |
|---|---|
| 1. 4 credits of English/
Language Arts | 6. 3 credits of Career,
Technical and |
| 2. 4 credits of Math
<i>** (4th year math
PreCalculus)</i> | Agricultural Education
(CTAE) and/or Modern
Language/Latin, and/or
Fine Arts |
| 3. 4 credits of Science (The
4th science unit may be
used to meet both the
science and elective
requirement.) | <i>** (2 consecutive years of
the same Modern
Language/Latin)</i> |
| 4. 3 credits of Social Studies/
History | 7. 4 credits of Electives |
| 5. 1 credit of Health &
Physical Education | 8. 0.5 credits of Financial
Literacy (could be part of
Elective or CTAE) |

SENIOR HONORS AND AWARDS

VALEDICTORIAN AND SALUTATORIAN

Academic honors at graduation are determined based on the grade point average earned for all courses taken in high school as calculated through May 1st of the senior year. Valedictorian and salutatorian are awarded to the top two academic students who have at least a 3.00 GPA and are earning a college-preparatory diploma at graduation. The valedictorian must have attended GCS for at least two full years and have the highest overall GPA. The salutatorian must have attended GCS for at least two full years and have the second-highest overall GPA. If there is a tie in the GPA calculation, numeric averages will be used to determine the honors.

HERITAGE AWARD

To be eligible for this award, the student must be a graduating senior who attended Grace Christian School all the years from kindergarten (K5) to high school (Grade 12). This is a special commendation for families and students who faithfully support and stand on Christian education.

SENIOR TRIP

Each spring the high school graduating class participates in a Senior Trip. The class works all year at fundraising to help defray major expenses for the trip, and each senior is expected to participate in the fundraising.

COMMENCEMENT EXERCISES

SENIOR PROFILE

As the time of graduation approaches, the senior will be given a profile information sheet. Seniors must fill out the information requested and return it to the school office by *Tuesday, May 4, 2027*. This information is needed in preparation for Commencement.

SENIOR DISPLAY

In preparation for the graduation reception, seniors will need to prepare a display board. A table will be provided in Hodges Hall. Seniors may wish to express a theme, or chronicle his or her life with photographs, display memorabilia, or indicate in some way their life's calling or future plans. Senior displays will provide a way for guests to get to know graduating seniors and to encourage them in their pursuits. Displays may be set up on **Thursday, May 20 , 2027, between 2:00 p.m. and 4:00 p.m. or Friday, May 21, 2027, between 8:00 a.m. and noon.**

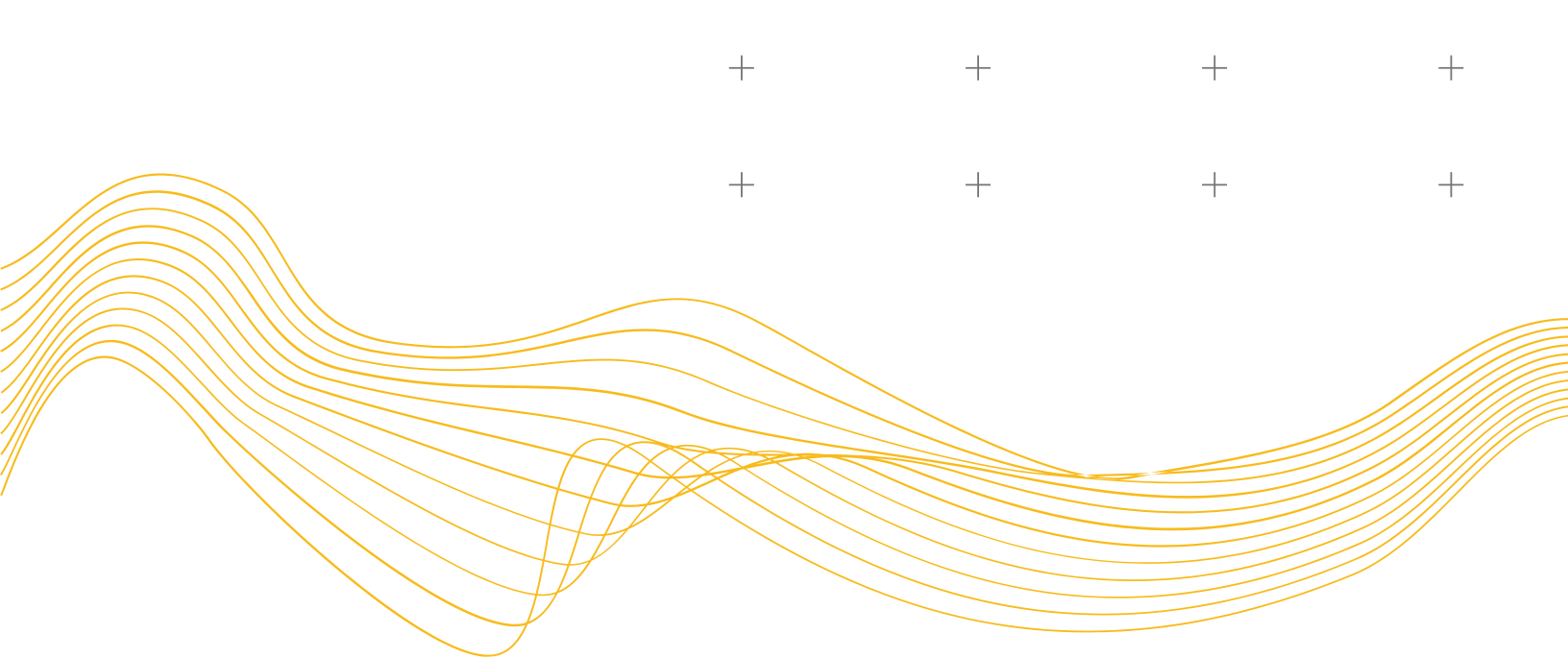
COMMENCEMENT PRACTICE AND CEREMONY

Seniors must attend practice for Commencement; it is mandatory and a prerequisite for graduation. Graduation rehearsal will be held on **Thursday, May 20, 2027, at 2:00 PM, and Friday, May 21, 2027, at 10:00 AM.** Details regarding the Commencement will be outlined during the practices.

The graduation ceremony will be held on **Friday, May 21, 2027, at 7:00 PM** in the auditorium of Grace Baptist Church. Graduates are asked to arrive no later than 6:30 PM (approximately 30 minutes prior to the start of the program) in order to allow sufficient time to organize, prepare, and line up for the processional. Refrain from wearing the graduation gowns during transit, as doing so may result in unwanted wrinkles. Fitting caps and gowns, last minute preparations, and prayer will be made before proceeding to the auditorium to march.

Gentlemen should wear a neat, collared button-down shirt, preferably white, along with a proper tie and dress slacks. Dress shoes should complement the overall attire. Suit coats, while welcome, are not required.

Ladies should wear a modest Sunday dress with comfortable, appropriate footwear. Please ensure that your attire is modest and presentable. Heels, while permitted, are neither required nor encouraged, as the venue floor may present a safety concern.



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