



GRACE

CHRISTIAN SCHOOL

Where Faith and Learning Connect

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Website: www.gcsbowie.org

Grades, Progress Reports, Assignments and teachers' website: www.RenWeb.com

Note that yearly updates are made to this handbook.

Copy of the handbook can be found on GCS website.

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WELCOME TO GRACE CHRISTIAN SCHOOL

We are delighted to have your student enrolled in our school. It is our firm belief that all students who come here do so because it is part of God's plan for their lives. We recognize our responsibility to you and to God for the training and education we provide for your student. We want you to know that we will lovingly and prayerfully minister to him. We want to work closely with you. If you have a question or concern at any time, please contact the school by e-mail, phone, or note.

At the same time, you need to be aware that just enrolling your student in this school is not going to magically remove any problems he may have had previously. If he has had trouble getting along with other students, he will experience that same problem here. If his academic background has been lacking, he is going to have difficulty overcoming that obstacle. If his study habits have been poor, they are not going to suddenly become excellent.

What is going to be different is the way in which we help the student with his problems. We will guide and counsel him on the only basis which has any solution for the problems of mankind - the Word of God. We are going to do the very best we can for him because we love him and are concerned about him, for he is a precious soul for whom Christ died. We will be concerned about his salvation, for until he has the Holy Spirit dwelling within him and empowering him, he can never be a whole person.

Yet, with the best efforts of both parents and teachers, it is the student who must do the work in order to gain the education. We have no magic formula that will instill academic content, proper attitudes and thoughtful behavior into a student. You must help us help your student realize that he bears the responsibility for the outcome of his education, especially as he grows older.

Having made the decision to enroll your student in our school, we expect that you will work with us, as we will work with you. We want you to know that we are not perfect, and we may make mistakes. When you feel something is wrong, we ask only that you take it up with the person or persons directly involved. Try not to discuss it with your student. When a student senses tension between parents and teachers, it undermines the authority of both and makes it more difficult to help him. In solving difficulties, we follow the principles laid down in the 18th chapter of the Gospel of Matthew, verses 15-17. Applied to the school situation, these principles give a three-step process:

1. Go first to the person directly involved in the situation. Many times the story that comes home through your student is not the true one, not necessarily because he is lying, but because he does not have the maturity to interpret correctly all that he sees and hears.
2. If the problem cannot be resolved, ask to have an appointment with the Principal. Being outside the situation and not emotionally involved, the Principal can bring to the problem a different perspective as well as an understanding of the problem within the total school context.
3. If the problem is still not resolved, it can be taken to the School Committee.

It is important to follow the steps in order. Most problems can be solved at step one with common courtesy and prayer for wisdom to see the issue clearly from both points of view. Parents and teachers must function in one accord as a team for the benefit of the student.

We cannot stress how very important this procedure is. If you have a concern about any staff member, you need to make that staff member involved aware of the problem. The situation cannot be rectified if the staff member is unaware that there is a problem. Do not feel that going to your child's teacher or to another staff member will be resented by that person. Each of our school staff appreciates the opportunity to discuss your concerns and to resolve any problems as quickly as possible and in as private a way as possible.

When you have a concern, please keep in mind that according to Proverbs 6:19, one of the things that God hates is one who sows discord among the brethren. Do not let yourself fall into the trap of airing your concerns with those who cannot do anything to rectify the problem. Your concern then becomes merely a gripe, and the possibility is raised that bad feelings will become implanted in the minds of those with whom that gripe is shared.

If step one listed above does not give you satisfaction and you still have a concern, please follow steps 2 and 3. Failure to follow these steps in order and/or causing dissension among others inside and outside the school family is grounds for the school's refusal to accept your child's reenrollment the following year.

The following pages make clear the philosophical foundation for this school and the various rules and regulations that make it function smoothly. Please read this handbook carefully, and keep it where you can refer to it. Please be aware that we as a school reserve the right to change our policies at any time should such a change be warranted. We will inform you of any such change that affects your family. In addition, we reserve the right to make an exception to a stated policy for certain circumstances. But in making the exception to a policy, we as a school in no way waive our right to enforce that policy in the future.

GRACE BAPTIST CHURCH

PHILOSOPHY OF CHRISTIAN EDUCATION

Believing that Christ has commanded His church to go forth and teach His doctrines (Matt.28:19, II Tim. 2:2), Grace Baptist Church has instituted a variety of educational ministries, including but not exclusive to, Sunday School, Grace Christian School, AWANA, Vacation Bible School, and Summer Camp to teach men and women, boys and girls God's Word and to assist them in applying God's truth to their lives.

Knowing that the reverential respect of the Lord is the beginning of wisdom (Psalm 111:10), that He is the source of all knowledge and truth (Col. 2:3, Prov. 2:6), that the universe is the result of His creation (Gen. 1:1, John 1:1-5, Heb. 11:3), that He works within the history of mankind to fulfill His purposes (Dan. 2:20-22) and that He has revealed Himself through the Living Word, the Lord Jesus Christ, (Heb. 1:1-4) and His written Word, the Bible (II Tim. 3:16), these ministries offer courses of study based on and centered in the Bible, which are taught by born-again teachers empowered by the Holy Spirit, called by the Lord into these teaching positions and sacrificially dedicated to His service.

Realizing the purpose of true education is to train a person to serve the Lord (II Tim. 2:15, 17, Ecc. 12:13, Rom 12:1), these ministries seek to bring each child and adult to a realization of their inborn sinful nature (Rom. 3:23) and an understanding of their need to be related to God as His child through the sacrificial death of the Lord Jesus Christ for their sins (John 20:31, John 3:16-18, Gal. 3:26), to instill within them both the proper values and attitudes (I Cor. 10:31, Col 3:23) and the knowledge they need to be contributing citizens of the community, faithful servants of God through His church (Heb. 2:12, Heb. 10:25) and testimonies for the Lord Jesus Christ in a sinful world (Matt. 5:16, Phil. 2:15,16, I Tim. 4:12).

Recognizing that children belong to God (Psalm 127:3) and are given to parents (Gen. 30:1,2, Heb. 2:13) who are responsible to the Lord for their education (Eph. 6:4, Deut. 4:9,10, Deut. 6:6,7), these ministries assist parents in carrying out their responsibilities and are available to all who seek to train up their children according to God's commands (Prov. 22:6, Deut. 32:46, Psalm 78:1-8).

Acknowledging that God has called forth these ministries in this local assembly of believers, known as Grace Baptist Church, and that He has guided and led in their development, we give Him the praise and make it our earnest prayer that, through the convicting power of the Holy Spirit, He will keep us true to His Word as we carry out these responsibilities He has laid upon us, to fulfill His purpose of training men and women, boys and girls in His ways to His honor and glory.

AMEN



GRACE CHRISTIAN SCHOOL

VISION and MISSION

WORSHIP. LEARN. GROW. CREATE.

Vision Statement

Our vision is to strengthen and develop Grace Christian School into a Christ centered K-8 learning community focused on the hearts and minds of students, family partnerships, staff growth, curricular excellence, resource stewardship, constituent diversity, and community outreach. We will continue striving to produce students prepared to engage their communities with the love of Christ through a biblical worldview.

1. GCS will strive to produce, as the Holy Spirit enables, students who choose a personal relationship with Jesus Christ, desire godly character, think and act biblically, and achieve levels of excellence in curricular and extracurricular programs.
2. GCS will strive to cultivate a partnership with the families/ guardians of students through a shared commitment to support the goals/ core beliefs of the school, participate in the betterment of the learning community, communicate with each other according to the Matthew 18 principle, and heed to the biblical responsibility placed on parents for the education of their children.
3. GCS will strive to recruit and retain faculty, staff, and administrators that demonstrate a commitment to godly character and professional preparation; as well as provide staff opportunities to learn and grow in their spiritual and professional pursuits.
4. GCS will strive to provide a well-rounded and rigorous curriculum taught through a biblical worldview to challenge students to work to their spiritual, academic, physical, and creative potential.
5. GCS will strive to be above reproach in all business dealings, stewarding the resources God has given to the school for the responsible strengthening and expansion of the school community.
6. GCS will strive to be characterized by denominational, racial, and socioeconomic diversity.
7. GCS will strive to partner with the local church and home in developing students who will seek practical ways to help meet community needs by engaging in community service. GCS will also strive to partner with the local community to enhance the quality of educational opportunities through relationships with local businesses and places of public service.

Mission Statement

Grace Christian School exists to develop excellence in the spiritual, academic, physical, and creative growth of students through a biblical worldview to follow Christ passionately.

GRACE CHRISTIAN SCHOOL SONG

*Grace Christian School,
God has called you to teach me
How to live abundantly,
Learn the things I need to know,
And by my life to others show
The love of God so free.*

*This is God's school,
His to command.
On His Holy Word,
We will take our stand.
True to the Bible,
We will always be.
Then we will shine forth
As a light in our community.*

PLEDGE TO THE BIBLE

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

PLEDGE TO THE CHRISTIAN FLAG

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

GRACE CHRISTIAN SCHOOL HISTORY

BEGINNINGS

The possibility of a school ministry was included in the Articles of Incorporation when Grace Baptist Church was founded in October, 1963. Exploration into a school ministry began in the spring of 1974 and continued over an eighteen month period involving research into Christian schools, visits to Christian schools in the area, attendance at Christian school conferences, preliminary staff training, curriculum review, and modification of a new wing under construction which would house the school program. (This wing presently consists of the kitchen, bathrooms, art room and two kindergarten rooms.)

The school opened in the fall of 1975 with a total of twelve students in K4, K5 and first grade with a teacher/Principal and an assistant. One class was added each year until the school had one section of K4, K5, and grades 1-6 in the fall of 1979. The staff had increased to a full time director, an assistant director who also taught art part time, a full time music teacher and nine classroom teachers. During the following two years a full time librarian and a full time physical education teacher were added.

FIRST EXPANSION

The growth in the church made additional space mandatory. In the summer of 1983 a four-classroom wing was added. (This wing presently consists of the first and second grade classrooms.) This additional space allowed the school ministry to expand into the junior high level. The seventh grade was added in 1983 and the eighth grade in 1984.

Continuing church growth resulted in the construction of a new sanctuary which made additional space available for the school ministry in the fall of 1990. The "new" wing of 1974 was remodeled into the present kitchen and bathrooms, a large classroom with a divider which housed the seventh and eighth grades and a large library/computer lab. The old sanctuary became a gym. The choir room below the sanctuary became the school music room.

In the fall of 1991, the school began doubling a class a year beginning with the kindergarten. In the fall of 1994, the two kindergarten and the two first grade classes were moved to the Annex, an off-site campus located in the "W" section. The two second grades moved to the Annex in the fall of 1995.

SECOND EXPANSION

The church continued to grow beyond the capacity of the facility, and a two-story classroom wing was built in the spring and summer of 1997. The 1974 wing again underwent remodeling. The rooms which had housed the seventh and eighth grades and the library/computer lab were turned into two kindergarten rooms. In addition, three small classrooms adjacent to that wing were remodeled into a church library and a rehearsal hall for the bands and choirs. In the new wing, locker rooms with showers were added off the gym and a separate school library was located on the ground floor with the computer lab becoming a separate room on the second floor. The six classes at the Annex were moved back to the church campus.

PRESENT SCHOOL PROGRAM

The school consists of grades kindergarten through eight. The school administration is presently staffed with a Principal, Vice Principal, Admissions Director, Financial Director, Administrative Assistant/Computer Technologist and Office Manager.

There are nine classroom teachers in grades kindergarten through five. The middle school staff serves as homeroom teachers for grades six through eight. Each middle school teacher is responsible for a single academic subject: Bible, English, math, social studies, science and Spanish.

Special teachers give instruction in the areas of art, library, computer, music theory and appreciation (kindergarten through grade five), vocal music in the form of choirs (grades three through eight), and instrumental music in the form of bands (grades four through eight). A learning specialist assists teachers by helping students with special learning problems and offers tutoring to such students at an additional cost to parents. Male and female

physical education teachers also coach interscholastic sports throughout the year; soccer for boys and volleyball for girls in the fall, basketball for both boys and girls in the winter, baseball for boys and soccer for girls, track and field for both boys and girls in the spring.

ORGANIZATIONAL STRUCTURE OF GRACE CHRISTIAN SCHOOL

Grace Christian School is one of many educational ministries carried out by Grace Baptist Church in obedience to our Lord's command to teach His doctrines.

The School is under the direct oversight of the School Committee, whose members are elected by the church congregation. This committee consists of Grace Baptist Church members with the Children's Pastor and School Principal acting as non-voting members. The committee is responsible for setting policy, preparing an annual balanced budget, interviewing and recommending qualified people for staff positions, and settling disputes which cannot be reconciled on the appropriate lower level in the chain of command. The budget, in its final form, must be approved by vote of the church congregation at the July business meeting. The church congregation also approves new staff personnel by vote when presented at the appropriate time.

The School Principal is responsible for the day to day operation of the school within the policy guidelines set by the School Committee. The Vice Principal assists in the administration of the school. The Principal makes a school report to the church congregation at monthly business meetings; this report includes items of information and staffing recommendations of the School Committee. A monthly financial report for the school is given by the church business administrator.

Staff members are responsible to the Principal for carrying out their specific functions within the educational program of the school. They are co-laborers together with parents in raising the students in the nurture and admonition of the Lord.

School families are responsible to the school to fulfill the obligations agreed to in the Enrollment Agreement which they signed at the time of enrollment in the school. School families who wish to have suggestions or concerns considered by the School Committee can put those thoughts in writing and give the letter to the School Principal who will then review the matter and decide whether to take it to the Committee at its next regularly scheduled meeting. Please note that since the school is a church ministry under the oversight of the School Committee, school families do not vote on school policy or procedures.

GRACE CHRISTIAN SCHOOL PARENT TEACHER FELLOWSHIP

A Parent Teacher Fellowship has been formed to provide an avenue for parents to have input into the school to improve the education of the students, to provide an opportunity for parents to assist in school functions and activities, and to provide an efficient means of disseminating information from the Principal and the School Committee of interest to parents and students.

Parents have an active and joint responsibility with the staff for the education and upbringing of their children. Grace Christian School is an extension of the home in that it supports parents in their duties to raise their children in the nurture and admonition of the Lord. The Fellowship is advisory and participatory in nature. The Fellowship deals with school-wide issues and issues or areas that would benefit the whole school even if it involves only a portion of the school program. The Fellowship reports to the School Principal who forwards appropriate items to the School Committee for consideration and action. The Fellowship is responsible to the staff to support the school.

Membership is open to all parents of Grace Christian School children. Fellowship activities are funded by a designated portion of the Enrollment Fee. In matters brought before the Fellowship for consideration, each family has one vote, regardless of the number of students in the school.

The officers of the Fellowship are a President, a Vice President, a Secretary, and a Treasurer elected by a simple majority of members present at the election meeting. Officers must have at least one full year's experience as a parent of school students. A nominating committee will prepare a recommended slate of candidates for review by the Principal and School Committee before submission to the membership for voting. Officers will be elected in the spring.

One parent from each class of all grades will serve as Grade Representatives. They serve as a point of contact for input and action for the Fellowship officers. They are selected in the fall. No previous school experience is required.

Ad hoc committees may be formed as needed for specific functions and projects.

There shall be a minimum of three meetings per year, held in the evening at school on Tuesdays. Dates will be cleared through the school and church calendar.

All school parents are encouraged to become actively involved in the Parent Teacher Fellowship by attending meetings and serving on appropriate committees to assist the school program. Suggestions for improvements in the school program are always welcome and can be made to Grade Representatives or any Fellowship officer.

ENROLLMENT, PLACEMENT, REENROLLMENT, AND WITHDRAWAL

Enrollment in Grace Christian School is a privilege for those students whose families are willing to make the sacrifices needed to provide their children with a Christian education and willing to cooperate with the school to acquire such an education for their children. A student is enrolled in the school for one year at a time.

APPLICATION PROCEDURE

Grace Christian School does not discriminate on the basis of race, color, or national or ethnic origin in admissions for programs.

Applications for enrollment for a particular school year are accepted for new families the day after Labor Day of the previous school year. *As of the 1999-2000 school year, first priority in application for enrollment is given to children of active members of Grace Baptist Church, the sponsoring ministry of the school.* ("Active" is defined by the church to mean that the parents of the child demonstrate faithful Sunday School and worship service attendance and faithful volunteer participation in a church ministry.) This priority status is recognized only until December 1 of the year preceding the school year in which the child would be enrolled. After that date, all applications for enrollment are ranked in order according to the date the application is received by the school. The next priority in application for enrollment is given to siblings of present Grace Christian School students. Applications for students in families who do not have a priority status are ranked in order according to the date the school receives the completed application form.

A parent whose student has already been diagnosed with learning problems should inform the school of that fact when seeking enrollment. Although such conditions do not automatically preclude a student's enrollment, the school reserves the right to make the determination as to whether or not a particular student's learning difficulty or attention deficit problem is severe enough to warrant his not being offered enrollment. While the school is willing to make reasonable academic modifications based upon the diagnosis and suggested ways to help the student cope with his learning problems, the school cannot guarantee that the student with such problems will be able to function effectively in our program.

It is the intent of the school to make necessary accommodations for students with disabilities and, where appropriate, for parents with disabilities. However, the school reserves the right to make or withhold from making an accommodation for the disability of a student or family member of a student. This decision will be made on the basis of consideration of such things as the nature of the accommodation, its criticality to the student's education, its feasibility within the school program and facility, its cost, and its disruption of the school program.

If a child is not accepted for enrollment, the family must reapply for enrollment for the following school year should they wish their child to have the chance to attend our school that following year. Waiting lists do not automatically "roll over" to the next school year.

PLACEMENT

The application process for the school begins with a testing procedure to determine whether the student is able to achieve success in his schoolwork here. Requiring a student to do work beyond his capabilities can be devastating to his self-esteem as well as harmful to his education. If it is determined by the test that the student can achieve success in our school, this testing is used to determine his placement. We try our best to be sure the placement is accurate, but there are infrequent times when a student has not been placed correctly because we do not really "know" that student. For this reason, each new student enters his grade on an academic probationary basis. In addition, the school may require summer tutoring for an incoming student if he is to be enrolled. There are rare times when a student's test indicates that he will not be able to academically succeed here for various reasons. In that case, the parent will be informed of the reasons why enrollment is not granted by the school.

If any student has serious problems handling his school work during a probationary period mandated by the school, the teacher will assess the student's needs by the end of the first grading period and meet with the parents; at that time the school may recommend the student be individually tutored, assessed for learning problems, and/or placed in the next lower grade. If the student is to remain at Grace, the parent must agree to the school's recommendation. See the section of this handbook on "Academic Difficulties."

REENROLLMENT

Reenrollment for the next school year takes place in February of the previous school year. This reenrollment is by mutual consent of the school and parents. If the parents wish a child to reenroll, but the school feels there is sufficient cause not to reenroll, the school reserves the right to refuse reenrollment. Causes for the school to decide to deny reenrollment would fall into the categories of very serious academic or very serious discipline problems. If this situation arises, the parents of the student in question will be called for a conference at the end of the second or third grading period. At this conference, the reasons for refusal to reenroll will be clearly set forth along with specific goals for improvement during the last quarter if the school's decision is to be reversed. The parents will be informed at the end of the school year as to whether the decision to refuse reenrollment stands.

The school reserves the right to deny reenrollment for the following year to students in families who have outstanding debts owed for the current year.

WITHDRAWAL

If a parent wishes to withdraw a student from the school, a letter or an email stating that intention must be submitted to the Principal (a reason for the withdrawal is requested). The school suggests that the withdrawal notification be made at least one week in advance of the withdrawal date if at all possible so that the teachers can prepare for that withdrawal.

When withdrawing, parents may request the student's records in order to "hand carry" them to the next school. However, parents are advised that not all schools will allow such hand-carried records; the parents should check with the next school. If records are not hand-carried, the parent is to fill out a request for records form at the new school; the new school or the parent will then submit that request to Grace Christian (depending on that school's procedures), and the student's cumulative record and immunization record will be transferred by Grace Christian directly to the new school.

No records will be transferred to a new school or given to the parents until the family has completed the Release of Records form. In addition, records will not be transferred if there are any outstanding financial obligations owed the school. See the section on "Financial Responsibilities for Withdrawn and Expelled Students" on the page of this handbook entitled "Financial Arrangements."

FINANCIAL ARRANGEMENTS

ENROLLMENT FEE

The Enrollment Fee covers a large portion the cost of books and supplies which must be ordered in the spring and paid for in the summer to have on hand by the beginning of the school year in the fall. Also included in this fee are the per student dues for the Maryland Association of Christian Schools and the Association of Christian Schools International, the local and national Christian School organizations in which the school holds memberships. The Parent Teacher Fellowship is also funded through a portion of this fee.

For families who have students enrolled in the school who will be returning to the school the following year, a deposit of one-half of the Enrollment Fee for each student must be made by a February date set by the school to hold a place for the student(s) in the next year's class(es). The balance of the Enrollment Fee must be paid by a spring date set by the school to continue holding class space(s). These dates are published through the "Cougar Tracks" and listed on the calendar. Reenrollment Fee balances paid **AFTER THE FINAL DUE DATE** are subject to a penalty of \$50.

Families who are enrolling students in the school for the first time prior to the start of the school year must pay the full Enrollment Fee at the Enrollment Conference to continue holding class space(s). Individual payment arrangements will be made for families who enroll students during the school year.

ENROLLMENT FEES ARE NOT REFUNDED EVEN IF A STUDENT IS WITHDRAWN PRIOR TO THE START OF THE SCHOOL YEAR.

TUITION PAYMENTS

There are two tuition payment plans. If a family has more than one student enrolled in the school, they may choose to use a combination of payment plans: i.e. prepaying one child, paying monthly for others, etc. The tuition plan will be set up in the way that best fits the family budget.

The two options for payment of tuition are

1. **Prepay tuition:** Pay in full by August 15 by personal check, cash or money order.

OR

2. **Monthly plans through FACTS Management:**

Monthly debits from your checking or savings account beginning in June (11 months), July (10 Months) or August (9 months) may be selected. You will be given the option of having your account debited on either the 5th, 10th, 15th or 20th of each month. **All debits will end with the final April payment.**

You will be charged a ***\$38 annual service fee per family agreement.***

ALL OTHER PAYMENTS

All payments due to the school other than tuition, such as testing and enrollment fees, resource room fees, field trips, or other miscellaneous payments throughout the year are paid directly to the school by check, cash, or money order.

LATE PAYMENTS FEE

Late Fees are assessed when any payment due the school is not paid by the established due date for that amount due. The Late Fee is \$20. The exceptions to this ruling are Library late fees for overdue books and/or fines. The daily rate applies for Library books and fines.

Families experiencing financial difficulties paying tuition should contact the school before a tuition payment is missed. A new payment schedule can be worked out. A minimum of \$100.00 per child per month must be paid to allow the student(s) to remain in the school while the financial problems are resolved.

FACTS DEBITS: If a monthly tuition payment is missed due to insufficient funds, you will be assessed \$30 by FACTS and a \$20 late fee by the school. The \$30 NSF FACTS fee will be debited; the \$20 will be added to your Facts Agreement. The missed payment will be reattempted by FACTS within 14 calendar days. If the reattempt is rejected due to insufficient funds, the delinquent month's tuition in addition to the current month's tuition will be drafted on your next regular payment date. If this 3rd payment is rejected due to insufficient funds,

you will be assessed another \$20 late fee, and your account will be considered delinquent. (See Delinquent Accounts for clarification.)

RETURNED CHECKS

A \$20.00 fee will be assessed for each returned check. Replacement of the NSF check amount plus \$20 will be required. Any family who has two returned checks for any reason during any six-month period will lose the privilege of paying by check. All remaining payments to the school of any nature will then have to be paid by cash or money order.

DELINQUENT ACCOUNTS

Families who do not contact the school to set up an alternate payment plan and who do not maintain the regular monthly payments for two (2) consecutive months will be considered delinquent. If three consecutive FACTS debits are rejected, the account will be considered delinquent. The student will not be permitted to return to school beginning the first school day of the following month until the account is brought **current**. **PAYMENT FOR DELINQUENT ACCOUNTS MUST BE MADE BY CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** and paid directly to GCS. FACTS debits will then be resumed. If FACTS debits are habitually rejected, the parents will be placed on a specialized mandatory payment schedule.

Please note that when an account is delinquent, all payments made will be credited first to the oldest outstanding amount due.

STUDENT RESTRICTIONS DUE TO DELINQUENT ACCOUNTS

Students who are not permitted to return to school until delinquent accounts have been paid (see Delinquent Accounts above) must make up work assigned or done in class during the delinquent time out or the lapsed time between the due date of back payments and the actual payment date by parents. The student will receive a "0" for all work not made up and turned in when the student returns. **LONG RANGE PROJECTS ASSIGNED EARLIER WHICH BECOME DUE DURING A DELINQUENT TIME-OUT BY STUDENTS MUST BE SENT IN ON TIME TO RECEIVE CREDIT.**

PLEASE NOTE: Records of any students who are withdrawn from the school with tuition or other fees still outstanding will not be transferred to the new school until the outstanding account is paid in full.

GIFTS

We do not wish to deny a Christian education to any student because of limited financial resources of the family. Therefore, tuition is kept as low as possible. Every family is asked if able to make a tax-deductible gift to the school, over and above tuition. A minimum of \$100.00 per family is suggested. Those experiencing significant financial difficulties are encouraged to give what they can. Those whom God has blessed financially are encouraged to give more than the suggested minimum.

FINANCIAL AID

There is a limited amount of financial aid available to families who are experiencing temporary financial difficulties or who find that they need help with tuition due to an unforeseen emergency or due to multiple students enrolled in the school. This aid is available only to families who have had a child enrolled at Grace Christian for at least one year. Families wishing to request financial aid are to speak with the school Principal who will supply them with the necessary forms. Upon the parents' completion of the paperwork, the request is submitted to the School Committee who makes the final determination as to whether to grant financial aid, the amount of aid to be granted, and the duration of the aid. Financial aid must be requested each academic year; it is not automatically renewed.

FINANCIAL RESPONSIBILITIES FOR WITHDRAWN OR EXPELLED STUDENTS

The school budget is finalized for the year in late July on the basis of student enrollments at that time. Students who are withdrawn during the year represent a serious financial loss in the operating funds of the school. Therefore, the entire tuition for the month in which the student is withdrawn or expelled is due. Records will not be transferred until all fees are paid in full. These fees include in addition to tuition: library fines; lunch costs; missing or damaged items belonging to the school including such things as non-consumable texts, library books, or sports uniforms; or other fees assessed parents during the school year.

The only exception to this rule occurs when a student is withdrawn or expelled in September after the September tuition has been paid. At that point, the parents have made August and September tuition payments. Consideration will be given for prorating tuition based on the number of days in September the student was enrolled

until the point at which the student leaves. If approved, a refund of tuition paid over and above that amount will be made. After October 1st, no monthly tuition refund will be made; all tuition, including payments made prior to the start of the school year, must be paid in full.

Regardless of when a student withdraws after the school year begins, the entire August tuition is due in full and is not refunded or considered to be payment for any portion of time the student has spent in school in September.

When the tuition has been prepaid, the tuition due is calculated on the basis of the number of days the student attended the school through the end of the month in which he is withdrawn or expelled. The balance of the prepaid tuition will be refunded by check.

When the withdrawing student is in a family with multiple children enrolled in the school, tuition for the siblings remaining in the school will be recalculated. Adjustments will be made with FACTS debits, if necessary.

LATE PICK-UP CHARGE

We appreciate those drivers who are prompt in picking up students and/or carpools at the end of the school day. Students are at the dismissal doors for fifteen minutes following the beginning of dismissal time. Then, if necessary, they are taken to the school office where they wait until picked up. If a student is picked up after the 15 minute window of dismissal frame three or more times, the driver will be charged a late pick-up fee beginning with the fourth time the student is picked up late; this late pick-up fee will remain in force for the remainder of the school year. The late pick-up charge will be **\$15.00 for every fifteen minutes late or portion thereof.**

If a student is picked up one half hour or more after the beginning of the dismissal time, the person picking up that student will be charged a late pick-up fee. We recognize that circumstances do occur that may make a driver more than half an hour late in picking up, so the first time the driver is more than half an hour late, there will be no charge with the exception noted below. The second time, and each succeeding time, the student is picked up late, there will be a pick-up charge of \$15.00 for every fifteen minutes or portion thereof late. **Please note that if the student is picked up an hour or more after the beginning of the dismissal time, the late pick-up fee will be charged even if it is the first time the student has been picked up late.** The late pick-up charge will be billed to parents by statement generated from the school at the end of each month.

Late pickups after sports practices, games , and other school activities have charges applied each time.

MONEY OWED TO THE SCHOOL AT THE END OF EACH GRADING QUARTER

If any student(s) account is not current at the end of each grading quarter, that student(s) will not receive his or her report card until the account is settled. Statements will be sent home to parents with an itemized listing of what is due and an appropriate due date before the end of the quarter.

MONEY OWED TO THE SCHOOL AT THE END OF THE SCHOOL YEAR

If any money is owed to the school at the end of the school year (library fines; lunch costs; missing or damaged items belonging to the school including such things as non-consumable texts, library books, or sports uniforms; or other fees assessed parents during the school year), the student will not be given his final report card or his standardized testing results until all money owed is paid in full and items due turned in. **In addition, no records will be transferred to a new school until all accounts are paid in full.**

FACTS debits will be terminated with the April 20 payment. Any uncollected tuition, late fees, or other debits owed the school must be paid directly to the school in cash or by money order or cashier's check no later than the last day of regular classes. Otherwise, the student's school records will be held until the account is paid in full.

FINANCIAL COMMITMENTS TO A PRIOR SCHOOL

If a student comes to Grace from another private school, that school will be contacted when the application fee is paid for testing to ascertain if there are any outstanding financial obligations to that school. Final acceptance at Grace Christian will not occur until Grace has been informed by the prior school that all financial obligations have been met.

SCHOOL - PARENT COMMUNICATIONS

At Grace Christian School, we encourage communications between parents and teachers. We view the process of educating your child as a joint effort. We will work together as a team, as co-laborers with God, in order for your child to experience success in school.

Whenever problems arise during the school year, please contact the staff member involved. Many problems can be solved quickly with early contact between parents and staff. Other problems may take weeks and months of joint effort to overcome.

We are here to minister to you and with you as you carry out your biblical mandate to bring up your student in the nurture and admonition of the Lord.

SUMMER MAILING

A very important mailing is sent to each school family in late July. This mailing includes information about carpools, announcements vital to the new school year, Visiting Days dates, and PTF information.

SCHOOL CALENDAR

The school calendar is available on GCS website and on Parents Web under RenWeb.com. Any necessary changes to this yearly calendar as the year progresses will be announced through the Cougar Update (see below) and will be noted on the on-line calendar.

COUGAR UPDATE

Each week, Grace Christian School will be sending an update publication via email. The Cougar Update will contain important information and announcements about events involving the school and the church, as well as information about school issues and parent deadlines.

IT IS OF UTMOST IMPORTANCE THAT YOU, AS THE PARENT, READ THIS INFORMATION.

The update is also posted on our website, *gcsbowie.org* and Parents Web (*renweb.com*).

PARENT - TEACHER CONFERENCES

The Visiting Day Conference: This orientation conference is for you and your child before the start of the school year during our "Visiting Days." The teacher will contact you to set a time when you and your child can come in to visit the teacher in the classroom. For returning students, this will be a group conference; for new students it will be an individual conference in grades 1-5. Grades 6, 7 and 8 will hold group conferences for all students since a number of teachers are involved. In this conference, the teacher will share the curriculum for the coming year and explain the standards and expectations for the student in the classroom. Through this conference, both you and your child become acquainted with the school facility and the teacher. When you have more than one child in the school, we will attempt to schedule conferences for all your children on the same day.

First Grading Period Conference: Following the end of the first grading period, in grades kindergarten, one and two, teachers will have conferences with all parents. In grades three through eight, report cards are sent home with students. Teachers will contact parents of those students experiencing difficulties to schedule a conference to discuss the report card grades. When not contacted by a teacher, parents who would like to schedule a conference are encouraged to request a conference with the teacher(s) if they wish to discuss the report card.

End of the Year Conference: The SAT Test is administered in the spring to all students, K - 8. Teachers will discuss with the parents the results of the testing as well as give an evaluation of how the student has progressed during the year. Parents will be given or mailed a copy of the test results for their child(ren).

Additional Conferences: If problems occur during the year which can best be handled by face to face communications between parent and teacher, additional conferences can be scheduled. These conferences can be initiated by either parent or teacher.

Urgent Conferences: If some problem arises for which you feel a conference is needed with a teacher that very day, please call the school to find out when you can meet with the teacher. Most teachers will have a free period at some time during the day. A call first thing in the morning will enable us to check the teacher's schedule and set up a conference. If the teacher has no free period, the office staff will check with the teacher to find out if he or she is free to meet with the parent after school and return your call to inform you of the time of the conference. Teachers are willing to meet with parents provided they have no after school commitments which they cannot change. In such a case, they will be glad to call or to meet with parents before school the following day.

Please do not come to school and expect to speak with a teacher or administrator when you arrive *without calling first for an appointment*. Teachers cannot leave classes during teaching time for personal conferences. Even during their planning time or before and after school, they are not available for spur-of-the-moment conferences since this time may be needed to prepare for upcoming classes. Administrators also have full schedules and may not be able to stop what they are doing to meet with you on the spur-of-the-moment.

ON-LINE PARENTAL ACCESS TO GRADES

Parents can access their child's academic progress for grades 1-8 on-line. Parents will be provided with instructions on how to set up their RenWeb account where they can view their child(ren)'s grades at any time. This information is private and secure and only visible to the child's parent, teachers and school administration.

ACADEMIC REPORTS

Progress Reports will be emailed to the parents of students in grades 1-8 at Mid Term. Report cards are sent home with all students for all four grading periods of the school year. There will be an opportunity to discuss student's progress with the teachers at Parent/Teacher Conferences scheduled after Report Cards go home. For all grading periods, detailed information about the student's grades for the grading period will be available on RenWeb.com

E-MAIL, NOTES, AND TELEPHONE CALLS

If you have access to e-mail, please make this your **primary means of communicating** with the school and teachers. The school's general e-mail address is office@gcsbowie.org. In addition, each staff member has an individual e-mail address consisting of the first letter of his/her first name and his/her full last name (written as one word all in lower case) @gcsbowie.org. For example, Miss Taylor's e-mail is jtaylor@gcsbowie.org.

Please be aware that it may take two days for a teacher to respond to emails. Their main priorities are teaching, planning, grading, record keeping, gathering materials and many other duties necessary to be the teacher your child needs. Be considerate of their time and email only when necessary.

You may also send information to school by note. It is best to enclose it in an envelope with the name of the person to receive it written clearly on the outside. According to the responsibility level of your student and the importance of the note, you may wish to call the school office to check that it was received. Notes to the student's teacher can be given to the teacher by the student.

Whether it is an email or note, please consider the feelings of the teachers, and keep your communications respectful and cordial.

In addition, you may contact your student's teacher by telephone. Call the school and leave a message with the office. The teacher will return the call at his/her earliest convenience.

Through the use of these various communication methods, we hope to meet the needs of the student, the parents and the teachers as we strive to provide the best learning experience for your student.

RENWEB COMMUNICATION SYSTEM

The school uses **RenWeb** to notify parents via email, phone or text message with emergency/necessary information and announcements. Parents are asked to update their information on **ParentsWeb** account and keep it current. Examples of emergency/necessary notifications are early closings, delayed openings, event cancellations such as sports or evening programs. The emergency notification is the main avenue of notification. Examples of announcement notifications would be reminders of events, financial or general due dates and general announcements of school information. When a phone message is received, please listen to the phone message in its entirety. Do not call the school unless you could not understand the message

FAMILY POINT OF CONTACT

The point of contact between the family and school will be the child's parent(s) or legal guardian(s).

In case of divorce, if one parent has sole custody of the child(ren), this parent will be the only person that the school will deal with in terms of information, scheduling teachers' conferences, etc.

If in case of divorce, if the parents have joint custody of their child(ren), the school will keep both parents informed about school issues via the school web site, ParentsWeb and mail.

ARRIVAL AND DISMISSAL/SCHOOL HOURS

PLEASE MAINTAIN A 10-MILE PER HOUR OR LESS SPEED LIMIT WHILE ON CHURCH PROPERTY.

GENERAL INFORMATION

Students are not permitted in the school any earlier than the times listed below under "Arrival." The staff is in a prayer meeting several mornings before this time; there is no one to supervise students. In addition, students are not permitted in the building after school hours unless accompanied by a responsible adult.

IF YOU LEAVE A STUDENT BEFORE THE SCHOOL IS OPENED TO STUDENTS OR ALLOW A CHILD TO COME IN THE SCHOOL AFTER SCHOOL HOURS, YOU ARE RESPONSIBLE FOR ANY HARM WHICH MAY BEFALL HIM/HER OR WHICH HE/SHE MAY CAUSE TO OTHERS OR TO PROPERTY.

ARRIVAL

Students are allowed to enter the building by their designated door when a staff member comes to that door at the beginning of the specified arrival time.

If you arrive after the staff member has left your assigned door at the beginning of the school day, you are LATE. You will need to park in the diagonal spaces along the sides of the parking lot near the church office and come to the school office to sign in the students in your car. The church office door will be unlocked at 8:00 a.m. after the 6-8 doors close. **These students will not be admitted to class unless the driver has signed them in.**

	<u>K-2*</u>	<u>3-5**</u>	<u>6-8</u>
Enter Building	8:15	8:00	7:45
AM Doors Close	8:30	8:15	7:55
School Day Begins	8:40	8:20	8:00

*If a child at this grade level carools with a child in grades 3-5, he may enter the building at 8:00; if he carools with a child in grades 6-8, he may enter the building at 7:45. If he does not carool with a child in grades 3-8, he may not enter the building before 8:15.

**If a child at this grade level carools with a child in grades 6-8, he may enter the building at 7:45. If he does not carool with a child in grades 6-8, he may not enter the building before 8:00.

As drivers arrive at the beginning of the school day, they pull up to the door assigned to them according to their specified arrival time. Specific instructions, including which door a particular student is to use and that specified arrival time and traffic pattern are given out at the Visiting Day conference.

Drivers are to use the carpool lines as much as possible. If you are late or must come into the school at the beginning of the school day to attend to some business at the office or to help your child with a heavy or bulky project, please park in the diagonal spaces along the sides of the parking lot so that you do not block the flow of traffic.

NOTE: the door closes five to ten minutes before the time that the school day begins to insure that students can be in class at the time school begins. After the door is closed, drivers must come to the school office to sign in the students in that car. (See the section on "Tardiness" on the page of this handbook entitled "Attendance: Absence and Punctuality.")

DISMISSAL

<u>GRADES</u>	<u>END OF SCHOOL DAY</u>	<u>ALLOWABLE WINDOW OF DISMISSAL</u>
K-2	2:45	2:45 - 3:00*
3-8	3:15	3:15 - 3:30

*If a child at this grade level carpools with a child in grades 3-8, at 2:45 he will go to a supervised room to wait to be dismissed at 3:15 - 3:30.

Specific instructions regarding the door your child will use for dismissal, designated dismissal times for your child and traffic patterns and procedures will be given out at the Visiting Day Conference.

PLEASE DO NOT ARRIVE TO LINE UP FOR DISMISSAL ANY EARLIER THAN FIVE MINUTES BEFORE THE BEGINNING OF YOUR CHILD'S DISMISSAL TIME. Lining up early interferes with other outside school activities and the traffic flow of other dismissal times. If you line up too early, you will be asked to leave the parking lot until the permissible time (see "allowable window of dismissal" in the chart above).

EARLY DISMISSAL AT PARENT REQUEST

If you need to pick up your child at any time before his designated dismissal time for such things as doctor or dental appointments, you must come to the school office and get an early dismissal slip. Teachers will not dismiss a student without this slip. **This early dismissal slip must be obtained to get students early from their class, from their designated supervised room, or from the line at the door.** If you know about the early dismissal ahead of time, please send in a note to your child's teacher or email stating the time of the early dismissal; this will insure your child will be ready for dismissal.

PICK-UP AFTER NORMAL DISMISSAL TIMES

Please be on time to pick up your child(ren) or carpool by the end of his/their designated pick-up time listed above. If an emergency arises and you know you cannot pick up your student or carpool on time, please try to make other arrangements to have the students taken home; write a note or call the school to let us know about these alternate arrangements. If you cannot make other arrangements, call the school to let us know when you will arrive to pick up your student.

If you do arrive at school after the designated pick up time for your child or carpool, you must come into the building to sign out the students in your carpool. These students will either be at the school office or will be with the late duty teacher in his/her classroom and will not be permitted to leave the building until they have been signed out. Due to building security, you may need to enter the building by the door at the church office since it may be the only one unlocked; this office is open until 4:30 p.m. After a sports game or practice, students waiting to be picked up late will be with a coach at the back door to the two-story wing. Be aware that the LATE PICK-UP FEE may apply. (See "Late Pick-up Charge" in the section of this handbook entitled "Financial Arrangements.")

ATTENDANCE: ABSENCE AND PUNCTUALITY

Consistent attendance is vital to your child's successful educational experience. Being absent or tardy means possibly missing the introduction of new concepts, drill on those concepts, review necessary to understanding new material, class interaction that develops discussion and listening skills, and more. It is probably inevitable that your child will have to be absent or tardy at some time during the school year, but absences and tardiness should be avoided.

ABSENCE CATEGORIES

Grace Christian School lists absence in two categories--excused and unexcused. When your child is absent or when an absence is anticipated, it is imperative that you know the distinction between these two categories since there is a very different way to deal with each type. Please be sure you thoroughly familiarize yourself with the following information.

EXCUSED ABSENCES

Excused absences cover (1) student illness or injury, and (2) family emergencies over which you have no control such as a death in the family. Excused absences do not include absences for reasons such as family trips or church retreats and trips.

WHAT TO DO WHEN YOUR CHILD HAS AN EXCUSED ABSENCE

1. If you know in advance that your child will have an excused absence (such as knowing when your child will be hospitalized), inform your child's teacher about the situation as soon as possible. Arrange for missed work to be given to you to be completed during the absence or made up as the child returns to school.

2. If your child's excused absence was not anticipated, call the school on the day of the absence by 10:30 a.m. to report that your child is absent. You may also want to request that school work for the day be ready to be picked up at the end of the school day or be sent home with another child. Calling for such work later than 10:30 a.m. will most likely mean that the work cannot be ready for pickup until the next school day.

3. If your child is ill, please keep him home at least an additional 24 hours after a fever breaks, after he has begun a course of medication that will prevent his being contagious, or after he has stopped vomiting or experiencing diarrhea.

4. If your child must be absent for an extended period of time, usually two weeks or more, please contact the school to make special arrangements. You will probably need to arrange for an "at home tutor," someone we may suggest or someone available through the public school.

5. When your child returns to school, send a note with him detailing the reason for the absence. An absence of five or more school days necessitates a doctor's excuse before the child may return to school.

6. Upon his return to school, if your child will need to take any medication at school (over-the-counter or prescription), be sure to fill out a "Medication Permission Form" and send it to school with your child.

7. Be sure you are aware of the policy your child's teacher has established for making up work missed. This work must be made up within a reasonable amount of time so that the student does not fall behind. Work not made up by the deadline set by the teacher will become a "0." **IT IS THE RESPONSIBILITY OF THE STUDENT TO FIND OUT WHAT WORK WAS MISSED DURING HIS EXCUSED ABSENCE.** When asked to do so by the student or by the parent through a note or email teachers will provide a listing of missed work to the student or will inform the student where that work during the absence can be found on edline.net.

UNEXCUSED ABSENCES

Unexcused absences are those for reasons other than reasons acceptable for excused absences (see above). Unexcused absences include, but are not limited to, family trips and church retreats or trips. Since these are "planned" absences, parents must follow the policy below **before** the absence occurs. If a student arrives at school after 11:00 a.m., he will not be marked as tardy. Instead he will be noted as having a **half-day absence**. Therefore, a note detailing why he arrived late will be necessary so that the school can determine whether the absence is to be recorded as excused or unexcused.

WHAT TO DO WHEN AN UNEXCUSED ABSENCE EXTENDING OVER A PERIOD OF TIME IS ANTICIPATED

1. Inform your child's teacher(s) in writing that your child will be taking an unexcused absence; this must be done at least one week or more in advance of the last day he will be in school before the unexcused absence. Failure to follow this procedure may mean that work missed due to the unexcused absence will be graded as "0."

2. Arrange with the teacher to have all work scheduled to be done or due during the time of the unexcused absence completed and turned in on or before the last school day prior to the beginning of the unexcused absence. For a lengthy unexcused absence; the teacher may allow some work to be done during the time of the unexcused absence; this is the teacher's choice.

3. Arrange with the teacher for a time to make up the tests and quizzes that will be missed during the time of the unexcused absence. It is the teacher's choice whether to require that the test or quiz be taken before the absence or upon the student's return. Further, it is the teacher's choice as to how soon the tests or quizzes must be made up upon the student's return; generally this is within a week of the return to school.

WHEN AND HOW EXCUSED AND UNEXCUSED ABSENCE AFFECTS A CHILD'S PASSING IN A GRADING PERIOD OR PROMOTION

Ten days of unexcused absence during a single grading period may result in an automatic lowering of one letter grade for all subjects for that grading period.

If a student accrues more than 25 absences a year due to excused or unexcused absences (or a combination of both), the school reserves the right to evaluate the situation to see if the student has the necessary skills and content knowledge to be promoted to the next school grade at Grace. If this evaluation, conducted by the student's teacher(s) and the school Principal, indicates that the child is not ready for the succeeding grade, he will be retained in his present grade if he remains at Grace.

TARDINESS

Tardiness causes serious educational problems for the student and for his class. Besides missing instructional time, the tardy student disrupts the class as he comes into the room and settles in for class. Parents of students with excessive tardies will be contacted by the Principal. If the tardiness continues, the student's grades of subjects missed may be affected.

Students are allowed to enter the school over a ten to fifteen minute period before the school day begins. (See arrival times in the section of this handbook entitled "Arrival and Dismissal/School Hours.") If you arrive after the arrival time period is over, the door will be closed, and the driver will need to come to the school office to sign in the students in that car and secure a late pass for the student to be admitted to class. Students will NOT be admitted to class without this late pass.

Note that the arrival doors close five to ten minutes before class begins to insure that students will have sufficient time to hang up coats or go to lockers and still be in class at the time for school to start.

If a student arrives at school after 11:00 a.m., he will be noted as having a half-day absence. Therefore, a note detailing why he arrived late will be necessary so that the school can determine whether the absence is to be recorded as excused or unexcused.

EARLY DISMISSAL

A student leaving early causes the same educational problems as the student who is tardy. The student misses instructional time, and the class also loses instructional time as the student leaving gathers up materials.

An early dismissal is recorded on the report card as an excused or unexcused tardy. The only excused early dismissal is for students sent home due to illness or a medical appointment. A doctor's or dentist's note verifying the appointment must be turned in to the office the next day.

MIDDLE SCHOOL TARDINESS FOR CLASS

On the middle school level, students must be careful to move from class to class in the time allotted for class change. Being late for class because a student has gone to his locker or to the bathroom between classes is not acceptable. Any student coming into class after the bell has signaled the start of class without a note from the teacher or office will sign the tardy sheet and receive a recess detention.

WHEN BAD WEATHER AFFECTS SCHOOL

SCHOOL CLOSING, DELAYED OPENINGS, EARLY DISMISSALS

If bad weather occurs making driving hazardous, Grace Christian School will follow the closings, delayed openings, and/or early dismissals announced for Prince George's County Public Schools. You can listen for these announcements on most area radio and TV stations. This information is also listed on the school's web sites: www.gcsbowie.org. **You will also receive an email and call utilizing the RenWeb alert system. Please do not call the school until you have listened to the entire message.**

A special situation could arise when P.G. Public Schools are not in session for one reason or another on a day when Grace is in session. If the weather seems so bad that driving would be hazardous on such a day, Grace Christian School will let parents know using the RenWeb alert system. **You will receive a telephone call, text and an email to inform you of any changes in our openings or closings.** *Be sure to check the school's web sites (see above) for closing or delayed opening information.*

PLAN AHEAD FOR SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY DISMISSALS

If you work outside the home, before school begins, plan ahead for what you will do with your child when school is closed, delayed, or dismissed early. School may be closed even in the fall or spring due to severe weather.

Also, we use Alert Now to notify you by phone, so it is very important to fill out both the emergency card and the Saf-T-Net/Rapid Notification Form in the beginning of the year. In this way everyone on your list will be called with notification of changes in the openings or closings. The school cannot provide assistance in finding a way for your child to get to school. In addition, you cannot bring your child at the normal arrival time since there will be no school staff on site to supervise him. This same plan should be in place for early dismissals. All numbers listed on the Saf-T-Net form will be called.

The late pick-up fee will be charged for students not picked up within a half hour of your child's early dismissal time.

HOW DELAYED OPENINGS AFFECT THE SCHOOL PROGRAM

If there is a delayed opening, there will be no special classes (art, music, P.E., library, computer) for elementary grades until noon that day. The middle school will follow a special shortened schedule and will have all classes.

EXCEPTIONS TO GRACE CHRISTIAN SCHOOL'S FOLLOWING P.G. ANNOUNCEMENTS

If Prince George's County Public Schools close due to hot weather, Grace Christian School will NOT close. Our school is air-conditioned and *will not close due to hot weather.*

Every so often, our area gets a major snowstorm which closes school for several days in a row. Since the public schools cannot reopen until all parking lots have been cleared, these schools may remain closed even after driving conditions are no longer hazardous. Should this situation arise, Grace Christian School may reopen before the public schools. **We will utilize the RenWeb alert phone and email system to inform you, and that information will be posted on the school's web sites: www.gcsbowie.org.**

STUDENT APPEARANCE

Our desire is that our students will be modest and quietly attractive in appearance. We are attempting to train students to look to the Bible for guidance in their day to day living, including their personal standards of appearance. Christians are to be a “peculiar” people, separated unto God, in the world but not of it, to serve Him and others. Anything in manner or dress that places self first and is designed to call attention to one’s person is worldly rather than biblical.

The purpose of the uniforms is to have a set standard that staff members, parents, and students can easily identify as proper dress for school.

CLOTHING:

Students must be in full uniform at all times except when given express permission to dress otherwise. When not in proper uniform, the student will receive a written warning for the first offense. After that, an Out of Order reproof will be given for each time the student is not properly dressed.

Examples of not being in proper uniform are:

- Students wearing sandals without socks.
- Boys wearing shorts after Thanksgiving break or earlier than March.
- Fifth through eighth grade students not in required P.E. uniform.
- Students not wearing tennis shoes for P.E.
- Students wearing the wrong color of socks, tights, or leg warmers.
- Girls wearing sweatpants under their uniforms.
- Girls wearing gaudy or disruptive jewelry.
- Buttons or stickers with inappropriate sayings or pictures.
- Sixth, seventh, or eighth grade students wearing tennis shoes that are not plain black for Chapel.
- Kindergarten through fifth grade students in non-P.E. dress on P.E. days.
- Kindergarten through fifth grade students in P.E. dress on non-P.E. days.
- Girls in grades five through eight wearing shorts under their jumpers or skirts that are longer than the skirt or jumper hem
- Students wearing spandex or other form fitting clothing at any time.
- Boys wearing earrings or neck chains.
- Any over or under sized item of clothing which does not conform to the child's measurements

The above list is not exhaustive, but illustrates the importance of having the proper uniform clothing and wearing it to school.

PLEASE NOTE FOR ALL GRADES:

It is strongly suggested that children who do not yet know how to tie their shoes wear tennis shoes with Velcro fasteners, especially on P. E. days. All shoes must fasten securely around the foot and must have a strap or solid back at the heel.

Clothing must be sized according to the child’s measurements and must be worn right side out. For example, if a girl’s waist measures 25 inches, the slacks’ waist should measure no more than 26 inches. Inseam measurements of slacks must agree with the girl’s inseam measurement.

No tight or form fitting clothing may be worn.

No hats or head wraps may be worn in the building. Headbands may not be gaudy or distracting.

Skirts should be knee length

Girls in grades 6-8 must wear blouses and shirts tucked in. “Blousing out” so as to give the appearance of the shirt or blouse not being tucked in is NOT acceptable.

The school reserves the right to restrict the wearing of jewelry or hair accessories considered gaudy or disruptive.

The wearing of buttons or stickers with inappropriate sayings or pictures is not acceptable.

The school reserves the right to allow or disallow any uniform item that is not purchased from the uniform company. Flynn and O’Hara uniform company has a full listing of the acceptable items. Uniform clothing not purchased from the uniform company must be identical with that offered by the uniform company to be acceptable to the school unless specified to have the school logo.

If students are not in proper classroom uniform, they will receive one warning. After that, they will receive a dress code reprimand.

Teachers will designate what type of dress is to be worn on each field trip taken by a class. This may be regular uniform, casual dress, Chapel dress, etc.

If a child brings roller blades or roller skates to use at recess, he/she must wear protective knee and elbow pads and a helmet.

When the wind chill is 32 degrees or lower, no student will be allowed to go out at recess without a head covering, gloves or mittens, and covered legs. On days that girls wear jumpers or skirts, they may wear tights, knee socks, or uniform pants under their jumpers or skirts for recess. When the wind chill dictates, students who come to school consistently without these cold weather clothing items will be reprimanded.

No student will be allowed to play on snowy areas without waterproof boots.

HAIR:

Hair should be neat and clean with appropriate styling for the sex of the student. Hair color must be a shade which occurs naturally.

Boys' hair should not go past the bottom of the ear on the sides, should not touch the collar in the back when the student is standing up and should not be in the eyes.

DISPLAYS OF AFFECTION:

Public displays of affection between students are not permitted on school property or during any school activity, regardless of location.

PROPER DRESS FOR SCHOOL

SCHOOL UNIFORMS MUST BE WORN BY ALL STUDENTS AT ALL TIMES

UNLESS SPECIFIED OTHERWISE

STUDENT NAME MUST BE WRITTEN IN ALL OUTER CLOTHING

ELEMENTARY GIRLS' UNIFORM

KINDERGARTEN THROUGH GRADE TWO

NON PHYSICAL EDUCATION DAYS (on days when physical education classes are not held for your girl's class):

- **girls in these grades must wear the dropped waist uniform plaid jumper**
- plain white long or short-sleeved blouse without bodice or collar trim
- long-sleeved white turtleneck with no bodice trim
- white polo or golf shirt without bodice or collar trim
- yellow, light blue or navy short or long sleeved polo WITH SCHOOL LOGO from school uniform company
- ONLY white or navy blue anklets, sweat socks, knee socks or tights
- tennis shoes or dress shoes (Tennis shoes or rubber soles recommended because of recess - Velcro closures are **STRONGLY RECOMMENDED** if the child has not yet learned to tie his/her shoes. No sandals, open toe or backless shoes. Boots are **ONLY** permitted to be worn to school and for recess. Boots may not be worn during the school day.

PHYSICAL EDUCATION DAYS

- plain navy blue cotton or cotton blend uniform slacks (no knit pants, form fitting slacks or pants with lycra or spandex) or skorts (fingertip length).
- until Thanksgiving break and beginning again in March, plain navy blue cotton or cotton blend uniform shorts (fingertip length) or skorts (fingertip length) may be substituted for the above slacks
- plain white long or short-sleeved blouse without bodice or collar trim
- long-sleeved white turtleneck with no bodice trim
- white polo or golf shirt without bodice or collar trim
- yellow, light blue or navy short or long sleeved polo WITH SCHOOL LOGO from school uniform company
- white or navy blue anklets, sweat socks, knee socks or tights
- tennis shoes, no dress shoes on PE days. Tennis shoes or rubber soles recommended because of recess - Velcro closures are **STRONGLY RECOMMENDED** if the child has not yet learned to tie his/her shoes.
- **NOTE:** tennis shoes are required for P.E. class

FOR EXTRA WARMTH

- plain navy blue knit sweaters in the following styles: v-neck vest, v-neck pullover, and cardigan over the uniform blouse or shirt
- school logo sweatshirt or navy fleece WITH SCHOOL LOGO from school uniform company
- plain navy sweatshirt - **NO HOOD**
- plain white knit turtleneck layered under the normal uniform blouse or shirt. Undershirts must be white.

RECESS

- shorts under their jumper or navy blue leggings (shorts must be shorter than the length of the jumper skirt)
- **uniform slacks under their jumper from Thanksgiving to March (no stirrup or stretch pants).**

PROGRAMS

- clothing items that will be specified by the music teacher; these normally involve common items such as neat jeans and a plain shirt.
- See “Please note” information after uniform requirements for girls in grades three – five.

THIRD, FOURTH, AND FIFTH GRADE

NON PHYSICAL EDUCATION DAYS (on days when physical education classes are not held for your girl's class):

- **girls in these grades must wear the split-front uniform plaid jumper**
- plain white long or short-sleeved blouse without bodice or collar trim
- long-sleeved white turtleneck with no bodice trim
- white polo or golf shirt with no bodice or collar trim
- yellow, light blue, or navy long and short sleeved polos WITH SCHOOL LOGO from the school uniform company
- ONLY white or navy blue anklets, sweat socks, knee socks or tights
- tennis shoes or dress *shoes only* (heel height no greater than 1 inch); tennis shoes or rubber soles recommended due to recess. Tennis shoes may not have BLACK soles. Boots are ONLY permitted to be worn to school and for recess. Boots may not be worn during the school day.

PHYSICAL EDUCATION DAYS

- plain navy blue cotton or cotton blend uniform slacks (no knit pants, form fitting slacks or pants with lycra or spandex)
- plain navy blue cotton or cotton blend uniform shorts (fingertip length) or skorts (fingertip length) may be substituted for the above slacks until Thanksgiving break and beginning again in March
- plain white long or short-sleeved blouse with no bodice or collar trim
- long-sleeved white turtleneck with no bodice trim
- white polo or golf shirt with no bodice or collar trim
- yellow, light blue, or navy long and short sleeved polos WITH SCHOOL LOGO from the school uniform company
- ONLY white or navy blue anklets, sweat socks, knee socks or tights
- tennis shoes – NO BLACK SOLES
-

FOR EXTRA WARMTH

- plain navy blue knit sweaters in the following styles: v-neck vest, v-neck pullover, and cardigan over uniform blouse or shirt
- plain navy sweatshirt - **NO HOOD**, over uniform blouse or shirt
- school logo sweatshirt (SOLD BY THE SCHOOL UNIFORM COMPANY) over uniform blouse or shirt
- navy fleece WITH SCHOOL LOGO from school uniform company
- plain white knit turtleneck layered under normal uniform blouse or shirt

RECESS

- shorts under their jumper (shorts must be shorter than the length of the jumper skirt)
- **uniform slacks (no stirrup or stretch pants) under their jumper ONLY from Thanksgiving to March**

PROGRAMS, EXCEPT WHEN SPECIFIED DIFFERENTLY BY THE MUSIC TEACHER

- school jumpers
- plain white long sleeved Peter Pan (rounded) collar uniform blouse
- navy blue knee socks
- dark dress shoes with flat heels if girls' size or heels no higher than two inches if women's size

ELEMENTARY BOYS' UNIFORM

KINDERGARTEN THROUGH GRADE FIVE

BOYS IN THESE GRADES MUST WEAR:

- plain navy blue twill or cotton slacks (In grades 3 and 4, if the slacks are made with belt loops, a plain black or brown belt must be worn.)
- until Thanksgiving break and beginning again in March, plain navy blue cotton or cotton blend shorts (fingertip length) may be substituted for the above slacks
- plain white turtleneck or long or short sleeved white polo or golf shirt
- yellow, light blue or navy short or long sleeved polo **WITH SCHOOL LOGO** from school uniform company
- white athletic socks
- tennis shoes, dress shoes (tennis shoes or rubber soles recommended because of recess — Velcro closures are **STRONGLY RECOMMENDED** if the child has not yet learned to tie his shoes) Boots are **ONLY** permitted to be worn to school and for recess. Boots may not be worn during the school day.
- **NOTE:** tennis shoes are required for P.E. class.

FOR EXTRA WARMTH

- plain navy blue knit sweaters in the following styles: v-neck vest, v-neck pullover, or v-neck cardigan over uniform shirt
- school logo sweatshirt (**SOLD BY THE SCHOOL UNIFORM COMPANY**)
- plain navy sweatshirt (**NO HOOD**) over uniform shirt
- navy fleece **WITH SCHOOL LOGO** from school uniform company
- plain white knit turtleneck under normal uniform shirt
- undershirts must be white

SCHOOL PROGRAMS K-3

- clothing items that will be specified by the music teacher; these normally involve common items such as neat jeans and a plain shirt

SCHOOL PROGRAMS 4-5, UNLESS OTHERWISE SPECIFIED BY THE MUSIC TEACHER

- uniform navy twill trousers
- plain white long sleeved uniform dress shirts
- navy tie
- dark dress shoes or solid black tennis shoes (no colored or white trim at all) with black laces and dark socks

STUDENT APPEARANCE

MIDDLE SCHOOL

Revised August 2014

GIRLS

Hair: Should be neat and clean. Hair color must be a shade which occurs naturally. No Mohawks.

Dress:

Monday, Tuesday, Thursday, Friday dress:

- Knee length uniform plaid kilt or skirt, uniform plain navy blue skirt, navy blue or khaki uniform style pants (No Patch Pockets or pants with lycra or spandex)
- Tan, Black, or Brown Belts must be worn with pants.
- White polo, oxford or turtleneck shirts (long or short sleeved)
- Yellow, Navy and Light Blue long and short sleeved polos WITH SCHOOL LOGO
- Solid white or navy blue athletic socks, knee socks, anklet socks, or tights. (No patterns or logos) Solid white socks are required for PE.
- Boat or Oxford style shoe, plain brown and tan leather laced only, with any variation of white, tan, or brown non-skid soles. No boots.
- Plain navy blue or school logo sweatshirt (sold by the uniform company). (No Hoods)
- Navy Fleece WITH SCHOOL LOGO (From uniform company)
- Plain navy blue sweater: pullover, v-neck vest, or cardigan style

Wednesday: (Chapel)

- Knee length uniform plain navy blue skirt
- Plain white button-down oxford shirt (long or short sleeved)
- Navy vest with school logo
- Solid white or navy blue knee or anklet socks, white or navy blue tights, or flesh-tone hose.
- Girls may not wear neck ties
- Boat or Oxford style shoe, plain brown and tan leather laced only, with any variation of white, tan, or brown non-skid soles. No boots.

Dress Down:

- Nice jeans, corduroys, cargos, sweatpants, capris, walking-style shorts to the knee (except Dec-Feb)
- No leggings or pants with lycra or spandex
- No tight fitting jeans
- T-shirts, sweatshirts, lightweight or denim jackets
- Sneakers only (No Boots), or uniform shoes.

Neatness and modesty

- All clothing must be the correct size for the student and worn right side out. No torn or dirty clothes are allowed.
- Girls skirts must come to the top of the knee when standing
- Girls shirts must be the appropriate size, not tight or form-fitting, too low cut, or showing bare midriff even when arms are raised. Tank tops and camis are not allowed.
- Girls shirts must be tucked in unless the style is designed to be worn out (straight hem with side slits).
- No more than one bracelet or necklace worn at a time.
- Earrings (no longer than 2 inches)
- No body rings or visible tattoos are allowed.
- No inappropriate logos, words, pictures, or political messages may be worn at any time.
- No outdoor coats, hats, scarves, gloves may be worn inside the classroom or hallways. Pants may not be worn under skirts.
- Gym clothes may not be worn in the classroom, even under the regular school uniform.
- Shirts worn under the uniform shirt must be plain white.
- Head-coverings, bandanas, and hats are not allowed in the building.

BOYS

Hair: Should be neat and clean. Hair color must be a shade which occurs naturally. Boys hair should not go past the bottom of the ear on the sides, should not touch the collar in the back when standing, and should not be in the eyes. No Mohawks.

Dress:

Monday, Tuesday, Thursday, Friday dress:

- Navy blue or khaki uniform style pants. No patch pockets
- Tan, Black, or Brown Belts must be worn with pants.
- White polo, oxford or turtleneck style shirt (long or short sleeved).
- Yellow, Navy and Light Blue long or short sleeved polos WITH SCHOOL LOGO
- Navy blue or khaki knee length uniform style shorts (except Dec-Feb).
- Solid white, navy blue, brown or black socks. Solid white socks are required for PE.
- Boat or Oxford style shoe, plain brown and tan leather laced only, with any variation of white, tan, or brown non-skid soles. No boots.
- Plain navy blue or school logo sweatshirt (sold by the uniform company) No hoods
- Navy Fleece WITH SCHOOL LOGO
- Plain navy blue sweater: pullover, v-neck vest, or cardigan style

Wednesday: (Chapel)

- Plain navy blue dress or uniform style pants. Dark belt must be worn.
- Plain white dress shirt/oxford style. Long or short sleeved.
- Navy Vest WITH SCHOOL LOGO
- Necktie (any color)
- Solid white, navy blue, brown or black socks.
- Boat or Oxford style shoe, plain brown and tan leather laced only, with any variation of white, tan, or brown non-skid soles. No boots.

Dress Down:

- Nice jeans, corduroys, cargos, sweatpants, knee length shorts (except Dec-Feb)
- T-shirts, sweatshirts, lightweight jackets, sports jerseys with shirt underneath (No inappropriate pictures or writing)
- Sneakers only.

Neatness and Modesty:

- All clothing must be the correct size for the student and worn right side out. No torn or dirty clothes are allowed.
- Boys shirts must be tucked in at all times (except on Dress Down)
- Cargo style pants are not allowed (except on Dress Down)
- No earrings, body rings or visible tattoos are allowed.
- No extremes in hair color or style are allowed.
- No inappropriate logos, words, pictures, or political messages may be worn at any time.
- No outdoor coats, hats, scarves, gloves may be worn inside the classroom or hallways
- Gym clothes may not be worn in the classroom, even under the regular school uniform.
- Shirts worn under the uniform shirt must be plain white.
- Head-coverings, bandanas, and hats are not allowed in the classroom or hallways.

• *FINAL NOTE:* We cannot anticipate changes in styles that occur during the school year nor can we list every clothing item that is unacceptable. **GCS reserves the right to make clarifications and changes during the school year that are in accordance with the above standards.** Students whose dress is unacceptable will be advised that those unacceptable items are not to be worn to school again and may, depending on the nature of the inappropriate dress, receive up to 5 demerits and/or be required to call home for a change of clothes. Persistent disregard for the above dress code may result in the loss of “dress down” for the remainder of the year.

SCHOOL PROGRAMS AND MUSIC

SCHOOL PROGRAMS

The school schedules a number of evening school programs in which students participate. These programs present an opportunity for our students to use their God-given talents and to glorify Him in their endeavors.

These programs are listed on the school calendar and posted at the school's website. They include a K-3 and a 4-8 Christmas Program, a Fine Arts Showcase for grades 1-5 and one for grades 6-8, and a K-3 and a 4-8 Spring Program. **Students are required to be at all programs or competitions in which they are scheduled to participate.** Please take careful note of the dates and arrange your family calendar accordingly.

Unless otherwise stated by the music teachers, dress for these programs will be what is explained in the section of this handbook detailing the school uniform requirements. If special dress is required for a particular program, parents will be informed well in advance of that program. Students not properly dressed for a program will not be allowed to participate, and their grade will be negatively affected.

Music programs are much like tests in other subjects. A substantial part of the student's music, choir, and/or band grade is based on his behavior and performance during programs. Students who miss programs and do not have a valid excuse for that absence will receive a "0" for that grade. Generally, only illness or family emergency are valid excuses for missing a program. If the parent wishes to have another excuse considered as valid by the school Principal, that parent must send a written note to the music teacher *as far ahead* of the program date as possible. The School Principal reserves the right to rule on the acceptability of that excuse. Requests for waiver of the attendance requirement for a reason other than illness or a totally unexpected family emergency which are made AFTER a program will NOT be considered.

Students practice for programs during scheduled choir and band times and also have special rehearsals as the program date draws closer. Students who do not participate seriously in rehearsals and/or whose behavior is disruptive will receive reprimands (baskets or demerits). Upon recommendation of the music teachers, the school Principal reserves the right to exclude from programs any student who is consistently non-cooperative and disruptive during rehearsals. The student will receive a grade of "0" for the program.

Please note that to perform in a program a student must be in school the day of the program for at least half of the day that includes the very important dress rehearsal for the program.

CHOIR

The choir program at Grace includes choirs at each grade level beginning with third grade. The choirs practice during a scheduled time in the school day and are an integral part of the evening programs. In the elementary grades, choir is a part of the school curriculum, but it is unique in that it involves program participation at times outside the normal school day. Because the choirs for grades three through five involve outside hours, it is important to understand that ***the student's family agrees to insure that he participates in every program, competition, and special event in which his choir is involved except in case of his illness, a family emergency or an excuse approved by the choir director prior to the date of the program.*** If a family has a question or concern about this commitment, the situation should be discussed with the choir director or the School Principal.

Choir for students in middle school is an elective. In choosing this elective, ***the student's family agrees to insure that he participates in every program, competition, and special event in which his choir is involved except in case of his illness, a family emergency, or an excuse approved by the choir director prior to the date of the program.***

BAND

The band program at Grace begins in fourth grade with Beginner Band and then includes fifth grade Intermediate Band and middle school Advanced Band; these bands rehearse during scheduled times in the school day. Students enroll in the band program by filling out a form at the beginning of the school year. In the case of Intermediate and Advanced Band, an audition may be required at the band director's discretion.

Whenever possible, these lessons take place at a time during the day other than class instruction time, such as recess or a study hall. The school endeavors to work with classroom teachers to schedule lessons so that the student's normal schedule is disrupted as little as possible.

Students are generally responsible for providing their own instruments; the school does have percussion instruments and some larger brass pieces. Parents may choose to rent instruments from several area businesses. Whether a student owns his own instrument, rents one, or borrows one from the school, the student is responsible for that instrument.

Instruments must be brought to and from school each lesson or band rehearsal day; the school has no overnight storage facilities except for large percussion instruments such as the timpani.

In joining the band program, the student's family agrees to insure that he participates in every program, competition, special event, and lesson in which his band is involved except in case of his illness, family emergency or a prior approved excuse.

SPECIAL EVENTS AND FINE ARTS

From time to time, special opportunities for our choirs and bands present themselves. For example, we may be invited to sing or play at a mall at Christmas or at a nursing home. When a situation like this arises, the music teacher will let parents know the dates and times of these events as soon as possible so that appropriate plans can be made by the families involved. All students in the choirs and/or bands involved are expected to take part.

School choirs and bands take part in an adjudication process as part of our school's Fine Arts Festival. The bands and choirs also take part in the evening Fine Arts Showcases, and all students involved are required to be at that program.

If our Middle School Choir and Advanced Band have the opportunity to take part in an adjudication process through the county public schools, the music teacher will let parents know the dates and times of these competitions as soon as possible. All Middle School Choir and Advanced Band members are to participate in these competitions as they become available to us.

All students in the choirs and bands that are participating in these special events or competitions are required to attend unless they are ill or there is a family emergency. If a family wishes to have another excuse considered as valid by the school Principal, that parent must send a written note to the music teacher as far ahead of the competition or event date as possible; the school Principal will then rule on the validity of the excuse.

Students who miss these competitions and special events and do not have a prior approved excuse for that absence will have their grade lowered.



GCS Discipline Policies for Grades K-3

HOW I ACT (Praises/Baskets System)

Listed below are *examples* of behaviors which would earn a student praise or basket (reproof).

PRAISES

HONEST/HELPFUL
(Yellow Praise)

telling the truth when it “hurts”
giving himself a basket
picking up after others without being asked to do so
doing a job especially well

OBEDIENT
(Orange Praise)

doing what he’s told *when* he’s told to do it
sitting correctly to sing

**WELL-MANNERED/
WORKING DILIGENTLY**
(Green Praise)

good manners
being polite to others
working especially hard
working when left alone to accomplish a task

IMPROVEMENT
(Red Praise)

doing better academically
doing better in behavior

ACHIEVEMENT
(Purple Praise)

academic success

**CHEERFUL/COOPERATIVE/
COURTEOUS**
(Blue Praise)

good attitude
good sportsmanship, especially when losing

TIDY
(Brown Praise)

helping clean up, especially at the end of the day
neat locker
organized work space
neat papers

BASKETS (Reproofs)

HULLABALOO
(Yellow Basket)

any disturbing noise or activity
passing, writing, or reading notes

OUT OF ORDER
(Orange Basket)

throwing objects
littering
eating without permission
gum chewing
not in proper uniform
inappropriate behavior
not returning signed discipline form
running in the halls

**WORK NOT DONE/
WORK NOT IN**
(Green Basket)

working on unrelated materials
attending class unprepared (missing books, pencils)
class materials left at home, in locker, in backpack etc.
wasting working time
work not in on time (either basket or zero, decided by the teacher)

****INTENTIONAL DISOBEDIENCE**
(Red Basket)

flagrantly disobeying a direct order by an authority figure
cheating (grade of zero and basket)
lying
fighting
bringing unapproved materials to school
profanity (swearing by word or action)
stealing
destruction of school property
improper conversations

***ATTITUDE POOR**
(Purple Basket)

insolence
negativism
sarcasm
worldly conversation
complaining
actions, words, or facial expression indicating a spirit of rebellion against authority

***COURTESY LACKING**
(Blue Basket)

talking out of turn
rudeness
taking the Lord's name in vain
interrupting students and teachers
ridiculing or "putting down" others
name calling
disrespect to teachers or others in authority

TALKING
(Brown Basket)

unnecessary talking
talking during class, in the halls, or in the restrooms
tattling

*This infraction will receive **2 baskets**

This infraction will result in an automatic **office visit

In 3rd grade parents will be notified with a discipline form whenever a student receives a basket. Students will be required to return the signed form to school on the next school day. Failure to return the form may result in additional baskets. If necessary, the teacher will also phone the parents.

The number of baskets given for various infractions will vary according to the type of disobedience. Physical violence toward another, bullying, disrespect of those in authority, lying or cursing are some examples of things that would require more than one basket or even an immediate office referral.

If a student earns six baskets in a single day or ten baskets in one week, he will be sent to the school office that day or the following school day. Parents will be informed of this office visit and the misbehaviors that led to it. Even before that point, the teacher will have been working closely with the child and his parents to help him correct and control his behavior. During that office visit, the student's behavior will be discussed with him and a consequence for that behavior will be assigned. This usually takes the form of a "time apart" where the student eats his lunch and spends his recess time alone in or near the school office; the number of days of "time apart" assigned depends on the seriousness of the behaviors which led to the office visit. During his "time apart" the principal may further discuss the child's problems with him, and the student is encouraged to think about his behavior and how he needs to change it to avoid further disciplinary action.

If the student engages in an action that represents a serious misbehavior, such as endangering himself or another student or directly defying a teacher, he will be sent to the office upon his earning a "**red basket**" for intentional disobedience. At that point, he will be assigned several days of "time apart" or more serious disciplinary action, and parents will be informed.

Principal Office Visit Consequences

- First Visit – The student will be counseled and one “Time Apart” will be assigned. Parents will be notified.
- Second Office Visit – Counseling will continue and two “Time Apart” will be assigned. Parents will be required to come in for a conference with principal and teacher.
- Third Office Visit – In-home suspension will be required for the student.
- Fourth Office Visit – The parents will be asked to withdraw the student or he/she will be expelled.

The decision to impose in-home suspension or to ask the student to leave the school will rest with the School Principal upon consultation with the teacher(s) involved, and the parents.

Some misbehavior may be beyond the ability of the student to control. If the teacher determines that this is the case, he will counsel parents to seek professional testing and help for the student.

**The administration has the right to adjust the discipline process as deemed necessary.*



GCS Discipline Policies for Grades 4-5

Ticket System

1. Students in grades 4 and 5 will receive a ticket for the following behavior infractions:
 - Talking without permission
 - Unprepared for class
 - Out of seat without permission
 - Homework not completed
 - Disrespect to a student or a teacher
 - Chewing gum in class
 - Eating in class
 - Uniform infraction
 - Horseplay
 - Disrupting class (And other infractions as designated by the teacher)
2. The tickets will be filled out by the student and returned with a parent/guardian signature. Those students who do not return the signed ticket will receive another ticket.
3. Students receiving a ticket will also miss recess the same or next day. Those with tickets for a discipline infraction will have an assignment to work on. Those with a ticket for no homework will complete the assignment that was not completed.
4. Students who do receive 3 tickets in the same day or 5 in the same week will automatically be sent to the principal's office.

Principal Office Visit Consequences

- First Visit – The student will spend lunch and recess for two days at the office. Parents will be notified.
 - Second Office Visit – The student will receive an after school detention which will be held for one hour after school. The cost for the detention is \$5.00. Parents will be notified.
 - Third Office Visit - The student will receive an in school suspension. The school work of the day will count academically. Parents will be notified.
 - Fourth Office Visit – The student will receive an out of school suspension. Any homework, class work, tests or quizzes that day will be completed, but counted as a 0%. Parents will be notified.
 - Fifth Office Visit – The student will be expelled. Parents will be notified.
 - Automatic Office Visits for the following: Cursing, Sexual Talk/Innuendo, Stealing, Cheating, Fighting, Bullying/Harassment, Blatant Disrespect
5. A student will receive an automatic suspension for violence and weapons at school
 6. If a student receives 15 tickets or 3 office visits in one quarter they are placed on disciplinary probation. A probation agreement will be written by the administration and signed by the student, parent, and administrator. If the agreement is not signed, the student will be expelled.
 7. The administration has the right to adjust the discipline process as deemed necessary.



GRACE CHRISTIAN SCHOOL

GCS Discipline Policies for Grades 6-8

Demerit System

Philosophy of Discipline

We believe that God is the source of discipline and order, and that discipline exists to develop Godly character and behavior (Hebrews 12).

We believe that discipline is primarily the responsibility of the parent (Ephesians 6:4, Deuteronomy 6:7, Proverbs 22:6, I Timothy 3:4), and that this responsibility has been conferred to the teachers and administrators during the school day.

We believe that a Christian is wise to accept discipline and instruction as part of the development of Godly character (Proverbs 12:1, 13:8, Proverbs 22:15).

Objectives

The objectives of the discipline policy are to:

1. Train students in behavioral patterns that will help them in achieving spiritual, intellectual, physical, and social growth.
2. Correct misbehavior, which has become disruptive to the learning environment.
3. Work with parents in the matter of discipline, informing them in a timely manner of disciplinary problems and misbehaviors. As a result we seek to be like-minded in our support of good behavior and the development of Godly character.
4. Develop and maintain the best environment possible for learning.

Code of Conduct

As we seek to love the “Lord our God with all our heart, soul and mind; and love our neighbor as ourselves” (Matthew 22:37-39) each student will:

1. Be respectful at all times to each other, their teachers, and all authority figures.
2. Respect school and church property and equipment. Lost or damaged equipment will be replaced by the person(s) responsible.
3. Respect the property of other students. No student should go into the locker of another student without permission from a teacher. Students must not touch the property of another student or teacher, without permission.
4. Keep their lockers neat and clean, and avoid all worldly pictures or decorations.
5. Proceed to classes in an orderly fashion. Talking in the halls should be kept in a conversational tone. Students must remain quiet when using the downstairs hallways.
6. Be on time to class, and only in those parts of the building where there is proper supervision.
7. Bring to school only those items that are appropriate for class. No electronic games, stereos, or pagers are permitted. Cell phones may be brought to school for after school use. The phone must be off and stored in the students locker until after the school day. Worldly books and magazines are not permitted.
8. Refrain from using alcohol, tobacco, or illegal drugs on or off campus.
9. Refrain from public displays of affection in school or at any school function. Sexual activity on or off campus is not permitted.
10. Refrain from lying, cheating, foul language, fighting, and tantrums.
11. Comply with all dress code requirements.
12. Obey all classroom rules given by the teacher.

Warnings are given for infractions such as tardiness, uniform violation, gum chewing and being unprepared for class. These warnings will be recorded by the class teacher throughout the day. The warnings given will then be evaluated for consistent misbehavior by the administration each day. A student demonstrating consistent misbehavior will be referred to the office for further action according to the discipline system.

Harassment, Bullying or Physical Altercations Policy

We believe that students are to show love towards each other at all times. This means to show respect at all times to their fellow students.

Harassment is an unlawful act. It includes verbal and physical conduct designed to intimidate or offend another student. This includes sexual harassment as well. Unlawful harassment is any act, based on a student's race, creed, color, national origin, or sex that interferes with that student's educational performance. Bullying includes most of the descriptors above. Even though it is not termed an unlawful act, the resulting trauma to the one being bullied is the same. Therefore it will be treated in much the same manner as harassment. Physical altercations will be handled in a manner similar to harassment and bullying.

All concerns and accusations concerning harassment should be directed to the administration immediately. The following steps will be taken by the administration:

1. The administration will investigate all accusations.
2. If the situation can be resolved by explanations and apologies to the satisfaction of all involved parties, no further action is necessary.
3. If the accusation has merit and is not resolved, or if the accusation is of a more serious nature, a meeting of the parents and administrator may be called, and the guilty students will be disciplined by the school. This discipline may include out of school suspension.
4. In cases of extreme harassment, the administration may request that a student be withdrawn from the school or the student may be expelled.

Administrative Action

A. Demerits

1. Demerits will be given for violation of school and classroom rules.
2. Demerits may be given in incremental amounts depending on the misbehavior.
3. Teachers will recommend demerit amounts to the middle school principal. The middle school principal will assign demerits.
4. When a student receives demerits, a form will be sent home for the parents to sign and return the following day to the middle school principal. Failure to return demerit forms may result in the assigning of additional demerits.

B. Demerit amounts: The following is a general guide for the assignment of demerit amounts:

1. 1-5 Demerits: Talking/foolishness in class, Late to class or activity, Dress Code Violations, Disruption of class, Horseplay in the hallways or bathrooms, Writing notes in class, Consistently Unprepared for class, Incorrect program dress, Electronic devices brought to school, Cell phone usage during school hours.
2. 5-10 Demerits: Cheating, Lying, Cursing, Poor attitude, Disrespect to authority, Disrespect to another student.
3. 10-15 Demerits: Stealing, Harassment (Teasing, bullying), Premeditated cheating.
4. 15-20 Demerits: Fighting, Vandalism, Violent threats, Blatant disrespect for authority.
5. 20-30 Demerits: Drug, tobacco or alcohol use, Sexual Misconduct, Bringing a weapon or obscene material to school.

C. School Interventions:

1. Communication- Parents will be notified by letter, e-mail, or phone, whenever a student receives a demerit(s).
2. Demerit Levels/ Action- Each time a student receives an increment of 5 demerits (5, 10, 15), they may be required to serve detention. Each detention is accompanied by a cost of \$10, a time commitment of one hour, and an assignment to be completed. The progression of detentions is as follows: Students earning detention for the first time will serve after school on Fridays from 3:30-4:30, unless otherwise stated. Students earning detention for a second time will serve on Monday morning from 6:45-7:45, unless otherwise stated. The second detention will be accompanied by a mandatory parent/ teacher conference. In both cases, the student or family will also be responsible for paying \$10 in cash to the detention supervisor upon arrival to their assigned detention room, and completed assignments must be handed in to the detention supervisor by the end of the detention period. After two detentions have been served, the student will serve an In-School Suspension. Detentions and suspensions will be reflected on report cards.

3. Disciplinary Probation – Students with 10 demerits at the end of the first grading period, 15 demerits at the end of the second grading period, or 20 demerits at the end of the third grading period and who have shown persistent behavior difficulties, may be put on disciplinary probation. The administration will determine if this is necessary and explain the details of this probation to the student and parents in a conference. At the end of five weeks, the teachers will evaluate the student’s behavior and attitude. If there has been significant improvement, such as a decrease in the demerit total, probation would be suspended. A student going on probation a second time would be in danger of expulsion from the school.

4. At any time in the year, if the administration recommends professional help for a student, the parents will be expected to comply with this request as quickly as possible.

5. The administration may also remove activity periods or sports participation at any time in the demerit process as deemed necessary.

6. 30 or more Demerits- The administration may request that a student be withdrawn from the school or the student may be expelled.

7. Demerit removal

a. One demerit may be removed for each 5 school days (includes half-days) of no new demerits. Demerits cannot drop below zero.

The school reserves the right to search lockers, book bags, backpacks, purses, or other containers or to ask a student to empty his/her pockets to ascertain the contents if the school administration has reason to believe such a search is warranted. To facilitate locker searches, all students are required to use the padlocks provided by the school.

GROUNDS FOR IMMEDIATE REQUIRED WITHDRAWAL OR EXPULSION

Our purpose in the school is to educate students. There must be an environment in which teaching and learning can take place. The discipline system used at Grace normally helps to maintain an atmosphere conducive to learning, but on rare occasions, a more stringent policy may be necessary. Any student whose behavior is such that he or she moves consistently to the office visit level within a school day is a student whose behavior is distracting to other students and interfering with classroom instruction, and is wasting time and money of families who are serious about obtaining a good education for their students. Such disruptive students do not belong in the school. If the student will not respond to correction, the Bible instructs us in Proverbs 22:10, "Cast out the scorner, and contention shall go out; yea, strife and reproach will cease."

A student may be termed a "scorner;" if he/she is continually disruptive in class, competing with the teacher for the attention of the class, and refusing to cooperate with the teacher or if he/she habitually displays attitudes and behaviors in violation of the school's discipline code. These attitudes and behaviors are harmful to the student since he/she is not benefiting from the education the school is endeavoring to provide, and they are also detrimental to the class as a whole. If the school feels a particular student falls into this "scorner" category on a regular basis, the School Principal will contact the parents to warn them that the student may be asked to withdraw. It is not that we are unloving or unconcerned about such students; we are very concerned. We will try to work with the parents and be in prayer to God for direction and wisdom to help these students recognize the serious consequences of their attitudes and behavior to themselves and others and then to correct the problem. But if the student refuses to cooperate with the school and refuses to change his/her attitude and behavior within a reasonable time (established by the teacher and parent in conference), that student will be required to withdraw from the school.

Besides refusing to submit to the discipline of the school, a student may also be termed a "scorner" if he/she is in violation of the Scriptural injunctions about fornication; uses or possesses illegal drugs and/or alcohol; has a weapon, tobacco products, or obscene material on his/her person, in his/her locker or book bag, in her purse; or is guilty of another infraction punishable by law. The school reserves the right to search lockers, book bags, backpacks, purses, or other containers or to ask the student to empty his/her pockets to ascertain the contents. If such a situation arises and the possession of unacceptable materials or items is proven or if the student is found to be in violation of the law, the student's parent may choose to withdraw him, or he will be expelled from the school. Parents should be aware that if a student is expelled from a non-public school, the public school system does not automatically have to allow that student to attend public school. If Grace Christian School has had to notify police concerning the situation, Grace will inform the student's new school regardless of whether the student has been withdrawn or expelled.

HOMework

Homework is a *very* necessary part of a student's learning experience. By doing homework he receives the additional practice he needs and is prepared to go on with his class work the next school day. We find that, with students experiencing academic difficulties, failure to do homework and to return it on time is the largest factor in their lack of success.

Biblically, education is the responsibility of the parents. You have chosen to delegate part of that responsibility to the school when you enroll your student. In order to fulfill our joint responsibility for the education of your student, we must have your cooperation in making sure that your student does the homework and has it at school when it is due.

Please help your student understand that not all homework is written work. Bible verses to memorize, spelling words to learn, speed pages to practice, flash cards to drill for letter sounds or math facts, instrumental practice for band students, project preparation, library research, studying for tests are **all** homework.

Beginning with students' first school experiences, it is important for parents to impress upon them the necessity of being diligent in doing their homework. Even our youngest students will have homework. Please do not take lightly the work that these little ones do. They are preparing the foundations of their future academic success, and the teachers need your full cooperation.

Try to set aside a certain place where homework is to be done. If possible, the student should have a desk or table away from all other distractions so he can concentrate. Do not permit radio, recorded music, or TV while homework is being done.

Finding time to do homework is a problem for many of our busy families. Normally, homework will not be given on Wednesdays, so that students can participate in Wednesday evening church activities. However, if a student does not finish Wednesday's class work in the time allotted in class, that student will be required to finish that class work Wednesday evening. Within the realities of your family schedule, try to set a particular time of day when homework is to be done. It may mean taking some other activity out of the student's life. Homework must have priority if the student is to receive the fullest benefit from his school experience. Try to teach older students to plan ahead in scheduling upcoming homework assignments. For instance, if the spelling test is always on Friday and Thursday is a busy night for family activities, study for the test on Wednesday and use the time on Thursday for a quick review.

A reasonable amount of homework is assigned by teachers in kindergarten through grade five. Students in the middle school work with different teachers for their major subjects. These teachers try to plan together so that the student does not receive heavy homework assignments from all teachers on the same day. However at the end of a grading period, there may be some overlapping, especially in preparing for tests. The "rule of thumb" for middle school homework is about twenty minutes of homework per subject per evening, including weekends.

If you find that your student is spending a long period of time doing homework, first observe the student as he works. It may be that the student is wasting time as he is working, so that an assignment which should take ten minutes is stretching out to half an hour. Such students may need to have supervised homework time. Perhaps it will help to set short-term goals for them. Use a timer. Set it for five minutes and tell them they are to have so much work done before the timer rings. Have them do the homework in one subject and take a five-minute break before starting the next subject. If a student **is** working diligently and it is still taking an unusually long time for him to complete assignments, then parents need to consult with the teacher.

Train your student to put his homework in a certain place when he finishes where he will be certain to take it to school with him in the morning. It might be in a book bag, under a lunchbox, set in front of the door, whatever works best for you. Nothing is more frustrating to student and parent alike than to get halfway to school and have the student exclaim, "I forgot my homework!" If the student does not have his homework, he will receive a Work Not Done reproof for **each** missing assignment.

Each teacher will establish rules concerning missing homework. These rules cover areas such as deadlines for handing in work late and whether or not partial credit is given for late work. In the case of missing work due to student absence as a result of delinquent accounts, refer to the heading “Student Restrictions Due to Delinquent Accounts” on the page of this handbook entitled “Financial Arrangements.”

If a problem arises so that the student is not able to do homework — a sudden illness in the family, unexpected company that won’t go home, etc. — the parent may write a note for the student to bring in explaining why the homework has not been done. Then the student will not be penalized for not having the homework. **HOWEVER, THE MISSING HOMEWORK IS TO BE DONE THE FOLLOWING NIGHT ALONG WITH THE HOMEWORK FOR THAT DAY AND BROUGHT IN THE NEXT MORNING.** We would not expect such excuses to be necessary more than a **very** few times in the year.

If your student is absent, call the office by 10:30 a.m. to make arrangements for getting the work home to the student, and the teachers will collect the necessary books and write up the homework assignments during the school day. This work will be available to be picked up by 2:00 p.m. if you call early in the morning. You can also request that work be sent home with another student. **DO NOT EXPECT TO WALK IN AND COLLECT THE HOMEWORK. TEACHERS CANNOT STOP TEACHING THE CLASS TO GATHER BOOKS AND ASSIGNMENTS IMMEDIATELY.**

A student **MUST** do **ALL** the homework which is assigned during the time he is absent. Each teacher will establish rules concerning the deadline for work missed while a student is absent. **IF WORK IS NOT MADE UP WITHIN THIS TIME PERIOD, THE STUDENT WILL RECEIVE AN AUTOMATIC “O” FOR ANYTHING NOT DONE.**

It is absolutely necessary that students have good homework habits established by the time they are in fifth grade for them to be able to handle the academic load of middle school and ultimately high school. If parents have been diligent in stressing the importance of homework and in helping the student complete his homework from his first school experiences, these habits will be part of the student’s life. Please work with us so that your student will benefit.

GCS Grading and GPA Scale HONOR ROLL



GCS is introducing the GPA calculation and grading scale for fall 2014. This change will allow for an easier transition as students transfer and graduate. This ensures understandable transmission of records between both public and private area schools.

The grading scale is as follows:

A+ 99-100	A 93-98	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F 59 and below		

Class Weight and GPA

Classes which meet four or five days a week will carry full weight towards the GPA. Those that meet less than 4 days a week will carry partial weight. For example, an “A” in PE class would be worth 2 points as opposed to an “A” in Math which would be 4 points.

The new GPA for fully weighted classes will be on a four point scale instead of an eight point scale. It will be as follows:

A= 4.0	A- = 3.7	B+ = 3.3	B= 3.0	B- = 2.7	C+ = 2.3
C= 2.0	C- = 1.7	D+ = 1.3	D= 1.0	D- = 0.7	F= 0

The GPA for partially weighted classes is as follows:

A= 2.0	A- =1.85	B+ = 1.65	B= 1.5	B- = 1.35	C+ = 1.15	C= 1.0	C- =0.85	D+ =
0.65	D= 0.5	D- = 0.35	F= 0					

Honor Roll/High Honor Roll

Students with a GPA of 3.3-3.9 will be on the Honor Roll. Students with a GPA of 4.0 will be on the Principal’s Honor Roll.

ACADEMIC DIFFICULTIES, PROMOTION/ RETENTION, AND REMEDIAL SUMMER WORK

ACADEMIC DIFFICULTIES

Most students will be able to accomplish what is required for the class in which they are enrolled. They may not all be “A” students, but they will be able to achieve success. However, there are exceptions. Reasons for a student’s academic difficulties vary; some students need help with study skills and time management, some need one-on-one attention to grasp a particular concept or subject, some may have learning problems which inhibit academic success, or some may have motivational or other problems that interfere with their learning.

When a parent and/or teacher notices that a student is struggling academically, a parent-teacher conference will be arranged by the teacher or parent to discuss the child’s difficulties and to devise strategies to try to overcome those problems. In addition, the school’s learning specialist may be asked by the classroom teacher or by the parent to observe the child in class and/or to assess the child; this specialist would then be part of the parent-teacher conference. Strategies to help the child may include modifications and/or extra help in the classroom, parent monitoring of the student’s schoolwork at home, outside tutoring, assessment for learning problems and/or attention deficit, and/or other appropriate help. Implementation of appropriate strategies accompanied by diligent effort on the part of the student with parent support usually leads to improved grades. However, the school cannot guarantee academic success for every student.

If the student’s teacher feels that outside tutoring will help the student to fill in a gap in his academic background or will give the student the intensive one-on-one help he needs to grasp concepts in a particular subject, the school will recommend such tutoring and will provide the parents with a list of qualified tutors. Parents may choose from that list or may arrange for a tutor on their own. For the tutoring situation to be beneficial, it is imperative that the tutor and classroom teacher work together closely. Parents are advised that should such outside tutoring be recommended and the parents choose not to follow through with that recommendation, the chances that the child will not succeed academically are increased.

If a student’s academic problems are so severe that even with outside help, the teacher feels he cannot manage the work at the grade level in which he is currently placed, the school will recommend that the student be placed in a lower grade immediately. If the student is to remain at Grace, the parent must agree to the student’s placement in that lower grade if there is room in that class. If there is no room, the school will recommend that the student withdraw since it is unfair to keep him in a situation where he cannot achieve academic success.

If a teacher suspects the possibility that a child enrolled in Grace Christian School has a learning problem or has an attention deficit problem, he will inform the parent of the symptoms he has observed and advise assessment by the school’s learning specialist. This assessment may be the basis for suggesting further outside testing and evaluation of the student.

If such an assessment is carried out and a learning problem or attention deficit is diagnosed, the school will attempt to make reasonable modifications in the curriculum to fit the student’s special need. In addition, parents must agree to therapeutic tutoring for the student by the learning specialist or another qualified learning disabilities specialist if the assessment and possible further testing indicates that such help is needed.

Even with special assistance, the student’s particular learning disability or attention deficit may preclude success in the class; the school will then recommend the student be put into a lower grade (if room exists and if such a move is warranted) or may recommend his leaving the school to enter a special program where his needs can be better addressed. Parents must agree to the school’s recommendations since it is unfair to the student to continue to keep him in a situation that he is unable to handle due to his special needs.

If assessment and/or outside testing for a learning problem or attention deficit is not carried out by the parents, the school does not guarantee that it will modify the curriculum for the student and does not guarantee that the student will be able to succeed in his academic work. The student may be asked to leave the school since it is detrimental to him to keep him in a learning situation where he cannot succeed.

It is essential that the school be informed about any medications being taken by a child to help him/her deal with learning problems, even if this medication is not administered at school. Such knowledge is necessary for the teacher to assess the child's ability to handle school work. When medications for learning problems are to be administered at school, the parent must complete the blue Medication Permission Form referred to in this handbook under "In-School Medications."

PROMOTION

Students are promoted to the next grade at the end of the school year when they demonstrate that they have sufficiently mastered the concepts and skills in their present grade so that they will be able to handle the more difficult material in the next higher grade. Such mastery is indicated by satisfactory grades on the report card. In addition, to be promoted, students must meet all the requirements of their present grade. For example, in the middle school the student must satisfactorily complete certain required Fine Arts projects: a science project in seventh grade and a history project in eighth grade.

If the teacher feels the student is not totally ready for the next grade but with required summer tutoring he may be able to handle that grade, the student will be placed in that higher grade on a probationary basis. (See below for information on remedial summer work.) The nature of the probationary period for those students promoted to the higher grade on a trial basis is outlined in the section on "Placement" on the page of this handbook entitled "Enrollment, Placement, Reenrollment, and Withdrawal."

RETENTION — KINDERGARTEN THROUGH GRADE FIVE

Some students may experience academic difficulties serious enough to warrant consideration of retention. For some, these academic difficulties may be due to immaturity, and the teacher may counsel parents to have a student repeat a grade so that he has time to mature before advancing to more difficult tasks. For other students, it may be that they simply need more time to grasp the material. When such a student repeats a grade, he will often experience the success that was lacking previously, for he has gained from the prior year a familiarity with the materials which allows him to achieve at the level of the other students in the class. This achievement can lead to a healthy self-esteem which in turn enhances the child's ability to learn.

If in his best professional judgment, the teacher involved with the student finds that his difficulties are of such a nature that the student will not be able to succeed in the next grade, a conference with parents will be arranged no later than the end of the third grading period to discuss the teacher's assessment. The first time that the school feels a child will not succeed at the next grade level, parents may choose to disagree and request that the child be promoted. The school will allow this promotion with required summer tutoring. In addition, the promoted student will be on academic probation for the first grading period. At that point the student's academic situation will be reassessed. If the student is achieving academic success, he will be allowed to remain at that grade level; if he is not achieving satisfactory academic success, he will be required to immediately be placed at a lower grade level (if space exists at that level) or leave the school. The second time a teacher judges that the same student will not be able to succeed in the next grade, the parents must agree to the retention or withdraw their child from Grace.

REMEDIAL SUMMER WORK — GRADE ONE THROUGH GRADE FIVE

When a student is not finding success because of a lack in his academic background, summer work may be suggested or even required for promotion to the next grade level. There are certain skills which must be learned, certain content which must be acquired by all students to allow them to succeed in future grades. Many school subjects are built upon skills learned previously, and when a student is missing a basic foundational skill, that gap will affect his mastery of all skills built upon it. Although the teacher will try to give extra help to students experiencing difficulty during school hours and will give suggestions to parents for additional help at home, there may not be sufficient time for the intensive work needed by the student. Such intensive work in particular areas of deficient skills is what can best be accomplished during the summer. Although summer work involves additional costs, difficulties in transportation, and perhaps the changing of summer plans, the wise parent who has his student's best interests at heart will overcome these obstacles to obtain the assistance the student needs.

Depending upon the seriousness of the student's needs, more than one summer may be required to help him find ultimate success. The older a student is, the more difficult it is to fill in missing gaps. Many times, older students who have experienced frustration and failure for a number of years have become convinced that they cannot succeed, and the main benefit of summer work may be to change that attitude, so the student becomes willing to try.

If summer tutoring is required by the school, the student needs to attend the summer school program. This is a two week program for additional work in language arts and math. The students attend class one hour per day per subject. The weeks are the end of July and the first of August. There is a charge per subject for the summer program. The classes are taught by Grace Christian School staff who are familiar with our curriculum and can best provide the instruction the student needs.

If summer school is **REQUIRED**, the student must pass the class in order to be promoted to the next grade. Specific information will be furnished to parents as necessary.

MIDDLE SCHOOL RETENTION AND REMEDIAL SUMMER WORK

Middle school students are at the last stage of developing the foundation skills which will be necessary for high school and beyond. A student **must** have an overall minimal grade point average of C- (1.0) for the year to be promoted to the next grade.

In addition, the student must have a minimum of a C- average in the two core skill subjects of math and language arts for promotion. However, if the overall grade point average is C- or better, the student with less than a C- in math or language arts may do summer work with a tutor in the areas where he is weak.

If summer work is required by the school, the student needs to attend the summer school program. This is a three week program for students entering grades 6-8 in the areas of language arts and math. The students attend class one hour per day per subject. The weeks are the end of July and the first of August. There is a charge per subject for the summer program. The classes are taught by Grace Christian School staff who are familiar with our curriculum and can best provide the instruction the student needs.

If summer school is **REQUIRED**, the student must pass the class in order to be promoted to the next grade.

Specific information will be furnished to parents as necessary.

The school may also recommend assessment for learning difficulties to see if such a problem is interfering with academic success.

EIGHTH GRADE GRADUATION DIPLOMA REQUIREMENTS

Eighth graders must meet the promotion requirements of C- or above in math and language arts and must achieve an overall C- or above grade point average for the eighth grade to receive a graduation diploma. If the student has the required overall grade point average, but is below C- in math or language arts, the graduation diploma will be held until the student has done summer work and passed a written exam in the subject in which he received the grade lower than the required C-; this exam is given at the school in late summer. If such a test is not passed or is not taken or if the overall grade point average is less than "C-," the eighth grader will receive only a certificate of completion in place of a diploma. Promotion to ninth grade will be at the discretion of the high school in which the student will enroll.

STUDENT RECORDS

CUMULATIVE RECORD

A cumulative record is maintained for each student This record contains the following:

- a copy of the student's application
- enrollment testing results
- records transferred from other schools
- summary information on each year's standardized testing done while the student is enrolled at Grace Christian
- detailed information on each year's standardized testing including the class average and range of the testing scores for the student's class
- an Honors and Activity sheet listing all such information for the time the student is enrolled at Grace Christian
- each year's report card
- summary information on the curriculum for each grade in which the student is enrolled at Grace Christian
- summer tutoring information
- disciplinary records
- conference summation forms completed by parents and staff after a conference
- records of any outside medical or psychological evaluations submitted to Grace Christian by the parent or by the evaluator with the consent of the parent
- anecdotal notations by teachers where appropriate.

An immunization record for each student is kept separately for the convenience of the county Health Department should it wish to review such records.

This cumulative record is kept in a secure locked location. This record is updated at the end of the school year or at the time of a student's withdrawal from the school, should that withdrawal take place during a school year.

The record is accessible only to teachers and administrators on a need-to-know basis; such a need is determined by the School Principal. Parents may review the contents of their student's cumulative record in the presence of the School Principal but may not remove or copy any information from the cumulative record without the express permission of the School Principal.

TRANSFER OF STUDENT RECORDS

When a student makes application to a new school, if that school requires information found in the cumulative record as part of the admissions process, copies of the required information are sent to the school upon the parents' signing a Release of Records form holding Grace Christian School harmless for information transferred from the cumulative file and for information contained in any recommendation made by a teacher or administrator at Grace. Parents must submit such a request for records to the School Principal in writing at least one week in advance of the time that the information must be in the hands of the school to which the student is applying. When requested, copies of the following information from the cumulative file will be sent to the new school:

- summary information for standardized testing done while at Grace Christian
- report cards for the grades requested containing Grace's grading scale
- the report card for the completed grading periods of the current year
- when requested, an explanation of Grace Christian's disciplinary policies

When the student is officially enrolled in a new school, that school should request that student records be transferred. If a Release of Records form holding Grace Christian School harmless for information transferred from the cumulative file and for information contained in any recommendation made by a teacher or administrator at Grace has not be signed by the student's parents previously, it must be signed at this point for records to be transferred. Parents or the school should submit a request for records to Grace Christian in writing at least one week in advance of the time the records must be in the hands of the new school. When transferring cumulative records, the following will be included:

- the student's immunization record
- detailed information on standardized testing done while at Grace Christian

- each year's report card (and the report card for the completed grading periods of the current year should the student transfer during a school year) showing Grace's grading scale
- the Honors and Activities sheet for the time the student is enrolled at Grace Christian
- summer tutoring information
- records transferred to Grace Christian from other schools
- records of any outside medical or psychological evaluations
- when requested, an explanation of Grace Christian's disciplinary policies

Sometimes parents request to hand carry records. Grace Christian will turn over to withdrawing parents the same cumulative record information that would be sent to the new school, but parents are advised that some schools will not accept hand carried records. Parents should be sure that the school in which they are planning to enroll their student will allow hand carried records.

Note that student records will not be transferred or given to parents until all financial obligations to Grace Christian School have been fulfilled.

Upon transfer of records, Grace Christian retains skeletal records of students for five years. Such records include copies of the following:

- the student's application for enrollment at Grace Christian
- summary information on standardized testing
- a copy of each year's report card (and, should the student withdraw during a school year the report card for the completed grading periods of the year during which the student withdraws)
- disciplinary records

All other information which had been kept in the student's cumulative record and which was not transferred to the new school is discarded.

TRANSCRIPT AND REFERENCE REQUEST POLICY

- There will be a 2 week turnaround time for teacher references and records requests. If possible, they will be completed in less time.
- To ensure delivery and confidentiality, all reference forms and transcripts will be mailed directly to the school requesting the information.
- Parents must provide a 9x12 envelope with each record request.
- The first three transcript requests for schools or any other programs are free, Additional transcripts are \$10 each.
- Only four absences will be excused for students who are shadowing and/ or interviewing at other schools. Additional absences will be unexcused.

IN-SCHOOL MEDICATIONS

If a child must take any medication (over-the-counter or prescription) during the school day, parents must supply that medication along with the “Medication Permission Form. The form is available on our website and also from the school office.

Please note that no medication may be taken during school hours without a Medication Permission Form for that medication on file in the school office.

SNACKS, LUNCHESES AND LUNCH MILK

SNACKS

Some of the younger students have a snack break during the school day. We encourage healthy snacks — fruit, vegetable sticks, etc. Since most students bring their snacks in the lunch box along with the lunches, it is helpful if you show them what is for snack and what is for lunch. If the class your student is in has a snack time, the teacher will explain the procedure during the conference on Visiting Day.

LUNCHESES

The student’s lunch should be ready for him/her to eat. We do not have personnel and facilities to heat up lunches. A ready-to-eat lunch also includes such things as having the fruit peeled if the student likes it that way but is too young to do it himself/herself. Further, we do not have adequate facilities to refrigerate student lunches.

Students may bring milk or another drink in a juice box or thermos if you wish. **DO NOT SEND DRINKS IN GLASS BOTTLES** because of the breakage hazard. Canned drinks may be sent but cannot be refrigerated due to a lack of refrigerator space.

If in an emergency situation a student does not have a lunch, we will provide something for the student to eat, including a snack for younger students, and charge you for the cost.

PARENTS MAY NOT BRING IN HOT FAST FOOD LUNCHESES FOR THEIR STUDENTS. This is not fair to those students who bring a cold lunch from home and whose parents are not free during the day to bring in such a lunch.

Grace Christian School offers a hot lunch program every day of a week. Mondays, Wednesdays and Fridays, parents can order full lunches from Main Ingredients Catering Company online. Tuesdays and Thursdays, parents can order online a hot entrée for their student(s), which is purchased from local fast food restaurants or pizzerias and is delivered to the school. More specific information as to the items involved, costs, and the days such items are offered is included as part of the information which school families receive on Visiting Days.

When school is operating on a Half Day schedule there will be no hot lunch served that day

LUNCH MILK

You may pay for milk for the entire year at one time. We serve low fat milk. The fee will be announced in the letter you receive in early August. Or, if you do not want to pay for milk yearly, you may send in 25 cents per day for any day you wish the student to have one cup of school milk.

SAFETY RULES AND PROCEDURES

FIRE DRILL PROCEDURES

1. Students are to respond to the fire alarm by giving the teacher their full attention.
2. Students are to line up silently and in an orderly manner.
3. Students are to exit the building according to the applicable fire exit route.
4. Students are to move briskly but are not to run. They are to remain silent and be alert for special instructions.
5. Students are to go to their homeroom's designated point on the parking lot and remain silently in line.
6. Students are not to stop to get outerwear.
7. Students are to return to their rooms without talking after the all clear signal has been given.
8. Students on the playground at the time of the fire drill are to remain in their homeroom lines until all classes have returned to the building. They may then resume their activities.

PLAYGROUND RULES:

The following playground safety rules apply to all Grace Christian School students.

1. Swings:
 - Do not jump on or off the swings while they are in motion.
 - Do not twirl the chains on the swings.
 - Stay seated on the swing while it is in motion.
 - Do not swing from side to side.
 - Do not wrap the chains around the top horizontal pole.
 - Stay clear of swings while other students are swinging.
 - There is to be no running, pushing, or shoving in the vicinity of the swings.
2. Sliding Board:
 - Do not crawl, walk or run up the slide.
 - Slide down only in a seated position.
 - Wait until the person before you has walked away from the slide before you slide down.
 - Wait at the bottom of the ladder until the person before you begins to slide down; then climb the ladder.
 - Do not jump off the sides or back of the sliding board.
 - There is to be no running, pushing, or shoving in the vicinity of the sliding board.
3. Climbing Wall
 - While climbing or getting down, watch for other people on the wall.
 - Do not push or shove while on or near the wall.
 - Do not run in the vicinity of the climbing wall.
4. Monkey Bars:
 - Only one child is to be on the monkey bars at a time.
 - There is to be no running, pushing, or shoving in the vicinity of the monkey bars.
5. Other activities
 - When roller skating or roller blading, wear knee and elbow pads and a helmet.
 - Do not chase balls outside the area designated by the cones and ropes.
 - When playing team sports, there is to be no rough play that would cause another player to fall or be otherwise injured.
 - Do not push or shove.

Students in grades K-2 are to play only in the fenced-in area at the rear of the property.

If the wind chill factor is 32 degrees or below, students are not allowed out on the playground without a coat or jacket, head covering, gloves, and legs covered.

If the wind chill factor is 20 degrees or below, students in the lower elementary grades will not go to the playground; teachers of older students will make the determination whether to go out to the playground or not.

NO BAD LANGUAGE WILL BE TOLERATED ON THE PLAYGROUND.
USE OF BAD LANGUAGE WILL MEAN YOU WILL NO LONGER BE ALLOWED
TO USE THE PLAYGROUND.

DISCOURTEOUS BEHAVIOR WILL NOT BE TOLERATED ON THE
PLAYGROUND.

In addition to these safety rules, students are required to follow rules established by the teachers on playground duty.

STUDENT INSURANCE

Student insurance is provided for every student at Grace Christian School; parents pay for this insurance as part of the yearly enrollment fee. This insurance covers the student's participation in all school sponsored activities, including the sports program, on and off site. This insurance is a "secondary insurance" which covers medical expenses not covered by your family's medical insurance after a \$100.00 deductible amount per incident has been paid by your family.

Should you need to make a claim on the student insurance, you can obtain the proper form from the school's financial office. Claims must be made within 90 days of the incident.

LOST AND FOUND POLICY

Clothing, lunch boxes, and personal items left at the end of the school day are taken to the lost and found cabinet. If a student realizes that he has lost something, he can check in the lost and found cabinet

Please check the lost and found cabinets as soon as you realize an item is missing.

Books, school papers, and items needed for class work are turned in to their teachers if the student's name appears on the lost item.

School personnel collect items left in the building after dismissal; in addition, students, teachers, etc. turn in items they have found. If a student's name is on an item, the item will be returned to them. Parents can come in at any time and check the cabinets for their child's missing articles.

After being in the lost and found cabinet for one month, items are discarded or donated to a local mission.

FIELD TRIPS

Field trips are an important part of a student's education as they relate the curriculum studies in school to the real world; *as a part of the school's curriculum, they are not optional*. Field trips make the printed page come alive and give visual impressions that will stay with a student long after he has studied that particular topic.

If a student's class behavior is such that the teacher feels his presence in the group would be detrimental to the learning experience of the other students and a reproach to the school and the name of the Lord Jesus Christ, the teacher has the option of refusing to take the student on the trip. In most classes, teachers will set behavior standards for a specified period of time prior to a trip. Students will be told what those standards are. Any student who cannot work within the standard in the classroom is not going to behave properly within the freer limits of a field trip. A parent may be *required* to accompany their student on a field trip due to previous behavioral problems. The alternative to the parent's not going on the field trip would be the child's being excluded from the trip.

The field trip day is a school day, a day for learning. Students withheld from going on a trip for behavioral problems will be expected to work at school or at home, depending on the particular situation. The teacher will contact the parents to tell them what the student is to complete.

The majority of the field trips taken occur within the school day. Occasionally, because of travel time or the scheduling of special trips or the amount of material to see, a group may leave prior to the start of the school day or return later than the school dismissal time. In these cases, parents are responsible for providing transportation for their students to and from school.

Transportation for trips can be by METRO, church van, private cars or hired vehicles, whatever is most appropriate for a particular group and trip. Regardless of the mode of transportation, all students must be buckled into an individual seatbelt and may not ride in the front seat; the only exception is when commercial buses are hired to transport students.

Parents are needed as chaperons for trips. All chaperons must sign the Guidelines for School Volunteers Form and return it to the school before chaperoning. Teachers or PTF grade representatives will contact parents to determine who is available for different trips during the school year. Only parents or relatives familiar to the teacher prior to the trip may act as chaperons. Since the responsibility of the chaperon is to supervise the school students, we require that chaperons **not** bring younger children of their own. If you have younger children, you may need to wait until they are in school before chaperoning, or perhaps a neighbor or friend will watch your younger children so you can go, and you can return the favor for them at a later time. Only parents assigned by the teacher to chaperon students may accompany the class on a field trip; parents not assigned as chaperons will not be permitted to accompany the class. If you have a concern about your child riding with someone other than yourself, please express that to your child's teacher at the Visiting Day Conference. The teachers will work with you to chaperon on at least some of the field trips where parent driving is involved; you will be expected to transport and chaperon a group of students besides your child on these trips. Please keep in mind that siblings or other children for whom you are responsible during the day may not accompany you on the field trip.

Parents willing to drive for field trips must be approved. To be considered for approval, potential drivers are to submit a copy of their current driver's license and Vehicle Driver Screening Form, a copy of which will be given to parents at the Visiting Day Conference. If more than one family member may drive for a field trip, request a second copy of the Vehicle Driver Screening Form from the school office. The completed form and driver's license copies should be submitted at the beginning of the school year and must be resubmitted each school year.

In grades five through eight, students take overnight field trips as part of their studies. These trips are part of the school curriculum, and all students are expected to participate. The fifth grade goes on an outdoor education trip to the Pocono Mountains in Pennsylvania in the spring. Early in the school year, the middle school students attend a retreat at a camp in Lancaster, Pennsylvania. The school covers part of the cost for these trips, and part is paid by the parents. Parents will be informed of the cost as early as possible in the school year.

Before any field trip, the teacher will send home a permission slip. With the slip will be information on the anticipated time of departure and arrival back at school, lunch arrangements, method of transportation and other important facts for the planning of the trip. The permission slip must be signed by the parent and returned to school for the student to participate. In addition, we **must** have a notarized emergency health form for every student who goes on a field trip. We **will not** take students without the form.

If your student has been out of school for sickness the day or days before a field trip is scheduled, please consider keeping him home the day of the trip. Field trips are generally more active than a normal day, and your child may tire more quickly than usual or may have a relapse. In addition, it is difficult to give a sick child proper attention when away from the school.

FINE ARTS FESTIVAL

Fine Arts Festival is an exciting program for students in grades 1-8. This is an important part of our school year because it gives our students an opportunity to use, and thereby develop, the talents which God has given them.

We encourage all our students to participate in some area of the Festival. Science, history, art and crafts projects and spelling are judged in the evenings or during the school day. School is closed for one day each year for performance judging in the areas of speech and music. Choirs and bands are judged during the school day.

Some Festival areas are handled through class participation. All students in grades 1-5 do creative writing assignments. The best work in each class is entered for Festival judging. All students in grades 3-8 do in-class speeches as part of the language arts curriculum. The best speeches in each area in each class are entered into the Festival.

REQUIRED PROJECTS

All 7th graders are required to complete a science project which conforms to the Fine Arts Festival rules. There is a workshop for parents and students to help them understand exactly how to do this required experimental science project. The required science project is part of the school curriculum as well as part of the Fine Arts Festival. The quarterly grade in science is affected by the judging at the Festival

All 8th graders are required to complete a history project which includes a display and a research paper. The project score is part of the history grade for the quarter in which the project is due; the research paper for the project is part of the language arts grade for the quarter in which the project is due.

PARTICIPATING IN FINE ARTS

Festival organization requires a number of responses from the students. Parents need to watch for this information in the Gold Notes and help their children to meet the appropriate deadlines.

(1) Information on the Festival will be sent to parents early in the fall. There will be a request sheet for information on the specific areas in which the student has an interest. Information on those areas will be sent home with the students.

(2) A form to register the student to participate in the areas of choice as well as in required areas must be returned by the appropriate deadline date for the student to participate. A confirmation form and additional information will be sent home with the students upon receipt of the registration form.

(3) Dates for project judging will be on the school calendar and in the Gold Notes.

(4) A performance schedule and pertinent information will be sent home prior to the performance day, which is also on the school calendar.

The Fine Arts Showcases, one for grades 1-5 and another for grades 6-8, recognize the work the students have done. Students receiving top scores on their performances will perform. The choirs and bands will also perform, and members of the choirs and bands are required to attend the appropriate Showcase. Keep this date free on your family calendar; you will find it on your school calendar. All students in grades 1-8 who participate in a festival area prior to the Showcases will be recognized during these programs.

At the end of May, a school assembly is the finale of the Fine Arts Festival. Awards are announced for projects judged after the Showcase programs, and trophies are presented to the students with the highest 1st place scores.

SPECIAL OBSERVANCES AND HOLIDAYS

PARENT HELP

When special parties are held at school, the teachers depend on parent help. The Grade Representatives for each teacher usually coordinate such help.

When helping with a school activity, please remember that you may not bring along any younger siblings or other young children. The teacher is depending on your full attention to the class activity, and when you have a young child in your care, a good portion of your attention is directed at supervising that child.

BIRTHDAYS

Your child may want to celebrate his/her birthday with classmates. If you are planning an “out of school” party, please send invitations to be handed out at school **ONLY IF YOU ARE INVITING THE ENTIRE CLASS, ALL THE BOYS, OR ALL THE GIRLS**. It is devastating to a child to be left out as invitations are passed around.

If you want to have an “in class” birthday celebration for your child, please check with your child’s teacher for his/her policies on the timing of birthday parties and types of refreshments. We ask that you receive the teacher’s approval of any party favors or activities associated with the party. Please be considerate, and do not burden your child’s teacher with extra responsibilities.

HOLIDAYS

We hold school celebrations of Christmas and Easter to the true spiritual meanings of these holidays. We avoid the use of Santa, elves, Rudolph, the Easter Bunny, etc. in our decorations and celebrations since we want our students to focus on the birth, death, and resurrection of our Lord—the original intent of these holidays.

As a policy, the school does not celebrate Halloween in deference to those school families who find this occasion offensive. In following the principles of Romans 14, we do not wish to offend any family’s Christian convictions.

Most classes do hold holiday parties at Thanksgiving, Christmas, Valentine’s Day and Easter. Several classes also hold Harvest Celebration parties around the time Halloween is observed. Your help with these parties in conjunction with your class’s PTF grade representative and teacher is appreciated.

OTHER SPECIAL OBSERVANCES

If you wish to initiate the observance of any other special occasion in your child’s class, please check with the teacher before doing so. If this occasion is such that it is to be a surprise for the teacher, check with the school administration before proceeding.

INTERSCHOLASTIC ATHLETICS

Grace Christian School believes that all that is done in life should be pleasing to God, including athletics. The athlete, coach, and team are striving to do their best in all areas of life. The necessity of winning is not the goal. Performing at one's best for the benefit of the team and playing with actions pleasing to Christ are of utmost importance. The primary concern of the coach is to teach a Christian athlete how to learn to deal with both winning and losing, as well as with the pressures in the athletic world in a manner that is pleasing to God.

GENERAL GUIDELINES FOR ATHLETES

1. Interscholastic athletics is a completely voluntary program.
2. It is a privilege for a student to participate in interscholastic athletics. The school may revoke this privilege when the athlete does not conduct himself in an acceptable manner.
3. When a tryout is necessary, selection of a candidate is based on athletic performance, attitude, conduct, cooperation, and the desire to represent both Christ and the student body in a manner which complements the school.
4. All athletes must be prompt and are expected to attend all practice sessions as well as all games. Athletes must inform the coach in advance of any practice or game that they cannot attend.
5. In order to participate in an athletic event on a given day, the athlete must attend at least a half day of school on that same day.
6. Students are not to bring electronic equipment such as radios, video games, etc. with them on the van to games or practices.
7. Team size: students that wish to compete must realize that often a "try out" is necessary in order for the coaches to determine who is best prepared to compete. Unmanageable numbers can cause discouragement for all involved.
8. It may be expected that each and every team member will be given active playing time during the season. It is impossible, however, to say how much playing time each team member will have, since coaching decisions are based on several factors.

PERMISSION SLIPS

1. Each athlete must have written parental permission to participate in athletics.
2. Permission slips must be turned in to the Athletic Director before a student may stay for tryouts.

PHYSICAL EXAMS

1. A physical exam must be given by a licensed physician and reported in writing before the student may start practice.
2. Any student who has been injured and has required medical treatment must obtain written permission from a licensed physician to return to practice.
3. Physical forms will be available on the school's website or through the office of the Athletic Director.

UNIFORMS AND EQUIPMENT

1. The coach will issue the team uniforms.
2. Each athlete is responsible for its proper care.
3. The athlete will be charged for any damaged, lost, or unreturned uniform.
4. The uniform may not be worn anytime or place other than during official games.
5. The equipment a team uses is the responsibility of the team; any equipment that is lost or damaged will be replaced by the team or team member responsible.

ATHLETIC FEE

The athletic fee is a once-a-year fee of \$35 per sport. The fee helps cover the cost of replacing the uniforms on a four-year rotation.

TRANSPORTATION

1. Students will ride in school provided transportation to practice and games.
2. On occasion it is necessary for parents to help with transportation.
3. Students may be picked up from a practice or game by their parents but must inform their coach that they are leaving with their parents.

4. Students with written permission may ride home with other parents.
5. Every effort is made to return to school by the scheduled time.
6. Students that are being picked up at school after a game or practice must be picked up within 15 minutes of the scheduled time, or there will be a \$15 fee for each 15 minutes late or portion thereof.

AWARDS

1. All students who participate in a minimum of one game of a season with an athletic team will receive a certificate of participation.
2. All students who participate for the entire season with an athletic team will receive a pin representing the sport.
3. Students who earn A,B, or C below will earn a school letter.
 - A. Four pins
 - B. Three pins in the same sport
 - C. A student entering Grace in his eighth grade year who earns two pins.
4. Special awards:
 - A. Most Valuable Player: the athlete who regularly gives his/her best for the over-all improvement of the team.
 - B. Most Improved Player: the athlete who improves his/her athletic skills the most during the season.
 - C. Coach's Award: the athlete who is willing to make that extra effort toward improvement, shows the "pursuit of excellence through Christ" and leadership through example on and off the court.
 - D. Athlete of the Year: the athlete who regularly gives his/her best, faithfully and eagerly follows the advice and directions of the coach without complaint, demonstrates "humble in victory, gracious in defeat", exemplifies faith in the Lord, and provides the kind of example the coach would like others to emulate.
 - E. Ironman – any 8th grade athlete with 8 or more seasons of interscholastic athletics participation.

ATHLETIC ELIGIBILITY

At the beginning of an athletic season the athletic director will check the team roster before it is posted to insure that all athletes are eligible.

Students with a GPA of less than 3.0 will be put on probation.

Students with a GPA of less than 2.0 will not be allowed to participate in interscholastic athletics.

Students with 10 demerits will be put on probation. If their demerits increase to more than 15 they will be dropped from the team.

Students with 15 or more demerits will not be allowed to participate in interscholastic athletics.

Athletes not maintaining acceptable grades during the season will be suspended, (may not play in a game, but must practice and attend games to support the team) for one week. If poor grades result in suspension at the end of the quarter, the suspension period increases to two weeks. The athlete whose subject grades fall below the level of acceptability a second time will be dismissed from the team.

Classroom teachers are responsible to give the Athletic Director the grades on Monday. If the Athletic Director does not receive grades from the classroom teacher, it will be assumed that all athletes have satisfactory grades.

CONDUCT

Students will be benched (all or portion of a game) at the discretion of the coach and School Principal for any of the following reasons:

1. Having 10 or more demerits
2. Missing a practice or game. (A team member may be excused from a practice or a game at the coach's discretion.)
3. Not wearing the seat belt on in the van or unacceptable behavior in the van
4. Unsportsman-like conduct
5. Disrespect to the coach or to any adult.

The third violation of any of these will result in the athlete being suspended from the team for the remainder of the season, forfeiting all awards.



GRACE

CHRISTIAN SCHOOL

Where Faith and Learning Connect

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