

Grace Christian School



Parent & Student Handbook

Cynthia V. Phillips
Head of School

www.gcsblacklick.org

Grow in grace and knowledge of our Lord and Savior Jesus Christ.

~II Peter 3:18

Dear Parents and Students,

Welcome to GCS! This handbook represents an important part of our working together as both a community and a school. It is filled with helpful information to answer questions and give direction for life at GCS.

Our school is dedicated to sharing as much information with parents as possible. That mission begins with the understanding that we are in partnership with our families and we are joined in a unique fellowship of working together on behalf of our students. Together, our work centers on challenging our children and students to think Biblically in order to shape their lives according to God's model—and, that's a tremendous task!

Our part is like a farmer cutting rows in his field. Much of the growth comes later in their lives, but breaking up fallow ground and planting seeds will further God's design for them.

Using this Handbook

It is our experience that most families use their handbook reactively—after a student experiences an unexpected situation. That fact shapes the content contained within this book. As members of this covenant community, everyone is expected to live in accordance with the written guidelines of the school as well as all other documents the school provides. While this book is not solely about behavior, the basic understanding of stewardship, common sense, respect, good manners and a Biblical conscience is expected. This is how a healthy home, church and community organization, such as a school, operates under God's providence.

At GCS, we want to continually promote healthy consciences by giving students the freedom to make their own decisions. A person of integrity is one who lives ethically whether anyone is around to see his actions or not. In this way, a person affirms his expression of love for God and his fellow citizens.

I am hopeful you will choose to enjoy the delights of freedom by expanding the influence of Biblical living so that we all may flourish and be blessed within the GCS family. And I trust that the guidelines contained here will remind you of the high calling to live as responsible citizens for God's glory.

In His Service,

Cynthia V. Phillips
Head of School

Statement of Faith/Belief

Grace Christian School's foundation was built on several important Christian principles, all of which come directly from the Bible. These principles continue to guide everything we do.

We believe:

- The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. All Scripture is inspired by God and is totally true and trustworthy. (2 Timothy 3:15-17; Hebrews 1:1-2; 4:12)
- There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe.
 - God the Father: God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. (Genesis 1:1; 2:7; Deuteronomy 6:4; 1 John 5:7.)
 - God the Son: Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. (Matthew 1:18-23; Mark 1:1; 3:11; John 1:1-18)
 - God the Holy Spirit: The Holy Spirit is the Spirit of God, fully divine. He convicts men of sin, of righteousness, and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service. (Genesis 1:2; 1 Corinthians 2:10-14; Hebrews 9:8, 14; 2 Peter 1:21; Revelation 1:10; 22:17)
- In the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death and resurrection, His ascension to His Father in heaven and His eventual return in power and glory (Luke 21:27)
- Salvation: Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord. (John 3:3-21,36; Romans 1:16-18; 5:8-10; 10:9-10,13; Ephesians 2:8-22)
- In the present ministry of the Holy Spirit who enables us to live a Christian life and cultivates within us the nature of Christ (Acts 1:8, Galatians 5:22-23)
- The Kingdom of God includes both His sovereignty over all the universe and His kingship over men who willfully acknowledge Him as King. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.(Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5- 6; Matthew 3:2; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.)
- Christian Education: Christianity teaches students to see and understand the world through the perspective of God's truth. In Christian education there should be a proper balance between academic freedom and academic responsibility.

(Deuteronomy 4:1,5;; Nehemiah 8:1-8; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17)

- God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every Christian person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)
- In the spirit of Christ, Christians should oppose sinful behavior such as racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including but not limited to adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. (Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; Mark 1:29-34; 2:3; 10:21; Luke 4:18-21; 10:27-37; John 15:12; 17:15; Romans 12–14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24;; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8)
- We should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers and those who oppose us. Although we must sometimes confront people and or issues, we must do so graciously, gently, patiently, humbly and in a spirit of Christian love. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18)
- Christians are called not to bring civil lawsuits against other Christians or the church to resolve personal disputes. (1 Cor. 6:1-8; Eph. 4:31-32)

Mission Statement

Grace Christian School, in partnership with Christian parents, engages students in a rigorous program of learning from a Biblical worldview to serve Jesus Christ faithfully in the world.

Grace Christian School offers a curriculum rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth. The curriculum, taught by a Christian faculty, allows parents the choice to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

Grace Christian School supports parents who seek to obey the Biblical instruction that gives them final responsibility for the education of their children.

Philosophy of Education/Code of Conduct and Objectives

Grace Christian School is founded on God's Word—the Holy Bible.

We believe a Christ-centered education includes, as a minimum:

- The concept that all truth is revealed in the person of Jesus Christ as taught in the Bible and revealed in nature
- The concept that the first priority of this philosophy is to promote an understanding of God and His creation from the perspective of developing a personal relationship with Him
- The concept that God is the creator of the heavens and the earth, of man and woman, and the institution of marriage that is between one man and one woman (Gen 1 and 2).
- The concept that virtue (moral excellence) and the ministry of reconciliation have a divine priority over the acquisition of knowledge
 - That moral excellence requires us to rid ourselves of sexual immorality, impurity, evil desire, covetousness, anger, malice, slander, obscene talk, and gossip (i.e. inappropriate physical and emotion attraction/conduct outside of marriage, physical and emotional bullying, fighting, stealing, cheating, hitting, vulgar language, and threatening/dangerous/disruptive behavior, etc.)
 - The ministry of reconciliation requires us to recognize we all fall short of moral excellence and that we all must bear one another's burdens and restore the transgressor with a gentle spirit so that they may be reconciled to God and their brother or sister.
- The rejection of any view that requires a denial of Biblical truth as it might appear to conflict with scientific theories or discoveries; children need to be taught scientific creationism and be exposed to the false teaching of humanism and evolution

To meet the goals of this philosophy, we have adopted these criteria:

- Our staff and faculty must be committed to holy living, professionalism, continuous preparation and a servant's heart and attitude
- The curriculum and the teaching reflects the Bible as foundational in every subject area, For example how:
 - The order and discipline of mathematics or physics reveals the mind of God.
 - The majesty, power and complexity of geography such as the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them reveal God, the creator.
 - Human discoveries, rise and fall of empires, conflicts, and social movements are all under God's divinely ordained order for the good of those he loves.
 - The skill of spelling, reading, grammar, and writing is a gift from God through which students are able to explore the wonders of poetry and

narrative and sacred Scripture itself – all of which indirectly or directly disclose God's redemptive history and his future return in glory.

- It is imperative that parents and children be supportive of the Statement of Faith/Beliefs and the Philosophy of Education, Code of Conduct and Objectives as practiced in the day-to-day operations of the school
- A Christ-centered education should provide achievable, consistent, clearly recognizable and worthy minimum requirements; it should also provide opportunities for study and ministry beyond those minimums
- The Christ-centered education should reflect the Christian ethic in every area of student, faculty and staff activities

Warrior Code

A Warrior **Accepts Responsibility, Demonstrates Humility, Leads Courageously and Rejects Passivity**

Courageous: Be strong and courageous! Do not be afraid of them! The LORD your God will go ahead of you. He will neither fail you nor forsake you. (Deuteronomy 31:6)

Loyalty: For I desire loyalty and not sacrifice, And the knowledge of God more than burnt offerings. (Hosea 6:6)

Kindness: What is desired in a man is kindness, And a poor man is better than a liar. (Proverbs 19:22)

Humility: Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. (Philippians 2:3)

Honesty: Therefore, putting away lying, "Let each one of you speak truth with his neighbor," for we are members of one another. (Ephesians 4:25)

Self-discipline: Do not waste time arguing over godless ideas and old wives' tales. Spend your time and energy in training yourself for spiritual fitness. Physical exercise has some value, but spiritual exercise is much more important, for it promises a reward in both this life and the next. (1 Timothy 4:7-8)

Perseverance: Blessed is the man who perseveres under trial, because when he has stood the test, he will receive the crown of life that God has promised to those who love him. (James 1:12)

Excellence: Remember that in a race everyone runs, but only one person gets the prize. You also must run in such a way that you will win. (1 Corinthians 9:24)

Integrity: People with integrity have firm footing, but those who follow crooked paths will slip and fall. (Proverbs 10:9)

Servant-leadership: But among you it should be quite different. Whoever wants to be a leader among you must be your servant, and whoever wants to be first must become your servant. (Matthew 20:26-27)

Policy of Agreement

Upon acceptance into GCS, students and their parents are informed of its policies and asked for this support. While the school does not wish to project itself in the student's home and encroach upon the authority of the parents, the school must of necessity be concerned with any action which may affect the student, interfere with the instructional process, or reflect unfavorably on the student body or the school. With this need in mind, the following guidelines have been established.

School Objective

Grace Christian School has several important school objectives, which include to:

- Guide students toward a personal commitment to Jesus Christ as Savior and Lord
- Lead students to a better understanding of the Bible and to teach all subject areas in the light of God's Word
- Develop in students a love for God and a desire to do the will and glory of Him
- Develop attitudes of love and concern for others even those whose views differ from theirs
- Teach the essentials of citizenship, love of country, and develop a deep respect for law and authority through allegiance to God. Towards that end, GCS shall be reciting the School Pledges and Verse.
- Meet or exceed minimum federal, state and local requirements in accordance with God's Word (Romans 13:1-7)
- Provide a climate for learning through the teaching of
 - Communication and logic skills
 - Creative, critical and constructive thinking and concise writing skills
 - Our Christian and American heritage
 - Christian ethics and values

Administration and the School Board

As a ministry of East Side Grace Brethren Church, the school operates under the authority of the Elder Board of ESGBC. In accordance with the Elder Board's rules and regulations, the school is administered under the jurisdiction of the Grace Christian School Board.

All members of the School Board shall confess Jesus Christ as Lord and believe in their hearts that God raised Him from the dead (Romans 10:9) and shall agree without

reservation with the Statement of Faith/Beliefs and Philosophy of Education and Objectives. Further, they shall be members in good standing at their place of worship. Members of the School Board shall serve, not be served (Matthew 20:26-28). They shall be Christian role models not only within their families but in their churches and communities as well.

School Board members are recommended by the Head of School and approved by the current School Board. Board members serve an indefinite term and may resign their post at any time. No full- or part-time GCS employee shall serve on the Board, except the Senior Pastor of ESGBC. At least one voting member of the School Board shall also be a member of East Side Grace Brethren Church. As an additional Board member, it is recommended that the Chairman of the School Board be a current or past member of the Elder Board of ESGBC.

Family and Student Responsibility

Our school is designed to provide a Christian education experience based on the authoritative and inerrant Word of God to students whose families affirm their agreement with the school by:

- Praying earnestly for GCS
- Cooperating fully with the regulations and teachings of GCS as contained in our Statement of Faith/Beliefs and Philosophy of Education and Objectives.
- Working together with the school board, faculty and other parents so that the effort of this school and its responsibilities to the Word of God might be maintained
- Paying all financial obligations to the school on or before the due date and, if it is not possible to meet this obligation, notifying the administration in advance, giving an explanation for the delay
- Supporting the school by gifts, in addition to my tuition and fees, as the Lord enables
- Volunteering as opportunities and needs arise and as God provides the time and strength
- Recommending GCS to other Christian families
- Seeking to resolve matters with which you are dissatisfied with the person or people involved, rather than spreading confusion, criticism, or having a divisive or negative attitude
- Seeking the advancement of GCS in all areas, spiritually, academically and physically
- Faithfully taking your student(s) to church and participating in church activities
- Attending special functions and program (i.e., concerts, sporting events, academic events, etc.)

Volunteering at GCS

At GCS, parents have the unique opportunity to be involved in their student's schooling on many levels. A significant strength of our school is that many services are performed on a volunteer basis. We rely on the assistance of parents to help the administration, faculty and staff to do a better job for the school. And we are grateful for the volunteer support we receive from parents.

If you would like to volunteer at the school on a regular basis, or if you are interested in helping with special events, please contact the school office at 614.861.0724. When specific needs arise, we may contact parents and ask for assistance.

Faculty

The Head of School carefully screens and interviews potential faculty members and the school board hires them on the basis of their testimony of salvation in Christ, their love for His children, their sound academic education and their commitment to the goals, purposes, philosophy and standards of Grace Christian School.

All faculty and staff shall confess Jesus Christ as Lord and believe in their hearts that God raised Him from the dead (Romans 10:9) and shall agree without reservation with the GCS Statement of Faith/Beliefs and Philosophy of Education and Objectives.

Accreditation

Grace Christian School is certified by the State of Ohio Department of Education. All of our full-time teachers are fully certified and licensed as elementary and/or middle school educators by the State of Ohio Department of Education. We are also a member of the:

- Association of Christian Schools International
- National Middle School Association
- National Association of Student Councils
- National Junior Honor Society

Admission Policies

Christian education involves the whole person; therefore, it is desirable that all elements that bear on the education of a student be consistent and properly reinforce one another. In view of this, it is of paramount importance that GCS should be supported by a Christian home and a Christian church.

The school does not replace the training of the home or the church—all three should complement one another—which means that all three should be in Biblical agreement for a truly well-rounded Christian education. It is necessary, therefore, that parents agree with the GCS Statement of Faith/Beliefs and Philosophy of Education and Objectives.

For the reasons stated above, and to ensure consistent standards for admission, we have implemented several admission policies and procedures, which are outlined here.

Non-Discrimination Policy

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

Grace Christian School will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel.

Admissions Policies

At least one parent must declare they have accepted and continue to acknowledge Jesus Christ as his or her personal Lord and Savior. When only one parent is a believer, the non-believing parent must not oppose the Biblical teachings, policies and standards set forth in the GCS Statement of Faith/Beliefs and Philosophy of Education and Objectives.

At least one parent must state by signature that they have read and understand the GCS Statement of Faith/Beliefs and Philosophy of Education and Objectives., and must agree to have his or her child(ren) educated in accordance therewith.

A parent must state by signature that:

- The school has full discretion in the discipline of their children within the bounds of the discipline policy
- The school has full discretion for the grade/class/course placement of students
- The parent(s)/guardian(s) will meet all tuition and other financial obligations
- The parent(s)/guardian(s) will willingly support the school in prayer and in lending practical help when possible

Admission Standards

We reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school and/or the student.

Admissions Procedures

All prospective students will be given an evaluation to determine grade placement and to determine if the prospective student fits the educational capabilities of the school. Exceptions may be granted based on prior test records at the discretion of the Head of School. Students of current school families and East Side Grace Brethren Church have admissions priority over other prospective students.

It is important to note:

- The Head of School may refuse to admit a student with disciplinary, psychological or learning problems
- GCS teachers, staff, and administration are not equipped to educate children with certain learning disabilities or with ADD/ADHD. If students diagnosed with these conditions are accepted into GCS, it is up to the parent to provide services other than what the classroom teachers or Discovery program would do within the classroom.
- Prospective kindergarten students should be five years old by September 1 of the school year and proof in the form of a birth certificate must be presented
- Applicants entering the school their first year are required to have a physical examination by a physician, reported on the school medical form that must be submitted to the school prior to the opening of the school year
- Students new to the school must have proper proof of immunization
- Students engaged in school athletics must have a physical prior to the start of the season
- Court documents as to custody/parental agreement must be submitted to the school when applicable. Obligating documents must be signed by a parent with custodial rights regarding educational decisions.

Enrollment

An application for each potential student must be completed and submitted with the non-refundable application fee *before* the admissions procedure may begin. Details regarding the application and enrollment process may be obtained from the school office. The student is enrolled upon notice that the application has been accepted.

New Student Probation

All new students to GCS are accepted on academic and behavioral probation for the first semester.

Re-enrollment

The re-enrollment application process begins in January and concludes for current school families at the end of February (date to be announced at the beginning of the re-enrollment period).

Please note the registration deadline for current school families. This will be publicized again during enrollment. We must have your application, registration fee and other required paperwork by the deadline in order to guarantee the opportunity for re-enrollment. For new families, the opportunity for school enrollment cannot be guaranteed until after the February deadline.

Class and Grade Placement

The administration has the sole responsibility and discretion for placing students in the proper grade and class based on information gathered. Much prayer is used in assigning teachers to students and much prayer and time is spent in the hiring of all the

staff at GCS. Therefore, parent requests are not used at GCS as a means of student placement.

Financial Information

Regular tuition payments are essential for the operation of the school. For payment of regular tuition, one of the three following payment plans must be chosen.

Parents may choose to pay:

1. Full tuition on or before July 1, 2017.
2. Half of the total tuition on or before July 1, 2017 with the balance due by December 31, 2017.
3. Monthly payments by participating in the FACTS tuition management program.

Miscellaneous Fees

At times, it is necessary to assess miscellaneous fees for special events and programs like field trips and athletics. Parents will be notified in advance if a fee is indeed necessary and be given ample time to pay it. If miscellaneous fees are not paid by the due date, students may not be allowed to participate in the event or program.

FACTS Suspension Fees

We understand that it may be necessary to suspend a FACTS payment due to unforeseen financial hardships. FACTS payments will be suspended at the discretion of the Head of School up to two times per year. There is a \$25 fee for suspending a FACTS payment.

Delinquent Accounts

GCS reserves the right to take appropriate action in dealing with delinquent accounts. Such actions may include, but are not limited to, efforts to collect any past due amounts. Failure of GCS to exercise this right hereunder shall not be considered or deemed a waiver of any such rights.

All tuition and fees, as set by GCS and agreed upon by families in the Family Contract, must be paid on a timely basis. Should an account become delinquent, the following guidelines shall apply:

1. A late fee of \$50 will be charged per family account/per month if the appropriate payment is not received by GCS or GCS Tuition Management Affiliate by its due date.
2. **Once an account becomes 30 days past due**, a reminder phone call will be made and a copy of this policy and the family's past due statement will be emailed. RenWeb access will be denied until the account is brought current.

3. **Once an account becomes 60 days past due**, an additional phone call will be made and a copy of this policy and the family's past due statement will be emailed. Parents will be notified that all report cards and transcripts will not be released until the family brings their account current. No student with a past due account will be allowed to participate in school trips, field trips, athletics, extra-curricular activities or graduation exercises.
4. **Once an account becomes 90 days past due**, the Business Office will request by phone or mail to meet with the parents during GCS normal business hours. The purpose of this meeting will be twofold. First, to discuss the family's financial situation in a supportive nonjudgmental way. Second, to serve as notice to the ramifications of becoming 90+ days past due. The overall intent of this meeting is to lay out the next steps if a solution is not met. GCS believes that once an account becomes 90+ days past due, the family is making a voluntary decision to withdraw their student(s) from GCS. No student will be considered for re-enrollment until the account is current.
5. GCS reserves the right to turn past due accounts over to a collection agency. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.

Returned Check Policy

Returned checks for fees of any type (application, facility, extended care, lunch, field trips, etc.) will not be re-deposited. All returned checks will result in a \$50 returned check fee.

Gift Giving

Tuition and registration fees are the major source of income for the school. Since this income does not cover the entire cost of providing a quality Christian education, the school is dependent upon additional gifts from parents and friends to meet the total budget. The school is incorporated as a non-profit, religious, educational institution so all gifts are tax deductible.

Withdrawing from Grace Christian School

Parents who wish to withdraw a child from Grace Christian School must notify the Head of School in writing at least four weeks before the withdrawal takes place. And, if a student is withdrawn before the school year starts but after June 15, or during the school year a withdrawal fee of at least 1/4 of the annual tuition for the student's grade level will be assessed. This amount due is subject to all outstanding accrued financial obligations owed to GCS.

School Pledges & School Verse

At the start of each day, all students in kindergarten through fifth grades recite the Pledge of Allegiance, pledge to the Christian flag and to the Bible as well as our school verse.

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

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 salvation for all who believe.

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 God's word in my heart that I might not sin against God.

School Verse

But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever, amen. ~ 2 Peter 3:18

General Information

School Hours

School Arrival

7:15 a.m. – 8:40 a.m. grades; 8:15 end	Before school extended care (8:00 end time for 6 th -8 th time for K-5 th grades and 8:40 end time for preschool)
Preschool 8:40 a.m. – 8:55 a.m. classrooms	Students may enter the building and will be escorted to
Grades K-2 8:15 a.m. – 8:40 a.m. 8:45 a.m.	Students may enter the building and report to classrooms Classes begin
Grades 3-5 8:15 a.m. – 8:25 a.m. 8:30 a.m.	Students may enter the building and report to classrooms Classes begin

Grades 6-8

8:05 a.m. – 8:10 a.m.

Students may enter the building and report to classrooms

8:15 a.m.

Classes begin

School Dismissal

11:15 – 11:30 a.m.

AM preschool dismissal

3:05 p.m. – end of dismissal

Grades K-8 dismissed to parents and/or bus

transportation

End of dismissal – 5:30 p.m.

After school extended care

School Office Hours

The school office is open during the school year Monday through Friday from 7:30 a.m. – 3:00 p.m. The office is closed when school is not in session, including on inclement weather days.

Summer Office Hours

May – July

Tuesday, 9 a.m.-2 p.m. (unless otherwise communicated to our

GCS families)

August 1- 9

9 a.m. – 2 p.m.

If you would like to make an appointment during summer break, please call the office at 614.861.0724 and leave a message. A staff member will contact you promptly to schedule a convenient time to meet.

School Visitors

People other than registered students, faculty, staff and school board members must obtain a visitor's pass from the school office permitting visitation. Upon entering the building, visitors should report to the school office to receive their pass. The pass must then be returned and the visitor must sign out upon departure. This is for the safety of our students as well as our visitors. Should we have a safety drill, or real emergency, it is important to know who is in the building at all times.

If you must bring something to school for your student (a forgotten lunch, musical instrument, homework, etc.), please do not go directly to your student's classroom. Simply drop the item off in the school office and a staff member will deliver it to the classroom.

Early Dismissal

Approved and acceptable reasons a student may be dismissed early include:

- Medical and dental appointments
- Other appointments approved in advance by the Head of School

Early dismissal must be recorded by a parent/guardian in School-Pass before 2:00 p.m. No early pick-ups can take place after 2:00 p.m. To retrieve your student, please go to the school office before 2:00 p.m. and we will call him or her to the office to meet you.

Required Doctor's Excuses

If a student must miss any school due to a medical or dental appointment, an excuse from his or her doctor is required in order for the absence to be considered excused. Excuses for appointments in the morning resulting in a tardy must be presented to the school office upon arrival. Excuses for appointments that require a student be taken out of school early (before 2:00 p.m.) must be presented to the school office the following morning. Appointments considered unexcused count toward the eight day unexcused absence per semester policy.

Daily Dismissal

If your child has permission to go home with a person other than his or her usual driver, please make the change in School-Pass. Notes and/or phone calls to the office indicating a change in dismissal for students will not be accepted. Please note, you may make changes on School-Pass until 2:00 p.m. and after this time, no changes can be accepted.

After School Pick Up Procedures

Unless they are involved in a school-sponsored activity, or unless arrangements have been made with teachers, students should not be in the building after 3:20 p.m. unless they are in afternoon extended care.

If a child is still waiting to be picked up at 3:20 p.m. he or she will be taken to afternoon extended care. Parents are required to pay for this service and will be billed accordingly. Please note that we will go to afternoon extended care promptly at 3:20 p.m. and arriving in the pick-up lines anytime after will result in extended care charges.

Car Line Etiquette

When picking up and dropping off your children:

- parents are expected to be courteous to GCS personnel and other GCS families during carpool hours:
- Be patient, careful, and watchful
- Go slowly, 5 MPH Speed Limit
- Face forward when moving
- When dropping off your child should be prepared to exit the car once the door is open
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle

Bus Transportation

If you are interested in public bus transportation, you will need to contact the bus garage for the school district in which you live to find out if transportation is available. If you are told it is not available you may ask your school district how to request a transportation reimbursement. Currently, Licking Heights, Reynoldsburg, Southwest Licking, and Whitehall provide bus transportation to GCS.

If bus transportation is arranged, please notify the school office *and* indicate in School-Pass if this will be your family's primary mode of *dismissal* transportation. If a student will not be riding the bus on a particular day, the parent or guardian should notify the bus garage and make the change in School-Pass.

Attendance

One of the keys to successful academic achievement is regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Therefore, students are expected to be at school every day unless they are ill or because of personal or family needs.

Grace Christian School discourages families from taking extra days before or after a scheduled vacation and for anytime while school is in session, including before and during examination periods. In these cases, the school is not obligated to offer extra help or make-up tests to students. Scheduling make-up tests is at the determination of the teacher. Serious violations could result in loss of academic credit. Doing well academically is never a permissible excuse for missing school.

Missing Child Act of 1990

Parents must adhere to state laws governing student absences. The Missing Child Act of 1990 states:

“A parent must report all absences to the school authorities and must state the reasons for the absence. Failure to do can result in criminal charges being brought against the parents.”

Tardiness

As we prayerfully and steadfastly provide a Christ-like education for your children on a daily basis, the scope of what we study each day in the classroom is extensive and requires us to begin our day promptly at the designated start time for each grade.

The following tardy policy is in place to insure a consistent and timely start to each school day:

Tardiness is defined as being in the classroom, at a desk with appropriate materials for the school day, **after:**

- 8:15 a.m. for 6-8 grades
- 8:30 a.m. for 3-5 grades
- 8:45 a.m. for K-2 grades
- 9:00 a.m. for preschool

This means that students must arrive in time to go to their lockers and get their required materials before the aforementioned times. **Please do not drop off your student at his or her designated start time** because it will result in a tardy. Students must have time to retrieve their classroom materials prior to the start of the day.

On the eighth tardy occurrence:

- Preschool-5 grade students: the child's parents will be called and detention will be served on the next scheduled detention day. The child and the parent must report to the elementary school office at 7:05 a.m. where the detention will be served until the start of the school day. **A parent must stay with the child during the detention period.**
- 6-8 grade students: the student will serve detention on the next scheduled detention day. The student must report to the school office where the detention will be served until the start of the school day.

Absences

Students are considered absent for half of a day if they arrive at school after 11:30 a.m. (3 ½ hours.) If more than 3 ½ hours are missed, students will be counted as absent for an entire day.

Absences are considered either excused or unexcused. If a student is absent for any of these reasons, he or she will be excused:

- Sickness
- Death in the immediate family
- Doctor, dentist or other health appointment
- Court proceedings
- State emergencies
- Inclement weather (if in accordance with the GCS inclement weather policy)
- Other instances approved at least five days in advance by the Head of School

If a student is absent for any of these reasons, it is considered unexcused:

- Oversleeping
- Missing the bus or ride to school
- Hair appointments
- Suspension
- Take Your Child to Work Day (we encourage children to visit their parents' workplace during the summer break)

Unexcused Absence Policy

Students who have accumulated more than eight unexcused absences during a semester will receive failing grades for that semester.

Grace Christian School discourages extended absences from the classroom. Consistent attendance is highly correlated with academic success. Parents desiring to take a child out of school for any reason other than personal illness, death in the family, court proceedings or family emergencies, must contact the school office in advance. If the unexcused absence is planned, parents must submit a Family Absence form to the school office at least one week in advance of the planned absence. Please note, these

unexcused, yet approved, absences still count toward the eight day unexcused absence per semester policy.

As with any absence, students are responsible for their missed school work. Teachers are not responsible to re-teach the material missed during the unexcused absence. Full credit is given for make-up work, unless the required work is not turned in according to the work make-up policy. Late work will result in an "F".

Work Make-Up Policy

Elementary students or their parents are responsible for collecting missed assignments in the event of an absence. Middle school students are responsible themselves for collecting missed assignments. Missed assignments will not be assembled for parent pick-up until after a child has missed three consecutive days of school. **Completing and returning missed assignments following an absence is the responsibility of the student.**

Students or parents must contact each teacher for missed assignments upon the first day back at school. Make-up work may consist of homework, quizzes, tests and/or projects. Upon returning to school from an absence, students must complete the missed assignments within the same number of days they were absent.

Before and After School Extended Care

GCS provides before and after school extended care for all students (hourly fees apply). Extended care hours are Monday through Friday from 7:15 a.m. – 8:15 a.m. and 3:20 p.m. – 5:30 p.m. No extended care is provided during scheduled breaks and inclement weather days.

There will be no before school extended care on late arrival days and no after school extended care on early dismissal days. Further, on parent/teacher conference days, no after school extended care will be offered. Please plan for these days accordingly. Students will not be allowed to enter the building prior to 10:30 a.m. on late-arrival days. On early dismissal days, if a student is not picked up by the dismissal time, modified extended care fees apply.

Extended care is \$5.50 per hour, per student. Families will be emailed separate statements for extended care the first of each month. Balances will be due in full by the 15th of that same month. Family accounts with tuition payment plan III (FACTS), will have delinquent extended care fees charged to their credit card on file or have the amount withdrawn from their FACTS account on the 16th of each month. An additional \$50.00 late fee per month will also be charged if the balance due is not paid in full by the 15th of the month.

Families using tuition plans I or II who are delinquent on payment of their extended care bills will also have a \$50.00 late fee per month will be added to their bill and the credit card on file will be used to fully satisfy the outstanding balance.

Returned checks are subject to a \$50.00 fee and must be satisfied within five days of receiving notification from your bank; after two returned check occurrences, participation in extended care will be suspended.

After 5:30 p.m., \$1.00 per minute will be charged for extended care services; after three late pick-ups, the fee is \$5.00 per minute. If your child is late past five times, it will result in suspension from extended care services.

Chapel (Ekklesia)

Chapel services are held every Wednesday for all students and are conducted by GCS faculty and staff, the pastoral staff of East Side Grace Brethren Church and by guest speakers. Each service gives students the opportunity to worship through Scripture, song, prayer and praise. Parents are welcome and encouraged to attend.

John 4: 23-24 states, "But the hour is coming, and now is here, when the true worshippers will worship the Father in spirit and truth; for the Father is seeking such to worship Him. God is Spirit, and those who worship Him must worship in spirit and truth." God seeks true worshipers and GCS seeks to develop worshipers of God. Ekklesia is a weekly time of corporate praise, worship, and Bible study where students come together as one to glorify the one true and living God.

Ekklesia is structured to communicate the timeless truths of God's Word in a way that engages the hearts and minds of our students. In addition to praise and worship, music and verbal exposition of Biblical truth are woven together in an effective and coherent manner.

Athletics

The philosophy of GCS Athletics is to develop the spiritual and physical nature of student athletes so the Lord is in control of their minds and bodies. We want our athletes to act and think like Jesus Christ, to possess positive Christ-like character and to express these qualities openly through athletics. As with all activities, we are most interested in building eternal values and, therefore, need to stress the attitudes and actions indicated in God's Word.

Athletic opportunities are designed to promote Christian character, fitness, a life-time interest in sports and good health, spirit, teamwork and competition. Athletics are an integral part of a student's experience while in school.

Grace Christian School has an inter-scholastic athletic program for girls and boys generally in grades 6-8. The program currently includes soccer, volleyball and basketball and track and field. Students involved in any extra-curricular activity must be in attendance by 10:00 a.m. in order to participate in that day's activity.

Spectator Sportsmanship

Grace Christian School is committed to the highest level of athletic competition within our resources. We are dedicated to behavior by players, coaches, cheerleaders and spectators that honor others and our God. We believe that a spirit of respect for all involved in athletics—players as cooperative competitors, coaches as professional Christian educators, referees as professional arbiters and fan as encouragers—is crucial.

We expect spectators to:

- Focus on encouraging their own team and to refrain from any degree of critical, sarcastic or negative spirit
- Demonstrate an appreciation for our opponents' skillful play
- Refrain from booing or making derogatory comments to any player, coach or referee
- Refrain from distracting noises during play
- Urge others to cooperate with instructions given by home team management about such things as keeping exits clear, staying off the playing surface, remaining seated, etc.
- Set a positive example to students and adults around them as role models of mature Christian behavior
- Support GCS coaches' decisions and team management
- Players are expected to win with humility and lose with grace—so are our fans

Those who cannot abide by these guidelines and the spirit of this Handbook may be asked to refrain from attending athletic events and/or other school functions. Failure to abide by the school's requests could result in GCS forcibly withdrawing a student-athlete from a team and/or possibly the school.

Home and School Communication and Problem Resolution Process

GCS is committed to appropriate, meaningful and timely communication with parents regarding policies, student progress, and if necessary, disciplinary measures.

We expect parents also to be active participants in the education of their child(ren) and encourage them to communicate with teachers and administration. As Christians, we expect all parties, parents and teachers alike, to handle communication in a way that is both loving and constructive.

There will be times when those in the school community choose to express a concern. Scripture acknowledges this need and offers principles to guide the sequence of such communication and the temperament needed by those engaged in resolving the concern. Matthew 18 is a clear guideline for proper communication and these principles can be applied to parental concern.

How to apply the Matthew 18 principles

- If concerns arise, parents should go directly to their student's teacher
 - Principle: Keep communication private, simple and direct, involving only the people directly involved in the situation
- If the initial communication does not accomplish the desired purpose or resolution, parents should request the Head of School accompany them on a second visit with the teacher
 - Principle: Confirm the details and importance of the concern to those assembled
- If the two conversations previously explained do not bring forth the desired purpose or resolution, the concern should then be taken to the school board
 - Principle: In addressing concerns Biblically, there is a sequential increase of the authority/responsibility response mechanism until the concern is resolved
- There may be times, albeit infrequent, when concerns are not positively resolved; when this happens, the person, or people, involved may be removed from the school—anyone found to be perpetuating discord among school families and/or faculty and staff will be dismissed
 - Principle: God desires unity of his people and will remove those who are the cause of strife
- The ultimate purpose of applying the Matthew 18 principles is reconciliation, which may involve parents and/or faculty members saying, “I am sorry; please forgive me”—this action is rooted in Scripture and demonstrates the highest level of integrity and respect for one another
 - Principle: God desires unity of His people; when this unity is a reality, He will bless and be with His people

Health Services

We are blessed to have a school nurse on duty four days a week. The school provides only basic first aid in case of injury and basic comfort when a student becomes ill. Each student must have an emergency contact card on file so a parent or other designee can be contacted if needed because of injury or illness. This card also includes any health issues and concerns such as allergies and/or medications taken.

Parents are asked to provide the school with all home and work numbers so parents can be contacted immediately in case of an emergency. Please notify the school of any changes in telephone numbers, address, name of doctor, names and phone numbers of designees to call if parents cannot be reached. Please have a back-up plan in case of illness so that a sick child can be picked up as soon as possible. The school does not have adequate facilities to keep sick children for an extended period of time.

Illness and Injury

Students who become ill during the school day are to report to the school office after obtaining permission from their teacher. The nurse will call you to pick up your child if they have:

- A temperature above 99 degrees with symptoms
- A temperature above 100 degrees without symptoms
- Vomited
- Experienced diarrhea

To avoid spreading illnesses, please wait 24 hours from the break of a fever before returning your child to school because a child with a fever is considered contagious. And please keep children home who are experiencing diarrhea and/or abdominal cramps.

The school nurse is unable to assess or treat injuries that occur off campus. An exception will be made if a written physician's order, providing specific treatment instructions are provided to the nurse.

Medication

Every effort should be made to minimize the administration of medicine in school. If at all possible, parents are urged to administer medication before school and/or after school. **The school is not permitted to administer any medication, including Tylenol or cough drops, during the day unless the required written permission from parent and physician is on file in the nurse's office.** Medication refers to drugs prescribed by a physician as well as all over the counter, non-prescription drugs like cold/cough medicine, analgesics, lotions, ointments, cough drops, etc.

If a physician deems it necessary for a child to receive any medication during the school day, parents must provide the school with a completed Parent Request to Administer Medication at School and Physician Order form, which includes both the physician's and parents' signatures. All medication sent to the school must be delivered in its original container by a parent or responsible adult. The medication will be kept in the nurse's office and administered by the school nurse or other designated staff member.

Lost and Found

Unclaimed articles will be placed in the lost and found boxes in the school office and will periodically be given to a local charity. To avoid items being lost and/or mistakenly

picked up by other students, please put your child's name on the inside of school uniforms, chapel sweaters, book bags, etc.

Lost and found items will be donated twice a year to a local shelter. The school will notify parents through the Warrior Rumble when items will be donated so there is ample opportunity to claim what might be their student's.

Lunch

Students may either bring their lunches to school or they may purchase a hot lunch. Hot lunches are purchased one month in advance through www.orderlunches.com. The order period is the 1st through the 15th of the month. Orders and payments must be received online by the 15th in order to receive a hot lunch for the following month.

Beverages, including white milk, chocolate milk and water are available for students who pack lunches for \$0.50.

For those families who are packing lunches, please make every effort to have students bring their lunch to school each morning. Occasionally a student forgets their lunch and it becomes necessary for the parent to bring it to school. This should be the exception, not the norm. If a lunch is brought to school and dropped off for a student, the lunch must be dropped off at the office no later than 10:30 a.m.

Emergency Lunches

If a student forgets their lunch, they will receive an emergency lunch. Emergency lunches are \$10.00. Parents will be notified when their student receives an emergency lunch. Families with tuition plans I and II, will be billed for the emergency lunch. Families with tuition plan III will have their FACTS account deducted for \$10.00 immediately.

Lunch Credits

Once lunches have been purchased for the month, refunds cannot be issued. This includes refunds for inclement weather days, field trips and if a child is absent for school on the day a hot lunch was purchased.

Food Allergies

Our food services director is happy to work with parents of children with food allergies. However, the responsibility lies with the parent when it comes to whether or not to order a particular lunch.

Packed Lunches

Students who bring a packed lunch are encouraged to bring healthy food items including a meal rich in protein and containing fruits and vegetables. Please do not send pop/soda in your child's lunch. Pop/soda will be confiscated and the student will get water instead. We also ask that you do not send excessive amounts of sweets like cookies and candy.

Dining out

At times, parents may wish to take their child(ren) off campus for lunch. In order to do this, please come to the office to retrieve your student and to sign him or her out. It is important to note you should have your student(s) back to school by the time class resumes or they will be considered tardy.

Birthdays

A treat, such as pencils, stickers, erasers, may be sent to school as a celebration of your child's birthday. **Due to the safety issues associated with food allergies, no food treats will be accepted.** Elementary students may also substitute casual day attire for their regular school uniform to celebrate their birthday. If the child's birthday falls on a weekend day, he or she may wear casual attire and bring a treat on the Friday or Monday prior to or after their actual birthday. And, if the child's birthday falls on a Wednesday, chapel uniforms must be worn, but casual dress may be worn on either the Tuesday before or the Thursday after the birthday.

Telephone Use and Electronic Devices

Office telephones are available for student use in the event of an emergency or the change or cancellation of a school event. Students may not use cell phones at any time during the day, including while in before and/or after school extended care or during dismissal. If a student has a cell phone, the phone must be kept in his or her backpack until he or she is on the way home either on the bus or in another vehicle. We strongly encourage families to not send electronic devices to school with their children.

If students do bring electronic devices to school, the device must be kept in the student's backpack or locker. If the phone or electronic device is used outside the stated policy, the item will be confiscated and the student will be charged \$35. GCS reserves the right to inspect student phones and/or electronic devices for content. On all occasions, parents must retrieve the device from the school office.

Discretionary Searches

In order to ensure the safety and security of our students and staff, the administration reserves the right to search any book bag, locker, bag, handbag, and/or purse that is on the school property. No prior warning need be given for a search to take place.

Textbooks

Grace Christian School's textbooks are selected for superior academic instruction. The school chooses texts from many publications that present material most interestingly and effectively, with a Biblical world perspective. When we choose a secular textbook, it is with the understanding that it is the teacher who makes the curriculum "Christian". Exposure to the false worldviews will prepare our students for future educational experiences. Our curriculum director performs a continuous review of available textbooks.

The key to the presentation and use of materials in a Christian school is a Christian teacher. Deep involvement in the study of God's Word equips teachers with the discernment necessary to teach all subjects in harmony with the principles contained in the Bible.

All textbooks are the property of Grace Christian School. Textbooks are issued to individual students and become their full responsibility until they are returned at the end of the course. If a student does not return a book issued to him or her, or loses a book, he or she will be charged for its replacement. Also, students may be fined when books show excessive wear or abuse compared to original issuance.

Some textbooks are considered *consumable*, which means students may write in the book or remove pages to complete course work. Consumable books remain the property of GCS until the end of the school year. Students will be charged for the replacement of lost consumable books. And even though the book is considered consumable, a replacement is necessary because the text has been chosen as a requirement to complete the course in full.

Study Hall

Scheduled study periods for middle school students are for study and work on class assignments and special projects. Students should refrain from talking or disturbing other students during this time and are to follow the guidelines and decorum set forth by the classroom teacher.

Safety Drills

The federal government, the State of Ohio and the City of Columbus require us to conduct periodic drills including fire drills, tornado drills and lock-downs. These drills are serious exercises requiring student attentiveness and cooperation. Visitors at the school during a safety drill are also expected to participate just as our students and staff are required to do.

Equipment policy

Middle School students may bring footballs, soccer balls, etc for use during outdoor recess only. All student owned sports equipment should remain in his or her own locker for the duration of the day and may only be taken out during outdoor recess. These may not be used for indoor recess, during PE classes, in between classes, after school or any other time.

At no time should a student enter the gym and begin to use the equipment (scooters, jump ropes, basketballs, dodge balls, etc.) without the consent of the PE teacher. Under no circumstances should a ball be kicked or thrown in the building unless directed by the PE teacher.

Child Safety

GCS takes the safety of your child seriously. GCS has instituted many internal controls to ensure that we provide appropriate and adequate protection for students enrolled at GCS. Our staff is well trained and GCS takes very seriously our responsibility as mandatory reporters under the State laws for Child abuse and neglect. Consequently, GCS will not employ nor continue to employ any person who has admitted to or been convicted of criminal sexual misconduct. GCS will not employ nor continue to employ any person whose spouse has admitted to or been convicted of criminal sexual misconduct.

It is the policy of this school that the **staff, faculty and parents of GCS immediately notify** the Head of School if they become aware of any person, parent of GCS student, relative of GCS student that is on school grounds or at a school function that meet any of the following three criteria:

1. Registered sex offenders.
2. Individuals who have been convicted of an offense against a Minor.
3. Individuals who have admitted to conduct which would be a criminal offense against minors.

This policy understands that Jesus redeems sinners, but it also expects redeemed sinners to act in humility recognizing their sin has real world consequences. Therefore, when GCS is notified of an offender, a plan will be implemented that puts the safety of the GCS children before an offender's ability to participate in their own child's Christian educational experience.

Open House

During the first week of school, all parents are invited to attend an open house. During the program, teachers, including core and special classes, present an overview of the upcoming school year. Parents may also visit classrooms and ask general questions. This is when parents will receive information regarding how to sign up for parent teacher conferences, which are generally held in October.

School Pictures

Students have their pictures taken in the fall of each school year. Details and procedures are sent home prior to the scheduled sitting.

Parental Custody/Non-Custody

The guidelines regarding parental custody call for all school records and/or related information to be shared with the parent designated as custodian by a separation agreement or court order. A copy of current legal custody documentation must be on file in the school office.

Non-custodial parents have the right to review student records and be informed about the student's educational progress, if so designated by the court agreement. The non-custodial parent, however, may not visit the child in school or take the child from school unless a court order or written consent of the custodial parent stipulates otherwise.

Please notify the Head of School of any changes in custody arrangements as soon as they are in place.

Valuables

Students are discouraged from bringing large amounts of money and other valuables to school. If a student must bring something that of this nature, he or she should keep it in the school office during the day. Purses and backpacks should be kept in lockers and not in classrooms.

Academics

The academic program at GCS is designed to accomplish three things.

1. Honor God.
2. Respond to individual needs.
3. Meet or exceed state requirements.

In pursuing and meeting these three primary goals, our faculty strives to integrate the Christian faith with the learning process in each classroom and in each activity to:

- Challenge each student's capacity through advanced, independent and modified work
- Meet and exceed current and changing state requirements

In both elementary and middle school, academics are skill-oriented with increasing opportunities for individual exploration and creativity. Beginning in middle school, academics are largely, though not exclusively, college preparatory.

Toward these ends, the faculty has developed a program of study that spans the traditional liberal arts disciplines, including:

- Fine arts
- Bible (including chapel)
- History
- Language arts
- Life and physical sciences
- Mathematics
- Physical education
- Technology
- Foreign language

This array of academic pursuits is complemented by field trips, special guest speakers, service projects and an array of student groups offering students the opportunity to pursue further subjects that interest them most. Currently, our grade level specific student groups include:

- Orchestra
- STEM Club
- Drama

- National Junior Honor Society
- Choir

The GCS faculty works diligently to help students develop a strong Christian faith that when combined with developed skills like knowledge, judgment and leadership will help them become effective, responsible and caring adults who will honor our Lord in all they do. Ideally, each student who passes through our doors will have learned how to learn, so that the years beyond GCS will continue in the pattern of growing and developing.

Grading and Individual Progress

Report cards are issued four times per year as noted on the school calendar. Parent/teacher conferences are held in October and any other time during the year, if needed. Fourth through eighth grade students have student led conferences in which parents, teachers and students attend. Written interim reports for all students are issued mid-point of the first, second, third and fourth quarters.

All interim reports and report cards are emailed home; no hard copies are issued.

Grading Scale

Kindergarten

Academics: A scale of 1-4 is used with 4 being the highest grade a student can earn.

Special subjects and character development: S for Satisfactory & U for Unsatisfactory

Grades 1-8

A+ 98.5-100	B+ 91-89.5	C+ 82-80.5	D+ 73-71.5	F 64 and below
A 98-93.5	B 89-84.5	C 80-75.5	D 71-66.5	I Incomplete
A- 93-91.5	B- 84-82.5	C- 75-73.5	D- 66-64.5	

Middle and Elementary School Academics

The academic program in the middle school and the elementary school is designed to provide children with a well-rounded foundation of skills essential for mastering future studies. Since the core of the curriculum is the Bible, it is taught daily along with one chapel program every week.

Strong emphasis is placed on language arts and mathematics as well as science and social studies. Art, music, physical education, technology and Spanish are integral parts of the program and are taught by specialists in those fields. Field trips, special programs and projects enhance the academic program, along with a variety of teaching methods.

Scholastic Achievement Testing

Standardized tests in scholastic achievement are given each year to first through eighth grade students in accordance with the guidelines of the State of Ohio, Department of Education. The results of these tests are used by teachers to plan realistic objectives for the growth and development of the children they teach. Tests are used as tools to promote the successful attainment of progress in each student. Test results are mailed to parents in the summer.

Field Trips

Field trips allow our curriculum to come to life! All field trips are considered educational in purpose and are considered a graded class day. Field trips are pre-approved by the Head of School and all pertinent information about the trip will be communicated to parents in advance.

All school rules and policies, including dress code (unless an exception is made due to the nature of the trip) are in effect while traveling to and from the trip as well as while at the destination. Students with incomplete assignments or outstanding family financial obligations may not be able to participate in field trips.

Middle and Elementary School Expected Student Behaviors

To please God in my interaction with others, I will:

- Respond and obey the adults in charge
- Follow school rules
- Behave so that others can learn
- Treat others the way I would like to be treated
- Use appropriate language in speaking and writing
- Take turns and give others a chance to participate
- Work to solve problems with others, asking an adult for help, if necessary
- Keep my hands and feet to myself, being careful not to hurt anyone
- Include them in my play
- Speak with kindness and not make fun of anyone
- Admit when I have done something wrong
- Accept the consequences when I have broken a rule

To please God in my learning, I will:

- Attend school faithfully and be on time
- Do my school work to the best of my ability
- Work without disturbing others
- Listen attentively in class
- Do my own work without copying from someone else
- Ask questions when I do not understand something
- Turn my work in on time

To please God in my care of property, I will:

- Take care of the school building and the grounds, keeping them clean
- Take care of books and materials that do not belong to me

- Never take something that is not mine
- Use computers responsibly
- Never pull a fire alarm unless there is an emergency
- Leave toys at home unless I have a teacher's permission to bring them to school
- Follow the uniform code, keeping my appearance neat and clean

Middle School Academics

The beginning of adolescence marks the beginning of dramatic changes. Students at this age, though young and inexperienced, are in the process of putting childhood behind them. They often feel self-conscious and unready for adult responsibilities, but they yearn, nevertheless, to be mature.

We recognize the traits of this period of transition and address them in the design of our Middle School. From the start of sixth grade to eighth grade graduation, students are guided, encouraged and challenged toward becoming young adults.

During these three years, students will advance from self-contained classrooms to rotated scheduling and greater academic demands. Emphasis is placed on acquiring the skills necessary to work capably as independent learners. Students learn how to study, budget their time, prepare for a test, plan a project and work in a group. Our focus is on preparing our students for both the academic challenge of high school and the challenge of making life decisions.

Our middle school students are held to high standards of behavior. We stress personal responsibility for actions and actively reinforce character development. We expect students to be active partners in their learning, giving their best effort toward developing a strong academic background that enables them to use to the fullest their God-given potential.

The curriculum provides a challenging academic program that integrates the Christian faith with the learning process in each classroom and in each activity. Student life and learning are rooted in the richness of knowing that God loves them and understands them and that they belong to Him.

Sixth Grade Curriculum

- English
- Math or Pre-algebra
- Science
- Ancient History
- Bible

Seventh Grade Curriculum

- English (college prep or honors)

- General Math, Pre-algebra or Algebra I
- Science
- US History
- Bible

Eighth Grade Curriculum

- English (college prep or honors)
- General Math, Algebra I or Geometry I
- Science
- Civics and Government
- Bible

Middle School Required Electives

- Music
- Art
- Health
- PE
- Spanish
- Technology
- Discipleship/Apolpogetics

Middle School Optional Electives

- Creative Writing
- Drama
- National Junior Honor Society
- Vocal Ensemble
- STEM
- Latin
- Encouragement Club

Middle School Grading

- Report Cards are issued four times per year
- Grades are calculated quarterly with one exam weighted at 10% of the semester average.
- Academic failures should never be a surprise to a parent. Teachers will contact parents any time students are in danger of failing to discuss concerns. Conversations will be documented.
- Parents desiring to access student grades on a more frequent basis may do so via Renweb.
- 8th Grade Valedictorian will be students who, at graduation, have completed at least 4 semesters at GCS.

Retention

When a student earns a failing grade in one or more academic subject area (Bible, English, Science, Math, or Social Studies) and/or lacks developmental social skills, or has excessive absences (10 or more) as determined by administration, retention is recommended. The teacher(s)/Administration will determine whether the student should be retained.

Academic Support

Middle school academic support is coordinated by the Director of Student Life (DSL). Students needing support are identified by the faculty in conjunction with the parents and the DSL. A plan for support for students with organizational and studying difficulties is called Academic Intervention (AI). Students in AI are scheduled to meet every Tuesday and Thursday after school from 3:00 – 4:00 p.m. to complete their work and develop stronger organizational and study habits.

The DSL reviews all middle school student grades every Friday. All students who have a D in two subjects and / or an F in any subject will be placed in AI until the grades improve to a satisfactory level. The DSL and school Head of School may also decide to place a student in AI for other academic performance reasons.

Homework

Homework helps students develop good study habits and shows students that learning takes work at home *and at* school. Research shows students need to practice a skill approximately 24 times before they reach an 80-percent mastery level. Learning new skills does not happen quickly; it requires practice spread out over time.

Interesting facts:

- Students spend more time watching television than they do attending school.
- By the end of their educational career, students in top performing countries will have accumulated twice as much time in the classroom as their American counterparts.
- The number one predictor of school success is reading. A love for reading and learning starts at home.

Kindergarten – 2nd grade: 30 minutes a night Monday - Thursday

Students should spend approximately 30 minutes per night on homework. Of this 30 minutes, 20 minutes should be spent listening to your child read to you and reading to your child. The remaining 10 minutes should be devoted to scripture memorization, letter sound/math fact practice, and/or completing any correct and return papers. Periodically, kindergartners will bring home an exploratory project to work on over a longer period of time.

As students move further into first and second grade, letter sound practice and correct and returns will give way to reflecting and writing about what they have read at home.

3rd – 5th Grade: 30 – 45 minutes a night Monday – Thursday

In the upper elementary grades, students will spend 30-45 minutes on homework each night. At least 20 minutes of this time should be spent having your student read independently, or reading with your student. The remainder of the time should be spent on scripture memorization, spelling practice, math flash cards (this is especially important for automaticity), and studying for tests.

Projects will be assigned intermittently; however, the due date will be assigned to allow the project to be done in short increments between the time assigned and the time due. If your student elects to take the advanced math class in grades four and five, this could add to the study time required at home.

Middle School: 60 – 120 minutes a night Monday-Thursday

In grades six through eight, students will spend approximately 90 – 120 minutes a night on homework. Those students enrolled in accelerated classes will lean more toward the upper limit. Included in this time is the expectation that students will read for a minimum of 30 minutes each night. While practice and study are still the hallmarks of the homework program in the middle school, students will also complete more challenging assignments requiring them to think critically about the material they have been learning throughout their day. Long term assignments will be assigned at teachers' discretion and it is intended students will pace themselves over the allotted time. Doing so will ensure the assignments do not become overwhelming.

Fitting homework into family time and the demands of life:

- The beauty of reading is it can be done anywhere. Athletes who know their evenings will be busy can get their reading done in the car on the way to the game. Students who need to wind down at the end of the day may choose to do their reading before bed. This is a nice way for students and parents to close out the day.
- Math facts and spelling practice are easily completed to and from various destinations. You will be amazed at how just a little bit here and there add up in the skills of your child.

If homework is turned in one, two, or three days late (not counting missed due to absences) Middle School students will receive a maximum grade of 80.

Discipleship (DNOW)

One of the objectives from the GCS Vision is, "to produce students who are fully devoted followers of God that are thoroughly prepared to fulfill the will of God in their lives...who will powerfully demonstrate their Biblical worldview through character, wisdom, leadership, service, and achievement." Our DNOW discipleship programs connect our students in small discipleship groups allowing character development lessons, prayer time, and student mentoring. All GCS students in Middle School are invited to participate in DNOW small groups and meet regularly throughout the school

year to learn God's word as applicable to current issues teens face while connecting with one another.

National Junior Honor Society

The following guidelines have been adopted from the Selection Procedures section of the National Honor Society Manual.

For many students, selection to the National Junior Honor Society (NJHS) is **one of** the highlights of their achievements in school. This honor is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member.

Selection to the NJHS is a privilege, not a right. The NJHS is more than just an honor roll; therefore, membership is not automatically conveyed simply because a student has achieved a specified level of academic performance. Students do not apply for membership; instead, membership is granted only to those students selected by a faculty council in each school.

Selection Procedure

In order to apply for the Grace Christian NJHS chapters students must:

- have and maintain a 3.5 GPA
- pick up and sign for an application from the MS office during the first 2-3 weeks of fourth quarter
- submit an application by the given due date

Applications will be reviewed by core teachers. Students will then be notified of their acceptance in a timely fashion.

Please note: Having a 3.5 only gets you an application, it does not play into the decision as to whether or not a student is accepted.

The following guidelines provide detail that defines the areas in which students must qualify.

Leadership

The student who exercises leadership:

- Is resourceful in assessing problems, applying principles, and making suggestions towards possible solutions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative

- Successfully holds school office or positions of responsibility, conducts business efficiently, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom, at work and in school activities
- Is thoroughly dependable in any responsibility accepted

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity (i.e., Girl Scouts, Boy Scouts, church groups and volunteer services)
- Volunteers, is dependable and well organized, is gladly available and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaining
- Shows courtesy by assisting visitors, teachers and students
- Cheerfully and enthusiastically renders requested service to the school
- Mentors persons in the community or students at other schools
- Submits written documentation of service hours according to the following guidelines:
 - Grades 6 – 8 must have a minimum of 20 service hours per year, 6 of which must be in service to GCS and/or ESGBC

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies the desirable qualitative of personality, i.e., cheerfulness, friendliness, poise and stability.
- Upholds Biblical principles of morality and ethics
- Cooperates by complying with school regulations concerning the care for property
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Follows instructions and rules, and is punctual and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and attention to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Is a positive role model and actively helps to rid the school of bad influences

These evaluations are forwarded to a faculty committee, which will then forward their recommendations to the NJHS faculty advisor and the Head of School for final review.

Students will be notified of their selection to the NJHS following the verification of the final recommendation.

In the spring, an induction ceremony during eighth grade graduation will take place to recognize the students who were selected. Transfer students must notify and present their National Junior Honor Society credentials or documentation to the Head of School and follow the standards of GCS.

Probation/Expulsion from the National Junior Honor Society

Students who do not uphold the qualifications for membership may be placed on probation or expelled from the National Junior Honor Society. Students who are expelled may not reapply for admission into the NJHS.

Promotional Policy

In elementary school, a teacher may *recommend* that a child be retained in the same grade for the next school year. Factors that influence this decision are:

- Age
- Maturity
- Class work
- Grades
- Standardized achievement test guidelines

It is important to note that retaining a student due to poor academic performance is a decision only the Head of School can make.

A student must pass all the core academic subjects for the year in order to earn unqualified promotion to the next grade. A student who fails three core academic subjects for the year will not earn promotion to the next grade. Summer work will need to be completed in order to earn promotion. A student who fails two academic subjects will also have to complete summer academic work or he/she may be held back to repeat the grade level. All work completed in the summer must meet the approval of the Head of School and is the responsibility of the parents to coordinate and assure completion. A child who cannot meet the educational standards established in the classroom, or who requires constant individual attention, may be asked to withdraw from the school.

Dismissal due to lack of self-control will be assessed by the school board on the recommendation of the Head of School.

Transfer of Students

The educational program at Grace Christian School upholds and surpasses the standards prescribed by the State of Ohio, Department of Education. Students who transfer from GCS to other schools should have their credits accepted without question. Incoming students are accepted on the basis of their school records, parent interview and assessment testing deemed necessary to determine their educational needs.

Accommodation for Disabilities

GCS grants reasonable accommodations to students with documented disabilities. Admissions to students with documented disabilities is on a case by case basis as the admissions team determines GCS ability to meet the student's individual needs. Admission will not be granted if GCS is unable to follow an IEP.

In order for a Middle School student to qualify for special accommodations, including extended time on academic assessments, the students must have on file a psychological-educational evaluation written by a qualified professional approved by the Head of School. The evaluation must be current (completed within the last 3 years) and must specify the diagnosis, document the functional limitations associated with the disability and detail the proposed accommodations with rationale.

While the student is enrolled at GCS, the psychological-educational evaluation is kept private. By placing this evaluation on file with the school, the parent(s) or legal guardians grant access to its contents to the Director of Curriculum, Director of Student Life, Head of School and the student's current classroom teachers. At the end of the school year, the file is transitioned from Elementary to Middle School when applicable.

Educational Support

The faculty and administration of GCS works hand-in-hand to see that students with unique learning needs are accommodated and supported. Students who qualify will receive accommodations and modification in class as deemed necessary by faculty and educational support specialists. Professional testing must be in place prior to placement and/or granting special accommodations.

GCS currently has three distinct programs that provide educational support for identified students:

1. The Discovery Program
2. Rx in Reading
3. GET (Group Educational Therapy)

The Discovery Program

\$2,000/year plus testing fees as prescribed by the NILD Specialist

The Discovery Program, using the National Institute of Learning Development model, was incorporated into the school in 2008. Students are identified for referral after educational testing administered by a licensed psychologist and after supplemental educational evaluation by GCS faculty.

Discovery students receive intensive one-on-one educational therapy with an NILD-trained therapist. This educational therapy is based on Rueven Feuerstein's theory of cognitive modifiability as well as the theories and philosophies of Piaget, Vygotsky and

Luria. It provides focused, non-tutorial education treatment for cognitive systems that are weak and vulnerable.

NILD therapists use interactive language, strategic thinking and dynamic mediation to develop core academic skills and higher order processing. This is a highly successful program for the student who applies him/herself and whose parents are willing to work with him or her at home. It takes an average of three years to make lasting changes in the student's cognition, and turns dependent, underachieving students into independent learners who better understand their own metacognition and become self-advocates. The ultimate goal of the Discovery Program is to build confidence and competence in each participant.

Rx in Reading

\$1,000/year for individual intervention

\$500/year for group intervention (if available)

Students who experience difficulty with reading need specific, effective instruction. Good readers have skills in the areas of phonemic awareness, knowledge of phonics and the ability to apply that knowledge. They need to have a well-developed vocabulary, an ability to read fluently and comprehend the material. Rx for Reading addresses each of these components.

GET (Group Educational Therapy)

\$1,000/year for individual or group intervention

The GET Program incorporates five core learning techniques emphasizing reading, mathematical, spelling, writing and reasoning skills. Students are challenged to think and employ strategies to help them become confident and competent learners.

Students who have academic issues as well as social weaknesses can also benefit from the GET Program. Peer collaboration and mediation are encouraged through the therapist's direction and guidance.

ParentsWeb

ParentsWeb allows parents to view their student's grades at any time. We encourage parents to regularly log into ParentsWeb to view homework and test grades. In addition to grades, parents will have access to attendance, report cards and progress reports as well as the school directory.

You may access ParentsWeb from our Website, www.gcsblacklick.org.

Student Conduct

Discipline Guidelines

The purpose of the discipline policy at GCS is to direct students toward self-discipline and to guide students as they develop academically, spiritually, physically and socially/emotionally to fulfill God's plan for their lives. We seek to promote helpful and cooperative behavior and to discourage disruptive behavior fostering cooperation among administration, teachers, students and parents.

Attending GCS is a privilege. A student's integrity, repentance, and cooperation in the discipline process speaks volumes regarding his/her desire to attend GCS and his/her willingness to accept responsibility for behavior. If a student is unwilling to accept responsibility or exhibits behavior deemed harmful to fellow students or the school in general, he/she may be dismissed.

The lifestyle of a student is a reflection of the Christian principles and standards of GCS; therefore, school policies apply to behavior both on and off campus while a student is enrolled. We believe that the classroom environment should allow students to learn and is essential to provide the guidelines necessary to establish expectations of acceptable behavior at GCS. Self-control, obedience, and respect create an atmosphere conducive to learning and create a positive testimony for the individual and for the school. Self-control, obedience, and respect are virtues pleasing to God.

The following school policies are positive behaviors expected of all students:

- Respect for authority (administration, faculty and staff)
- Respect for fellow students, visiting parents and guests
- Respect for school property
- Orderly and appropriate behavior during all school functions
- Cooperation with teachers' classroom management plans
- Language conducive to building up rather than tearing down
- Being prompt and prepared for class
- At GCS, we believe the classroom atmosphere should be one which allows students to learn in a safe and happy environment. It is, therefore, essential to provide guidelines to ensure this learning environment is protected. Each student should know and abide by the rules of the school and the classroom. It is our goal to help students learn to take responsibility of his or her behavior choices as part of the learning experience.
- Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are maintained at GCS.
- Students are expected to comply with the standards and regulations of the school with a positive attitude. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and

respect for fellow students is also expected. A student who does not respond to corrective discipline appropriately and who displays an attitude which is consistently out of harmony with the spirit of the school will be considered for dismissal.

These policies apply to behavior at sporting events, field trips, and other off-campus school activities.

Since discipline is an act of love and the GCS teachers and administration love students enough to discipline them, violations of the rules are initially dealt with by the classroom teacher. Teachers are responsible for classroom management and discipline procedures. Parents should not discuss discipline issues with other parents.

Students who make unwise and/or foolish choices, but are willing to repent, accept the consequences of their actions, and learn so as not to repeat the offense, will be given every opportunity to be restored to good standing in the school. However, those who scoff at the policies and regard them, or their enforcement, with disdain or contempt, showing no desire for repentance or restoration, may not be permitted to continue at GCS.

We believe each student is responsible for his or her behavior and should learn that actions always carry consequences. In acting responsibly, we expect each student to observe school rules and respect the principles governing those rules, while at the same time showing respect and concern for those around him or her. Because we are children of God, we believe that teachers and students should follow Paul's plea to the church at Ephesus and "submit to one another out of reverence for Christ." (Ephesians 5:21)

Guidelines for Conduct

In order to maintain a school environment that is both edifying to students and conducive to learning, a high level of personal and group conduct is expected from each student. The following is not a complete list of expectations; rather, it is a set of guidelines meant to give students insight into the behavior expected from them while at school. The list of possible disciplinary actions is not all-inclusive nor does it speak to every possible scenario. The intent is to work with the student and/or parents to honor God with the student's behavior.

Behavior Communication Logs

All students in grades K-5 have individual weekly Behavior Communication Logs. The logs enable all faculty and staff to communicate behavior to parents efficiently and effectively.

- Behavior
- Character
- Uniform
- Miscellaneous

At any time, a faculty or staff member can make comments on a student's Behavior Communication Log. The logs are sent home weekly on Friday and must be signed by a parent and returned to school the following Monday. When a student receives four or more concern marks in the log in a week, a conference will be scheduled by the Director of Family Life with the parents. These are general heart issues that require immediate intervention and attention at home with parents. It is possible that there may be school consequences implemented as well.

Middle School Grace Passes

All middle school students receive three grace passes at the beginning of each quarter. They may use these passes to go to their locker or the restroom during class, they may also use them for being tardy to class. However, after the three grace passes have been used, no more can be issued. What this means is that if a student who has no grace passes left and who needs to go his or her locker during class, he or she must choose between doing without what they intended to retrieve or getting a detention.

Courtesy

Students should be courteous to those around them at all times, including to teachers and other students by:

- Not interrupting conversations, either by talking or walking between those who are talking
- Asking permission to speak in class, unless otherwise directed by a teacher
- Refraining from speaking or acting in a manner or volume that disrupts those around them
- Showing respect for those speaking to them either in class, chapel or assembly
- Directing their attention to the person speaking and refraining from any behavior that distracts those around them

Respect

Students should respect all school property and equipment at all times. This respect is evidenced by refraining from harming property in any way, returning it to its original location when used, and leaving an area looking exactly as it did prior to having used it. We expect students to take pride in the school they attend. Part of this pride is evidenced by the desire to keep the building and the premises looking neat and clean. Students are expected to help in this process, even if it means picking up after someone who has failed to do so. We believe this kind of accountability is an essential part of living together in a healthy community.

Community Awareness

We expect students of GCS to see themselves not only as individuals, but as part of a larger community of believers. This sense of community is demonstrated when students refrain from using words or actions that tear down, rather than build up, other members of the community.

We encourage students to never be passive in the face of wrongdoing. In other words, if a student witnesses a wrongdoing, we expect him or her to seek reconciliation by lovingly confronting the perpetrator, or if necessary, reporting the offense to a teacher or the Head of School. While we do not seek to create an environment where students feel they are always being watched, we feel being part of a Christian community mandates being accountable first to God and then to those around us.

Teacher Action

The classroom teacher will handle minor behaviors in the classroom. Teachers should use a variety of methods to help the student make better behavior decisions through the use of effective classroom management and positive discipline strategies. Teachers will implement their individual plan first, however, they have the authority to make a discipline referral to the administration, for Administration Action, at any time regarding a conduct/behavior matter.

Administrative Action

Administrative action may be one or more of the following:

- **Administrative Meeting:** One or more administrators meet with student and/or parents to review the student's disciplinary record and determine if it is in the best interest of the student and the school for the student to remain at GCS. The administration has been granted the authority to issue consequences up to expulsion. Only the Head of School has the authority to expel a student.
- **Contract:** Written proposal clearly defining expected behaviors, consequences, and incentives. It will include a review period at which time it can be altered, renewed, or dropped.
- **Detention:** Detention is held after school on Wednesdays, from 3:00-4:00 pm. Students missing after school activities are responsible for communicating with their coaches/teachers. These individuals may add to their consequence for missing the after school activity.
- **Withdrawal or Expulsion:** A student is asked to withdraw or expelled.
- **Out of School Suspension:** The student may not attend class or participate in any school activity. Absences are unexcused. Academic work will be provided after the suspension is completed.
- **In-school Suspension:** The student may not attend class or participate in school activities. They will be placed in an area under administrative supervision. Academic work will be provided.
- **Registration:** No registration for the next school year will be allowed when it is determined that it is in the best interest of the student or the school for him or her not to be at GCS regardless of whether registration has occurred.

Level 1 Infractions

At this level, the teacher is attempting to address behavior at the beginning stages of the problem and offer opportunities for the problem to be corrected. Teachers may choose an appropriate consequence for these infractions. Teachers will document all

infractions at this level and communicate with parents. The following infractions are typical but not limited to the following:

1. Improper use of class time (passing notes, wasting time, etc.).
2. Being unprepared for class without valid excuse.
3. Chewing gum and/or eating candy within the school building.
4. Creating disturbances or making noises.
5. Being tardy to class or school without an acceptable excuse.
6. Disturbing a class while it is in session.
7. Failure to return forms requiring a parent's signature.
8. Dress code violations (3 or more occurrences).
9. Horseplay or roughhousing
10. Having an inappropriate attitude or showing a lack of respect.
11. Not following classroom procedures.
12. Unauthorized use of electronic devices.

Level 2 Infractions

Level 2 infractions that are repetitive and/or infractions considered more serious (as determined by administration) are as follows:

1. Cheating, including plagiarism (academic dishonesty).
2. Using profanity.
3. Stealing.
4. Throwing objects that could cause harm.
5. Meddling with other people's property without permission.
6. Failure to stay after school to complete an assignment or a detention.
7. Frequent critical or derogatory remarks toward an individual or the school
8. Racial or gender-based slurs
9. Excessive Public display of affection
10. Rebelling against school rules, policies, guidelines and procedures.
11. Defying or disrespecting/defaming personal character of school personnel.
12. Being physically aggressive (i.e., fighting, tripping, hitting, etc.)
13. Bullying, hazing or harassment issues (see definitions in handbook)
14. Gambling
15. Damage to school property
16. Excessive Dress Code violation (6 or more)
17. Inappropriate behavior at school dances
18. Violation of Acceptable Use Policy/Technology Policy

Level 3 Infractions

The following infractions are considered serious but not all inclusive and may occur off or on the school campus:

1. Acts of homosexuality or immoral sexual activity
2. Bullying (physical, psychological or cyber)
3. Criminal conviction
4. Damage to school property
5. Fighting (verbal or physical) – (Repetitive); as determined by administration

6. Involvement with any type of alcoholic beverages or illegal substances including non-prescription drugs
7. Involvement with any improper use of prescription drugs
8. Involvement with the occult
9. Leaving campus without permission
10. Pornography
11. Possession of a knife or firearms
12. Possession of unauthorized object
13. Possession of fireworks
14. Pre-marital sex
15. Use of any tobacco products
16. Vandalism
17. Violation of the Technology Policy
18. Violation of Acceptable Use Policy/Technology Policy

Consequence: A student involved in any activity of a more severe nature (as determined by the administration) may be placed on indefinite suspension by the administration pending final decision, which could include dismissal. The Head of School has the responsibility to involve the appropriate law enforcement agency when necessary. The Head of School may intervene at any level of the discipline process.

Please note: This information will serve as guidelines for the GCS discipline process. However, the faculty, administration and school board shall have the right to modify them as they deem appropriate.

Dismissal

Every effort is made to help each child have a happy and profitable experience. If it should be determined by the faculty that a student has not satisfactorily adjusted and/or exhibits behavior which continues to disrupt the learning environment of the class and/or is detrimental to others, the school reserves the right to dismiss the student. GCS reserves the right to expel students for reasons of non-cooperation, disciplinary problems, illness, delinquency in payment of fees, or inability of a child or parent to adjust to the school program, as determined by the administration and/or Board of Directors.

GCS reserves the right to require students to subscribe to standards that are believed to be necessary to create a campus atmosphere and community character that is desired. It should be understood that any behavior, either on campus or away, which indicates a student's disregard for the school's Honor Code, could be sufficient reason to ask him/her to withdraw from GCS.

Honor Code

GCS is an institution committed to the highest quality of learning experience. Useful and lasting learning cannot occur unless the learning process that students go through is an honest process that reflects their true abilities as measured by their own effort.

Achievement that is based on unsound learning processes is really no achievement at all. Such is the case when a student has cheated. Plagiarism only prepares the student for eventual failure rather than success in life. Dishonesty undermines the very foundation of learning and compromises the moral and academic integrity of any institution.

What is the Definition of Plagiarism at GCS?

Academic dishonesty or plagiarism are considered serious and thus shall be dealt with severely. In general, plagiarism offenses include, but are not limited to:

- incidents involving academic dishonesty or plagiarism in which a student copies the homework of another student
- a student knowingly provides his/her work to another student
- a student knowingly provides his/her work to another student for that student's submission
- a student fails to put away unauthorized notes, devices or materials during an examination
- a student obtains another student's paper and represents as one's own
- a student gains unauthorized access to a teacher's examination
- a student alters a teacher's gradebook
- a student shares test answers with another student
- copying or downloading printed materials from the Internet, computerized databases and encyclopedias, or other software sources, without correctly citing sources, and turning it in as your own work
- copying from books, magazines, or other printed materials without correctly citing sources and turning it in as your own work

How is Plagiarism Proved?

Plagiarism may be proved against a student only under one of the following conditions:

1. A teacher or staff member personally observes or discovers an act of plagiarism by a student.
2. A student admits to a teacher or staff member that he or she committed plagiarism.
3. The act of plagiarism is observed and reported to the teacher by at least two independent witnesses.

What are the consequences for plagiarism?

First Offense

The minimum consequence for cheating and/or plagiarism is suspension from school and a zero for the assignment or test. The maximum consequence is expulsion from GCS. Plagiarism is notated in a student's academic record.

Second Offense

When a second offense occurs in any subsequent class during the current or any subsequent year, there will be a loss of credit in the course for the grading period and the recommendation of expulsion will be given to the Head of School.

Additionally, consequences shall also include but not be limited to the following:

- No public recognition of the middle school student at any academic honors functions in the academic year of the offense.
- Ineligibility for participation in 50 percent of the athletic competitions for one season or a combination of two seasons if the infraction occurs during an athletic season in which the student is involved.
- Ineligibility for participation on stage for the next performance of the Drama Jam production.

Zero Tolerance Offenses

GCS takes a zero tolerance position on some actions and/or behaviors that breach the school's philosophy of education and/or statement of faith. Zero tolerance means discipline for this behavior will occur regardless of the circumstances. Zero tolerance items include, but are not limited to:

- The possession, sale or use of drugs, alcohol and tobacco and related products or paraphernalia
- Sexual harassment
- Intentional and repeated bullying (see previous section of handbook relating to bullying/harassment)
- Overt or obscene sexual behavior
- The use or possession of weapons, or the use or possessions of explosives of any kind

It is the purpose of GCS to maintain and present an atmosphere of moral purity and modesty in the lives of students, both male and female, in light of God's Word. To further clarify guidelines regarding student pregnancy, please note:

- A pregnant girl (defined as having conceived a child) will not be permitted to enroll or continue to attend GCS; upon confirmation of a pregnancy, the student will be dismissed
- If a boy is the father of a child, he will not be permitted to enroll or continue to attend GCS

Zero tolerance applies in cases of aggressive physical contact. GCS will not tolerate the intentional or willful hitting, kicking or other physical harmful contact of one student by another. Such behavior warrants an automatic in-school suspension and missed work will be completed and turned in the day following the suspension.

Bullying, Hazing and Harassment

Grace Christian School is committed to the spiritual and academic health, welfare and safety for all students. Any student who has been subjected to bullying, hazing or harassment (see definitions below), should immediately talk to a teacher, Director of Student Life (middle school) or the Head of School.

We are committed to the highest level of confidentiality about what we learn through discovery and investigation regarding the reported matter. We also provide complete confidentiality regarding any consequences imposed pertaining to such matters.

To protect people against unjust accusations, consequences and actions will be taken in accordance with our school disciplinary policy involving anyone who misrepresents or falsely accuses someone, especially when such action is intended to cause harm to another. Anyone who makes a report in good faith, meaning they believe the information to be truthful, would not have any adverse consequences when making a report.

Definitions:

Bullying: when a student or group of students intentionally keeps hurting, frightening, threatening or harming a student, or participates in organizing others to do so. This may be verbal, written in any medium, relational or behavioral. This has the effect of creating an intimidating, hostile or offensive academic or school environment, impacting a person's academic or school performance, damaging a person's emotional or social well being and/or adversely effecting a person's academic or schooling opportunities.

Hazing: any action taken or situation created by a student or group of students relating to the status or membership in a club, team, class or other formal or informal group that causes or is reasonably likely to cause bodily danger, emotional harm, extreme embarrassment or ridicule, personal degradation or loss of dignity.

Harassment: has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment that interferes with an individual's academic or work performance; or adversely affects an individual's academic or emotional opportunities. Harassment can be of a sexual nature, or regarding race, color, national origin, limited English, disability, age, etc.

Harassment

GCS will not tolerate harassment of students or employees, based on race, color, gender, nationality origin, religion, age, sexual orientation, or disability. The following are some examples of inappropriate harassment behavior.

- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive or demeaning materials
- Physical or verbal hazing
- Threats
- Comments, whether written, verbal or electronic, which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, or class. GCS strives to maintain an environment where students and employees can study, work, and live free of harassment.

Unlawful Use of Alcohol, Tobacco, and Illegal Drugs

In recognition of the fact that the use of alcohol, tobacco, and illegal drugs reduces an individual's potential for learning and life; GCS has established rules of conduct to discourage such behavior. For students who break these rules, the school hopes to accomplish the following goals: impose appropriate sanctions in order to deter future violations; provide the opportunity for education about the dangers and consequences of such activities; and when possible, restore individuals to the school community as positive contributors.

Policy: GCS strictly prohibits the use and possession of alcohol, tobacco, or illegal drugs by its students both on campus and off-campus (as defined below).

“On-Campus” means the use or possession of alcohol, tobacco, or illegal drugs on school property OR at a school-related off-campus OR use of alcohol or illegal drugs prior to coming onto school property or to a school-related event off-campus.

“Off-Campus” means the use or possession of alcohol, tobacco, or illegal drugs off school property at an event unrelated to GCS.

Right to Search

GCS is committed to ensuring that its campus is drug-free. To accomplish that goal, GCS is allowed to search any students; electronic device, emails, their lockers, vehicles, and their personal belongings for the presence of alcohol, tobacco, or illegal drugs. If a student is suspected of being under the influence of alcohol or illegal drugs on-campus, the student may be required to submit a chemical test of his or her blood, urine or saliva. Such chemical testing may be conducted either on-campus or at an appropriate medical facility off-campus.

Duty to Report

Ohio law requires GCS to report immediately the name of any student who possesses or sells illegal drugs on campus or at any school-related function off-campus to the police or district attorney's office.

Voluntary Disclosure

While a student is subject to the discipline process any time GCS becomes aware of specific conduct which violates the school's policy concerning alcohol, tobacco, and illegal drugs, the school does want students to seek help in this area if needed.

Accordingly, students and/or families who approach school counselors, administrators, or faculty members seeking general help-without reference to a specific incident or event – will be referred to appropriate health care professionals without a discipline proceeding being commenced against the student.

Disciplinary Consequences

GCS recognizes the importance of clearly apprising its students of the consequences of violating the school's policy concerning alcohol, tobacco, and illegal drugs. Toward that end, the school has determined that certain sanctions shall accompany every violation of the policy. Attendance at GCS is a privilege, not a right. Accordingly, GCS retains the right to expel a student for any violation of the school's policy concerning alcohol and illegal drugs. The investigations and proceedings in either state or federal court shall have no binding effect on either the findings of the School Administration or any sanctions, which may be imposed by the school administration.

Suspensions and Expulsions

At times, students are asked to leave GCS either for a short time (suspension) or permanently (expulsion). On the surface this looks like the ultimate punishment, however, a closer look reveals that it is an act of grace.

Suspensions (in-school or out-of-school) tend to be more basic. A suspension is like having one's driver's license suspended. It is a negative consequence for a pattern of wrong actions or for an extremely hurtful, dangerous or damaging action. Suspensions will vary from 1 – 10 days duration. Generally, the student may return to school at the close of the suspension period.

Students will receive a "0" for any missed assignments or quizzes even though they must make up the work. Missed tests or other major projects can be made up for full credit if done so immediately following the suspension.

Students serving a suspension are responsible for:

- Obtaining all missed assignments,
- Completing all missed work,
- Submitting all completed work to teachers the day following the suspension.

After two suspensions within one school year, expulsion may be recommended by the administration.

Restoration

Staff members and/or parents will pray with the students after correction is administered to restore the relationship with our Heavenly Father and to ask for guidance and wisdom in the future. Teachers are to reassure the child of their love and acceptance of him or her as a person.

Scriptures for Counseling

Reason for Counseling	Scripture Reference
Disobedience	Ephesians 6:1 Acts 5:29 James 4:17
Teasing	Proverbs 17:14
Restlessness	Proverbs 25:28
Tattling	Proverbs 17:9 Proverbs 18:8 Proverbs 26:20 Matthew 18:1
Anger	Proverbs 15:1 John 4:7
Lying	Exodus 20 Colossians 3:9
Laziness	Colossians 3:17, 23
Using bad language	Ephesians 5:4
Fighting	Proverbs 15:1
Disorderly conduct	I Corinthians 14:33 Colossians 1:17
Turning in work late	I Corinthians 15:58 Colossians 3:23
Selfishness	Philemon 2:3 II Corinthians 5:17
Being discourteous	Ephesians 4:32
Being talkative	James 1:19
Worrying	Psalms 37:3 Philippians 4:4-9
Having a poor self image	I Peter 5:7 Job 33:4 Psalm 1:39
Being content in old ways	Ephesians 4:22

The Importance of Discipline

We do not wish our students to focus on lists of rules; we hope they adopt standards of grace, obedience and humility that come from their relationship with Jesus and their desire to live as positive members of the GCS community. We consider any offense serious because it shows a disrespectful heart and attitude toward authority.

The offenses described here apply not only to students' behavior while in class, but also while on school property, attending school functions and traveling to school events. Students also need to understand that their off-campus behavior reflects back on their school, their families and themselves. For this reason, the school reserves the right to discipline students for off-campus behavior that is not in accordance with the spirit, purpose and standards of GCS.

We believe the responsibility for adhering to the school's standards rests on each individual student. However, we expect parental support in the application of these standards. For instance, parents assume, when allowing their children to visit classmates' homes, that behavior there would reflect that of a school-sponsored event. Our parents expect to be informed if the activities would in any way differ from a school-sponsored activity.

Application of Standards

Students, by virtue of their enrollment, agree to accept the responsibility of adherence to the school's standards of conduct or to withdraw if they can no longer, with integrity, conform to them. Parents assume, when allowing their children to visit in classmates' homes that the parties are just like school events. Our parents expect to be informed if the activities would in any way differ from a school sponsored activity.

While interested, however, in the maintenance of our school standards corporately through the application of appropriate discipline as necessary, our greater goal is the inclusion of these standards into each life, to be lived out by the control of the Holy Spirit under the Lordship of Jesus Christ. The school disciplines students according to off-campus behavior when the matter is deemed a public matter. By public, the school seeks to administer discipline in those instances where an incident has created a ripple effect through the school, and/or where outside authority has been involved in a process.

Common Area Behavior Standards

All students are expected to follow the standards outlined below while in the lunchroom, special classes, all areas of the Preschool-5 and Middle School buildings and on school grounds. These standards apply to arrival and dismissal as well as the school day.

Morning Arrival K-8

- Every day during morning arrival, 6th, 7th and 8th grade students are to proceed to classrooms by entering the Middle School building. K, 1, 2, 3, 4 & 5 grades are to enter the building through the canopy entry into the old building.
- If children in grades K – 5 enter the building during Middle School arrival (8:00 – 8:15 a.m.), they are to go to Extended Care (Fellowship Hall). After 8:15, all students can enter the old building (walking – not running), and the children are to go to their lockers and then proceed to their classrooms.
- Teachers are to be in their classroom by 8:15 a.m. to monitor a safe and orderly arrival process.

Morning Arrival Preschool

- Every day during morning arrival, preschool students will enter the school through the west side doors (ESGBC green canopy) where they will be met by a preschool teacher or aide.

General Hallway/Recess Ingress and Egress

- Anytime children are moving through the building (whether individually or as a group), voices are to be kept low, absolutely no running, skipping, jumping, hopping, etc. is permitted, and groups are to proceed in straight lines with faces forward and little talking. Children are to get to their destination promptly without prolonged stopping at other locations.
- Morning/Afternoon recess process: Preschool – 3rd grade students will leave the building through the canopied doorway (or auditorium lobby for preschool) and will return to the building through the same doorway.
- Lunch recess process: Preschool – 4th grade students will leave the building and return to the building through the canopied doorway. 5th grade students will leave the building and return to the building through the auditorium lobby doors.

Lunchroom/Special Classes

- Teachers are to walk their students to special classes at your designated time and also retrieve their children at the conclusion of special classes in a manner as described above. When going to the new building, **ONLY** take coats, lunches, etc. if your special class runs right up to a recess or lunch period.
- ALL teachers are to walk their students to the lunchroom each day at your designated lunch time. Students are to enter the Middle School building quietly. Use the hallway to the left as you enter the building and proceed to the lunch pick-up area and then on to the lunchroom.
- Students are to immediately go to their assigned table and/or follow the process as established by Miss Grace.
- The duty teacher and parent helpers will divide the room into individual sections to be monitored.
- During lunch, in grades Preschool-5 there is to be no talking for the first 7 minutes so that children can truly eat their lunches. Once low talking is permitted, if the noise level begins to climb, the duty teacher is to blow their whistle to warn

children of the noise level. If the noise level continues to be unacceptable, silent lunch will continue through the entire lunch period

- 6-8th grade lunch period will function with low talking permitted as long as noise level remains acceptable
- The duty teacher will also remind the students that when the lunch period is over, the students will need to completely clean their areas (table and floor) and they will then be dismissed to throw away their trash and leave the lunchroom
- As the first students are dismissed from the lunchroom, the duty teacher will stand in the north hallway, making sure that there is no running or yelling and that students are proceeding to recess or their classrooms in an orderly fashion
- Restroom breaks during the lunchroom period should be rare and in emergency situations only
- Water pitchers and cups will not be provided for children. Parents have been notified that drinks are to be sent from home.

End of Day Dismissal

- Preschool-5 classroom teachers will determine the time (sometime between 2:50-3:00 p.m.) when children will be instructed to go to their lockers and collect all of their “take-home” belongings including their backpacks.
- Students will go back to their classrooms to pack their backpacks and prepare for dismissal.
- SMARTBoards or teacher’s computer will always need to be turned on to SchoolPass website during dismissal. Student Silent reading/independent study time is a good option during dismissal.
- As children’s names appear on the SMARTBoard, children are to go to the following doors:
Preschool – 3 : East (staff parking lot) door
4 – 8 (and younger sibling of 4-8 students) : West church lobby (turnaround) door
Bus riders: North (canopied playground exit) door
Siblings: younger siblings will be picked up by older siblings as we start the school year. As the children become more comfortable with the process, they can go to the doors independently.
- As the children exit the building to get into their cars/buses, the duty teacher will mark the children as dismissed on the iPads.
- At the end of dismissal, all children who are marked as Extended Care children or not picked up yet will go to the Extended Care rooms. At the beginning of the year, teachers should escort the children to the Extended Care area on the B level. Late bus riders will also go to the Extended Care rooms.

Any violation to this policy, including inappropriate running, loud noise levels, not following teachers’ instructions or requests, etc., will result in disciplinary action to be administered according to the classroom and school discipline policy as stated in the Parent Student Handbook.

GCS Technology Network Policy

Philosophy, Goals and Objectives of GCS Technology Network

The purpose of the Grace Christian School technology network is to advance and promote excellence in the education of students. The GCS network is intended to provide educational resources to students and staff; to create intellectual projects and collaboration; and to foster communication and the exchange of information and ideas within and between schools and other agencies. Grace Christian School recognizes the potential of the Internet and the World Wide Web as extraordinary resources for teaching and learning. Grace Christian School also recognizes the value of the GCS technology network as a communications tool to provide information regarding GCS programs and events; and to provide links to local, national and worldwide resources related to education.

GCS Network and Computer Equipment

GCS is providing Internet access to its employees and students. The GCS Internet system has a limited educational purpose. The GCS Internet system has not been established as a public access service or a public forum. GCS has the right to place restrictions on use to ensure that use of the system is in accord with its limited educational purpose.

Student and staff use of the GCS Internet system will be governed by this policy, school regulations, and the disciplinary policies. Users have a limited privacy expectation in the contents of their personal files, e-mail and records of their online activity while on the GCS technology network system.

By this policy, GCS restricts access to materials through use of the Internet for educational reasons. GCS declares its ownership of the relevant hardware and software and asserts its right to review and exercise its ownership at any time by search of the system and its equipment, and any information on it.

Use of the Internet by students and staff shall be subject to monitoring and search, and staff and students should take notice that they have no expectation of privacy in any information contained on District-owned equipment.

Safe Use of the Internet

GCS has developed and approved this policy in accord with the statutory requirements of the Children's Internet Protection Act. The policy represents GCS's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.

Student and staff users of the Internet system will receive instruction regarding the safe, ethical, legal, and responsible use of the Internet and GCS's Internet system and their rights and responsibilities under this policy.

Student use and activities will be structured in a manner that is appropriate to the age and skills of students, recognizing the importance of providing more secure environments for younger students and supporting safe, responsible, independent use by older students.

GCS will protect against access to materials that are considered inappropriate for users to access through the GCS Internet system in the following manner:

- GCS regulations will designate certain categories of materials as Prohibited, Restricted, or Limited Access Material.
- Prohibited or Restricted Material may not be accessed by the students or staff at any time, for any purpose.
- Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that GCS may designate as "open access" time.
- GCS will implement the use of a technology protection measure, which is a specific technology that will protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of GCS, the technology protection measure may also be configured to protect against access to other material considered inappropriate for students to access.
- The technology protection measure may not be disabled at any time that students may be using the GCS Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measure.
- The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.
- Student use of the GCS Internet system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. GCS monitors both student and staff use of the Internet. Policy and filtering rules will be developed and modified through analysis of Internet usage records and patterns.

Legal Issues

The GCS Network and computer equipment shall not be used for illegal purposes. Among other crimes, for example, it is a felony to intentionally access any computer

system or network for the purpose of devising or executing any scheme or artifice to defraud or extort; or obtaining money, property, or services with false or fraudulent intent, representation or promises (California Computer Crime Bill, 1979, Section 502 of Penal Code). It is also a felony to maliciously access, delete, damage, or destroy any computer system, computer network, computer program, or data. Examples of computer-related offenses are: removing another user's accounts, changing another user's passwords, using an unauthorized account, damaging files, altering the system or damaging school or District property. This section pertains to all activities, internal or external to the GCS technology network, that fall under the generally accepted definition of "hacking." GCS will provide any and all evidence obtained from internal systems to local law enforcement as requested in any investigation of any illegal activities initiated from within the District network by student or staff.

GCS makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the GCS Internet system will be error-free or without defect. GCS will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. GCS is not responsible for the accuracy or quality of the information obtained through the system. GCS will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold GCS harmless from any losses sustained as the result of misuse of the system by user. Use of the system by students will be limited to those students whose parents have signed a disclaimer of claims for damages against GCS.

Consequences

Violation of this policy may lead to student disciplinary consequences or employee disciplinary action.

Use of Technology (including, but not limited to, computers, Google Chromebooks/tablets, Macbooks, student e-mail, Internet), Network and Electronic Information

- Student use of the GCS technology system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. The Head of School or her designee will disseminate staff supervision requirements.
- Users should have no privacy expectations in regards to the contents of their personal files, email and records of their online activity while using technology associated with the GCS technology system.
- Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating GCS policy, regulations, or the law. An individual search may be conducted at GCS's discretion. Individual search of user's e-mail will first be approved by the Head of School, or individual given responsibility for

supervision of the students by the Head of School. Students have no expectation of privacy from review of any information contained in GCS equipment, or e-mail system, at any time.

Illegal, Unauthorized, and Inappropriate Activities:

Illegal Activities

- Users will not attempt to gain unauthorized access to the GCS technology system or to any other computer system through the GCS network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- Users will not use the District Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

Inappropriate Language

- Restrictions against Inappropriate Language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a danger of disruption to the GCS technology system.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop sending messages to them, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet.
- Users will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet.

System Security and Resource Limits:

System Security

- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account, including protecting the privacy of their password.
- Users will notify the school administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses by following the GCS virus protection procedures.

Resource Limits

- Users will not download excessively large files unless directed to do so in conjunction with a classroom activity. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from a network server or storage device to their personal computer or removable media.
- Users will not misuse GCS distribution lists for sending irrelevant messages.
- Users will check their e-mail, delete unwanted messages, and manage their inbox to stay within their e-mail storage allotment.
- Users will not subscribe to any discussion groups.

Student Email Etiquette

Here are a few guidelines you should follow which will help you use email effectively.

Email Accounts

- Grace Christian School provides student email accounts for all fourth – eighth grade students.
- Passwords are pre-set by the Head of School and should be changed by the student upon receiving their e-mail account information. Passwords are NEVER to be shared with any other individual.
- At all times, GCS administration will have complete access to e-mail account passwords, content and activity.

Style

- Keep messages short and to the point.
- Use blank lines between paragraphs to improve readability.
- Use bulleted lists for more concise messages when appropriate.

- Use mixed upper and lower-case letters. Text in all upper-case letters is more difficult to read, and USING ALL UPPER-CASE IS CONSIDERED SHOUTING.
- You may want to SHOUT only a single word or two to emphasize a point.

Content

- Grace Christian School may monitor student email messages. It is unwise to send very personal or sensitive information through email.
- Email can be subpoenaed by law enforcement if a student is suspected of breaking the law.
- A good rule of thumb to use with email is “Don’t put it in email if you would be embarrassed by your message being read out loud to your mother in a courtroom”.
- Use an appropriate subject line; this will help the recipient locate or file your message in their Inbox (you have folders in your inbox that you can sort mail into).
- Pay attention to grammar and spelling. While Email is less formal than letters, people will form an opinion of you based on how you write.
- It is a good idea to spell check and read over every message before sending it.
- Sign all of your emails with your name. If the email is being sent to a teacher, you should include your teacher’s name in the greeting.

Attachments

- You can send an email with an attachment to yourself to move it from school to home, or back. It will pop up in your inbox as soon as you send it.
- Don’t send MP3’s, zip files and other executables or copyrighted files. This is against school board policy.
- Purposefully sending malicious code (spyware, virus, Trojans or others) through email is against school board policy.

Courtesy

- Before sending a message, consider whether you would say what you have written to the person's face. The detached nature of email will sometimes embolden people to say things they would never say in person.
- Instead of hitting “Send”, you may consider pressing the “Save to drafts” button instead. This will place your message in the “Drafts” folder (folders are listed on the left side of the screen, click on a folder to open it). You can then come back and open the message later to review it when you are calm, and then edit if necessary before sending the message.
- It is much easier to delay sending an email than it is to try to repair the damage from a hurtful message.

- If you're asking for something from someone, say "please". And if someone does something for you, it never hurts to say "thank you".

Replying

- If you are replying to a message, it is a good idea to include the relevant parts of the original message in the reply.
- Pay careful attention to where your reply is going; if a personal message ends up on a mailing list or listserv, it may be embarrassing for you and annoying for the other list-members.
- If you receive an objectionable Email via a mailing list, it is probably best to ignore it. But if you must reply, reply only to the sender, not the mailing list. Offensive, angry replies which themselves lead to complaints may lead to disciplinary action by the list owner.

Abuse

- Students should report all abusive messages to the Head of School.
- Inappropriate messages from outside GCS will be forwarded to the appropriate authorities, or the sender will be added to our block list.
- If you were not expecting a message, it is usually best to just delete it without opening it. This will save you from having to read sometimes offensive or inappropriate messages.

Protecting Your Email Address

- You will invite spam to your inbox if you post your email address to webpages.
- Newsgroups and other interactive forums are places that emails are harvested for spam.
- If you receive spam in your inbox, DO NOT click the "remove from list" button or reply to the message. This will only alert the spammer to you being a live victim and land you on many spam email lists.

The word "Spam" as applied to Email means Unsolicited Bulk Email. Unsolicited means that the Recipient has not granted verifiable permission for the message to be sent. Bulk means that the message is sent as part of a larger collection of messages, all having substantively identical content.

GCS Students Responsible Use Policy

A GCS student is expected to exemplify the Discipline Guidelines at all times when using technology.

Safety and Privacy

- I will adhere to the age requirements and guidelines of all websites
- I will protect my personal information and respect the privacy of others' information
- I will respect my teachers by keeping all communication school related
- I will show respect for myself and others by accessing, posting and hosting information and images that reflect positively on myself and others.

Digital Citizenship

- I will be honest about my identity and when I represent myself online in any online communication
- I will show respect for myself and others by accessing, posting and hosting information and images that reflect positively on myself and others.
- I will not access or use hate-based or sexually explicit materials, nor will I disparage others.
- I will show my respect for intellect and creativity by asking permission, giving credit and observing the law.

Classroom Use

- I will follow all guidelines set by my teacher(s) regarding the use of electronic devices

Conservation of Resources

- I will respect and preserve resources by conserving paper, bandwidth and storage space

Network Security

- I will respect the connected nature of our digital community and will not tamper in any way with electronic devices owned or operated by the school.

Care of Computer

- I will care responsibly for the computers at GCS or one that has been entrusted to me, following the proper use and care guidelines.

Safety and Privacy

- I will protect my personal information and that of others by keeping all such information private, including full names, email addresses, and cell phone numbers, not posting or distributing this information online.
- I will create passwords to protect my information. I will share my passwords only with my parents and teachers as appropriate.
- I will not sign up others or myself for "junk" or "spam" email nor will I forward such email.
- I will not log in to sites when I do not meet the age requirement.

- To protect my information and identity, I will not leave my computer unsecured at any time.
- I will not pretend to be someone older when online.

Digital Citizenship Guidelines

- I will assess how much time I spend with digital media and balance that with offline activities.
- I will refrain from playing games on a digital device
- I will use social media only for school-related purposes during the school day.
- I will abstain from posting anything online that an individual might not want to be shared.
- I will refrain from posting anything hurtful or inappropriate online, whether in my own name, anonymously, or by using another identity. I will not post anything about others that could compromise their reputation or relationships with others. This includes:
 - Calling people names or insulting individuals based on race, religion, national origin, disability, gender, sexual orientation, or any other type of group or stereotype,
 - Creating sites or pages to demean someone in the community
- I will monitor and take responsibility for my digital presence/footprint, remove or seek help removing anything inappropriate and use privacy settings to control access my personal information and that of others.
- I will take into account the form (e.g. email, text, post, etc), audience and purpose of online communications and use the appropriate level of language and formality.
- I will inform a trusted adult when:
 - Teasing crosses the line and is hurtful
 - People engage in hate-speech
 - Any physical threats are made
 - Someone feels isolated
 - An individual is receiving an excessive number of messages
 - An individual is being excluded in a hurtful way
 - A posting is sexually explicit

Research and Information Literacy

- I will choose the appropriate method for accessing information.
- I will evaluate the information find to the best of my ability; I will consider the following criteria:
 - Authority: is the source/author credible?
 - Accuracy: Is the information current?
 - Bias: Is the information objective?
- I will use the information responsibly, citing sources and adhering to copyright law. I will not copy information and present it as my own work nor copy/distribute illegal software or other materials such as downloaded music or videos.

Network Security

- I will not damage school equipment or property of others nor disrupt the network.
- I will not attempt to access or alter parts of the network that I have been given permission to use, such as another person's files or network tools.
- I will not attempt to bypass the security restrictions on my computer or on the network.
- I will report to my teachers any apparent problems with viruses or spyware as soon as they arise.
- I will not attempt to use another person's login or give my login information to other students.

Conservation of Resources

- I will conserve resources by printing only what is necessary, limiting the amount of information I store on the network, and obeying school guidelines restricting recreational use.

Care of the GCS Provided Electronic Device

- I will not install any software on the school-owned computers without authorization.
- When moving about with my electronic device, I will keep the lid closed so that it is in standby mode, remove jump drives, and transport it in an approved carrying case.
- I will place my electronic device in a locked secure location when it is not in my possession.
- If I damage my electronic device, I will report it immediately to my teacher. Examples of misuse that can damage an electronic device include: dropping, placing heavy objects on top of the electronic device, or exposing the electronic device to food, liquids, or excessive heat or cold.
- I will back up my data regularly.
- I will never use a pencil, eraser or other object on the track pad.
- I will not place stickers on the electronic device owned by the school. I will not remove or cover the identifying stickers places on the school-owned equipment.
- I will not touch the screen with sharp or pointed objects.
- I will not place anything between the screen and the keyboard when I close the computer.
- I will use my electronic device on a sturdy surface that allows for adequate air circulation. Placing the electronic device on a pillow during use or blocking the side air vents can cause it to overheat.

Sexting Policy

In keeping with the school's responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of sexting. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school

considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion. Students are required to immediately report any such activities to a teacher or Head of School.

GCS reserves the right to access, view, or monitor any information stored on or transmitted over the School's technology resources, on or over personal equipment that has been brought to school or used to access the school's network and on or over personal equipment that violates any aspect of this policy.

The dress code is intended to instill in students the seriousness with which we approach the academic day. We do not believe that clothes make the man, but at the same time, we believe that there is a distinction between attending school and recreational activities. Dressing up bespeaks of a more serious occasion and is a signal that what we are about is of greater consequence in thought and action.

Additional reasons for instituting a student dress code include:

- Neat attire contributes to school performance
- Promotion of a climate for discipline and responsibility
- Elimination of unnecessary competition in dress
- Focusing attention on character development and learning
- More cost effective to purchase fewer school outfits
- Proper fitting and modest lengths and cuts
- Quicker mornings where attire is pre-determined
- Minimizes parent-child conflict over dress

The spirit of the dress code is that students should look neat, well kept and presentable according to the expectations outlined in the following pages. The tone of the dress code is moderately conservative. We expect students to wear clothes that are tasteful and moderate in cut and length. The uniform should be worn to and from school, and on all field trips unless otherwise specified.

The GCS uniform consists of a combination of:

- Slacks with belt loops
- Belts
- Shorts with belt loops
- Shirts (Shirttails must be tucked in at the waist)
- Skirts (4-8 option)
- Skorts
- Jumpers (K-3 option)
- Blouses
- Sweaters

Girls have the option of wearing jumpers/skirts or slacks. Skirts may be no more than 2" above the knee.

A uniform dress list identifying approved clothing, and clothing that must be purchased from our core uniform provider, Lands End Uniform, is provided here. All core uniform clothing must be purchased from Lands End Uniform. All PE Uniform pieces must be purchased directly from the GCS School Store. No other uniform suppliers or clothing is permitted.

From May 1 until October 1, students may wear core uniform walking shorts and PE shorts.

Teachers and administrative staff will determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem and the time allowed for correction. When students are sent home to change clothes, upon return, the new attire must first be approved by the Head of School or other appointed staff member.

Daily Uniform

Students may wear *a combination of any of the following* on days when they do not have PE or chapel. On PE days, students should wear their PE uniforms to school and on chapel days, students should wear their chapel uniforms.

- Boys:
 - Pants or slacks with belt loops (navy or khaki)
 - Short or long-sleeved polo, oxford shirt or turtleneck (white, evergreen, navy blue or maize)
 - Walking shorts with belt loops (navy or khaki)
 - Fleece (3/4 zip, full zip or vest)
 - V-neck or cardigan sweater (evergreen, navy blue or maize)
 - Undershirts (white; no other colors are permitted) under shirts

- Girls:
 - Pants or slacks with belt loops (navy or khaki)
 - Short or long-sleeved polo, oxford shirt or turtleneck (white, evergreen, navy blue or maize)
 - Walking shorts with belt loops (navy or khaki)
 - Skort (navy or khaki)
 - Fleece (3/4 zip, full zip or vest)
 - V-neck or cardigan sweater (evergreen, navy blue or maize)
 - Undershirts (white; no other colors are permitted) under shirts
 - *Form fitted* socks, tights or leggings (hunter green, navy, white or black); sweatpants or pants may not be worn under skirts
 - Camisoles or tanks (white or gray) under shirts

Please note, layering shirts is not permitted for boys and girls in all grades. Students may not wear a long-sleeved t-shirt under a short-sleeved shirt at any time.

Chapel Uniform

For chapel and special programs, the following uniform is required:

- Boys
 - Navy pants
 - White oxford shirt
 - Navy button front drifter cardigan
 - Tie
 - Belt

- Girls K-3
 - Plaid jumper
 - White Peter Pan round collar blouse
 - Navy button front drifter cardigan
 - Socks, tights or leggings

- Girls 4-8
 - Plaid skirt
 - White oxford shirt
 - Navy button front drifter cardigan
 - Hose, socks, tights or leggings

PE Uniform

For PE, all students must wear the following uniform:

- GCS short or long sleeve PE t-shirt
- Hunter green mesh shorts or hunter green cotton sweat pants
 - Students in kindergarten-third grade must have cotton sweatpants with elastic at the ankles
 - Students in fourth-eighth grade may wear cotton sweatpants with loose ankles
 - Students in sixth-eighth grade may wear the GCS track suit (jacket and pants)

Shoes

Shoes must be clean and neat in appearance. Students may wear tennis shoes, loafers or other dress shoes. Sandals, flip-flops, Crocs and other open-toed or open-heeled shoes are not acceptable at any time during the school year.

Students may wear boots, including Uggs and other fashion boots only in the late fall and winter months (October 1-Spring Break). At no times may students wear knee-high Converse shoes or slippers as shoes.

Shoes are a part of our dress code. If your student comes to school in inappropriate footwear, parents will be called to bring a pair that fall within our dress code policy.

Jackets

GCS does not require students to wear a uniform jacket. Jackets may not be worn in the classroom. They should be hung in lockers or in the hallway. The only exception to this policy is the green athletic jacket that is a part of the track suit (grades 6-8 only), the fleece jacket or vest purchased through Lands End Uniform, which can be worn in grades K-8 in the classroom or non-chapel days.

Appropriate Outerwear for Walking Between Buildings and Dismissal

All students will be outside at some point throughout each day walking to and from the Middle School (where gym and lunch are held) and walking to their car at dismissal. During the school day, jackets are not necessary as students are not subjected to the elements for any length of time—the walk is literally less than one minute. For dismissal, students will have their jackets on as well as any other necessary cold weather gear. Please note, umbrellas are not permitted in the building and should not be sent with your student.

Appearance

In addition to the school uniform, students should follow these guidelines when it comes to their appearance.

Hair

Boys shall keep their hair above the collar of the shirt. It should be neatly groomed around the ear and should not be longer than the base of the eyebrow. It should be neat, clean and well-groomed. Unnatural color (i.e., pink, purple, blue, etc.) is not permitted. No designs may be trimmed into hair nor are mohawks (any length) permitted. Braiding of hair, cornrows, pony tails, man buns and twists are not permitted in boys' hair. Hair should not be more than 2 inches in height on top of the head.

Girls' hair should be neat, clean, and well groomed and not obstruct their vision. Unnatural hair color is not acceptable nor are trendy adornments like feathers. Girls may wear modest hair accessories in the following colors: GCS plaid, evergreen, maize, white and navy.

Tattoos, Piercings, Jewelry and Make-up

No student may have visible tattoos of any kind.

Boys may have no piercings of any kind. Girls may have two piercings per ear. No student may have nose rings or other visible body piercings.

No student may wear New Age jewelry of any kind. Other jewelry may be worn in moderation as long as it is not a distraction; such determination is at the discretion of the Head of School.

Girls in grades Preschool through four may not wear make-up of any kind. Girls in grades five through eight may wear minimal make-up. If a teacher or the Head of School feels make-up is excessive, students will be asked to remove it before returning to class.

Casual Dress Guidelines

At times during the school year, students are permitted to dress in casual clothes. Students and parents will be notified of these days through the Warrior Rumble and classroom newsletters. The information will also be on the online school calendar.

Please keep these guidelines in mind when planning casual dress:

- All clothing should be neat and clean, pants cannot be ripped or have holes
- All dresses, skirts, and shorts must be school length (no more than 2" above the knee)
- No tank tops or "short length" tops
- Leggings are not to be worn as pants; if they are worn, they must have a shirt, dress or tunic that is no more than 2 inches above the knee.
- No apparel with sayings or slogans that are unchristian-like or deemed inappropriate by the Head of School

Middle School Formal Dress Code (Dances, Graduation, Athletic Awards, etc.):

- Boys may wear dress shirts and ties with dress slacks and dress shoes. No cargo pants allowed.
- Girls may wear dressy pant outfits or dresses. Dresses and skirts must be no shorter than two inches above the knee. They must be modest and with the lowest point of the neckline no lower than two inches below the collarbone. No cleavage should be visible. No strapless dresses or dresses with spaghetti straps without a sweater or jacket covering worn at all times during the event.

Students not adhering to any of the uniform/dress code guidelines will be required to change and the students will call parents for a change of clothing before entering the classroom. Multiple infractions will be cause for disciplinary action.

The Administration reserves the right to determine the final standards on all fashion and/or appearance trends.

Administration and Faculty Appointments

Under God's direction and guidance, the school administration and faculty are here to serve the students and parents of Grace Christian School. We welcome parents to be a part of their children's education and to see the learning process in action. In order to serve our students during the school day in the best manner possible, it is important that administration and staff know when a parent might be coming to the classroom to volunteer or to ask a question of the teacher.

Teachers are available to meet with parents during a planning period or before school hours with advance notice. Our teachers plan their day to give your children the best education possible. Without a planned visit, the entire classroom is affected by time constraints, and students are unable to receive the full benefits of the teacher's scheduled activities. Please consider this when you need to see your child's teacher by calling the school office to leave a message for the teacher so that an appointment might be scheduled.

The administration is certainly available and desires to meet with parents during the school day. We strive to serve as effectively and efficiently as possible as we work with parents, students, and guests, and manage school planning, scheduled events, and meetings each day. Therefore, we appreciate your scheduling an appointment when you need to meet with a member of the administrative staff.

Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during regular school hours. Please do not call school personnel at home unless it is an emergency.

Family time is so very precious to you and your family in this growth and development period of your child's life. Hours spent after school is used to share special times and to tend to family needs. We respectfully ask you to understand that the teachers and staff of Grace Christian School also cherish those same times with their families as well. We trust you will respect their time away from school. If you wish to speak with your child's teacher, you may call the school office and leave a message on the teacher's voice mail. Thank you for your understanding and partnership.

Property

All property, especially books, book bags, and clothing should be labeled with students' names. GCS is not responsible for lost or stolen property.

To encourage the development of personal responsibility and organizational skills, students are discouraged from asking parents to bring school items left at home. Only in extraordinary circumstances should items be delivered to school. Students should be informed that items must be left in their appropriate division office for pickup.

Home School Enrollment Policy

Grace Christian School offers home school families the opportunity to enroll their children in our school's academic, athletic and extra-curricular programs. A home school student who participates in our academic programs must officially be registered as a home school student through the Ohio Department of Education. Enrollment in academic, special or elective classes is subject to availability in classes requested.

Home School Enrollment Policies

In order to enroll at Grace Christian School, home schooled students must:

1. Complete all school enrollment forms along with required additional information, and submit them to the school office with the standard registration fee (\$100 per applicant) and home school family facility fee (\$250 for up to two classes and \$500 for three or more academic, special and elective classes).
2. Complete the remainder of enrollment process including a family interview and student academic assessment.
3. Meet all of the current enrollment requirements of Grace Christian School.
4. Submit per class tuition fee (see below).
5. Students are eligible to try out for and participate in extra-curricular activities if selected by coaches and/or directors. There will be separate activity fees associated with such extra-curricular activities.
6. Students and parents must comply with all school policies and guidelines as detailed in the GCS Parent Student Handbook.

Athletics and Extra-curricular Activities

The administration, faculty and school board at GCS believes that the academic life of a student can be enhanced greatly by adding athletics and other activities outside of the classroom. At GCS, we welcome home schooled students to participate in any of our various extra-curricular as long as they are enrolled in at least **one** academic class. By requiring home-schooled students to also participate in academic activities, it gives the home schooled student a sense of community with their peers and it instills pride in their team, group and/or club.

Elementary Students

Home school students may enroll in up to five special classes: art, music, physical education, Spanish and technology. Students are responsible for all course work as assigned by their teacher(s). Parents are encouraged to enroll their elementary students in all five classes since they each meet one or two days a week. Students will receive

nine week grades for each class in which they are enrolled. Transcripts will **not** be maintained for home school students as they are officially registered as home school students with the Ohio Department of Education.

Middle School Students

Home school students may enroll in individual academic core and/or elective classes and/or five special classes (as stated above), and are responsible for all course work as assigned by the teacher(s). Students will receive midterm and nine week grades for each class in which they are enrolled. Transcripts will **not** be maintained for home school students as they are officially registered as home school students with the Ohio Department of Education. Home school students will not participate in eighth grade graduation.

Tuition and Fee Schedule

Elementary students: the cost for all five special classes is \$2500.00 per year and the cost for individual special classes is \$400 each per year. Registration fee(s) and the home school family fee shall be paid separately by the date indicated on the Parent Agreement & Statement of Support.

Middle School students: the tuition for each core academic class is \$925.00 per class for the 2015-2016 school years. The cost for all five special classes (as listed above) is \$2000.00 and the cost for individual special classes is \$450 each per year. Registration fee(s) and the home school family fee shall be paid separately by the date indicated on the Parent Agreement & Statement of Support.

Weather Emergencies

During extreme winter weather, the school will notify the radio and TV stations listed that **Grace Christian School - Blacklick** will be closed, or delayed. We will also post school closings on our Website.

Generally, but not always, if Reynoldsburg City Schools are closed, so is Grace Christian School. The school will monitor and take into consideration weather conditions in other school districts as well. In the event that it becomes necessary to close or delay school before the start of the day, every attempt will be made to make the decision by 6:30 a.m.

If inclement weather arises during the day, please monitor the stations listed below for an early school dismissal.

Television Stations

- WBNS (CBS) – Channel 10

- WCMH (NBC) – Channel 4
- WSYX (ABC) – Channel 6
- WTTE (FOX) – Channel 28

Radio Stations

- 104.9 FM
- 610 AM
- 97.9 FM
- 92.3 FM
- 94.7 FM
- 107.9 FM
- 103.5 FM
- 105.7 FM
- 97.1 FM
- 1460 AM