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## WELCOME

Thank you for choosing Grace Christian Jr. High/High School. It is an honor and privilege to work hand in hand with you as we share the responsibility of providing a Christian education for your students.

This handbook has been assembled by the administration to give parents and students general guidelines and information concerning the organization and administration of our school. Please read the information carefully with your child and keep it for future reference and information as needed.

History - Grace Christian School began as the result of Pastor and Mardel Watterud's vision as they were elected to the position of Senior Pastor at Gladstone Assembly of God. At that time, there was an existing preschool known as Kiddie Kampus. Their vision soon grew to a full elementary and Jr. High program. With the addition of two modular buildings, the school was able to complete the vision and expand the educational program through the high school grades.

## GRACE CHRISTIAN SCHOOL MISSION STATEMENT

The mission of Grace Christian School is to develop students into men and women whose lives glorify our Lord and Savior through their commitment to righteousness, their knowledge of truth, and their heart for service of God and their fellow man.

## PURPOSE

It is the purpose of Grace Christian School to provide a distinctively Christian academic environment for its students.

Grace Christian seeks:

1. To direct each student toward spiritual growth in academic and personal excellence
2. To train young people to function in the world as discerning Christians, capable of sharing their faith in Jesus Christ and able to perceive and express that faith in their daily lives
3. To provide a challenging and supportive setting that fully integrates knowledge and faith
4. To provide, in alliance with family and church, an atmosphere in which young people can “grow in wisdom and stature and in favor with God and man” (Luke 2:52)

## PHILOSOPHY

Colossians 1:16, 17 states “For by Him (Jesus Christ) all things were created; things in heaven and earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together.” This is the source of our philosophy. Providing a distinctively Christian academic environment implies a commitment to excellence both in administration and instruction.

### **Administrative excellence requires:**

- ★Fiscal Management
- ★Personnel selection
- ★Leadership consistent with the school’s purpose.

### **Instructional excellence requires:**

- ★The understanding that there is an important difference between Christian and secular approaches to education
- ★That education must be God-centered, thus a conscious effort is made to view every area of life as God sees it. The knowledge our students acquire will take on significance and meaning only when related to God’s Word.
- ★That our educational programs and methods of instruction be dependent on a biblical philosophy to provide viewpoint, general background truth, and principles for interpreting facts in the study of any subject.
- ★Students to understand all viewpoints within each academic discipline, to know not only what they believe, but why they believe it, what they don’t believe, and why they don’t believe it. It is only through critical thinking and analysis that students will be truly prepared to “give a reason for the hope that is in them”. We believe that the truth should be vigorously pursued at every opportunity.

### **Understanding these goals, Grace Christian School staff members must:**

1. Be committed to furthering the vision, mission, core values and philosophy of GCS.
2. Pass a Criminal background check yearly
3. Complete CAPT (Child Abuse Prevention Training) class yearly.
4. Have the opportunity for CPR training and diabetic training every other year.
5. Be a regular church attendee (generally speaking, at least 3 Sundays per month).
6. Live a lifestyle that models that of a committed Christian.
7. Believe that they are called to the ministry of **teaching**.

## CORPORATE RESPONSIBILITY

According to the Biblical mandate, parents are responsible for the training of their children (Deut 6:1-7; Prov. 22:6; Eph. 6:1-4). Grace Christian School serves as a partner with parents in providing an excellent education consistent with this biblical truth. Harmony between home

and school provides the best environment for Godly training to take place. Therefore, a **commitment to our school** is essential to the partnering relationship to be successful. (Please refer to the Parental Agreement you signed upon enrolling.) We seek to nurture development of the following essential character traits in the lives of our students.

**Integrity** - Maintaining a lifestyle that is above reproach.

**Respect** - An attitude that highly esteems those in properly placed authority.

**Obedience** - The outworking of the attitude of respect.

**Self-Discipline** - The ability to control one's thoughts and actions.

**Godly Living** - A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.

**Wisdom** - Understanding what is true from God's perspective and doing what is right.

**Responsibility** - Being dependable and accountable in all relationships and tasks.

**Thankfulness** - Developing an attitude of gratefulness.

**Service** - Demonstrating a spirit of humility in focusing on the needs of others.

## STATEMENT OF FAITH

### **We Believe:**

- The Bible to be the inspired, the only infallible and authoritative Word of God.
- There is one God, eternally existent in three persons, Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- In the absolute necessity of repentance and regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God's grace through faith we are saved.
- In the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ.
- In the present ministry of the Holy Spirit by indwelling the Christian, enabling him to live a Godly life.

## EDUCATIONAL OBJECTIVES

The following objectives are a result of our philosophy and will determine the policies and programs of our institution:

### Biblical Objectives

- To teach that God is the author of all Truth and develop a desire to know and obey God's will as revealed in the Scriptures.
- To teach the doctrines of the Bible as reflected in our Statement of Faith.
- To develop an understanding of the Christian's role in evangelism, in discipleship, and in fellowship within the local church.
- To teach the biblical view of sin and temptation.
- To encourage godliness through pursuit of the mind of Christ.
- To help each student develop and adopt a Christian world-view by integrating faith, learning and knowledge.

### Academic Objectives

- To develop the individual's potential academic abilities by promoting high academic standards.
- To encourage students to use productive study habits.
- To teach skills in independent research, logical reasoning, and critical thinking.
- To motivate students to pursue areas of personal interest and to develop their God-given talents and creative skills.
- To encourage adoption of biblical principles as the basis for value judgments.
- To promote responsible and productive citizenship.

### Personal Objectives

- To teach biblical perspectives toward interpersonal relationships.
- To teach the value of using time effectively as a faithful steward of God's resources.
- To teach each student the necessity of forming personal convictions before God and to respect the same of others.
- To teach an appreciation of building relationships in marriage and the family, pursuant to one's commitment to Christ-like living.

## AFFILIATIONS

Grace Christian School is a ministry of Gladstone Assembly of God church in Gladstone, Oregon. It is our position that as a church ministry the school should be free to operate without government entanglement.

Grace Christian is a registered member of the Association of Christian Schools International (ACSI).

Our school is a member of the Discover Christian Schools organization which seeks to promote Christian principles and education throughout the United States.

## DESIRED PROFILE FOR ADMINISTRATION AND FACULTY

- Has committed his/her life to Jesus Christ and desires to grow in relationship with Christ and others.
- Demonstrates his/her relationship with Christ through actions, attitudes and words.
- Demonstrates an understanding of and respect for God and His Word.
- Believes that respect for authority is a biblical mandate and demonstrates a desire to be respectful in all his/her relationships.
- Has a genuine desire to be at Grace Christian School.
- Willing to accept and adhere to school guidelines with a cheerful spirit and an attitude that communicates a desire to comply.
- Displays a sense of self-discipline and accepts responsibility well.
- Internally motivated to do his/her best at all times.
- Has a desire for self-improvement.
- Believes that honesty is of utmost importance.

## ADMISSIONS POLICY

Grace Christian School reserves the right to limit enrollment of students on the basis of academic performance and personal qualifications. The parents of all students admitted to GCS must be able to support in writing the philosophy, objectives, and policies of the school.

The Administration reserves the right to withhold acceptance of any student if, after transcripts/records review and interview, it is felt that the school is not equipped to educate the student or augment the home.

Enrollment in Grace Christian School is dependent on available space, the academic level of the student, the recommendation of the individuals acquainted with the student, and the student and parent's willingness to cooperate with and support the school's policies and procedures. GCS admits students regardless of race, color, nationality or ethnic origin. Grace Christian reserves the right to administer the school's policies and programs in accordance with a mission to teach and model evangelical biblical beliefs, ethics, and standards.

Prior discipline problems, and/or suspensions or expulsions from another school, may disqualify a student from being accepted at Grace Christian School. Any information revealed after acceptance that would have kept the student from being admitted, as determined by the school administration, will result in the student being denied continued attendance.

All student enrollment is based upon meeting all financial obligations, space availability and other admissions policy requirements.

### Requirements for admission

- Registration fees must be paid and are non-refundable.
- Applicants must secure a Student Application packet through the school office. Upon completion, all forms must be submitted to the school office and an interview requested with the high school principal.
- The Parent/Student handbook must be read by both the parents and the students. Parents and students must sign an agreement to support the philosophy, policies, goals, and discipline of Grace Christian School.

### New Student Transfers

- Transfers are accepted only at the beginning of a semester.
- Students must be currently maintaining a 2.0 GPA or higher.
- Students must have a transcript with the current documented credits.
- Credit must be current for any grade level requested.
- Any exceptions to these requirements would be based on the Administration's approval.

## WITHDRAWAL

Parents who desire to withdraw student(s) from the school must notify the school office and Administration before students are no longer attending classes. The office will prepare the necessary withdrawal forms for the parents. The student is considered a full-time student whether in attendance or not until the formal withdrawal process has been completed.

No student records or official transcripts will be forwarded to another school until the withdrawal process is completed, all books and school property are returned and any account balances owing are paid in full or payment arrangements have been made with the administration.

## SCHOOL HOURS

Regular school attendance is a necessary part of the academic program to ensure consistent learning. It is also necessary for compliance with Oregon state law.

School begins at 8:15 am and is dismissed at 3:20 pm, Monday through Friday. Changes to this schedule will be made public information in time for planning (i.e. Thanksgiving, Christmas, or other early dismissals). A yearly schedule of events is available on the school website: <http://gcs.gladstoneaog.org>.

Please do not bring your students to school earlier than 8:00 am or pick them up later than 15 minutes after dismissal time. We do not have personnel to monitor students outside of our regular school hours. If you are going to be late, please notify the school office

### Daily Schedule.

1st Period	8:15-9:07
2nd Period	9:10-10:02
3rd Period	10:05-10:57
4th Period	11:00-11:55
Lunch	11:55-12:35
5th Period	12:35-1:27
6th Period	1:30-2:22
7th Period	2:25-3:20

### After-school policy

Students are not allowed to stay on campus after regular hours unless pre-arrangements have been made with the administration.

### Written permission

Written permission is required, from both the rider's and driver's parent/guardian, in order for students to ride home with anyone other than authorized drivers.

## VISITORS

All visitors to the school must enter through the main building front door, check in at the main office and receive a name tag. For protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain and may be charged with trespassing if refusing to leave. Friends and/or relatives are not allowed to attend school with GCS students without prior approval through the teacher and administration.

## OFFICIAL SCHOOL COMMUNICATIONS

The school will send home notes with each child concerning upcoming events and/or changes to the calendar. All changes and events are also available on the school website.

## PARENT COMMUNICATION AND CONFERENCES

If you have a concern about your student that you feel needs to be discussed with a teacher or staff member, please call the office to set up an appointment. Before and after school “drop ins” are discouraged as the teacher and staff are busy getting ready for class or dismissing students. Also, please be sensitive to teachers’ and administrators’ time off. Out of respect and concern for the personal lives of our GCS staff, we ask that you only call their homes in cases of true emergency (unless otherwise instructed.) Serious issues or emergencies are exceptions to this request for privacy.

## FINANCIAL INFORMATION

Grace Christian School neither solicits nor accepts government funding of any type (funding is often followed by unacceptable controls). Therefore, to meet financial obligations, it is necessary that fees and tuition be paid when due.

### Registration Fees:

Required for all students pre-K through 12th grade.

### Book Usage Fee:

One half of the book usage fee (non-refundable) is due with the registration fee. The second half of the book usage fee is due with the first month’s tuition payment. Neither this portion of the book usage fee nor the books will be refunded if the family chooses to withdraw the student for any reason. The second half of the book usage fee will only be refunded if the student is not accepted by Grace Christian School. The book usage fee covers the rental and usage of books.

### General Fund Fee

A general fund fee of \$200 is assessed to each family with one or more children enrolled at pre school or above. This is a per family fee not per child.

### Tuition:

What is tuition? Tuition is a yearly cost rate with payment options as follows:

- Full year’s tuition by the 1st of August (\*5% discount)
- Ten equal payments, the first payment due on August 1st, with each succeeding payment due on the 1st day of each month through May 1st
- Twelve equal payments, the first payment due on July 1st, with each succeeding payment due on the first day of each month through June 1st

NOTE: Tuition payments do not fluctuate with holidays or with student absenteeism.

\* For specific costs, please contact the school office.

### Discounts:

There are several multiple child discounts that may apply. For details, contact the school office.

Late Fee:

Tuition payments are due on the 1st of each month. Payments made after the 10th are considered late and will be automatically assessed a \$25.00 late fee.

Mandatory Fee:

Fees will be assessed for the following:

- Defacing school or church property (assessed according to damage)
- Lost or damaged library, resource, or text books (book replacement cost)

Other fees:

Field trips (with admission fees); school pictures; special events or activities

## TELEPHONE USE

The school telephone is reserved for official school business, emergency and urgent calls only. If you need to use the phone, please receive permission from the teacher to go to the school office.

## MEDICAL GUIDELINES/AUTHORIZATION FOR MEDICATION

State health regulations require that we have certificates of state required vaccinations on file. If these are not kept up to date, the student will not be allowed to attend school until they are updated.

Since a sick student cannot learn or behave normally, GCS urges that they not return to school until they are well enough to participate in the total program of activities.

Required medications will be administered by the office personnel only. An **Authorization for Medication** form must be on file in the school office before any medication can be dispensed.

Communicable diseases

These procedures will be followed when there is good reason to believe that a student has a contagious and/or communicable disease:

1. Students will be sent to the school office.
2. Parents will be contacted and required to take the student home as soon as possible.
3. For some communicable disease (such as hepatitis), a doctor's release may be required for the student to return to school.
4. In the case of head lice, students will not be allowed to return to school until they have been treated with shampoo or creme rinse that kills lice and their eggs, and all nits have been removed from their hair. Students must check with the office upon returning to school.

## EMERGENCY PROCEDURES AND DRILLS

Fire Drills

The school is required to hold monthly fire drills. Teachers will explain the exit procedure from each classroom.

Should a fire drill occur between classes, students must go directly to the nearest exit and proceed immediately out of the building to the designated meeting place of their next class. Attendance will be taken.

Students are to remain outside until the all-clear signal is given.

### Lock-down

Should a situation arise where an administrator determines an immediate lock-down is necessary, the following procedure will take place:

1. An all call will go out throughout the campus and outside areas directing students to return immediately to their classrooms.
2. An all classroom call will follow directing teachers to secure their classrooms by closing doors and windows (including shades), moving students to areas of the classroom that are least visible from the windows, and turning off the lights.

### Power Failure

In the event of a power failure during class time, students are to remain in the classroom until directions are given by the principal.

Should a power failure occur between classes, students are to go quietly and directly to their next class. Students must remain in the classroom until directions are given by the principal.

### Other Emergencies (Acts of God)

Should an emergency situation such as extreme wind or thunderstorm occur, before or after school, all students on the school grounds should proceed to their classrooms. The principal will give appropriate instructions.

## LOST AND FOUND

All lost and found items should be turned in to the office. Items not claimed by the end of each quarter will be donated to a charitable organization.

## SCHOOL CLOSURES

Grace Christian School follows Gladstone public schools announcements for students in all twelve grades. If Gladstone public schools are closed, Grace Christian is closed. If Gladstone public schools are one hour late, GCS starts one hour late, etc. Please listen to local radio and television stations for specific closure information.

We understand that students come from areas outside of Gladstone and may not be comfortable with road conditions. For this reason, we ask that parents and students personally evaluate their situation before commuting to campus.

## PROPERTY DAMAGE

If a book is lost or damaged and has to be replaced, the full price of the book will be charged to the student responsible for its loss. Vandalism of school or student property will not be tolerated. Restitution will be required.

## CHAPEL

Weekly chapel is one of the avenues provided to meet the needs of the students in the area of Christian development. It is a time of corporate worship and reverence to the Lord. Chapel participation is required and includes the opportunity to develop a personal relationship with God and a spirit of prayer, worship, and Bible-based teaching. A Spiritual Emphasis week is included each fall to focus on spiritual growth of the students.

## PARENTAL INVOLVEMENT

Parent orientation through Open House, parent/teacher conferences, PTF meetings, etc. promote good understanding between parent/guardians, the faculty, and administration of the school. Every parent is encouraged to participate in these informative and helpful programs.

Parent volunteers are encouraged to participate in activities within their child's classroom, such as reading groups, grading daily work, field trips, classroom parties, etc. Parent volunteers will be asked to pass a background check yearly.

Financial gifts to the school for capital improvements, curriculum development and expansion help keep tuition from being prohibitive to families desirous of Christian education for their children. Gifts are tax deductible. In order for you to take advantage of the tax deduction, your financial gifts should be made out to Grace Christian School. Your help in donations and making this opportunity known to possible donors is appreciated.

### Parent Teacher Fellowship

This voluntary organization is the official parent organization of the school. They meet September through June on the second Monday of each month at 7:00pm at the school. This is a parent-coordinated effort to help with the many projects and needs of the school. Your participation is welcomed and appreciated. The PTF president works closely with the administration to provide volunteers needed for various tasks.

### Heart of The Servant

This program was established to increase family participation in helping the teachers provide a great education for our students. The program calls for each of the families to be involved in the life and education of their children through important volunteer efforts that help fulfill the mission of parents to "train up a child in the way he should go; and when he is old, he will not depart from it." (Proverbs 22:6) Each family is encouraged to participate in this program. The program provides valuable assistance to our teachers and staff, enabling them to spend more time in classroom instruction.

## STUDENT RE-ENROLLMENT

Preregistration for the coming school year is encouraged. Forms will be sent home the last week of January. Preregistration begins the first Monday of February for returning students and siblings. The preregistration fees are due at the time of registration. This fee guarantees your child's re-enrollment to the fall classes. Current families who are re-enrolling are given first priority on a space available basis. The preregistration fee is non-refundable.

## STUDENT CONFIDENTIALITY

Students, from time to time, find it necessary to share with staff members on a personal basis. Students can expect confidentiality if requested prior to the sharing of personal information. Exceptions to this are when the information reported or shared by the student is:

- Life threatening
- Sexually or physically abusive in nature
- Serious information for which parents or guardians need to be made aware
- Illegal or against the law.

The above exceptions to confidentiality will be determined by the staff member or administration.

## BEHAVIOR GUIDELINES

We believe the Scriptures establish the basic principles which should guide the development of Christian character and govern all Christian behavior.

### Attitude

Expressions of contempt, disobedience, pride, haughtiness, disrespect to those in authority, and most seriously, a disregard for the counsel of God's Word will not be tolerated.

### Communication

Cruel and profane language proceeds from an unclean heart. Therefore, profanity, gossip, filthy words, sexual innuendoes, and degrading comments will not be tolerated.

### Classroom Conduct

The teacher has been given the responsibility by God to teach, and the students have been given the responsibility by God to learn.

This includes:

1. Respect and obedience to all staff members
  2. Reverence for the Bible and the flag.
  3. Proper care of all physical property
  4. Conduct becoming to Christian young people in the classroom, chapel, playground, hallways, and restrooms.
- A student who enrolls at GCS agrees to live according to Christian standards whether on or off campus. Irresponsible behavior that violates either a civil law or a biblical principle will be handled according to the school discipline policy with the authority that the school has been given.
  - GCS students agree not to remain at any activity where drugs or alcohol are being illegally purchased or consumed.
  - Other activities, on or off campus, detrimental to a Christian's testimony will be handled by the school administration and may result in suspension or recommendation to the school board for expulsion.
  - Open displays of affection between male and female students are considered inappropriate at school or school related functions.
  - Showing open disrespect to any teacher or staff members will be referred directly to the Principal for appropriate action.
  - Students are expected to clean up after themselves after lunch. Failure to do so will result in restriction of privileges.
  - Any behavior not in keeping with Christian principles or general failure to comply with school policies are prohibited and may result in suspension and/or expulsion.

## DISCIPLINE POLICY

### Introduction

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and

that our students should be taught to accept a given responsibility to “walk honorably before all men.”

This is not a corrective institution; therefore, we ask that you do not enroll your student with the idea that we will reform him. We are here to work with the home but not to take the place of parents who have experienced difficulty in fulfilling their role.

### Philosophy of Discipline

At Grace Christian, discipline is established and maintained with the intent to “train” each student (Proverbs 22:6). We desire to be fair yet firm, loving but not sentimental, and caring, not just “doing a job”. Discipline can be best defined as training that corrects, shapes, strengthens, and completes a student. The goal of our discipline policies are threefold:

1. To help students develop a biblical world and life view.
2. To create a climate that facilitates maximum learning for each student.
3. To help each student learn to move from external control to self control to, ultimately, Spirit control.

To accomplish this, teachers and administrators must communicate clearly the expectations and consistently enforce policies. Students must be cooperative and exhibit self-control. Parents must be supportive and involved.

The following measures have been established to collectively accomplish these goals:

### Preventive Discipline

The administration and staff at GCS will endeavor to prevent discipline problems before they begin through:

1. Communicating expectations in a timely manner
2. Use of positive reinforcements
3. Teaching right behavior
4. Addressing issues before they become major
5. Establishing mutual respect

### Classroom Management

It is the teacher’s responsibility to manage the classroom. Most discipline issues will be handled directly with the student and parent/guardian. Measures of discipline include verbal warnings, seat assignments, discussions with students after class and other appropriate ways of encouraging students to cooperate. The teacher will first speak directly to the student about his or her behavior. If the unacceptable behavior persists, the teacher will inform the parents.

### Formal Discipline Measures

If, in the judgement of the school faculty or administration, a student has exhausted the classroom management and discipline procedures established by the teacher and known by the students, formal discipline measures will be implemented. These include written warnings, detentions, probation, probationary contracts, suspensions, and/or expulsion. The extent and severity of these measures will be at the discretion of the faculty and administration. All level I infractions depending on severity may result in a level II consequence.

The following types of infractions, levels of misconduct and respective consequences for misconduct are approved discipline measures:

### **INFRACTION LIST, LEVELS OF MISCONDUCT AND CONSEQUENCES**

These will be effective while students are on campus or at school activities:

#### **Level I**

Defacing/Damaging of property  
 Disobedience  
 Disrespecting another's property  
 Disruption of class  
 Dress code violation  
 Electronic devices  
 Fighting (level I)  
 Food/drink during class  
 Foul language  
 Inappropriate behavior  
 Inappropriate conversation  
 Inappropriate display of affection  
 Inappropriate internet use  
 Inappropriate literature  
 Littering  
 Loitering  
 Passing notes  
 Playground rule violation  
 Possession of inappropriate items  
 Restroom misbehavior  
 Unauthorized use of a cell phone

#### **Level II**

Automobile violation  
 Blatant defiance  
 Cheating  
 Cutting class  
 False Alarm (fire)  
 Fighting (level II)  
 Forgery  
 Harassment  
 Inappropriate behavior  
 Inappropriate internet use (level II)  
 Insubordination  
 Off campus violation  
 theft  
 Vandalism

#### **Level III**

Alcohol/drugs/tobacco  
 Endangerment of others  
 Weapons  
 Pornography

LEVEL I CONSEQUENCES  
(Per Quarter)

**1st Violation**=verbal warning

**2nd Violation** (different infraction) = verbal warning

**2nd Violation** (same infraction) = written warning

**3rd Written warning** = 30 minute detention

**2nd Detention**= parent conference with contract

**3rd Detention**=2 or 3 day suspension

**4th detention**=possible expulsion (per board approval)

LEVEL II CONSEQUENCES

**1st Violation**=Parent will be informed by a phone call. Written Warning

**2nd Violation**=Conference with parent. Detention Discipline at discretion of administration

**3rd Violation**=2 or 3 day suspension at discretion of administration

**4th Violation**=Possible expulsion (per board approval)

LEVEL III CONSEQUENCES

**1st Violation**-immediate suspension and removal from school premises. Recommended expulsion (per board approval)

Definitions of Special Discipline Terms

Infraction

Breaking a school rule. The teacher will formally write the infraction on a write-up form which will be signed by the student and entered into the student's discipline record. Parents will receive written notice of each infraction.

**1st Violation** - The first time a student breaks a rule.

**2nd Violation** - The second time a student breaks a rule.

**3rd Violation** - The third time a student breaks a rule.

Detention

Level I and II detentions will be served during lunch or after school. Second detentions will be served in a supervised 30 minute required detention after school in a designated room. Parents will receive written notice of detention and will be required to sign the detention notice and return it to the school office before the student serves detention. Detentions for 7-12

grades are only served on Tuesdays or Thursdays. Please do not ask for an exception to this rule.

### Student and Parent Responsibility Contract

A document drawn up between the student, parent/guardian, and the administration to document responsibility, accountability and consequences in order to eliminate and/or change previous misbehavior. If insufficient improvement is made in the attitude or behavior, the student may be put on probation or suspended for a limited time.

### Probation

A specific time period set by the administration for a student to demonstrate improved behavior in specific areas. If insufficient improvement is made in the attitude or behavior, the student may be asked to withdraw from school.

### Suspension

When a student is not allowed to come to school or to attend class for disciplinary reasons. Days of suspension are recorded as **unexcused absences**. Suspension may be in-school or at-home at the administration's discretion. Parents will be notified of a student's suspension first by telephone, and then in writing. Parents will be requested to come to the school to take their student home if it is an at-home suspension.

Students may be suspended while the school is gathering information and investigating in order to determine if some violation of the school policy has taken place. Parents will be notified of information.

Students must make up work missed during suspension. Tests, quizzes, and any make up work will be counted for credit at the discretion of the administration.

### Expulsion

When a student is dismissed from the school by the administrator or, in rare instances, by the board. A student who receives a recommendation for expulsion from a teacher or principal will be on an at-home suspension until the administration reviews the recommendation and a decision is made. Parents will be contacted first by telephone, then in writing, and be requested to come to the school to remove their student until the matter can be resolved.

## COMPLAINTS AND GRIEVANCES

If you as a parent/guardian has reason to be concerned or question some policy or action taken by the school personnel or if your child should come home complaining about a policy, discipline, or a staff member's behavior, please follow these procedures:

- Realize that we have reasons for all rules and policies.
- Realize that your student's report may be emotionally biased and without all the information and facts.
- Give the school your confidence and call us for the reasons for discipline and for assessment of the situation. Make an appointment if you anticipate a more serious need of communication than can be warranted in a telephone call.
- In all grievances follow the Matthew 18 principle:

1. Keep the matter confidential (Proverbs 11:9).
2. Communicate concern to the person most directly involved.
3. Be straight forward...tell them your concern.
4. Be forgiving (Galatians 6:1).
5. If resolve is not achieved at this first level, make an appointment with the person at the next level of leadership (i.e. principal).

### DRESS CODE

The following criteria will be used by school personnel in determining the acceptability of a student's attire and grooming. These guidelines must be followed at all school-sponsored functions. The purpose of the dress code is to set a Christian standard of modesty at all times.

**This list is not all inclusive and is at the discretion of the administration and staff.**

- Hair is to be neat, clean, well-groomed, out of eyes and a natural-looking color. Boys' hair is to be no longer than collar length in the back, no longer than eyebrow length in the front and out of the eyes at all times.
- Shoes must be worn at all times, and shoe laces should be tied. Heely shoes are not acceptable for school. Flip flops may not be worn on PE days.
- Sweatshirts/Sweaters - Neat (clean, in good order, trim and tidy). Hoods are not be worn in buildings/classrooms.
- Hats and sunglasses are not appropriate.
- Shorts and skirts - walking/cargo shorts are acceptable **except** on chapel days. Shorts and skirts must be no more than 2 inches above the knee.
- Slacks or jeans are to be clean and in good condition, not ragged or torn. **No pajama-type material.** Sagging pants below the waistline and/or visible undergarments are not appropriate. All clothing must be no more than one size larger than the student's size. All clothing must fit properly and not hang below the hips.
- Shirts: (For Girls) - No spaghetti straps or midriff revealing tops or skin-tight clothing. Revealing necklines, tops that do not cover undergarments, or sheer fabric revealing undergarments are not appropriate for the classroom or school sponsored events.
- Shirts (For Boys) - Tank tops are only permitted for PE. No objectionable material or words may be printed on t-shirts, etc.
- For all - Clothing exhibiting the anarchy symbols, other symbols (i.e. skulls), tattoos, concert symbols, words or symbols that do not represent GCS standards are not allowed to be worn and/or displayed on school property. Clothing with secular band logos and other logos representing rock culture may not be worn at school or school sponsored events or when representing the school.

### Chapel Day Attire (Must be worn all day)

- Girls must wear dress pants or skirts with dress shirts, or a dress (No sweatshirts, T-shirts, Capri pants, or shorts.)
- Boys must wear slacks or black jeans with a dress shirt. Shirt-tails must be tucked in at all times. Sweaters may be worn over the shirt. **No sweatshirts, T-shirts, or shorts.**

### Additional Prohibitions

- **Shirts** or **items** with gang symbols, nicknames, or weapons.

- **Clothing adorned** with pictures of or promoting tobacco, alcohol, other drugs, guns, or other weapons.
- **Bandanas** of any color.
- **Belt buckles** with gang, drug/alcohol, tobacco symbols, or spikes. All belts should be worn through loops of the pants.
- **Chains**, including wallet, security, or dog chains
- **Hats** and **caps** are not to be worn in the building.
- **Ornamentation** - Nose, cheek, lips, etc. and/or body piercing, tattoos (permanent or wash off) and unnatural hair coloring is not appropriate. Spike jewelry (necklaces, bracelets, belts, etc.) is not appropriate. No ear piercing allowed for boys.

### Thoughts on Modesty:

At GCS we have sought to formulate modesty and neatness guidelines that are reasonable, respectable, and most importantly, biblical and honoring to the Lord. Scripture does not state that a hem must be at a certain length nor that all boys' shirts be tucked in. Part of our school modesty and neatness guidelines simply reflect the look we desire. The other part of the guidelines address Scriptural principles that apply to how we dress (as well as other areas in our lives).

Girls' dress and appearance is where guys struggle the most. Men are wired to be visually stimulated. Provocative dress (tight fitting tops and pants, low cut tops, etc.) are designed to turn guys on sexually. Most of our girls are unaware of the impact and affect their dress has on boys. Most simply want to be "cute" and "fashionable".

Unfortunately, our young men too, are not immune from the marketers' motive (profit at any cost). Our boys are told and shown what is cool and necessary to be "in". Image drives the machine and guys buy into it. They have to look a certain way in order to be considered socially acceptable. The rapsta, gothic, skateboarders, gang-bangers attire-- all with an attitude and pants that barely hang to the hips. It's the look.

The call for modest dress is given for two reasons-- 1) to protect the girls physically and help them keep from being a stumbling block to guys, and 2) to protect young men from lust and thus, sinning.

**Proper dress is really a heart issue- a desire to please the Lord- to be pure and holy in all that we do.** *"But be holy now in everything you do, just as the Lord is holy who invited you to be His child. He himself has said, 'You must be holy, for I am holy.'"* (1 Peter 1:15, 16 TLB)

Modesty begins at home. *If your student appears ready for school in an outfit that does not conform to the GCS modesty and neatness guidelines, please address the issue before leaving the house for the day.* Modesty and neatness are never out of fashion and purity and holiness are virtues worth establishing and maintaining.

## ELECTRONIC DEVICES

Radios, CD players, hand held video games, CDs and MP3 players/IPODS etc. are not to be used at school or at GCS functions. Cell phones must be kept in back packs or lockers. Students texting during class will have their phones confiscated. Cell phones may not be used during school hours unless permitted by the teacher in charge. GCS is not liable for lost or stolen electronic devices.

## STUDENT DRIVERS

Students who have valid drivers' licenses and proof of insurance are permitted to drive a vehicle to school. At the beginning of each school year, they must first register their vehicle with the school office. In order for a student driver to transport other students to or from school in their vehicle, written permission from the parents of the driver and each passenger is required to be on file in the school office. Students are not permitted to be in or by vehicles during school hours.

## WEAPONS

Students must not carry any object that could be used as a weapon either on campus or at any school sponsored function. These items include: lighters, leatherman tools, knives of any kind, explosive devices (including fireworks), air-soft guns or ammunition, or any other tool deemed as a weapon by the administration. **Students who violate the weapons policy above will be suspended pending further investigation.**

## TOBACCO, ALCOHOL, ILLEGAL DRUGS AND FIREARMS

In accordance with Oregon law ORS 431-840, Section 1, "It is unlawful for any person under 18 years of age to possess tobacco products. Any person who violates this subsection of section 1, is punishable of a fine of not more than \$100.00." Also, in accordance with Oregon law it is illegal to possess firearms or weapons of any kind on a school campus or at any school sponsored function. Therefore:

- Any student who is known to use tobacco, alcoholic beverages, and/or illegal drugs or to abuse drugs of any kind, on or off campus, will be suspended and placed on behavioral probation. The disciplinary action may include a police investigation and/or expulsion.
- A student who brings (is in possession of) a firearm or a destructive device to the school or any school sponsored event shall be, unless a modification is warranted, removed from school for no less than one year and may be subject to expulsion. The appropriate law enforcement agency will be contacted.

## MISCELLANEOUS OFFENSES

### Threatening language or gestures.

Any student making either verbal (including sexual harassment) or physical threats to the well-being of another student, or staff member will be subject to immediate suspension pending investigation.

### Vandalism, Starting Fires, Pulling Fire Alarms.

Students involved in any of these activities will be subject to disciplinary action which may involve suspension, expulsion, police investigation, and/or prosecution.

## CURRICULUM

The main purpose of our curriculum is two fold: (1) to provide excellent academic training, and (2) to train the student to see life from God's perspective, to shape attitudes and to mold character into the character of Christ.

Our curriculum consists of various publishers with a strong emphasis on Abeka and Bob Jones University publications. The various textbooks and materials used are selected for their strong academic excellence and Christian philosophy. The curriculum used in the language arts is a strong grammar-based program.

In addition to the basics in education (Bible, English, Math, Sciences, Social Sciences, Spanish, Physical Education), we also provide several electives in the high school which vary from year to year. These are published in the forecasting schedule each year as compiled by the principal of the high school. These are distributed to the students in the spring and will be offered contingent upon the availability of staff, classroom space, facilities, and funding.

## STUDENT TESTING

### Achievement Testing

Every year during the spring, all students will be given the Stanford Achievement test. Tests will be scored and copies will be filed in students records and a copy sent home. The cost of this test will be covered by the registration fee. All students are required to take this test.

### PSAT

This test measures skills that are important for success in college -- verbal reasoning, critical reading, math problem solving, and writing. High school students are encouraged to take this test as preparation for the college SATs. Students must sign up for the PSAT at the local public school in their area.

### SAT/ACT

These two tests are mandatory for entrance into most 4 year colleges and universities. They are administered at various locations for a fee. We encourage our Juniors to begin taking these tests. Information packets, practice tests, and a schedule of dates may be obtained from the principal and will be sent home with each Junior and Senior at the beginning of the school year.

## GRADING SCALE

The 7-12th grade courses use the following grading scale:

A+	100%
A	94-99%
A-	90-93%
B+	88-89%
B	84-87%
B-	80-83%
C+	78-79%
C	74-77%
C-	70-73%

D+	68-69%
D	64-67%
D-	60-63%
F	59 & below

## REPORT CARDS

Graded reports are designed to give parents and students a true indication of the students' progress or lack thereof.

Progress reports are completed and mailed home the 3rd and 6th week of each quarter for grades 7-12. This allows the student and parent to monitor progress before the final report card for that quarter and/or semester.

Report cards are completed at the end of each quarter (9 weeks).

Parent/Teacher Conferences are held during the first and third quarters. Report cards are given to the parents at the time of the conference. Report cards will be mailed for the 2nd and 4th quarters.

**NO REPORT CARDS OR GRADES WILL BE RELEASED UNTIL ALL FEES AND TUITION ARE PAID AND CURRENT.**

## ACADEMIC POLICY

Academics come first at GCS, and each student involved in extracurricular activities such as athletics, student council, etc. must maintain a GPA of 2.0 with no F's prior to and during participation. If a student is interested in an extracurricular activity further explanation and policies will be given out.

## ASSIGNMENT AND HOMEWORK POLICY

Some courses require more work than others; however, all students are expected to have assignments completed on the date due. **The teacher reserves the right to accept or not accept late assignments.** If late assignments are accepted, they will receive a grade penalty.

Homework is a necessary part of the development in study skills for high school students preparing them for college. Our goal is to help students become more responsible and at the same time relieve the work load for teachers that late work creates. The purpose of homework is to complete basic assignments begun in the class to give a better understanding of material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time or facilities. Homework assignments will be left up to the discretion of each teacher.

At the secondary level (7-12), the homework assigned by the teacher should be within reasonable limits and with an understanding that the student may be assigned homework by several other teachers.

### 7th and 8th

About an hour per night in the 7th grade up to 1.5 hours in 8th grade, or about 10 minutes of assigned homework per academic class.

9th - 12th

Not more than two hours per night or about 20 minutes per academic class. Students may expect homework beyond the 20 minutes in honors or advanced placement classes.

We feel that academic work is the primary task of students enrolled in GCS. After school, evening, and weekend jobs should not leave the student too weary to study or provide an excuse for poor class attendance or completion of assignments.

**MAKE-UP WORK GUIDELINES**

Make-up work applies only to excused absences, (see our attendance policy regarding excused/unexcused absences). When excused absences occur, it is the responsibility of the parents/guardians of the student to make arrangements to make up missed work. Parents/guardians of younger children are encouraged to be involved in assuring that proper arrangements are made with their teacher. Students have the same number of days as they were absent to make up work.

When a student is **absent**, the parent should contact the office to have a form sent to the teachers to obtain assignments. The parent may pick up assignments and any necessary books at 3:30 p.m. that day. If the student has missed any quizzes or tests, the student must make arrangements with the teacher for make-up tests.

Prearranged excused absences

When a student obtains a prearranged absence from the office, he or she will be given a form that must be signed by **all** teachers giving assignments for the time absent. These assignments are due **upon return to school**. No additional time is given for prearranged absences. These arrangements should be made as soon as possible to the time the student will be absent.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

To successfully complete requirements leading to a GCHS standard college prep high school diploma, each student must accumulate 26 credits, not counting Bible credits. However, Bible is required each year the student attends GCHS. The following are the minimum credits required in each discipline.

Bible	4 (one for each year's attendance at GCHS)
English	4
Social Studies	3
	<ul style="list-style-type: none"> <li>• World History</li> <li>• US History</li> <li>• Government/Economics</li> <li>• Geography/History of the Pacific Northwest</li> </ul>
Math	3
Science	3
	(Including Biology and Physical Science)
Foreign Language	2 (consecutive years)

Creative/Fine Arts	2-3
Health	1
Physical Education	1
Electives	5-6
Senior Project	1
Total	26 (not including Bible)

## GRADUATION POLICIES

- A student will not be allowed to take part in graduation ceremonies unless all graduation requirements, including the senior project, have been fulfilled. Any senior failing to meet a required course(s) at the end of the third grading period will be required to meet with his/her parents and the school principal. The result of this meeting will produce a written contract outlining what the student must accomplish during the fourth grading period in order to be eligible to take part in graduation ceremonies. The contract will require the signature of the student, his/her parents, and the school principal.
- No student shall be graduated from GCHS with a GPA of less than 2.0 unless permission is granted by the administration and board.
- No senior owing fines, fees, tuition will be allowed to participate in graduation exercises.
- Honor graduates are recognized at commencement as follows. Honors, 3.5-3.74, High Honors, 3.75-3.89, Highest Honors, 3.90-4.0. The class speaker is chosen by the administration with faculty input from those achieving Highest Honors.
- Students are entitled to three free transcripts sent to the college or university of their choice. All additional transcripts will be \$3.00 each, payable in advance.

## RECOVERY OF FAILED CREDITS

Should a student fail a course required for graduation, GCHS will not be responsible for scheduling the making up of these courses. To recapture a failed credit, we recommend the following:

1. A community college such as Clackamas Community College.
2. An independent course through an approved institution.

The grade on a retaken course will replace the 'F' grade on the student's transcript after proper transcripts are sent to the school.

Credit recovery and all costs involved are the student and parent/guardian responsibility.

## OTHER ACADEMIC POLICIES

### Schedule changes

Because of limitations in staff, classrooms, and size of classes, there is little flexibility in the scheduling process. It may be necessary for a student to accept a second or third choice of electives. Parent permission must be secured before a change in the schedule can be made.

### Textbooks

All textbooks are the property of the school; however, they are the responsibility of the student during the period of issuance. Damage or extraordinary wear to textbooks will result in

a damage assessment. Students may be fined up to a maximum of the replacement cost of the textbook.

## WORK STUDY PROGRAM

Seniors who have the desire to learn skills outside of the classroom may apply for the work study program. The student will be excused from the last class period of the day only and receive a maximum of 1 credit. The student must meet the following guidelines to be considered eligible for this program:

- Maintain a 3.0 GPA while enrolled in the program.
- Meet all requirements as outlined by the administration.
- Pass the job requirements (e.g. jobs must be career-oriented internships in which the student can explore career options).
- Meet the proper credits for graduation.
- Be either at the place of employment or on a GCS campus during regular school hours.

## STUDENT RECORDS/TRANSFERS

GCS maintains cumulative files as permanent records for students. When a student transfers to another school, the student's cumulative file will be forwarded to the new school upon written request from the new school. All parent/guardian requests for student records to be sent to a new school must be written and signed by a parent/guardian. Verbal or phone requests for records or transcripts will not be honored. Parent/guardians may not carry the files to the new school.

Grade 9-12 student's work and credits earned are recorded on a computerized transcript. Credits are only posted to the transcripts at the end of each semester.

High school transcript requests must be made in writing and will not be produced "while you wait." To obtain a transcript, please contact the principal's secretary. Transcripts given to the student or parent are not "official." To have an official transcript sent to a college, it must be signed, imprinted with the school seal, placed in a sealed/stamped envelope, and sent to the college requested. Students are entitled to three free transcripts sent to the college or university of their choice. All additional transcripts will be \$3.00 each, payable in advance.

## STUDENT ATTENDANCE POLICY

Oregon Revised Statute (ORS) 339.010 requires all children between the ages of 7 and 18 years of age who have not completed the 12th grade to attend school regularly. The ORS 339.020 states that **every person having control** of any child between the ages of 7 and 18 is required to send such child to and maintain such child in regular attendance at a full-time school during the entire school term.

Students may only be excused from attendance for up to 5 days absence within a three month period or ten days absence within a six month period.

Students failing to comply to the above will be subject to the following:

- A “failure to comply letter” will be mailed to the parent or guardian.
- Immediate attendance will be required of the student in order to resume enrollment.
- Failure to return to class could result in notification of law enforcement officials who will proceed with citation process per ORS 163.577

## ABSENCES

### Excused absences

- GCS and the State of Oregon recognize three categories of excused absences:
- Personal illness
- Illness or death in the family
- Family circumstances or emergencies as determined by the administration of the school.

### Prearranged absences

If there is a need for appointments during the school hours or a scheduled family vacation during school days, the student **must** make arrangements through the school office according to the following procedure:

1. The student is to bring a signed note from the parent/guardian stating the reason for the absence. Give as much notice as possible.
2. If the reason for the absence meets the school policy, the administrative assistant will give the student a form for the teachers to sign and to write down assignments that will be missed. Extended vacations must be approved by the Principal or Administrator and teachers to determine the possible effect on the student’s academic progress.
3. Upon returning, the student brings the prearranged form to the office, and it becomes the student’s admission slip to classes.

**Please do not schedule vacations or other appointments around the end of the quarters or semesters because of reviews and tests.**

When the student returns to school after an absence, a phone call or a written excuse signed by the parent or guardian containing the reason for the absence should be presented to the principal’s secretary.

Absences for reasons other than sickness and emergency will be excused only if arrangements are made in advance and the student is sufficiently ahead in his or her homework.

Unexcused absences

Any absence from school which is not in accordance with Oregon State law, even with parental permission, may not be excused by the school. (i.e. oversleeping is not considered an excused tardy or absence, even with a note from a parent/guardian).

**TARDIES**

Students are expected to arrive in class on time regularly. Excessive tardiness indicates low motivation and generally results in lower achievement. Therefore, **students who are tardy more than 4 days in any quarter will be reported to the principal and will possibly be given noon detention.** Punctuality is a desired quality not only in schools, but in the world of work which awaits students. Students who arrive late to class not only lose benefit of full instruction but also disrupt the activities in progress in the class. It is a goal of the school to reduce tardiness to an absolute minimum.

- Students tardy to class the first period of the day should report directly to class. The teacher will take attendance.
- Students with prearranged appointments (doctors, dentists), arriving or leaving after the beginning of the school day, need to check in and out through the principal's secretary or the high school teacher's assistant, receive a pass and go to class.
- Students late in other periods without a pass are unexcused. A tardy may be excused if a pass from a teacher is presented upon arrival to class.

**ATTENDANCE CONSEQUENCES**

The consequences of excessive absences and tardies are as follows:

More than 4 tardies in any one quarter	30 minute noon detention
Period Cuts	
1 period cut	30 minute noon detention
2 or more period cuts	Level II offense
Class absences:	
3 unexcused absences	Written warning
4 unexcused absences	30 minute detention
5 unexcused absences	Parent conference with contract

**CLOSED CAMPUS**

Grace Christian School is a closed campus during regular school hours. This means that students needing to leave campus for any reason must have a **written** note from parents explaining the reason.

Students in the **11h -12th grades are permitted to walk only to Figaro's Pizza during lunch** and must have a completed permission slip on file in the principal's office. They must sign out on the sign out sheet before leaving campus.

Students are only allowed to leave campus with a teacher or student with written permission from the parent/guardian.

## STUDENT AWARDS

The school endeavors to reward students for outstanding and excellent achievement and behavior. Some of the incentives and awards include:

### Honor Roll

This is given at each semester's end for all students in grades 9-12 that achieve a 3.0 GPA or higher. Grades 7-8 will be awarded honor roll at the end of the year.

### Awards Chapel

At the end of the school year, an Awards Chapel will be held to honor all students who have shown outstanding effort, behavior, or excellence in specific areas of classroom work and service.

## ATHLETICS

Students attending Grace Christian School are eligible to participate in the sports program of their local public high school. For specific information, contact the Athletic Director at the high school in your district.

All students who wish to participate in athletics must maintain a 2.0 GPA and give proof of attendance and GPA to the local high school.

## FIELD TRIPS

Field trips are scheduled throughout the school year. Although such off-campus learning experiences are of real enjoyment for the students, it is realized that these experiences are also designed to enrich learning. Teachers may ask students to take notes and tests about the trip upon returning to school. There may be a minimal charge for some of these trips. Students not enrolled at GCS may not attend field trips unless cleared through the administration.

### Field Trip Rules:

1. The student code of conduct and dress code applies.
2. Waivers and Release/Permission forms will be required for each outing.
3. All drivers must complete all necessary forms/waivers in order to drive.

## AUTOMOBILES

- Student cars are to be parked only in designated spaces.
- Driving on campus is a privilege which can be revoked at any time by the administration.
- When on campus or in the vicinity of the immediate neighborhoods, radios/stereos must not be audible beyond the confines of the automobile.

## BUILDINGS/GROUNDS ACCESS

- Students are allowed in the building during the hours of 8:00 am - 3:30 pm.
- Early morning or evening access is only allowed by special approval from the administration.
- Students who do not have legitimate reason to be on school campus after official activities have ended will be disciplined accordingly.

## CHAPELS/ASSEMBLIES

- The chapel service is a time set aside each week for faculty and students to come together for spiritual growth.
- Students are required to attend all chapels and assemblies throughout the school year. Any student not in attendance in chapel or assemblies without permission will be disciplined accordingly.

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## CLASSROOMS

No food or drink will be allowed during class time unless special permission is obtained from a staff member.

Students are to respect property, desks, chairs, etc. Students found defacing chairs, writing on desks/tables, will be given a detention, assigned to cleaning duty, and held financially responsible for any damages which may have occurred.

## LIBRARY

The GCS library is located in the main building on the second floor. The library is for use of the 3rd - 12th grade students and staff.

### Library Policies

- Students will only be allowed to use the library while it is supervised.
- Books may be checked out for 3 weeks.
- Any lost or damaged materials need to be reported and replaced at the original cost or expense of the book or item.

### Computer Policies

1. The computer lab is available for research.
2. All internet use will be monitored by a staff member.
3. All other computers (i.e. teacher's computers) are off limits to students except those assigned by the respective teachers.
4. No documents may be saved to the computers. Please provide a USB drive for saving all documents.

## MOVIE POLICY

- If possible, all videos/DVDs shown in the classroom should be educationally produced.
- If it is not possible to obtain educationally edited versions of feature films/videos the following guidelines should be followed:
  1. K-6th Grade -- “G” rating
  2. Jr. High (7-8th Grade) -- “G”, “PG” rating
  3. High school (9-12) -- “G”, “PG”, PG-13”
- Specific films that vary from in ratings from those specified for a particular grade may be considered if a grade level feels that certain films beyond the rating allowed for that grade level are appropriate and an important part of the curriculum. The following procedures will be followed:
  1. All requests, including rationale and plans for use to show the film, will be submitted to the school principal at least two weeks before it is to be shown.
  2. Films approved by the principal will then be referred to the parents for approval (for their student) or alternate assignment. Parent information will indicate the type of material which may be objectionable, along with the rating.
  3. Films carrying an “R” rating will not be shown without administrative approval.
  4. Teachers are required to preview all film media before showing to students.

## PARKING

- Parking is allowed only in the parking lot.
- Absolutely **no parking in the drive-through covered area.**
- If you need to come into the building, please park in the designated parking area and walk into the building.
- We encourage car pools.

## ROLLERBLADING, SKATEBOARDING, BICYCLES, SCOOTERS

Inline skates (roller blades), scooters, skateboards are not allowed anywhere on campus. If a student is caught skateboarding on campus he or she will be sent to the principal. Bicycles may be ridden to school but must be parked and not ridden on campus.

## SCHOOL BUILDING RULES

- No running or horseplay inside the buildings or between the buildings.
- No gum is allowed on the premises.
- No food or drink except at designated times and areas.
- Bathroom breaks should be during breaks/recess times.
- No loitering in halls (of main building) or bathrooms.

## SCHOOL CLEANLINESS

It is important that everyone share in the responsibility of keeping our campus clean and neat. The staff may ask students periodically to do some cleaning projects in order to maintain classrooms and breezeways. Classrooms are the responsibility of the teacher and the students. Trash needs to be picked up and personal items kept in appropriate places.

## STUDENT SEARCH

If the administration has a reason to believe a student has on his/her person any prohibited item, the student may be searched. This will be done in the privacy of an administrator's office and always with a staff member present as a witness. Only a female administrator, in the presence of a female witness, will search female students. Only a male administrator, in the presence of a male witness, will search a male student.

**Any confiscated items will be kept in the principal's office.**

*\*\*\* This handbook is not all inclusive. The GCS board and administration reserve the right to change policy at any time in the best interest of the school. The GCS board and administration retain the right to make exceptions to policies in the best interest of the students and the school.*

**DONT INCLUDE IN HANDBOOK UNTIL OFFICIAL POLICY IS ESTABLISHED**

**TEACHER/STUDENT COMMUNICATIONS**

There must be good communication established between teachers and students. Most of this communication should be done within the classroom setting. For those occasions when students text, email, facebook, etc. a teacher,