



GRACE
CHRISTIAN SCHOOL

2011-2012 HANDBOOK

Raleigh Campus

Grades K - 6

801 Buck Jones Road
Raleigh, NC 27606
919.783.6618 office, 919.783.0856 fax

Crossroads Campus

Grades 7 - 12

1101 Buck Jones Road
Raleigh, NC 27606
919.747.2020 office, 919.747.2021 fax

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INTRODUCTION TO GRACE CHRISTIAN SCHOOL

VISION STATEMENT

Students at GRACE Christian School will be grounded in God's Word and challenged to achieve academic excellence as they prepare to use their gifts and abilities effectively to follow God's plan for their lives.

MISSION STATEMENT

GRACE Christian School is a loving community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ.

STATEMENT OF FAITH

Each Board, faculty and staff member of GRACE, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following:

The Scriptures

We believe:

- > In the plenary verbal inspiration of the Word of God.
- > That both the Old and New Testaments are inerrant in the original writings and are the supreme and final authority for faith and life.

The Godhead

We believe:

- > The Godhead exists in three Persons: Father, Son and Holy Spirit.
- > These three Persons are one God, having precisely the same nature, attributes and perfections.

The Lord Jesus Christ

We believe in:

- > His eternal existence as God;
- > His incarnation and virgin birth;
- > His death on the cross as the substitutionary atonement for sin;
- > His literal, bodily resurrection from the dead;
- > His present ministry of intercession in heaven; and
- > His personal, future return to earth.

The Holy Spirit

We believe that the Holy Spirit, the third Person of the Godhead:

- > convicts men of sin and regenerates, baptizes, indwells, seals, and sets apart believers into a holy life;
- > keeps and empowers believers day by day; and
- > is the Teacher of the Word of God and the Guide for daily living.

Man

We believe that:

- > Man was created innocent and pure;
- > Adam fell through the sin of disobedience; and therefore
- > All men need redemption.

Salvation

We believe that:

- > salvation is by grace, a free gift from God apart from works;
- > salvation requires repentance, a turning from one's own way to God's way;
- > salvation is through personal faith in the Lord Jesus Christ;
- > all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God; and
- > true salvation will be manifested by a changed life.

The Future

We believe in:

- > the personal, visible, bodily return of Jesus Christ to earth;
- > the bodily resurrection of the just to the eternal abode in the glory of God's presence; and
- > the bodily resurrection of the unjust to the judgment and everlasting punishment in the lake of fire.

CORE VALUES

GRACE ACADEMICALLY PREPARES STUDENTS FOR LIFE

GRACE is an academic institution that seeks to equip, challenge and inspire students to love learning, think critically, and apply knowledge, wisdom and understanding. GRACE utilizes diverse teaching methods, experiential learning, and the latest technology to prepare all students effectively to succeed in college and career, while impacting their world for Christ. (Proverbs 2:1-11, Proverbs 1:7, Proverbs 22:6, Proverbs 9:9-10, and John 17:15,18)

GRACE SPIRITUALLY EQUIPS STUDENTS TO LIVE FOR CHRIST

GRACE encourages each student to have a personal relationship with Jesus Christ, Christ-like love for others, Godly character, spiritual growth, discipleship and service as a high calling. GRACE students develop a thoroughly biblical worldview that will equip them to evaluate and live effectively in their world. (Matthew 16:24-26, John 14:6, Mark 10:43-45, John 12:26, Proverbs 3:5-6, and Colossians 2:8)

GRACE SEEKS TO DEVELOP EACH STUDENT'S GIFTS AND ABILITIES

God has uniquely designed each student with various gifts, and GRACE strives to help its students identify and develop their strengths, and overcome their weaknesses, in order to prepare students fully to live out their faith, pursue their passions, and follow God's plan for their lives. (Psalms 139:14,16, Ephesians 2:10, Exodus 31:3, Jeremiah 29:11-13, and Jeremiah 10:23)

GRACE IS A LOVING COMMUNITY WORKING TOGETHER IN COMMON PURPOSE

GRACE strives to cultivate a loving community in which each student is valued, nurtured and loved, and likewise taught to love and respect others. GRACE teachers are mature Christian role models who strive to teach effectively and love each student. GRACE partners with parents in the education and spiritual development of their children and actively encourages parental involvement. (Philippians 2:2-5, Jeremiah 32:39, Ephesians 4:32, I Corinthians 13, Matthew 18:15-16,20, Ephesians 4:29, Galatians 5:23, Luke 6:40, Titus 2:7, Deuteronomy 6:6-7, Psalms 78:4 and Psalms 133:1)

GRACE OPERATES WITH INTEGRITY UNDER GOD'S LEADING

GRACE adheres to biblical principles, demonstrates operational integrity, stewards all available resources, welcomes stakeholder participation, exhibits a Christ-like witness, and seeks God's leading in all matters. Each trustee, administrator and teacher testifies to a personal relationship with Jesus Christ and commits to serve faithfully at GRACE. (Matthew 6:33, I Corinthians 10:31, Proverbs 16:9, and Hebrews 13:18)

PHILOSOPHY OF EDUCATION

GRACE is first and foremost an academic institution that seeks to equip, challenge, and inspire our students to love learning, think critically, and to apply their knowledge and wisdom to affect their world for Christ. The educational process at GRACE Christian School is based upon the belief that the Triune God is the Creator of all that exists and is the Author of all Truth. God chose to reveal Himself and His truth through the Word of God and through His creation. God's Word is thoroughly integrated into every subject and activity. The rigor in all classes prepares our students to compete in every academic arena in order to develop community and world leaders that will stand for biblical standards in a fallen world. **Proverbs 1:7a, Matthew 6:33, Proverbs 2, Genesis 1:1, Colossians 1:15-17, Philippians 2:1-16 and Psalm 119:99.**

The education at GRACE Christian School also is designed to help students and families come to a personal knowledge of the Lord Jesus Christ and develop a biblical worldview that will equip them to live a life of service for God. Man is greatly loved and highly valued by God, despite his sinful nature. God's love is demonstrated in the saving work of Jesus Christ. Students will be prepared to understand from God's perspective how to relate, serve and evaluate the world in which they live. The goal is to equip students to think and act in a Christ-like manner. **Acts 4:12, John 3:16, Romans 5:8 and I John 3:16.**

Students are a gift to their parents. GRACE desires to come alongside of parents to help raise their students in a manner that honors and glorifies the Lord. GRACE desires to partner closely with parents, actively encouraging parental involvement in our school. **Psalm 127:3, and Deuteronomy 6:5-9.**

Ephesians tells us that God has a plan for everyone's life. Each person is uniquely created by God and is specifically designed to accomplish His plan. Recognizing that each child is unique and gifted differently, GRACE desires to provide a loving atmosphere which will allow each student to identify and develop his or her gifts and talents. Every individual has worth to God; therefore we should demonstrate His love by providing an atmosphere of love, respect and acceptance to every student. **Ephesians 2:10, Jeremiah 29:11 and I Corinthians 12:4-6.**

EXPECTED STUDENT OUTCOMES

We expect GRACE Christian students to grow to:

- be fully devoted followers of Jesus Christ
- be academically prepared for the college or career of their choice
- be engaged in impacting their world positively through their own unique talents and abilities
- develop a Christian worldview and thorough knowledge of scripture to share and defend their faith
- possess the critical thinking skills, creativity and confidence to handle opportunities and adversities
- demonstrate the character of Christ in all areas of everyday life
- love and serve others consistently

ORGANIZATION

GRACE is an independent Christian school governed by the Articles of Incorporation and Bylaws of the Corporation. GRACE is governed by a Board of Trustees. All members of the Board shall be born-again believers and shall agree without reservation with Articles II and III of the Bylaws. Further, they shall be members in good standing of local, evangelical churches whose doctrine is in agreement with Article II of the Bylaws.

Board of Trustees

The Board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include, but not be limited to, making policy, acting on matters of personnel, including hiring and firing, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school. The leadership is committed to working together to provide an environment for students to grow spiritually, academically, emotionally, socially, and physically.

GRACE Administration

Curriculum and faculty issues, student behavioral management, and policies and procedures are the responsibility of the respective administrator.

Head of School

The Head of School is responsible for the overall operations of Grace Christian School.

K-6 Principal

The K-6 principal is responsible for the daily management and direct leadership for kindergarten - sixth grades.

7-12 Principal

The 7-12 Principal is responsible for the daily management and direct leadership for seventh – twelfth grades and for high school planning, college/career planning, and graduation.

Curriculum Director

The curriculum director is responsible for the development and oversight of the instructional curriculum and for school-wide testing.

Office Manager

The office manager is responsible for the support functions of GRACE, including the management of the office staff, e.g. receptionists and student information managers.

Business Manager

The business manager is responsible for all accounting and payroll functions of the school as well as management of the accounting assistant.

Learning Differences Specialist

The Learning Differences (LD) Specialist is responsible for the development and oversight of the Learning Enrichment and Achievement Program. (LEAP)

High School Athletic Director

The high school athletic director is responsible for the oversight of the entire athletic program including coaches, teams and scheduling.

Middle School Athletic Director

The middle school athletic director is responsible for the oversight of the middle school athletic program including coaches, teams and scheduling.

Faculty

The faculty is responsible for the daily instructional program and classroom management.

Staff

The staff is responsible for supporting the instructional and operational programs at GRACE

ASSOCIATIONS AND ACCREDITATION

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

GRACE is accredited by:

- > Association of Christian Schools International (ACSI)
- > Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)

CODE OF ETHICS

- > All faculty/staff members and representatives of GRACE are expected to conform to biblical standards of behavior at all times.
- > All personal matters pertaining to a student or to a student's family must be kept confidential and are not to be discussed in the presence of office personnel, students, instructional assistants, other parents, or personal friends.
- > No unauthorized party may have access to any personal or confidential materials pertaining to a student without written consent of the parent, guardian, or student of legal age. Students should not have access to teacher-graded papers, grade books, or report cards of other students.
- > Information such as student phone numbers and addresses may not be used by faculty/ staff for non-school related purposes.

NON-DISCRIMINATION POLICY

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

REVERENCE POLICY

In all areas of instruction, proper respect and consideration of God's character will be given. For the sake of the students' spiritual training and the school's work, joyful encouragement and instruction in reverential knowledge of the Lord are necessary.

FACULTY/ STAFF QUALIFICATIONS

All faculty and staff members profess Christ as Lord of their lives and regard their positions as service to Him. Faculty members are required to have a four-year degree and understand the importance of Christian-worldview education as stated in the GRACE philosophy of education. All faculty members are required to work toward ACSI certification, which includes state licensing standards and the philosophy of Christian education.

STANDARDS

GRACE meets the standards set forth by the Fire, Health, and Safety Departments of the State of North Carolina and is registered with and meets the requirements set forth by the Department of Non-Public Education of the State of North Carolina. GRACE is not certified by the state because that would require the teaching of specific curricula that are in conflict with our beliefs and stated goals. GRACE meets the requirements set forth by the Federal Government regarding racial non-discrimination. This school does not discriminate in the hiring of its employees or in the enrollment of students with respect to race or national origin.

LOCO PARENTIS

God commissioned parents to train and teach their children. This school exists to assist parents in achieving that commission. The school takes no authority from the parent with respect to this commission. Teachers function with delegated authority (loco parentis) from the parents and endeavor to work in cooperation with them. Our Statement of Cooperation serves as a written agreement between school and parents. In order to ensure that a student's needs are successfully met, parents must be willing to follow through on professional recommendations.

GRACE encourages and requests the active involvement of parents with teachers in meeting the needs of their children; with the principal, with respect to the application of policy to your children; with the Executive Board of Directors, with respect to planning, budgets, and the development and/or revision of policy. The faculty and staff of GRACE are required to treat parents and students in a Christ-like manner. The school also expects the same treatment from parents and students.

POLICIES AND GUIDELINES

PARENTAL COMMITMENT OF COOPERATION

GRACE expects all parents to support the biblical standards of behavior as set forth in our Conduct Commitment. It is also the school's expectation that parents will respect the Christian values of GRACE and its families. Parents should provide supervision that is consistent with those values whenever they are responsible for GRACE students.

COMMUNICATION

A weekly e-newsletter is sent home via RenWeb. It is the parents' responsibility to obtain the newsletter and acquaint themselves with pertinent information. The newsletter is posted on the website the day of distribution. Hard copies are available in the school offices.

RenWeb is accessible to all parents for the purpose of viewing their child's grades and communication with teachers. This may be done through our school website at www.gracechristian.net. All grades should be current within one week. Depending upon the complexity of some projects, occasionally grades may take longer to post.

It is the responsibility of the custodial parent to provide all official school communication and any other requested information to the non-custodial parent in a timely fashion except if directed otherwise by the custody agreement.

Open, honest, biblically based communication is strongly encouraged. All communication should be respectful and in the spirit of cooperation. When seeking to communicate on a particular subject, communication should be begun at the appropriate level as follows:

Parents/Students to Faculty

- > All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
- > If the problem is not resolved, the parent and/ or student may bring the concern to the principal. If the student brings the concern, he must have permission from his parents to do so. If the problem is still not resolved, the parents should submit the matter, **in writing**, to the Board of Trustees.
- > A parent conference may be requested as needed.
- > Email communication is usually the most efficient.

Faculty to Parents

- > Faculty should respond to parent telephone calls or email messages within 36 hours.
- > A formal parent-teacher conference is required during the first quarter.
- > Informal conferences should be arranged as needed.
- > A conference will be held at the end of the third quarter for any student with the possibility of retention and/or who is experiencing academic and/or behavioral difficulties.
- > If a parent and teacher cannot resolve a difficulty, the principal may be contacted.

Parents to Administration

- > Prior to approaching the principals, all concerns about the classroom must first be presented to the teacher by the parents or student.

- > If the parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
- > If the situation is not resolved, they should present their concerns, **in writing**, to the Board of Trustees.
- > This procedure also applies to Board members who are acting in their capacity as parents and not as representatives of the Board.

General

It is understood that if any disputes arise which are not covered by this policy, the Board of Trustees will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

ADMISSIONS

All students applying to GRACE will be required to take an entrance exam as part of the application process. We reserve the right to require additional testing of any student.

FULL DISCLOSURE OF TESTING NEEDS AND SPECIAL RESULTS

It is the responsibility and desire of the Faculty and Administration to provide all GRACE students with the best possible Christian education. This work is hampered when parents fail to fully disclose the personal, educational, and medical needs of their children. Therefore, parents must provide the school with copies of any and all testing, evaluations, curriculum modifications, and educational plans (IEP's), etc., which have been conducted for their children's giftedness, special needs, or learning difficulties. All documentation in the testing process and resulting evaluation reports must be directed to the K-6 or 7-12 principal. These are legal documents and should be kept with the cumulative records. Medical information should be shared as appropriate and necessary. Incomplete or inaccurate information may be grounds for rejection of an applicant or dismissal of a student.

LEAP PROGRAM

The Learning Enrichment and Achievement Program provides support within the GRACE community to equip, challenge, and inspire students with varied learning needs to achieve academic success.

LEAP serves GRACE students who have been evaluated by a licensed psychologist or physician for a learning disability, processing deficit, ADHD, or other condition affecting their ability to achieve success in the standard classroom environment. Eventually the program will expand to serve students who have special academic gifting in one or more academic areas. Specifications are forthcoming.

Program Criteria

1. Cannot accept more than 10% of total student body into the program and no more than 15% per grade level
2. Current GRACE students have priority for acceptance into the program
3. The respective principal and the LD Specialist will determine admittance into the program and identify services to be offered
4. Tutoring for academic enhancement alone is not a part of this program

Student Entrance Criteria

1. Below grade level, failing or near-failing grades in one or more subjects
2. No more than two grade levels behind academically
3. Has obtained a diagnostic evaluation (within three years) from a licensed physician or psychologist that shows demonstrated need for the program
4. Has submitted all previous testing materials to GRACE prior to program admittance
5. IQ scores must fall within the average range

Procedures

For Students already enrolled at GRACE

1. Parent and teacher discuss concern
2. Teacher receives signed Observation and Assessment Consent Form.
3. The teacher will then submit a Teacher Questionnaire Referral form to the LEAP Coordinator.
4. The LEAP Coordinator will contact the child's parents, set up a classroom observation, and obtain permission to conduct screening.
5. The LEAP Coordinator will provide reports to the principal, parents, and teacher regarding findings from the internal diagnostic screening.
6. If a specific learning disability, processing problem, or developmental need is suspected, parents will be referred to a licensed child psychologist or physician for a full evaluation.
7. Once testing results are received, they will be reviewed by the principal, teacher and LD specialist to determine what services should be recommended.
8. The LEAP Coordinator, teacher, principal, and student (when appropriate) will meet with the parents to present the recommendations and a Modified Academic Plan will be developed (MAP) and appropriate fees will be charged for services.
9. Quarterly progress notes will be sent home for the parents' review.
10. If program services ARE needed and the parent declines, a waiver will be signed.
11. Students applying to College Board and ACT for services need to be part of LEAP and have a MAP in place.

For New Students

1. If the child has already been evaluated, a copy of the evaluation must be submitted with the application.
2. The principal and LD specialist will assess whether or not a specific grade level can receive more LD students.
3. If the child has not yet been evaluated and the principal suspects a learning difficulty after reviewing the initial application for admission, the LD specialist will be notified and given the student's application to review.
4. After reviewing the application, the LD specialist and principal will discuss whether the child requires further testing.
5. If further testing is required, the LD specialist will contact the family to request the child obtain an educational evaluation.
6. LD specialist will contact principal to discuss results of evaluations and recommendations for the family which may include further psychological testing.
7. LD Specialist will conduct and/or participate in the admissions interview.
8. LD specialist will meet with the family to discuss results of testing and recommendations.
9. If psychological testing is needed it must be completed before acceptance into the school or LEAP.
10. If determined that the program is necessary for the child's success in the school setting, the LD specialist, parent, and child's teacher will meet to discuss recommendations and a Modified Academic Plan will be developed.
11. Students applying to CollegeBoard and ACT for services need to be part of LEAP and a MAP will be developed.

Services

Screenings

Screenings enable LEAP to determine whether a student needs further evaluation.

Resource Tutoring

Resource Tutoring is available for all K-6 students who need academic assistance but do not have a specific diagnosed learning disability. The above policies do not apply to those only receiving this service.

Accommodation Plan

Classroom accommodations will be made based upon recommendations by a licensed psychologist or physician. These accommodations include any consistent changes made to the child's academic plan. All accommodations are met within the classroom setting to allow the child successful completion of all academic requirement.

Academic Support Class

An Academic Support Class is available for a limited number of students in all grades. A LEAP instructor provides assistance as needed in study skills, test preparation, homework assignments, and reinforcement of classroom instruction. Close communication is fostered among the Support Class instructor, the classroom teacher, and the student's parents. The instructor also monitors the implementation and progress of any classroom modifications based on formal testing.

Secondary School Modified Curriculum

This service allows for the classroom teachers to modify coursework required in order for the student to achieve academic success. This service will include enrollment in the academic support class and an accommodation plan.

Middle School classes where the teacher modifies the product (outcome) for a student will have this designated on their report card.

A High School class where the teacher modifies the product (outcome) will show on the transcript as a modified class. Students with more than one modified class will receive the College Tech Prep graduation diploma.

The Hill Reading Achievement Program

With the Orton-Gillingham approach as its foundation, and precision teaching as the format for charting and graphing student progress, the Hill Methodology is a comprehensive system of individualized multi-sensory instruction. HillRAP is a program in which struggling readers are pulled out of their regular classrooms daily for short periods of time to receive specialized instruction.

The Hill Math Achievement Program

The Hill Math Program is an adapted version of the highly-successful Hill Center Methodology. Specifically created as a model for students who are experiencing difficulties in math, this program is individualized to target the student's areas of need. Hill Math covers essential national standards for grades K-8. The levels are focused and coherent, relying upon full skill development.

NILD (National Institute for Learning Development) Therapy

The NILD therapy is projected to be offered in 2012-2013 school year. This is a more intense and individualized program that will require much more one on one instruction.

RE-ENROLLMENT

Current GRACE families receive priority in re-enrollment. The opportunity to re-enroll will be given no less than two weeks prior to open enrollment.

STUDENT ILLNESS

In consideration of the health of others, it is our policy that a student must stay home with:

- > Pinkeye (24 hours on medication)
- > Strep throat (24 hours on medication)
- > Fever (24-hours free) A fever is considered a temperature of 99° or more.
- > Vomiting (24-hours free)
- > Colored nasal discharge
- > Persistent cough
- > Flu symptoms (24-hours free)
- > Diarrhea (24-hours free)
- > Contagious chicken pox, i.e., during presence of blisters, scabs
- > Open sores from any infectious disease
- > Head lice

If a student becomes ill during the school day, he/she will be sent to the office. The parent will be called and must arrange to pick him/her up.

Students may not remain in the office unless there are symptoms of illness and parents are en route for pickup.

If a student is to take over-the-counter or physician-prescribed medication, the parent should complete a *Request for Medication Administration* form. **The medication and form must be submitted to the office by the parent or guardian. Medicine is not to be kept in the classroom nor does the teacher administer medication.** Students with life-threatening illnesses or allergies should have an emergency plan on file in the school office as well as a current dosage of emergency medication. This plan may be provided by the student's physician or the health department.

If a student is injured, he/she should be sent to the office. A Student Injury/Accident Report will be completed by the supervising teacher if the injury is serious enough to warrant a call to the parent or emergency personnel.

SCHOOL/ CHURCH RELATIONS

We have an excellent working relationship with Hope Community Church that is mutually beneficial to both ministries. This relationship allows us to share facilities in a manner that strengthens both programs allowing us to be good stewards of what God has given us. Whether we are the guest or host, we should be respectful of Hope's needs and requests.

In order to use the gym, kitchen, cafeteria, and other areas, you must complete a request form five working days in advance for the Raleigh Campus and ten working days in advance for the Crossroads Campus. These request forms are available in the office of both campuses. As in all situations, we want to leave areas we have used in excellent order and at least as clean as we found them.

WITHDRAWAL PROCEDURES

- > Parents should notify the student information manager (SIM) in writing one week prior to a student's last day. An official withdrawal form will be issued to faculty.
- > The student/parent will turn in all books and materials to the teacher. Library books, any athletic equipment or teacher-owned materials should be returned.
- > The teacher will return any consumable material or student purchased supplies.
- > The final report card and a copy of the withdrawal form will be mailed to the parents when all accounts are clear.
- > Records are released to requesting schools when accounts are clear.

FINANCIAL

- > An annual **non-refundable** re-enrollment fee is charged for each student.
- > The annual books/ supplies, facility, and tuition fees are combined and amortized over 12 months, June of the current year through May of the following year.
- > All tuition payments are received through FACTS Tuition Management and are due monthly on the 5th or 20th of the month. FACTS will apply the annual enrollment fee and returned payment fees through their system. Enrollment in the FACTS Tuition Management system is completed online at the following web address:

<https://online.factsmgt.com/Tmg/public/AgreementSignup.aspx?t=3C5QL>

- > The school may require that any delinquent account be brought up to date or other arrangements be made in order for a student to remain in school.
- > Tuition and facility fees are prorated for students withdrawing before the end of any month. Book and supplies fees are payable in full before withdrawal. If the student withdraws on or before the fifteenth of the school month, the tuition is one-half of the monthly rate. If the student withdraws after the fifteenth, the full tuition and facility fees are payable.
- > Tuition and facility fees are prorated for students enrolling after the fifteenth of a school month.
- > Athletic fees must be paid before the first practice of that sport begins.
- > Any returned checks will be charged a late fee of \$30 for processing and bank fees.
- > Report cards are held each quarter, and all cumulative records at the end of the school year, until all fees and commitments are honored.

E4 INITIATIVE - STUDENT HANDBOOK AND REQUIRED USE POLICY

All technology resources are the property of GRACE including information stored on MacBooks. The use of GRACE technology resources is a privilege, not a right. Students are expected to follow school guidelines in the use and care of laptops and other technology resources.

Parental Responsibility:

- Parents are responsible for reviewing the Student Required Use and Internet Safety Policy with their child.
- Parents are responsible for monitoring their child's Internet activities on a regular basis. Log files showing Internet activity are available to parents upon request.
- Parents are responsible for monitoring the music that their child may install onto the laptop to ensure it meets family guidelines.
- It is strongly suggested that parents allow students to only use laptops in a common area where activities can be monitored.
- Parents have the right to inspect and review a student's laptop at any time. Therefore, parents should have full access to the laptop including student's passwords.
- Parents are expected to pay an annual usage fee and secure an approved Brenthaven Trek Sleeve for their child's laptop.
- Parents are expected to pay for any repair or replacement costs due to negligence or abuse of the MacBook.

Terms of Laptop Loan

Loan Period: Laptop will be issued to 5th - 12th grade students at the distribution/orientation session at the beginning of the school year. The computer must be returned, with the accompanying power supply at the collection time at the end of the school year.

Terms: Student will remit the necessary annual fee before taking possession of the laptop. Returned checks issued for laptop fees will result in the laptop being collected from the student.

Acceptable Use: The student should comply at all times with the GRACE Christian School Student Required Use and Internet Safety Policy previously signed. Any failure to comply ends the student's rights of possession effective immediately. The student will also be subject to disciplinary action. Continued student's use will be subject to determination by the Administration.

Liability: If the property is not returned or is damaged, the student is responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed and provided to the technology department. If the laptop is lost because of negligence (as determined by the IT Staff), the student is responsible for the full replacement cost of the laptop. Any laptop not returned at the end of the school year or when the student leaves GRACE, will be reported to authorities as stolen.

Repossession: If the student does not timely and fully comply with all terms of this agreement and the Student Required Use and Internet Safety Policy, GRACE has the right to retrieve the laptop at any time.

Scheduled Evaluations: Regular inspections of the laptop will occur. A student with a damaged laptop who fails to report the damage will be subject to fines and to discipline.

Laptop Security: Each laptop has two kinds of security installed and configured on it.

- **Software and Configuration Security** is in place on the laptop to prevent downloading or installing software on the laptops, removing software, and changing system settings, etc.
- **Internet Filtering Security** – GRACE maintains an Internet filtering software package on each laptop. This program automatically filters all student access to the Internet both at school and at

home. Reports that show when and what Internet sites the student has accessed are available within this filter package and can be provided to parents at their request.

Student Responsibility:

- The student is responsible for the MacBook at all times and may not leave it unattended.
- The laptop must remain in the approved Brenthaven Trek Sleeve when being transported anywhere outside the classroom.
- If a student is unable to supervise his laptop, the MacBook is to be locked in the individual student's assigned locker. (It is the student's responsibility to notify the office if his school locker is not working properly. Note: All students in 5th -12th grade will have a lock for their locker.)
- MacBooks will need to be locked in the student's locker during P.E./recess and lunch unless instructed otherwise.
- During after-school activities the student should keep his MacBook locked in his regularly assigned locker **not** in the athletic locker rooms.
- During athletic events, each sports team will have an assigned representative to watch any laptop not in a locked / secured vehicle.
- The student is responsible for regularly backing up school documents on a flash drive or other storage device. Failure to back up documents does not constitute an excuse for not turning work in on time.

Classroom Guidelines

- The student should arrive at school each day with a fully charged MacBook. Failure to charge the laptop is equivalent to not being prepared for class and will be considered a discipline offense.
- When entering a class, the student should not open the laptop lid without teacher permission.
- The student should shut the lid when the laptop is left unattended on the desk or when asked to by the teacher.
- The student can download assignments during the last 5 minutes of class if he does not have Internet access at home. The assignments can then be completed at home and uploading at the beginning of the next class.
- Teachers will try to give several days' notice for homework that can only be done using the Internet.
- MacBook use in study halls is for instructional purposes only.
- Headphones are prohibited in class unless permission is granted by a faculty member.

Laptop Usage

- GRACE has the right to inspect and review a student's laptop at any time. Files stored and information accessed, downloaded or transferred on school owned technology are not private.
- The student should use the MacBook for school-related purposes during the instructional day.
- The student should conduct himself in a responsible, ethical, and polite manner on the Internet and follow rules of "netiquette".
- The student should use appropriate language in all communications and avoid profanity, obscenity, and offensive or inflammatory speech. Cyber-bullying such as personal attacks and/or threats on/against anyone will not be tolerated and should be reported immediately.
- Obscene and/or inappropriate materials, including screen savers, backdrops and/or pictures are strictly prohibited. Inappropriate use of the MacBook camera is also strictly prohibited.

- Only appropriate websites should be accessed using the GRACE MacBook. Inappropriate sites will be filtered and blocked. A student should always report an inappropriate website accessed accidentally so that the help desk can correct the problem and the student will not incur an Internet violation.
- Illegal use or transfer of copyrighted materials is prohibited.
- The student should not attempt to access networks, etc. beyond authorized access.
- The student is not authorized to use another student's laptop. In addition, the student is not permitted to allow others to access his laptop. Cords and chargers may not be loaned.
- The student must keep passwords confidential and may not use another person's password or account.
- The student must not reveal identifying information, files, or communications through the Internet.

Care and Handling

- Food and drink should not be used near the MacBook.
- Do not allow pets near the MacBook.
- Do not use the MacBook near water.
- Do not leave the MacBook near table or desk edges, on the floor or in sitting areas.
- Do not stack items on top of the MacBook.
- Do not check the MacBook as luggage at the airport.
- Do not tamper with computer hardware or software, including bypassing the school Internet filter.
- Do not attempt unauthorized entry into computers.
- Do not damage or vandalize technology tools.
- Do not remove school identification or name tags from the MacBook.
- Do not mark the MacBook in any way; no stickers or other decorations are permitted. The only exceptions are if the student would like to use an appropriate MacBook skin available from Skinit.com or a GRACE logo skin available from the school office. Skinit skins adhere with no adhesive and are the only approved skins for GRACE laptops.
- Do **NOT** use water or other cleaning solutions on the MacBook. Wipes that are explicitly designed for cleaning electronic screens may be used on screens.

Offenses and Consequences

Misuse of technology resources will result in discipline, legal, and/or monetary consequences, including loss of privileges or suspension. Below are consequences for typical offenses. All offenses will be tracked using the discipline section of Renweb. Offenses outside of this list, will be reviewed by GRACE Administration to determine the appropriate consequence.

Offense	Consequence
Not following school rules in regards to computer policies, including inappropriate websites.	To Be Determined by Administration
Opening laptop without permission or Not shutting laptop lid when unattended or when requested by teacher	1st Offense: Verbal Warning 2nd Offense: Taken for Class Period and Parent Contact 3rd Offense: To Be Determined by Administration
Doing one of the following without teacher permission: Being on Websites, Playing Games, Changing Settings, Playing with Different Applications, and or not following teacher's instruction etc.	1st Offense: Verbal Warning 2nd Offense: Taken for Class Period and Parent Contact 3rd Offense: Office Referral
Transporting laptop out of the Trek sleeve or with the lid open	1st Offense: Verbal Warning 2nd Offense: Taken for Class Period and Parent Contact 3rd Offense: To Be Determined by Administration
Physically damaging or sabotaging any school-owned laptop	To Be Determined by Administration - Appropriate fees will apply
Leaving laptop at home, not having laptop charged, or having no power supply	Alternative assignment and class work must be completed at home

All offenses/warnings are cumulative. For example, if a student gets a warning for one rule and then a warning for a separate rule, the student gets the second offense consequence. In cases where the consequence is "To Be Determined", the consequence will be assessed on the individual situation. Some typical consequences may be:

- MacBook will not be allowed to be taken home and must be checked out from the help desk each morning and checked back in at the end of the school day.
- MacBook will only be allowed to be used at certain times of day or in certain classes as determined by Administration.
- Detentions, Saturday schools, or other consequences may be assessed.
- A conference with administration, parents, and students will be held.

- In cases of abuse or misuse, appropriate fees may be assessed.
- Total loss of the use of the laptop may be necessary.

Laptop Difficulties or Damages

- The student is responsible for reporting any technical issues affecting the performance of the MacBook to the teacher in the classroom or to a member of the technical staff or administration. This needs to occur in a timely manner to ensure loaner laptop availability.
- All physical damage to the laptop must be reported immediately to a responsible adult; either at home or at school. It then must be reported to the Technology Department as soon as possible. The Technology department will arrange for repair and a loaner laptop as needed.

Usage Fee, Maintenance & Repair Information

Each student will be required to pay an annual usage fee. This fee will be used to cover theft, loss, limited damages and other repairs to the Apple MacBook laptop provided to the student. If parents choose, they may elect to purchase insurance coverage from an outside vendor to help cover damages not covered by the GRACE annual usage fee. If a laptop is deemed intentionally damaged, the student is responsible for the full cost of the repair. In addition, if a student damages a MacBook for the second time, the incident will be thoroughly reviewed to determine if additional consequences or restrictions will be needed. Student will pay the annual usage fee which will cover:

Coverages:

- **Accidental Damage:** Pays for accidental damage to the laptop on school property, while in transit and at other locations such as home.
- **Theft:** Pays for loss or damage of laptop due to theft, **the claim must be accompanied by an official copy of the police report.**
- **Fire:** Pays for loss or damage of the laptop due to fire, **the claim must be accompanied by an official fire report from the investigating authority.**
- **Electrical Surge:** Pays for damage of the laptop due to an electrical surge.
- **Natural Disasters:** Will pay loss caused by natural disasters.

Exclusions:

- **Dishonest, Fraudulent, Intentional or Criminal Acts:** Will not pay if damage or loss occurs in conjunction with dishonest, fraudulent, intentional or criminal acts.
- **Misuse and abuse due to purposely not following guidelines:** Will not pay if damage occurs in conjunction with not following the rules. Such as if a student is not carrying the laptop in an approved bag when changing classes and drops and damages it.
- **Loss:** The student who loses his laptop will be responsible for full replacement of the laptop.

The student is expected to keep the laptop in good condition. Intentional laptop damage, as determined by GRACE staff, will not be covered. Failure to keep laptops in good condition will result in fines as specified below.

- All fines must be paid in full before a laptop will be returned/reissued.
- In case of theft, a **police report must be filed and a copy submitted to the technology department.**
- Spot checks of laptops will occur regularly. A student who fails to report damage or abuse will be subject to fines and to discipline.

-
- Multiple repairs - Multiple claims by the same student will be reviewed and appropriate action taken, including a ban on taking the computer out of the school.

Table of Repair Costs:

(NOTE: All fines will be incurred due to damage, neglect, or misuse. Fines will not be assessed for repairs due to normal wear and tear or due to manufacture defects) The Annual Usage Fee will serve as a deductible towards initial repair costs.

Damaged Item	Repair Costs
Cracked screen	\$100
Broken Lid	\$50
Broken Chasis	\$65
Broken CD/DVD Drive	\$100
Broken Keyboard	\$75
Battery Damage	\$100
Re-Image Unit (due to student tampering with Software)	\$25
Lost / Damaged Power Cord	\$55
Lost MacBook (or damaged beyond repair)	Actual cost of MacBook, Approximately \$1,100
Theft of MacBook (with an official copy of a Police Report)	Covered by the annual usage fee

Loan of Laptops During Repair

GRACE is committed to the importance of a student being able to continue with his work when experiencing problems with the laptop. The GRACE Help Desk will attempt to repair the laptop as quickly as possible. If available, a loaner laptop will be issued for the student to use while the laptop is repaired and returned. For this reason, it is imperative that the student be diligent about backing up his work onto a flash drive or other storage device.

GRACE Christian School

Student Required Use and Internet Safety Policy

GRACE Christian School provides students in third through twelfth grades access to the Internet, network resources, and laptop computers at designated graded levels as a means to promote achievement and provide diverse opportunities during the educational experience. The E4 Student Handbook and this Student Required Use and Internet Safety Policy provide guidelines and information about the limitations that GRACE imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by all conduct requirements as stated in the Parent/Student Handbook. Additional rules may be added as necessary and will become a part of this policy.

The use of these resources is a privilege, not a right. Misuse of these resources will result in suspension or loss of these privileges, as well as possible disciplinary, legal and/or monetary consequences.

Specifically, the student will adhere to the following guidelines each time the MacBook is used and/or the Internet is accessed at home or at school. These guidelines include safety and security of GRACE's technology resources and network, digital citizenship, general rules of conduct, and the care and handling of the MacBook.

SAFETY AND SECURITY

The student:

- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords and will make every effort to keep all passwords secure and private. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on school-owned technology are not private.
- Will never reveal identifying information, files or communications, about the school, themselves or others, to others through email or post to the Internet.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any school owned technology without permission from the campus IT coordinator. This includes the intentional introduction of computer viruses and other malicious software.
- Will not tamper with computer hardware or software, force unauthorized entry into computers, or willfully vandalize or destruct the computer or computer files. Damage to computers may result in felony criminal charges.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to school owned and maintained network. Connection of personal devices such as iPods, smart phones, PDAs and printers is permitted but not supported by GRACE technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration. Dial-up is not an option as recent laptop configurations do not include modems.
- Will back up data and other important files regularly. GRACE will at times need to maintain the laptops by imaging. All files not backed up to other storage media will be deleted during these

processes. Students are ultimately responsible for backing up all personal files on their own storage media.

DIGITAL CITIZENSHIP

The student:

- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using school owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of etiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a school owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright. Student should seek permission from IT coordinator prior to downloading any files prior to doing so.

GENERAL RULES OF CONDUCT

The student:

- Will not use any GRACE technology resources for any illegal activity.
- Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- Will immediately close an inappropriate Web site that he/she 'accidentally' accesses. The student should close the site, note the date and time of the incident and report it to a teacher.

MACBOOK HANDLING AND CARE

The Apple MacBook laptop and charger are the property of GRACE Christian School. Laptops will be assigned to individual students and must be returned to GRACE at the conclusion of each school year. The MacBook must be returned in original working condition. Damage not covered under insurance will be the responsibility of the student and/or parent.

The Apple MacBook computers are educational tools and are to be used only in that capacity. Students using the laptops are bound by this Acceptable Use Policy regardless of location of usage. The use of the laptop is a privilege that can be revoked upon violation of the Acceptable Use Policy. Inappropriate use or neglect of a MacBook, the Internet, or any other installed software will result in the loss of use of the MacBook. Loss of the student laptop will not change classroom expectations and assignment completion.

The student will keep the Apple MacBook secure and damage free. Each laptop should be protected with an approved laptop bag. Use of approved laptop bags is required at all times. Follow these general guidelines:

- Do not transport laptop outside of approved bag, including when changing classes.
- Do not loan your laptop or charger and cords.
- Do not mark the MacBook in any way; no stickers or other decorations are permitted.
- Do not remove school identification or name tags on the MacBook.
- Do not leave the laptop in vehicle.
- Do not leave your laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not allow pets near your laptop.
- Do not place the laptop on floor or in sitting area such as couches or chairs.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of your laptop.
- Do not leave the laptop outside or use near water such as a pool.
- Do not check the laptop as luggage at the airport.

Student Name: _____

Grade: _____

Statement of Agreement

By signing this I agree to abide by the conditions listed above and as outlined in the E4 Student Handbook. We assume responsibility for *the care and proper use of GRACE technology, including personally backing up personal data. GRACE Christian School is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the school's control. Information obtained via the Internet and other sources using GRACE technologies is not guaranteed as to its accuracy or quality.*

We understand that should we fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, students may be subject to disciplinary action outlined in the GRACE Christian School Parent/Student Handbook and, if applicable, their MacBook may be recalled.

As the student, my signature indicates that I have read or had explained to me and understand this Student Required Use and Internet Safety Policy. In addition, I also understand the guidelines outlined in the E4 Student Handbook. I accept responsibility for abiding by the terms and conditions outlined and for using these resources for educational purposes.

I acknowledge that I am financially responsible to pay for any repair or replacement cost due to negligence or abuse of my student's MacBook as set out in the Student Handbook.

Student (please print): _____

Student Signature: _____ Date: _____

As the parent, I give permission for GRACE Christian School to allow my son or daughter to have access to the Internet under the conditions set forth above. As the parent/guardian, my signature indicates I have read and understand this Student Required Use and Internet Safety Policy. In addition, I also understand the guidelines outlined in the E4 Student Handbook. I give my permission for my child to have access to the technology resources provided by GRACE Christian School.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

Valid through June 1, 2012

CELL PHONE/ELECTRONICS POLICY

Grades K – 6

Cell phones or electronics should not be brought to school. If a parent requests a child to have a cell phone for off campus use, the phone should remain in the student's book bag or purse and remain off throughout the school day. This is for the sake of minimizing classroom distractions as well as cheating.

Grades 7 - 12

If students bring cell phones or electronics (ie.- iPods and digital cameras) to school, those devices should remain in their locker throughout the school day. This is for the sake of minimizing classroom distractions, as well as cheating and other issues that have become prevalent in schools across the country. Preferably, they should leave their phones in their vehicle or with their parents. The school has phones available for use during the day if they need to speak with their parents. ****Students are not to take cell phones into their classrooms, labs, bathrooms, the chapel, the library, or the lunchroom.**

The progression for discipline in this area is:

- First offense:** The phone will be sent to the principal's office where it will be held for 7 days.
- Second offense:** The phone will be held for 30 days.
- Third offense:** The student will have Saturday school and the phone will be held until the end of the semester.
- Fourth offense:** The student will serve an In School Suspension, and the phone will be held until the end of the school year.

CHEATING/PLAGIARISM POLICY

Plagiarism is defined as the presentation of another person's ideas, phrases, or words as the student's own work (including Cliff Notes, online essays and internet research). The use of online translators and Heritage Speakers for foreign language work is prohibited. In the event of plagiarism, the following consequences will apply:

- 1st offense – Zero on the assignment, phone contact with parents by the teacher, student conference with administration
- 2nd offense – Zero on the assignment and day of suspension, phone contact with parents by administration
- 3rd offense – Zero on the assignment, 3 days of suspension, administrative conference with student and parents

STUDENT DRESS CODE/ APPEARANCE POLICY

The GRACE dress code is designed to serve as a guide to parents and students on the proper attire for our students. The biblical principles of Christlikeness, modesty, purity, obedience and respect are the standards applied. As Christians, our goal is to glorify God in everything and to be an example to those around us.

“Whatever you do, do it all to the glory of God.” I Corinthians 10:31

“Do not let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” I Timothy 4:12

“Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind.” Romans 12:2

Parents and students have the primary responsibility to understand and adhere to the dress code. **In all circumstances GRACE retains the final authority to determine, in its discretion, whether a student is in compliance with the dress code. The administration reserves the right to amend the dress code as needed to address new fads and styles.**

Guidelines

Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized - not too small and not too large. A student should not be dressed in such a way as to draw attention to his/ her body, but to respect and honor God, themselves and others.

Supervising teachers may designate a specific dress code for field trips or special events with administration approval. Otherwise students are expected to be in school dress code, including on exam days and while on campus before and after school.

Parents, it is your responsibility to see that your student comes to school each day dressed appropriately according to this dress code. If a dress code violation is a modesty issue, the student will be required to change their attire or have a parent bring appropriate clothing. Students will remain in the office until dressed appropriately and any absences from class during this time will be considered as unexcused absences. Repeated violations will be considered defiance and will be handled as a disciplinary issue.

DRESS CODE – GRADES K - 6

Clothing Allowed		Notes
Tops	Any Solid Color* > Shirt, sweater, sweatshirt * Sixth grade students may wear plaids, prints, and stripes.	> Appropriately sized > At least short sleeved > Opaque fabrics, no sheers > Shirts must be worn under sweatshirts or cardigan sweaters > All boys' shirts must be tucked in > No large logos, words, or pictures > No t-shirts
Bottoms	Any Solid Color* > Pants, shorts, skirts, skorts, jumpers * Sixth grade students may wear plaids, prints, and stripes.	> Appropriately sized at waist and in length; cannot touch floor > No large logos, words, or pictures > No more than 5" above the crease in the back of the knee > No jeans, jean styles, pencil pants, or athletic styles (includes no sweatpants) > No spandex > Belts required if belt loops are present; 2 nd grade and below are not required to wear belts
Shoes	> Athletic shoes with socks > Dress shoes with socks > Sandals	> Shoes must be worn at all times > All shoes must have heel straps or closed backs > No flip-flops, Heely's, or Crocs > NOTE: Athletic shoes are required for P.E. This does not include skate shoes or KED shoes. A fully enclosed athletic shoe with a sock is required.
Jewelry		> Must not be inappropriate, excessive, or distracting > No body piercing or tattoos > Boys: May not wear earrings or visible necklaces
Girls' Make-up		> Must appear natural, modest, and not in excess
Hair		> Clean, neat, and conventional styles > Natural hair colors > Hair must be out of the eyes > Boys: Hair must be off the collar and above the brow line
Head Coverings		> May not be worn in the building > Sweatshirts with hoods may be worn, but the hood may not be worn in the building
GRACE Days	> Jeans, dress code bottoms > GRACE tops	> Students not in GRACE wear are expected to follow the regular dress code guidelines.

DRESS CODE – GRADES 7 - 12

Clothing Allowed	Notes
Shirts/Tops/ Sweaters/ Sweatshirts	<p>Boys and Girls: Any shirt /top that meets the following guidelines:</p> <ul style="list-style-type: none"> > Must have at least short sleeves and cannot come off the shoulder > Must be appropriately sized (not oversized, not extra long, not tight fitting) > Fabrics must be opaque, not sheer > Hooded sweaters/sweatshirts may be worn, but the hood may not be worn in the building > GRACE-wear sweat shirts may be worn on any day. > A shirt/top must be worn underneath sweatshirts and cardigan sweaters > No words, pictures or large logos on shirts or sweatshirts > No t-shirts or “under wear” type shirts <p>Boys:</p> <ul style="list-style-type: none"> > Shirts must be tucked in, including square cut shirts with tails <p>Girls:</p> <ul style="list-style-type: none"> > Undergarments or other outline cannot show > No visible cleavage > Shirts must be long enough that when arms are raised above the head the midriff remains covered
Pants/Shorts/ Capris	<p>Boys and Girls: Any pant, shorts, capris that meet the following guidelines:</p> <ul style="list-style-type: none"> > Appropriately sized at the waist and in length - not too tight (must be able to pinch an inch) or too baggy > A belt must be worn if pants are manufactured with belt loops > Pants cannot touch the floor > Shorts must be no more than 4” above the crease at back of the knee > No jeans, skinny jeans, pencil pants or athletic styles (including no sweatpants) > No spandex or leggings worn as pants
Dresses/Skirts/ Skorts	<p>Girls:</p> <ul style="list-style-type: none"> > No more than 4” above the crease at back of the knee. This rule applies even if over leggings. > No words or pictures > No large logos > Should not rise immodestly when seated > Appropriate undergarments should be worn for modesty
Shoes	<p>Boys and Girls:</p> <ul style="list-style-type: none"> > Shoes should be worn at all times > Athletics shoes must be worn with socks (required for P.E.) > Dress shoes must be worn with socks (boys) > Sandals may be worn > Rainbow type shoes may be worn but, due to overly casual nature, no plastic washable shoes like beach flip-flops or Crocs > Due to safety concerns, no Heelys
Jewelry	<p>Boys and Girls:</p> <ul style="list-style-type: none"> > Must not be inappropriate or excessive > No body piercing or tattoos (girls may wear earrings) <p>Boys:</p> <ul style="list-style-type: none"> > May not wear earrings or inappropriate necklaces

DRESS CODE – GRADES 7 – 12 (continued)

Clothing Allowed	Notes
Make-up	Girls: > Should not be excessive. Must appear natural and modest Boys: > Makeup is not permitted on boys
Hair	Boys and Girls: > Clean, neat and conventional hairstyles > Natural hair colors Boys: > Hair at its longest point must be above the collar and above the brow line > Must be clean shaven (sideburns may be no longer than the bottom of the ear)
Head Coverings	Boys and Girls: > May not be worn in the building (includes hats, bandanas and caps)
GRACE Days	Boys and Girls: > Jeans, dress code pants or shorts with GRACE- wear T-shirt > No holes in pants > Jeans must be worn with a GRACE-wear T-shirt
Senior Dress Down Days	Boys and Girls: > Seniors may wear jeans, dress code shirts, sweatshirts and/or college related clothing > No sweatpants
Formalwear	Girls: > No cleavage > Strapless is only appropriate on completely straight across, well fitting dresses > Dress slits should be no more than four inches above the knee > Midriffs should be covered (no see-through materials), no low necklines and plunging backs (no lower than the bottom of the shoulder blades); no tube tops > Administration requires that all formal dresses be approved three days prior to the event (this includes outside guests) > Violation of these guidelines will result in being asked to leave the event Boys: > Young men are reminded that for a formal or semi-formal occasion, the appropriate attire must include dress slacks (no jeans), dress shirt, tie, jacket and dress shoes with socks > Violation of these guidelines will result in being asked to leave the event

SAFETY AND SECURITY

CLOSED CAMPUS

GRACE is a closed campus. Students do not have permission to leave campus for lunch or go to the adjacent shopping areas after school, unless they have already been released to their parent or guardian. The one exception to this rule is that seniors will be permitted to go to D&S Cafeteria for lunch, at which time they must sign out and back in. Students always need to sign in and out at the office.

EMERGENCY DRILLS

GRACE ensures its staff and students are well trained in following appropriate procedures in case of an emergency. These procedures include fire drills, tornado drills, emergency evacuations and lock downs. One emergency drill is practiced each month.

STANDARDS

GRACE meets the safety standards set forth by the Fire, Health, and Safety Departments of the State of North Carolina and is registered with and meets the requirements set forth by the Department of Non-Public Education of the State of North Carolina.

CPR/FIRST AID

All GRACE faculty and staff members are required to attend CPR/First Aid training classes taught by The American Red Cross.

DEFIBRILLATORS

Defibrillators are strategically placed on each campus at locations easily accessible in the event of an emergency.

ALLERGIES

Parents of children with allergies are expected to provide GRACE with complete information regarding their child's condition and what steps should be followed in the event of an allergic reaction. Forms for reporting this information are provided at the beginning of each school year.

BRIDGE RULE

Students are strictly forbidden to walk across the freeway bridge between the two campuses at any time.

TRANSPORTATION

Passengers using the GRACE Activity Bus as transportation must obey the following guidelines:

General

1. State of NC bus rules should be observed
2. Buses must be reserved online
3. Buses may not be used for less than 8 or more than 29 passengers
4. Office Manager oversees bus calendar
5. Buses will be maintained by The Truck Shop
6. Buses will not be loaned or rented to any other organization other than possibly Colonial Baptist Church or Hope Community Church

7. Buses will be used for field trips, athletic events, faculty and staff events, and as a campus shuttle
8. Buses may be driven only by persons with a CDL license
9. Buses may not be for personal use
10. Buses must be signed in and out by driver after each trip
11. Any accident must be reported immediately to Office Manager and an accident form must be completed
12. Damage or vandalism must be reported immediately to Office Manager/Bus Coordinator
13. Videos displayed on buses must be pre-approved by the Head of School
14. No loud music may be allowed during transit
15. In addition to the driver, at least one other adult (coach, teacher or chaperone) is required for all trips off campus unless an exception is made in advance by the Head of School

Drivers

1. The bus driver is responsible for the safety of the bus and all passengers
2. Bus drivers must always carry a school GPS/cell phone
3. Only drivers possessing a class C CDL with P endorsement may transport students
4. Drivers must bring bus to a complete stop at all railroad crossings
5. Drivers must maintain a clean driving record
6. Drivers must submit to a criminal record check
7. Drivers must verify condition of bus after each trip
8. Buses must be signed in and out by driver after each trip
9. Trips should be detailed in the trip log kept in each bus

Students

1. Students must remain seated at all times when bus is in motion
2. Students must wear seatbelts when the bus is in motion
3. Students will be courteous to classmates and the bus driver
4. Students are not to interfere with anyone passing to or from a seat
5. There will be no throwing of objects on the bus
6. Students must talk quietly
7. No food or drink is allowed on the bus
8. No gum is allowed on the bus
9. No flash cameras to be used on the bus
10. The bus aisles must be kept clear at all times
11. Passengers will be responsible for their belongings. The school will not be liable for lost or stolen items
12. The bus driver must be obeyed at all times
13. The bus driver makes final decisions regarding the bus and bus safety
14. Students may not enter the bus with dirty clothes or shoes
15. High School and Middle School students of opposite gender may not sit in adjoining seats unless directed to do so by the teacher or coach.

Teachers/Coaches

1. Teachers and coaches should reserve buses at least two weeks in advance of use
2. Teachers and coaches should review all bus rules with passengers before trip
3. Teachers and coaches must maintain excellent student behavior at all times
4. When returning from a trip, the teacher and/or coach must remain with passengers until all are picked up
5. Teachers and coaches must submit a trip itinerary to the office before trip

Parents

1. Parents must sign a permission form in order for their students to ride on school buses
2. Parents and chaperones may ride school buses for field trips if room is available
3. Parents are responsible for any damage done to the buses by their children

ATTENDANCE POLICIES

ATTENDANCE REQUIREMENTS

A student enrolled in GRACE is expected to be present every day school is in session. **Attendance is directly related to school success and is critical to mastery of content.** All absences negatively affect education. Parents have a responsibility to reduce the number of days their child misses school. Out of respect to others, a child is to remain home if he/ she is sick, however, all other absences should be kept to a minimum.

Students who miss more than three and one half (3 1/2) hours of school will be counted absent for the day. Teachers will maintain attendance reports and will reflect both excused and unexcused absences on the report card. Attendance will be taken by periods in grades six through twelve. Absences of over 20 days in any one subject will result in failure to pass that class and may jeopardize a student's future enrollment at GRACE. If a student has suffered a major illness, parents may submit a request for exemption. Medical documentation supplied by the student's doctor must be provided to the administrator.

Students should give absence notes to the receptionist who will enter this information in RenWeb. Teachers will check if absences are excused or unexcused on RenWeb and allow students to make up work accordingly. Tardies in grades six through twelve are counted by period; all tardy procedures apply to each class period. A tardy of 15 minutes or more per period will be counted as an absence for that period. Three tardies count as one absence. See TARDIES policy.

Attendance Policy for Extracurricular Activities

Students must attend school for a half day on the same day of a performance, practice or game in order to be eligible to participate. Extenuating circumstances such as medical appointments, dental appointments or funerals are allowed, but being tired or "resting up" is not excused. Students are expected to regularly attend all rehearsals, practices and games unless otherwise cleared by the coach or directors.

ABSENCES

For excused absences, students will have twice the number of absent days when they return to make up all missed assignments, tests, or quizzes. There are three categories of absences at GRACE:

Excused Absences

- **Verified illness of a student**

Please note, being tired or sleepy **does not** constitute an excused absence.

When a student is absent, parents should e-mail the school by 8:00 a.m. For K-6 students, e-mail to mdouglas@gracechristian.net. For students in grades 7 – 12, e-mail dprior@gracechristian.net. The parent or student should check RenWeb for missed homework assignments. Office personnel will assist parents in picking up any necessary books.

- **Verified doctor or dental appointment.** Appointments should be arranged after school hours whenever possible.
- **Bereavement** Three days are typically allowed for immediate family, but this may be altered at the discretion of the administrator.

School Approved Absences

- School sponsored events
- **Planned Absences.** Students may receive approval for up to five days of planned absences for

family events and vacations and/or educational trips or church activities per year. Parents must seek approval for such events by completing a *Notice of Planned Absence* form and submitting it to the office **at least one week** in advance of the first day the student will be absent from school. Any student who uses more than five days for such events during the school year will receive a 50% reduction in grades for assignments and tests that are made up for the excess days.

Unexcused Absences

- All other absences unless approved by the principal.
- See “TARDIES” for unexcused absences as a result of excessive tardies.

All work missed due to an Unexcused Absence will result in a 50% reduction in grade for all work completed and turned in as scheduled. Work not made up by the teacher’s stated deadline will not be accepted and will receive a grade of zero (0).

For unexcused absences, students will be required to make up all missed assignments, including tests, as scheduled by the teacher.

TARDIES

Punctuality is essential for successful student performance. Students will be marked tardy if they are not in their seats when the tardy bell rings. Consequences for excessive tardies are as follows:

- Every third tardy in a particular class will count as an unexcused absence
- At the twelfth tardy per quarter in all classes, the student will serve a Saturday detention
- At the fifteenth tardy for the quarter, the student will serve a second Saturday detention
- At the eighteenth tardy, the student will receive an in-school suspension

A tardy longer than 15 minutes will also be determined an absence.

General traffic tie-ups are not considered excused tardies.

RELEASE OF STUDENTS

For the safety and security of our students the following procedures have been adopted:

- > Teachers are instructed not to release a student to anyone until the office calls for the student. The teachers and principal have the responsibility and custody of all students while they are in school.
- > Parents must sign students out in the office before they are released from the classroom.
- > Parents must e-mail the school if a student will be leaving early or will have a change in carpool. E-mails may be sent to mdouglas@gracechristian.net (for K-6) or dprior@gracechristian.net (for 7-12) and the reason should be stated therein.
- > A child will not be released to anyone other than the individuals authorized by the legal parent or guardian. Custodial parents must submit a copy of the custody document, which will be kept on file with the student record.
- > Seniors not having a full class schedule may leave with written permission from their parents, but will be required to sign out at the office prior to departure.
- > We do not have an open lunch policy for high school students. Students who have appointments during the lunch hour should present a note stating the reason for check out. Parents may not give their student permission to leave campus for lunch, with the exception of seniors who may walk to D&S. Seniors are required to sign out at the office and must sign back in.
- > Students who drive to school may only leave early with written parental permission. Parents may email dprior@gracechristian.net to give permission. A telephone call is not sufficient.

ACADEMICS

POLICIES AND PROCEDURES

Drop/ Add Policy

Any secondary student may drop/add a class during the first 5 school days of any new semester. Any secondary student may drop/ add for an additional 5 school days with faculty/ administrative approval. Any student dropping a class after the first 10 school days will receive a “WF” (withdrawal/fail).

Withdrawal from Classes

WP – students may drop a class and receive a Withdraw Passing grade in the first quarter or first grading period. This will stay on the student’s transcript but the student’s grade will not be calculated into the GPA

WF- students may drop a class and receive a Withdraw Failing grade any time they are failing a class.

After the first quarter whether they are passing or failing the class, they will receive zero credit and the failing grade will be calculated into the GPA and counted into the sports eligibility calculation.

Dual Enrollment Policy

Dual enrollment is allowed for makeup of classes, the extension of courses, or offerings beyond the scope of GRACE. Students may not take courses offered by GRACE. Students may use a study hall to work on such course, but must remain in the study hall classroom. Only seniors may take these courses off campus.

Grade Promotion Requirements

Elementary School

Students in kindergarten through second grades who are not able to meet grade-level expectations in two major areas will be considered for retention. Students in grades three through five who make more than two F’s in major subjects will be required to repeat the grade.

Middle School

To receive a passing grade and earn credit in a year-long course, students must earn a two-semester average of 70% or above. If a student in grades six through eight makes more than 2 F’s in math, English, history, science or Bible, the student is required to repeat the grade.

High School

Any grade below a 70% is a failure. To receive a passing grade and earn credit in a year-long course, students must earn a two-semester average of 70% or above. Upper school students who fail a course necessary for graduation will be required to retake the course.

Students may make up one semester to obtain the two semester average required to pass a class.

Valedictorian Policy

In order to qualify for the honor of Valedictorian of the Senior Class, a student must have received 50% of his/her high school credits from GRACE Christian School in Raleigh, NC. The student must have taken a minimum of 6 classes in their senior year at GRACE. These grades are calculated up to the end of the third quarter of their senior year.

Testing

GRACE administers achievement tests each spring for all students in grades K – 11. The Terra Nova tests will be administered in the spring of 2012. A cognitive skills test is administered in selected grades. PSAT and Differential Aptitude Tests will be administered as appropriate. SAT and ACT information will be provided.

Each content area in middle and high school will coordinate test days to prevent too many tests and or projects from being due on the same day. No more than two major tests or projects should be due on the same day. Quizzes are not considered as tests.

GRADING SYSTEM AND PROGRESS REPORTS/ REPORT CARDS

Parents are able to access student grades at any time through the RenWeb student management system. Report cards are issued every nine (9) weeks in grades K-12. Report cards are forwarded electronically through e-mail to parents. A paper copy is mailed to parents at the end of the school year.

Grades are based on daily assignments, class participation, tests and exams. Sixth graders take semester exams that count as a major test for the quarter. Seventh and eighth graders take semester exams that count 10% of the semester average. High school exams count 20%. The average of the semester grades creates a final grade for the course.

Report cards may reflect concerns in the areas of social and emotional development and work habits. Neither report cards nor transcripts will be issued to students with outstanding accounts with the bookkeeper, librarian, or athletic department.

On a four point grading scale, Honors classes receive an extra point and Advanced Placement classes receive two extra points.

Percentages and Grade Equivalents				
A+ 99 - 100	B+ 91 - 92	C+ 83 - 84	D+ 75 - 76	F 0 - 69
A 95 - 98	B 87 - 90	C 79 - 82	D 72 - 74	
A- 93 - 94	B- 85 - 86	C- 77 - 78	D- 70 - 71	

HOMWORK PHILOSOPHY AND GUIDELINES

Philosophy

Teachers may assign homework to students at any appropriate time. Below are the primary reasons for homework to be assigned.

- > Students need some amount of extra practice in new concepts, skills, or facts. In certain subjects, e.g., math or language arts, there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice, or to correct any wrong answers on assignments or tests.
- > Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
- > Since GRACE recognizes that parental involvement is critical to a child's education, homework provides an opportunity for parents to actively oversee their child in his/her studies. Parental oversight of homework completion enables parents to be informed concerning current topics of study in the class.
- > Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. Homework is the responsibility of the student and reinforces the development of good study habits.
- > Parents are encouraged to use schoolwork as an opportunity to reinforce godly standards of honesty. **All work submitted for grading should obviously be the work of the student.** Outside help, including parents and tutors, should be limited to providing materials, resources, or typing.
- > Plagiarism is the use of ideas, phrases, words of another person (author, etc.) and presenting it as your own work. In order to avoid plagiarism, any source used for research should be read and notes taken, then original writing of the student based on notes should be submitted as his/her assignment. See CHEATING/PLAGIARISM Policy

Guidelines

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below indicates an average time for the student. Teachers will post homework assignments and require students to record these assignments. Students in grades one through four should record assignments in their agenda; parents should initial the agenda daily. Students in fifth grade and up will record assignments in a designated manner on their MacBook. Parents are encouraged to check students' assignments as needed. Individual homework contracts may be assigned for students having difficulty and will require parent involvement. Late homework will receive a 10% deduction in grade for each day it is late for the first three days. After 3 days, late homework will be assessed a "0". If the homework assignment is checked in class, it may not be handed in late and the student will receive a zero for the assignment.

Students are not assigned homework on Wednesday nights (with the exception of AP classes) and no more than two tests should be scheduled on the same day. Tests may be scheduled on a Thursday, however notification must be given the previous week.

Daily Approximate Time (Grade/Minutes)

- 1st and 2nd – 30 minutes
- 3rd and 4th – 45 minutes
- 5th and 6th – 60 minutes
- 7th and 8th – 90 minutes
- High School - 2 hours
- AP Classes – Each AP class will require additional time

- > No homework should be due on the first day after Thanksgiving, Christmas or Easter break.
- > Parents should send a note if their child was unable to complete a homework assignment because of illness or if an assignment was excessive. Parents should also make teachers aware if their child is consistently spending more than the approximate times noted on homework assignments.

Lost agendas for first through fourth grade students must be replaced. Replacement costs will be charged to the parents' account.

See "Attendance Requirements" for policy regarding make-up work for absences.

AWARDS AND RECOGNITION

Parents are encouraged to attend award assemblies. The recognition of good work is endorsed in the scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/ honor in areas including honor roll, athletics, art, music, ACSI competitions, Beta Club, and other awards as appropriate.

Honor Roll

At the end of each quarter, qualifying students will be placed on the Principal's List and Honor Roll. GRACE's criteria for the Principal's List requires all A's and the Honor Roll placement requires all A's and B's in all subjects including enrichments and elective classes.

HIGH SCHOOL COURSE OFFERINGS

A list of middle school / high school courses by grade is distributed to students and their parents for review and selection. The 7-12 Principal is available to answer questions regarding class content and to give guidance regarding courses of study. At least five students must be enrolled for any elective or AP course to be offered. Honors courses are available in several subjects.

Academics	Grade 9	Grade 10	Grade 11	Grade 12
Bible	Bible 9	Bible 10	Bible 11	Bible 12
History	World History I/ Geography	World History II AP Euro History	US History AP US History	Economics, Law and Politics AP Government AP Economics
Math	Algebra I Geometry	Geometry Algebra II	Algebra II Pre-Calculus	Advanced Functions & Modeling Pre-Calculus AP Calculus Discrete
Science	Biology	Chemistry	Anatomy/ Physiology Physics AP Biology	Physics Anatomy/ Physiology AP Biology
English	English 9	English 10	English 11 AP English Lang & Comp	English 12 AP English Lit & Comp
Language	Spanish I French I Latin I	Spanish II French II Latin II	Spanish III French III Latin II	Spanish IV French IV Latin IV AP Spanish AP French
Other Requirements	PE/ Health	Appreciation of Art	Junior Seminar	None
Community Service	Community Service 9	Community Service 10	Community Service 11	Community Service 12
Electives	Chapel Yearbook Journalism Set Design Acting HS Vocal Mixed Ensemble Vocal Advanced Ladies Ensemble Public Speaking 2D Art 3D Art Advanced Art Art Portfolio	Irish Dance Band Cross Training Computer Web Design Study Hall Office Aid Teacher Aid Science Lab Aid Library Aid High School Writing Practical Life Skills Computer Help Desk		College Writing (Seniors)

ADVANCED PLACEMENT COURSES

Advanced placement courses provide students with the opportunity to earn college credit while in high school. Advanced placement classes must be taken during the regular school term in a scheduled class in order to receive high school transcript credit.

Admissions to Advanced Placement Courses

General requirements include an A or B in a previous AP course; A or B average in the subject area of the AP course or a 3 on a previous AP test in the subject area; recommendation from the course instructor; appropriate test scores on standardized tests as used for placement; and a minimum 3.0 overall GPA. Advanced placement courses will have additional fees assessed for AP testing.

Requirements for Successful Completion of Advanced Placement Courses

Students are required to take the College Board AP exam in order to complete the course. The College Board charges a fee for each exam (currently \$87.00). Students should understand that additional work outside the class is necessary in order to score a 3, 4, or 5 on the AP exam and receive college credit. AP students may be required to buy supplementary materials like study guides or novels. Students should anticipate at least one hour of additional homework per night for an AP course.

Because AP students are required to take the College Board AP exam, they will not be required to take the GRACE final exam in that subject. Students will not be required to attend any classes on the day of the AP exam. AP classes will continue the remainder of the year with graded work assignments.

SENIOR EXAM EXEMPTIONS

Seniors with an A average (93 or above) in a class for the second semester and who have not exceeded 6 absences in their senior year will be exempt from their final exam in that subject. Three tardies count as one absence.

GRADUATION COURSE REQUIREMENTS

College Preparatory Track Graduation Requirements:

English	4 credits
Science	3 credits
Mathematics	4 credits
History	4 credits
Bible	4 credits
Foreign Language	2 credits (<i>same language</i>)
PE/ Health	1 credit
Electives	4 credits (<i>1 in Fine Arts</i>)
Community Service	1 credit (<i>80 hours</i>)

Beginning in 2014 and beyond there will be a minimum 800 point SAT requirement (combined Critical Reading and Math sections) to graduate on the college preparatory track.

Non-College Preparatory Track Graduation Requirements:

Beginning in 2014 a student will graduate on a non-college preparatory track if they have not met the minimum SAT requirement, have more than one modified class in their high school career, or follow the non-college preparatory course requirements (may be viewed upon request)

DISCIPLINE POLICY

PHILOSOPHY

A significant part of GRACE Christian School's mission is to develop a loving community. Primarily, we want each student to grow in "loving God with all of his or her heart, soul, mind and strength" (Mark 12:30) and to also grow in "loving one's neighbor as oneself" (Mark 12:31). Discipline is central to this process, for the Scriptures emphasize that "God disciplines those He loves" (Deut. 8:5; Heb. 12:5-11), in order that we might grow in holiness and righteousness; thus, reflecting His nature and bringing Him the honor, renown, and glory that He is due, as evidenced through our daily lives.

As Christ taught, the central evidence of our love for Him will be responding to His love for us with growing obedience. Similarly, our love for each other will be marked by "considering others as more significant than ourselves, as well as not just looking out for our interests, but also for the interests of others" (Phil. 2:3-4), which is established on Jesus' example.

With this understanding established, discipline at GRACE is viewed as both a process and a product. God expects parents and other authorities to train children so as to produce Christ-followers continually becoming more self-disciplined and requiring less supervision as they mature.

God-given responsibilities in the discipline process exist not only for parents and teachers; they also exist for students. During school hours and at other school-related and school-supervised functions, students are expected to respond to school faculty and staff members with obedience in heart and action, as well as being respectful in nature. Any failure to maintain a Biblical attitude of respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary action which is appropriate for the violation. GRACE expects parents to support the administration in such disciplinary action by at least encouraging obedience and respectfulness towards the actions of the school's designated authority. (Rom. 13:1).

GRACE Christian School exists to partner with parents in their God-given responsibilities, especially in developing whole-hearted followers and lovers of Christ. GRACE assumes parents will direct and discipline their children with these goals in sight. Similarly GRACE will pursue these same ends. *If parents choose to follow a different course in directing and disciplining their children, then parents and students should realize that GRACE Christian School may not be the choice for them.*

CODE OF CONDUCT

GRACE Christian School is committed to the philosophy and principles of Christian education. Student conduct, which works against school philosophy, will not be condoned. The guidelines listed herein are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct. Students and parents are required to sign a Conduct Commitment form and return it to the designated teacher during the first week of school. These forms will be kept on file in the office.

GRACE students should be committed to the Christian standards of behavior. Daily actions should be guided by

I Timothy 4:12, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity."

As a member of the GRACE student body, I promise to uphold the following standards of behavior whether on or off campus at all times:

Reverence /Respect

Display respect for school rules and those in authority. Respect for the authority of any staff member at any time either in or out of school is expected of each student. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion. Respect should always be displayed for persons of differing races, religions, sex, nationalities, and abilities. Conduct and attitude should be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.

Privacy

Respect the privacy of others by avoiding behavior of a physical, romantic, or overly affectionate nature; avoiding conversation of a personal nature about others; avoiding the private space and belongings of others.

Integrity

Maintain Christian standards of integrity and honesty in academics, relationships, and accountability.

Purity

Maintain a temple appropriate for the indwelling Holy Spirit in thought, word and deed.

Civic Responsibility

Use school, church, and public property carefully. School property shall be protected. Malicious or careless defacing or damaging of school property which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardians. This includes the chewing of gum since it can cause destruction of school property.

Manners

Good manners are an outward sign of respect for others. All members of the GRACE community are expected to extend courtesies to each other and to guests in our school. Verbal manners include use of "Sir" and "Ma'am," "Thank you," "Please." Likewise, removal of hats, holding doors, and not interrupting while others speak are demonstrations of respect for others. Some situations, i.e., chapel and assemblies, require special manners; and special presentations require attentive listening and polite applause. Field trips may also require special manners; speech, dress, and participation should be appropriate for the setting and will be determined by the supervising teacher.

We will outwardly display respect for our faith and our country by caring for our Bibles, flags, and honoring church and government leaders.

VIOLATION OF RULES AND PROCEDURES

All discipline will be based on biblical principles; e.g., restitution, apologies (public and private), appropriate discipline, restoration of fellowship, etc. GRACE does not administer corporal punishment. Discipline is to be based on the student's attitude and circumstances.

Any violation of school rules or procedures (including violations occurring during a "prank") may subject the student to disciplinary action including, but not necessarily limited to, reprimand, detention, "Saturday School" (at the expense of the student or family), removal from leadership and extracurricular activities, suspension, or expulsion. In all circumstances the teacher maintains primary responsibility for administering the school discipline policy.

A student under discipline or expulsion may be precluded from returning to school property or attending school-related events including but not limited to homecoming, prom, athletic events, etc.

GRACE reserves the right to report those offenses that may constitute violation of criminal laws to the proper authorities and to press charges against the student if the situation should so warrant.

GRACE reserves the right to deny continued enrollment or re-admission to any student whose actions demonstrate that it is not in the school's best interest to do so. The determination of whether it is in the school's best interest to allow continued enrollment or re-admission is at the school's discretion.

The administration maintains the responsibility for determining penalties for these offenses. Penalties may include apologies, restitution, detention, suspension, expulsion, loss of graduation or other privileges, or other appropriate measures. Additionally, community service projects may be assigned as part of the discipline/restoration process.

DISCIPLINE PROGRESSION

This structure provides a general framework for understanding disciplinary expectations at GRACE. As such, it is a general framework, and the administration/staff reserve the right to discipline each situation as they believe are in the best interests of the Kingdom, GRACE, and the student. Consequence for E4 of violations may range from Level I to Level V, depending on the severity of the offense.

Level I: Classroom discipline/reprimand/detention

Level II: Administrative detention. Detentions will be served on specified days. The school will give students and parents 24 hour notice, so that arrangements can be made. If a student cannot make the detention, they will need to serve two detentions to make up for the one. Students are to be on time for their detention, or they will face additional discipline. Issues leading to a detention can include, but are not limited to:

- Repetitive classroom issues such as: disruption of class; chewing gum; food/drink in class, etc.
- Three dress code violations in a semester
- Inappropriate behavior
- Inappropriate language
- Leaving class without permission
- Repetitive school offenses, including E4 violations

- Public displays of affection
- Loitering after school
- Wandering the hallways with no hall pass
- Intentionally being in an unsupervised area; avoiding staff/faculty supervision.

Level III: Saturday school. Saturday school will run on selected Saturdays from 7:45-9:45 am. The student will pay the teacher in charge a \$25.00 fee. The student should come dressed in clothes appropriate for working in. Issues leading to Saturday school can include, but are not limited to:

- Twelve tardies in a quarter (If tardies reach fifteen, student will receive a second Saturday school)
- Destruction of school property
- Repeated dress code violations indicating defiance
- Bullying: either physical, cyber or verbal
- Repeated level 2 infractions
- Defiance
- Disrespect to a faculty or staff member
- Skipping class/school
- Leaving school without permission
- Profane, obscene, or vulgar language
- Lying

Level IV: Suspension- Any student violating level IV disciplinary offenses will be subject to suspension from GRACE Christian School. The period of suspension, from one to ten days, is at the discretion of the administration depending on the seriousness of the infraction. The offending student may be given off-campus suspension at the administration's discretion, and have additional consequences as determined by the administration. All other suspensions will be in-school suspensions (ISS). Students serving suspension will be required to make up all work missed during the suspension. Tests and quizzes must be taken in the office at the same time as the regular class. All make-up work, other than the tests or quizzes completed during the suspension period, must be handed in to the student's respective teachers on the first day the student returns from the suspension. Make-up work will be graded without penalty if handed in on time. Students serving an ISS will be required to pay a fee for reimbursement for a substitute to supervise the student. Issues leading to a suspension can include, but are not limited to:

- Fighting
- Eighteen tardies in a quarter
- Repeated level 3 infractions
- Unauthorized use and/or entry of computer files, including by-passing any security measure installed on computers without faculty permission. In addition to suspension, the student will receive a zero on the test or assignment.
- Possession, use, supplying, or selling of tobacco, tobacco products, alcohol, or illegal drugs
- Possession of pornography; computer/internet use for pornographic, defiant, malicious, or vicious purposes

- Selling or supplying prescribed drugs
- Use of over-the-counter drugs or prescription drugs for recreational purposes on or off school property
- Harassment or threats related to the school environment and/or to people
- Sexual misconduct
- Contact of a sexual nature
- Verbal abuse of a sexual nature
- Sexual innuendoes and gestures
- Other serious sexual misconduct
- Possession or use of a weapon in a threatening or dangerous manner which is perceived to be capable of inflicting physical harm
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device of any type, whether loaded or unloaded, on school property or at any school-related activity
- Repeated violations of discipline
- Failure of parents to cooperate with the school in discipline of their children
- Immoral or illegal activities
- Obstruction of an investigation concerning a violation of school discipline policy
- Vandalism
- Theft
- Racist behavior

Level V: Expulsion

Expulsion (or longer suspension) of a student is within the exclusive discretion of the Board, determined based upon the best interest of GRACE and our students, after consideration of the recommendation from the Head of School and any response from the parents.

As a guide only, grounds for expulsion include any serious misconduct that could adversely impact other students or harm GRACE, including, but not limited to: fighting, bullying, threats, harassment, sexual misconduct, and any illegal activity including , but not limited to, alcohol or illicit drug possession, use or distribution, and possession of a gun or weapon on school property or at a school event. In addition, other suspension offenses may also be grounds for expulsion depending on severity and repetition.

The expulsion process is as follows:

1. The Head of School will notify the student's parents of the administration's expulsion recommendation and the Board process for considering such recommendations as soon as possible. When practicable, the Head of School will meet with the student's parents to provide notification of the expulsion recommendation.
2. The Head of School's recommendation will be communicated to the Board in writing and may include the nature of the student misconduct, the different perspectives of teachers and others, and the basis for the expulsion recommendation.
3. Parents objecting to the expulsion must provide a written response to the Head of School and the Board Chairman within five calendar days of the notice of the expulsion recommendation by the Head of School (addressing both the underlying student misconduct and discipline recommended).

4. Parents may request the opportunity to meet with the Board in their written response. The student's parents, not third parties, will typically be allowed to meet briefly with the Board, but the Board reserves the right to make its decision based solely upon the parents' written response and the recommendation of the Head of School.
5. Parents will be notified of the next available Board meeting to consider expulsion. All Board members will be provided the recommendation and any written response in advance of any Board meeting in which a vote is sought. When multiple students are involved in an incident, each student's parents will have the same opportunity to communicate with or meet with the Board.
6. Any decision to expel requires a two-thirds supermajority vote of Board members present and voting.
7. The decision of the Board is final and will be communicated promptly to the student's parents.

All communication objecting to expulsion, as described above, should be with both the Head of School and the Board Chairman. Once a recommendation to expel is made, the student will remain suspended pending a final Board decision. The Board and administration will protect student privacy during the discipline process to the extent possible, but challenging expulsion requires greater disclosure of information to the Board and limited school employees.

Restoration after Expulsion

All requests for re-admittance to GRACE after an expulsion will be considered on a case by case basis, and the decision of the administration is final. Guidelines for student restoration after an expulsion are as follows:

1. Any student requesting re-admittance to GRACE after an expulsion must make application for admittance as a new student.
2. A student's request will not qualify for consideration until a minimum of one year has passed since the expulsion.
3. The administration may require that the student receive counseling by a pastoral counselor or licensed professional counselor approved by both the family and the school, and may require monthly progress reports to the administration for six months and then quarterly thereafter.
4. Any student allowed to return to GRACE following an expulsion will return on probation status.
5. Conditions for the probation will be determined on a case by case basis by the administration.
6. Appropriate apologies and restitution will be required as deemed necessary by the administration.
7. The requesting student and parents will be required to meet with members of the administrative team prior to any re-admittance.
8. The student will be required to submit a letter to the administrative team, detailing lessons learned, repentant heart and behavioral commitments if allowed to return to GRACE by the administration.

INVESTIGATION AND CONFIDENTIALITY

Administration will investigate violations of the school discipline policy and will take appropriate action as deemed necessary.

GRACE reserves the right to conduct a search of any student's personal property when there is reasonable cause to believe they have possession of illegal or unauthorized materials. Student lockers are the property of GRACE and loaned to students for their use. GRACE reserves the right to inspect lockers and their contents any time deemed necessary by the administration. If any illegal or unauthorized items are found, such items will be confiscated. Local law enforcement will be contacted in the event that illegal items are discovered.

Parents may be required to attend a meeting where the violation will be discussed.

Failure to answer, fully and truthfully, an inquiry during the course of an investigation concerning a violation of school discipline policy constitutes an obstruction of such investigation and is grounds for discipline itself.

Persons may provide information in confidential fashion if they desire. However, uncorroborated information provided in such a manner will not provide the sole basis for disciplinary action. There is no right to receive the identity of any individual providing information which forms a basis for disciplinary action.

RATIONALE

Once again, GRACE Christian school desires to work with students to see them develop as whole-hearted followers of Christ who love Him with all of who they are and who love others well. In handling discipline, forgiveness is an integral part of the process, but forgiveness does not do away with or alleviate consequences for actions. This is in keeping with the Lord's disciplining of us because of His great love for us, and more importantly in order that He is duly honored in and by our lives. Similarly, grace is a part of the process, but, grace is costly, as it cost God the Father the life of His very own Son. The Scriptures reinforce that this costly grace is extended to us when we humble ourselves (Prov. 3:34; James 4:6; I Peter 5:5). Repentance is usually the evidence of this humbling and the conduit through which we receive grace both for forgiveness of sin and for enabling us to live in His ways.

STUDENT ACTIVITIES

Our school provides activities to develop and explore each student's God given gifts, talents and interests. These trips and events enhance the instructional program. We encourage all students to participate in as many of these events as possible.

PROGRAMS AND SPECIAL ACTIVITIES

Parents are encouraged to attend chapels, PTF meetings, sports events, and special activities to support their children and their children's school. During school events, students and other guests should follow student behavior guidelines. Parents should supervise their children. Hallways should be quiet. Remember, no food or drink is allowed in assemblies. **Cell phones and other electronic communication devices should be turned OFF during programs and special activities!**

Chapel programs are held weekly. Programs are conducted by pastors, guest speakers and students.

COMMUNITY SERVICE

Bi-weekly time is set aside for elementary students to demonstrate their faith by service to their community. Kindergarten through sixth grade students are given various opportunities to reach their local and global communities. Each homeroom is responsible for an annual community outreach project. The Student Council leads campus-wide projects and the annual GRACE March Missions focus.

Every high school student is required to accomplish twenty hours of community service for each year they attend GRACE. The important requirements include the following:

- At least ten hours must be served in the local community. Remaining hours may be served in the student's local church or at GRACE.
- Students and parents must request preapproval for places where students desire to serve. The administration will make the final decisions on all preapprovals. Students will not receive credit for hours that have not been preapproved. (see list of approved missions on the website)
- Any hours served for which the student has received compensation will not be counted.
- A Community Service Project Report Form must be turned in to the office receptionist before credit will be awarded.

FIELD TRIPS

Teachers are encouraged to utilize field trips to enhance the instructional program. A signed *Parental Consent* form should be received no later than two days before the event in order to allow the coordinator adequate time to make appropriate arrangements. If parental consent has not been received, the child must remain on school property. A *Field Trip Authorization and Release* form and also an up-to-date Emergency Information Card must be on file before a child may participate in field trips. Parents should call the office by 7:45 a.m. if a student is going to be absent on a field trip day. Parents are encouraged to participate in field trips and must follow school procedures, teacher directions, and traffic laws.

If parents choose for their child to opt out of a class field trip, the student will still be required to attend school. They will be given assignments to complete to meet the objectives of the trip.

All adults participating in overnight field trips must attend a planning meeting in advance of the trip.

Chaperone Responsibilities

Parents are welcome to serve as chaperones for school field trips. A chaperone's responsibility is to ensure the safety and compliance of students. The chaperone will be assigned a group of students that they are directly responsible for during the field trip. The chaperone is under the direction of the teacher and should follow all field trip instructions. Chaperones shall receive the following and are expected to review the information before the field trip:

- a detailed map of the route including stops, and agenda of the days events.
- a list of student behavior expectations and consequences (all school policies should be enforced)
- transportation procedures
- emergency information packets

The teacher assigns all carpool, room, and tour groups which cannot be altered by chaperones or students.

Chaperones not properly following the expectations and directions will not be permitted on future trips.

Chaperones are expected to pay for themselves; siblings are not permitted to attend field trips.

Chaperones for field trips will be required to undergo a background and driving history check. Administration reserves the right to decline a chaperone.

For bus rules see Transportation.

SOCIAL EVENTS

Elementary In-Class Parties

Teachers should ensure parents are aware of any food allergies or diet restrictions as parties are planned.

Parents may coordinate with the teacher if they wish to bring a special snack to celebrate their child's birthday. Nutritional snacks are encouraged. These should be shared during snack time or at the end of the day.

Holiday parties may be given for Thanksgiving, Christmas, Valentine's Day, and Easter. Room parents are responsible for coordinating these with teachers.

Elementary parties should be limited to 30 minutes and take place toward the end of the day.

The teacher is responsible for all activities related to an in-class party even if parents or students do the planning.

Students should be responsible for clean up after any parties.

Off Campus Parties/Activities

When participating in off campus activities, students are expected to conduct themselves in such a way as to reflect biblical principles of modesty, purity, obedience, and respect in both dress and speech as agreed

to in the Conduct Commitment and handbook. Students who violate these rules and procedures are subject to disciplinary action.

GRACE also expects all parents to support the biblical standards of behavior as set forth in our Conduct Commitment. It is the school's expectation that parents respect the Christian values of GRACE and its families. Parents should provide supervision that is consistent with those values whenever they are responsible for GRACE students.

STUDENT COUNCIL

Each GRACE campus student body elects a student council every school year. Executive offices include president, vice-president, secretary, treasurer (Crossroads Campus), sergeant-at-arms (Crossroads Campus), and chaplain. A class representative is elected in each third through twelfth grade homeroom.

Students seeking office must be in good standing with the school (no suspensions, etc.). They should display good Christian character and also be re-enrolled for the upcoming school year.

Activities organized by the student council may include spirit week, host/hostess for programs, and social events. Student council provides general leadership for student activities and consults with the administration on student related issues. The student council has assigned staff advisors.

ATHLETICS

The mission of GRACE athletics is to effectively equip and prepare students for the challenges in life, to always glorify Jesus Christ through attitudes and actions, to demonstrate true sportsmanship, while maintaining academic excellence.

GRACE offers a variety of middle school and high school athletic teams based on student interests. An *Athletics Department Authorization and Release* form and an *Athletics Department Health History/Physical Examination* form must be completed annually by the parent before students may participate in athletic activities. All participants must have a physical within one year of beginning practice; records must be on file in the school.

Students will acquire a lifestyle of character, discipline, and leadership. Young men and women mature physically as "temples for Christ" as well as strengthen their hearts and souls through reflecting the essence and love of Jesus Christ. (Romans 12:1)

Code of Conduct

Every athlete and parent is expected to uphold the "Conduct Commitment" and to present themselves in a manner that is pleasing to our Lord Jesus Christ. We absolutely recognize the privilege it is to be children of God and the responsibility it carries. It is our highest priority to honor God by demonstrating exemplary character with each other and all those with whom we come in contact. GRACE fans should conduct themselves in a Christ-like manner refraining from negative comments or cheers. Heckling is never appropriate. Fans are expected to focus on encouraging and building up players, coaches, and support personnel.

Physicals and Medical Waivers

All athletes must submit an **annual** *GRACE Athletic Department Physical Examination/ Health History* form and the *GRACE Athletic Department Authorization and Release* form to the GRACE office or coach before or on the first day of practice. GRACE athletic policies mandate that every player must maintain a current physical within one calendar year to be eligible to play or practice a sport. **It is the parents' responsibility to notify the athletic director of any medical conditions before beginning practices.**

Academic Eligibility Requirements

Athletes are expected to put forth their personal best in the classroom, maintaining no less than a 2.0 GPA with no F's. Grade checks will be made at mid quarter and at the end of each quarter. Athletes who fall below a 2.0 GPA or have an F will be ineligible to compete in games but will be allowed to practice. If a student has an F or falls below a 2.0 GPA, weekly checks will be instituted by the administration until the student has a passing grade. At that time they will be eligible to compete in games again.

Athletic Fee

Each athlete is assessed an athletic fee per sport played to offset the expenses GRACE incurs as a result of funding individual sports. Common expenses include gym and field rentals, referee contracts, and uniform and equipment purchases. The athletic fee curtails some of the associated expenses but certainly not all. Athletic fee is due before or on the first day of practice.

Athletic Fee Sponsorships

We are asking our GRACE family to prayerfully consider the sponsorship of an athletic fee to ensure that financial hardships do not prevent any athlete's participation. If you are either in need of or wish to fund a scholarship, please contact the athletic director. All inquiries are held in the strictest confidence.

Attendance Policy

Athletes must attend school the same day of a prospective practice or game in order to be eligible to participate. Athletes are expected to regularly attend all practices and games unless otherwise cleared by the coach or athletic director.

Coach Authority

The coach's authority to lead his/her team as he/ she deems appropriate is in keeping with the philosophies and policies of GRACE Christian School. The head coach is charged with defining player expectations, implementing team rules, deciding athletes' playing time, and taking disciplinary actions whenever necessary. Athletes are expected to completely and respectfully abide by the leadership and authority of the head coach and his/her assistants. Disciplinary measures may include but are not limited to increased exercise, suspension from a game, or expulsion from the team. Grievances with disciplinary measures taken by a coach should be directed to that coach and then to the athletic director if not satisfactorily resolved with the coach.

Team Uniforms

Team uniforms are issued to players for most sports. It is the responsibility of the player to take proper care of that uniform and return it to the school clean and in good condition immediately following the end of the season. Failure to do so will result in a uniform replacement fine as well as a withholding of student grades/records.

Transportation Responsibility

It is the parents' responsibility to provide transportation to and from GRACE sporting events and to pick up athletes promptly following every event. Your cooperation in this is greatly appreciated; our coaches are staff members and volunteers, and we want to be respectful of their time and other commitments. Carpooling is strongly encouraged; some families rely on carpooling to make it possible for their children to participate in athletics. GRACE activity buses may be available for travel to some athletic events. See Transportation.

Inclement Weather Cancellation Policy

In the event that adverse weather threatens a practice or game, the athletic director will make the decision about canceling the event in question and notify the GRACE office no later than 1:00 p.m. of that day. Away games are excluded from this policy because the decision to cancel rests with the other team. Parents are expected to contact the office to verify the cancellation status when weather appears to be an issue.

GENERAL INFORMATION

BEFORECARE

For the convenience of working parents who need to drop off K-6 children early, child care will be provided for kindergarten through sixth grade students. A monthly fee will be assessed. Any student arriving between 7:30 and 8:00 a.m. must be signed in to BeforeCare. **State regulations require parents to ESCORT CHILDREN INTO THE BUILDING EVERY DAY AND SIGN THEM IN.** Failure to comply with these guidelines will affect parents' ability to take advantage of this program.

AFTERCARE

Aftercare is provided from 3:00 p.m. until 6:00 p.m. for students in kindergarten through sixth grade. Parents interested in this program should register their child in advance. The administrative assistant on the Raleigh Campus coordinates the program. A fee is charged for this service and an additional charge is levied for students picked up after 6:00 p.m.

Supervision is provided from 3:30 p.m. to 5:00 p.m. for any students remaining on the Crossroads Campus. Students must report to the library and use this time wisely as a study hall.

DISMISSAL PROCEDURES

In order to maintain campus safety, parents, students and visitors must carefully follow the dismissal procedures. Dismissal procedures require the following parent responsibilities:

- > Parents need to be alert and cooperate with school personnel in traffic control procedures.
- > Cars should proceed slowly!
- > For the safety of our students and to expedite pickup procedures, parents should stay in the carpool line. Cars may not be left unattended in line. If it is necessary for a parent to come into the building, cars should be parked.
- > Students may not use school phones to make social plans. Changes in pick up should be arranged by a parent and the school notified. Office staff will notify the student.

RALEIGH CAMPUS

- > The traffic pattern maps distributed should be followed.
- > Carpool signs must be displayed in the front passenger window every day throughout the year.
- > Students not picked up by 3:15 p.m. will be signed in to Aftercare. Parents will be charged for this service.

CROSSROADS CAMPUS

- > Any students remaining on campus after 3:30 p.m. must report to the library. Students going to help classes should report directly to the teacher's room. Hallway doors will be locked at 3:30 p.m. and access to the classrooms is restricted.
- > Students may not use school phones to make social plans. Changes in pick up should be arranged by a parent and the school notified. Office staff will notify the student.
- > Students driving to school must complete a Student Parking Registration form prior to driving on campus. All students should park in designated student parking only. Students are expected to follow all guidelines given on the Student Parking Registration. Failure to do so will result in suspension of driving privileges.

HALL AND RESTROOM PROCEDURES

Orderly conduct in hallways and restrooms is a courtesy to other classes. All students should be encouraged to use good manners, especially in common areas.

Hallway

Elementary school students are to walk in the hallway in single file without talking.

The teacher should walk with the class, near the end of the line. Students should stop at the designated points and wait for the teacher's direction.

Middle and high school students should move quietly and considerately in the hallways. Teachers should monitor hallways.

Students should follow designated routes for their grade levels.

Students who are held after class must be given a note from the teacher.

Students sent on errands should be given a note.

Middle and high school students will be required to secure a hall pass from their teacher in order to leave the classroom during class time. No student should be found outside of his or her classroom without an appropriately completed hall pass.

Elevator use is restricted to handicapped students and students given teacher permission.

Restroom

Students should use designated restrooms at scheduled times.

The Raleigh campus teacher must **check the condition of the restroom for cleanliness both before and after the class uses it.**

Students on Crossroads Campus must use the five minute passing period to go to the restroom.

Students should be required to keep the restroom tidy, and wash hands before leaving.

Behavior during bathroom breaks should be orderly and quiet.

Problems with restrooms should be reported to the office.

INCLEMENT WEATHER

On days of snowfall, emergencies or other hazardous weather conditions, GRACE will follow the decision of Wake County Public Schools for closing. We will, however, make our own decision about re-opening, and it will be announced on the school website and on the following radio and television stations:

WRAL (TV CHANNEL 5)

WQDR (FM 94.7)

WPTF (AM 680)

WTVD (TV CHANNEL 11)

Make-up days will follow a schedule prescribed by the administration and the Board.

LIBRARY

Students should care for all borrowed materials. If a book is lost or damaged, the student and/or parent are required to replace the book or reimburse the library for the cost of the book or the cost of repairs.

Tears can be mended with special book tape; please do not attempt to make the repairs at home.

LOCKERS

Lockers are the property of GRACE Christian School. Lockers are assigned to students individually and students are not permitted to share lockers. Students may not attach stickers or items to the exterior or interior surface of the lockers. The administration retains the right of access to all lockers at any time for any reason.

For grades five through twelve, locks are required to be kept on the lockers at all times. A replacement fee will be assessed for all lost locks.

LOST AND FOUND

Found items will be kept in the office. Unclaimed items will be donated to charity on a regular basis.

LOUNGES

The faculty/staff lounges are available for faculty and staff only. Students and teachers' children should not be in the lounges. Parents may set up and clean up for snacks and/or meals only.

LUNCH AND SNACKS

- > A hot lunch will be available five days a week at the most reasonable cost possible. Students may bring their own lunches on any day
- > Elementary teachers will notify the office immediately if any child forgets to bring his/her lunch or money so that the parent may be called
- > Parents are requested to send nutritious snacks and lunches with their children
- > Glass containers should not be brought to school
- > Students should bring all utensils from home
- > Food should be eaten during specific break times in areas designated by teachers
- > Students should not bring gum or high-energy drinks to school
- > Students are not allowed to have food and drink when using their MacBooks

PARENTAL INVOLVEMENT

GRACE encourages and supports parental involvement in classroom activities, field trips, and PTF membership and committees. Parents are also encouraged to become involved in the instructional program at the direction of the teachers. Enrichment activities and parties are planned in conjunction with the curricular goals and are supported by parents. Parents are expected to follow teacher requests and school guidelines.

Parent Teacher Fellowship is organized to provide opportunities for parent involvement and enhance school community. Officers are elected each spring. PTF officers are president, vice president, secretary, and treasurer. The motto of PTF is "Partners working together for our children!" Committees include homeroom parents, hospitality, parent education/programs, prayer, special events, and teacher appreciation.

PLEDGES

Pledge to the American Flag

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

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands. One Savior, crucified, buried, risen, and coming again with life and liberty 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, and I will hide its word in my heart that I might not sin against God.

SCHOOL HOURS

Students are expected to arrive at school in sufficient time to be prepared for class. With the exception of authorized use of school property, students are expected to leave school premises within a reasonable time after school activities have concluded.

K – 6th Grade classes are from 8:15 a.m. – 3:00 p.m.

K – 6th Grade students may enter the classroom at 8:00 a.m.

7th Grade- 12th Grade classes are from 8:00 a.m. - 3:15 p.m. There will be a 7:55 warning bell.

7th Grade -12th Grade students may enter the classroom at 7:50 a.m. Office hours are from 7:45 a.m. until 4:00 p.m.

SCHOOL VISITS

We welcome visitors to come and observe our classes. However, they should call the school office and make an appointment at least one day in advance of the visit.

Parents and visitors at school are required to obtain and wear a Visitor's Badge during their stay. The badges are available in the receptionist's office.

All visitors should sign in at the office and should not go directly to the classroom. This includes parents who come to pick up their child early, bring their child late, or drop off items for their child. The office will announce visitors and/or issue admission slips. This is to ensure that classroom disruptions are kept to a minimum.

Previous GRACE students or potential students wishing to visit must call for prior approval at least one day in advance of the visit and must obey all GRACE discipline and dress code guidelines. They must sign in at the office and remain with a designated class until signing out to leave. They must wear a visitor badge at all times.

If a parent needs to talk with a teacher, a private conference may be arranged by contacting the teacher via e-mail. Parents are requested to be considerate of the teacher and his/her schedule. We request parents not talk with teachers during school hours or at dismissal; this detains them from their responsibilities with the children.

TEXTBOOKS

The book and supply fee does not cover the entire cost of textbooks; therefore, care of books is extremely important. All hard-covered textbooks must have paper book covers. These covers should be placed on books the first week of class and should remain all year. Self-adhesive covers damage books and should not be used. Books with adhesive covers and those using tape will be assessed at full cost for damages. When a book is returned, the teacher will check its condition and notify the bookkeeper of any damage. Parents will be charged accordingly.

TOYS

It is the policy of GRACE that students not bring toys to school except at a teacher's specific direction. Teachers will inform parents regarding these occasions. Toys must be in keeping with a Christian school atmosphere. Should a student bring a toy without the teacher's direction, the teacher will take the toy.